

**The University of Texas at Austin**

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# **Lift Safety Plan**

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OFFICE OF THE VICE PRESIDENT FOR  
**UNIVERSITY OPERATIONS**



**August 2012**



THE UNIVERSITY OF TEXAS AT AUSTIN

WHAT STARTS HERE CHANGES THE WORLD



## President's Environmental Health and Safety Statement of Commitment

The University of Texas at Austin is committed to protecting the health and welfare of students, faculty, staff and visitors, as well as the environment. Together we must maintain a healthy and safe campus and foster a culture of safety throughout the university.

Environmental health and safety (EHS) is a shared responsibility. All members of the university should recognize and work to reduce injuries and minimize adverse environmental impacts. It is essential that deans, directors, department heads, and faculty and staff supervisors lead this effort. Employees are to take an active part in their own safety and the safety of those around them. This includes understanding and complying with EHS requirements, reporting all incidents and accidents, completing all required training, and taking personal responsibility for a safe and healthy campus.

With this Statement, I hereby reaffirm my support for the following EHS principles:

- prevent or mitigate human or economic losses arising from accidents, adverse occupational exposures and environmental events;
- build EHS considerations into all phases of operations including facility design and construction, research and teaching;
- achieve and maintain compliance with EHS laws and regulations; and
- continually improve our EHS performance by adopting best practices.

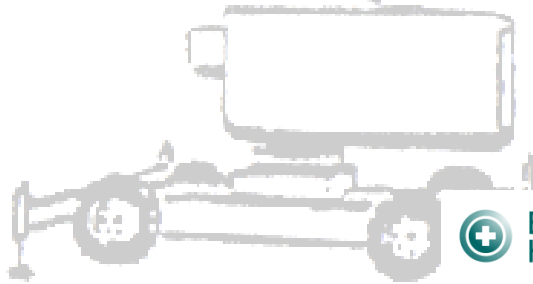
This commitment also recognizes and promises to respond to legitimate community concerns about EHS and to provide appropriate and timely information in response to questions about EHS issues.

The EHS office has been charged with developing innovative and responsible programs and procedures to support this commitment including periodic assessments to review performance and track corrective actions. For questions or assistance, contact the EHS office.

A handwritten signature in black ink, appearing to read 'William Powers, Jr.', written over a horizontal line.

William Powers, Jr.  
President

9/26/11  
Date



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## LIFT SAFETY PROGRAM OVERVIEW

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July 12, 2012

### 1.0 Purpose and Applicability

The purpose of this Program is to ensure that University personnel and students who operate aerial or scissor lifts have the knowledge and tools to work safely. This program overview applies to all University owned or rented aerial lifts and scissor lifts designed to elevate personnel on a platform. These lifts are propelled by a powered lifting device with the controls located on the platform itself. It applies to any department that owns or rents the equipment and the employees or students who use them.

### 2.0 Definitions

"Lifts" are defined as any aerial or scissor lift.

**2.1 "Aerial Lift"** is any powered, mobile, vehicle-mounted device that may elevate, telescopically extend in order to raise and support personnel to elevated job sites.

**2.2 "Scissor Lift"** is any powered, mobile device that has a personnel work platform which is mechanically raised vertically above the carriage by means of controls on the work platform.

**2.3 "Personal Protective Equipment (PPE)"** is any specialized clothing or equipment worn by employees or students for protection against health and safety hazards associated with lift use.

**2.4 "Lift Safety Contact"** is an experienced staff member, graduate student or postdoctoral associate or fellow that has appropriate lift experience and has been designated by individual departments as having supervisory responsibilities in regards to lift safety.

### 3.0 Roles and Responsibilities

**3.1 Environmental Health & Safety (EHS)**, along with Department Safety Coordinators, has overall responsibility for the program administration including the training, compiling inventories of equipment, evaluation, inspections, and audits. EHS conducts periodic audits of the workplace to ensure that this program is being effectively implemented. EHS has final authority over all safety issues and may halt operations or practices it considers as an imminent danger at any time at its discretion.

**3.2 Departments** Departments appoint an individual as Lift Safety Contact who will work with EHS. Each Department is responsible for:

- ensuring that the lifts that they rent or own are maintained in accordance with the manufacturer's specifications,
- providing lift-specific training
- informing all users of any PPE requirements when working on the lift,
- maintaining an accurate lift inventory and
- resolving any safety issues that arise during inspections or audits.

Departments may institute more stringent standards.

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**3.3 Lift Safety Contacts** Department Lift Safety Contacts are responsible for enforcing relevant University policies and practices and are expected to halt lift operations anytime there are unsafe operations. Department Safety Contacts must ensure that operators receive model-specific training from competent operators/trainers.

**3.4 Employees and Students** Employees and students are responsible for complying with all applicable safety rules, wearing all required PPE, and completing University and department-required training.

#### 4.0 Program Elements

##### 4.1 Inventory

EHS, in conjunction with department Lift Safety Contacts, will maintain an up-to-date inventory of all University lifts and a roster of Lift Safety Contacts.

##### 4.2 Inspections

Lift Safety Contacts are responsible for performing annual self-evaluations. EHS may also perform periodic inspections. A written inspection report with findings and corrective actions will be prepared for each inspection. All corrective actions will be promptly addressed.

##### 4.3 Training

EHS will offer general awareness training on lift safety. This online training is required at a minimum of every three years. Model and manufacturer specific training is also required and provided by departments. Departments may choose to adhere to more stringent training requirements

##### 4.4 Record Keeping

Departments will maintain inspection reports and a current roster of employees and students who are trained.

##### 4.5 Lift Safety Rules


EHS, in conjunction with Lift Safety Contacts, will establish and publicize lift safety rules.

#### 5.0 Program Review

EHS will conduct a program review and evaluation at least every two years and may make revisions and updates that will promote continuous improvement. For further details please consult Environmental Health and Safety or your Safety Coordinator.

#### 6.0 Key References and Resources


- President's Environmental Health and Safety Statement of Commitment  
<http://www.utexas.edu/safety/ehs/news/commitment.html>
- University of Notre Dame  
[http://riskmanagement.nd.edu/assets/43669/aerial\\_platform\\_scissor\\_policy.pdf](http://riskmanagement.nd.edu/assets/43669/aerial_platform_scissor_policy.pdf)
- The Pennsylvania State University Aerial/Scissor Lift Safety Program  
[http://www.ehs.psu.edu/occhealth/aerial\\_scissor\\_lift.pdf](http://www.ehs.psu.edu/occhealth/aerial_scissor_lift.pdf)

  
\_\_\_\_\_

Dr. Bob Harkins, Associate Vice President-Campus Safety and Security

12 July 2012

Date

  
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Dr. Pat Clubb, Vice President-University Operations

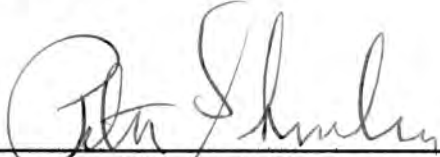
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This Plan was developed by EHS in collaboration the following departments Utilities and Energy Management, Facilities Services, Texas Performing Arts, Information Technology Services, The Blanton Museum of Art, Recreational Sports, Athletics Department, and The Division of Housing and Food Services.



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Peter Schneider, Director, Environmental Health and Safety

8/27/12  
Date



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## **1.0 Background**

Aerial and scissor lifts are commonly used in construction, inspection, athletic events, and repair services to raise University employees and students to an elevated work position. Proper operation and use of lifts can make completion of tasks at elevation safer and more efficient. However, unsafe use, operation and work practices can result in serious injury and even death. This program has been developed to identify the hazards associated with improper use and to safeguard students, staff, faculty, and visitors in and around this type of equipment. This program provides general, operating, maintenance, inspection, and training requirements governing safe lift use at the University.

## **2.0 Program**

Departments using aerial or scissor lifts must ensure that operators comply with all aspects of this program. All University employees and students must successfully complete a two-part training program, and receive passing marks prior to the operation of any lift. Contractors operating lifts on University projects are expected to meet or exceed the requirements found in this program, follow all University-specific rules, and comply with all applicable statues and regulations.

## **3.0 Purpose & Scope**

The purpose of this Program is to ensure that University personnel and students who operate aerial or scissor lifts have the knowledge and tools to work safely. This program applies to all University-owned or rented aerial platforms and scissor lifts designed to elevate personnel on a platform that is propelled by a powered lifting device, with the controls located on the platform itself. It applies to any department that owns or rents the equipment and the employees or students who use them.

## **4.0 Roles & Responsibilities**

**4.1** Environmental Health & Safety (EHS), along with department Safety Coordinators, has overall responsibility for the program administration including the training, compiling inventories of equipment, evaluation, inspections, and audits. EHS conducts periodic audits of the workplace to ensure that this program is being effectively implemented. EHS has final authority over all safety issues and may halt operations or practices it considers as an imminent danger at any time at its discretion.

**4.2** Each department is responsible for maintaining the equipment, performing routine annual maintenance, and correcting any deficiencies noted with the lifts they own or rent. Departments will:

- Appoint an individual as a designated Department Safety Contact who will be the point of contact with the EHS Department and employees concerning lift safety.
- Ensure the operating and maintenance manuals are made available to each operator.
- Conduct model specific training.
- Inform all users of any personal protective equipment (PPE) requirements when working on the lift.
- Notify EHS of any changes, additions, replacements, or removal of lifts to ensure an accurate inventory for their area.
- Resolve any safety issues that arise, during inspections or audits.

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- Perform annual, or as frequently as recommended by the manufacturer, inspection of all lifts by authorized service personnel at the expense of the department that owns or rents the lift.

Departments may institute more stringent standards. When safety-related concerns have been discovered the concern shall be corrected or the lift shall be locked out of service until the item(s) have been repaired.

Departments whose employees borrow lifts from other departments are responsible for providing their employees with proof of training. This proof may be in the form of a training card that has the year training was completed and all lift types that employee has been trained on. Each Department is responsible for ensuring the lifts they rent or own are maintained in accordance with the manufacturer's specifications.

**4.3** Department Safety Contact is responsible for enforcing all University policies and practices and will:

- Model best practices and educate students, faculty, and staff to promote a general culture of safety in operation of all lifts.
- Halt lift operations any time unsafe operations or conditions exist.
- Ensure that operators receive model-specific training from competent operators/trainers.
- Understand hazards specific to aerial or scissor lift type.
- Ensure modifications are not made to aerial lifts without manufacturer's prior approval.
- Ensure that employees attend and complete all required training.
- Provide updates on lift inventory to EHS.
- Retain completed aerial lift inspections reports for a minimum of two years.

**4.4** Employees and students are responsible for complying with all applicable rules and regulations, wearing all required PPE, and completing any University and department-required training.

- Maintain any PPE required to work safely while on the lift.
- Inspect the lift prior to use.
- Complete general lift training, offered by EHS, at a minimum of once every three years.
- Follow all lift model-specific training, in addition to general lift training.
- Adhere to manufacturer specifications for the safe operation of all equipment.
- Report any problems to the designated lift Department Safety Contact or their supervisor.
- Understand hazards specific to the lift type.
- Ensure signs, caution tape, barriers/fences and other means of diverting pedestrian traffic are in place prior to operating the lift.
- Immediately report worn personal fall arrest system components to the supervisor or Department Safety Contact.
- Report all accidents, regardless of fault and severity, to their Supervisor.
- Shall not wear any loose clothing or any accessory that can catch in moving parts.
- Never override hydraulic, mechanical, or electric safety devices.

**4.5** Lift occupant in some cases lifts may be used to raise an employee or contractor. This person does not operate the lift but needs to abide by the following rules:

- Understand all warning signals and sounds.
- Follow all instructions of the lift operator.

Not create a hazard to people working or walking below the lift.



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## **5.0 Lift Procedures**

### **5.1 Pre-Use Inspection**

Before lift is started, the operator must walk completely around the machine to ensure everyone and everything is clear of the machine. Prior to the operation of any lift the Pre-Use Inspection form, found in Appendix C, must be completed. This applies at the beginning of every work period. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn, lights, cracked weld, structural damage, or excessive wear, seat belt, or back-up alarm, etc.) must be reported for immediate repair. If the aerial/scissor lift becomes disabled, a “Out Of Service” tag or equivalent shall be attached to the controls inside the platform in a conspicuous location and the key will be given to the Department Safety Contact.

Pre-Use Inspection forms should be kept for at least two years. The completed forms should be submitted to the supervisor or Department Safety Contact.

### **5.2 Survey of Surface Area**

Prior to operation of any lift a survey of the work area must be conducted first. The lift operator should ensure that there are no drop offs, uneven surface, holes, floor/ground obstructions, or debris that may create an unsafe condition. Overhead obstructions must also be investigated. The lift operator must ensure that the lift will stay the appropriate distance away from all energized power lines, see Appendix G, and other overhead obstructions. Operations of lifts must not create a hazard for pedestrians or vehicular traffic. Other employees may be used as flaggers, barricades may be erected, or other devices may be implemented to ensure that lift operations do not pose risks.

### **5.3 Lift Safety Rules**

All employees, contractors, and students must abide by University Safety Rules found in Appendix A.

### **5.4 Safe Work Practices After Operation**

Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, idling engine for gradual cooling, turning off electrical power, wheels chocked, and taking the necessary steps to prevent unauthorized use. Lifts shall be shut off prior to fueling. Fueling must be completed in well ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

Employees charging and changing batteries shall be authorized to do the work, trained in the proper handling, and required to wear protective clothing, this may include face shields, long sleeves, rubber boots, aprons, and gloves.

### **5.5 Maintenance**

Any lift not in safe operating condition must be removed from service. Authorized personnel must make all repairs. It is recommended that repairs be documented with the date, what repair was made, and who performed the repair. An example of a maintenance log is included in Appendix D Maintenance & Repair Form. In addition, the following precautions should be observed:

- Repairs to the fuel and ignition systems of aerial lifts that involve fire hazards must be conducted only in locations designated for such repairs.
- Lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.

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- Only use replacement parts that are currently approved by the manufacturer.

## **6.0 Fall Protection**

Under normal circumstances a lift's guardrail system should offer adequate fall protection. If the manufacturer's specification require the operator to use personal fall protection, such as a harness and lanyard, or any time the lift's guard rail system is removed or if the guard rail system is less than adequate, or workers leave the safety of the work platform additional fall protection, is required.

## **7.0 Training**

### **7.1 General Lift Training**

EHS will offer general training on how to work safely on lifts. This training is required at a minimum of every three years. In the event of an accident, near miss, or an employee or student has shown that they cannot operate the lift safely retraining must occur before the person can operate a lift again. General University Lift training online through TxClass.

### **7.2 Model and Manufacturer-Specific Training**

Model specific training is also required. Model specific training must be offered by departments that own or rent lifts, the training form can be found in Appendix F. Personnel will show the Department Safety Contact competency for all lifts that they may operate, understand all warning alarms and signals, show an understanding of inspection of both the lift and area prior to lift operations, and understand how to properly protect pedestrians and vehicular traffic.

### **7.3 Training Records**

Departments may choose to adhere to more stringent training requirements. Model or department-specific training must be tracked by each department. Training records must be kept for a minimum of three years. Each department must maintain a record of all individual training, including:

- Training topics covered
- Date of training
- Models covered during training
- Name of individual trained
- Name of trainer

Training cards will be issued by the home departments for UT employees that may borrow other departments' lifts. Employees are required to carry these cards when they may borrow a lift from another department. Any department may refuse to loan its lift to another department's employees who do not have proper proof of training or during the course of using the lift show that they pose a risk and need to be retrained. If a department refuses to loan their lift to another department's employees, they should contact the borrowing Department's Safety Contact.

### **7.3 Annual Refresher**

Departments should review the following elements at least annually with all departmental lift operators:

- Review Lift Safety Rules
- Review of the Lift Pre-Use Inspection Form
- Review Maintenance & Repair Record if department performs work on lifts

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- Updated information on new equipment and send information to EHS
- Review written University Lift Safety Program

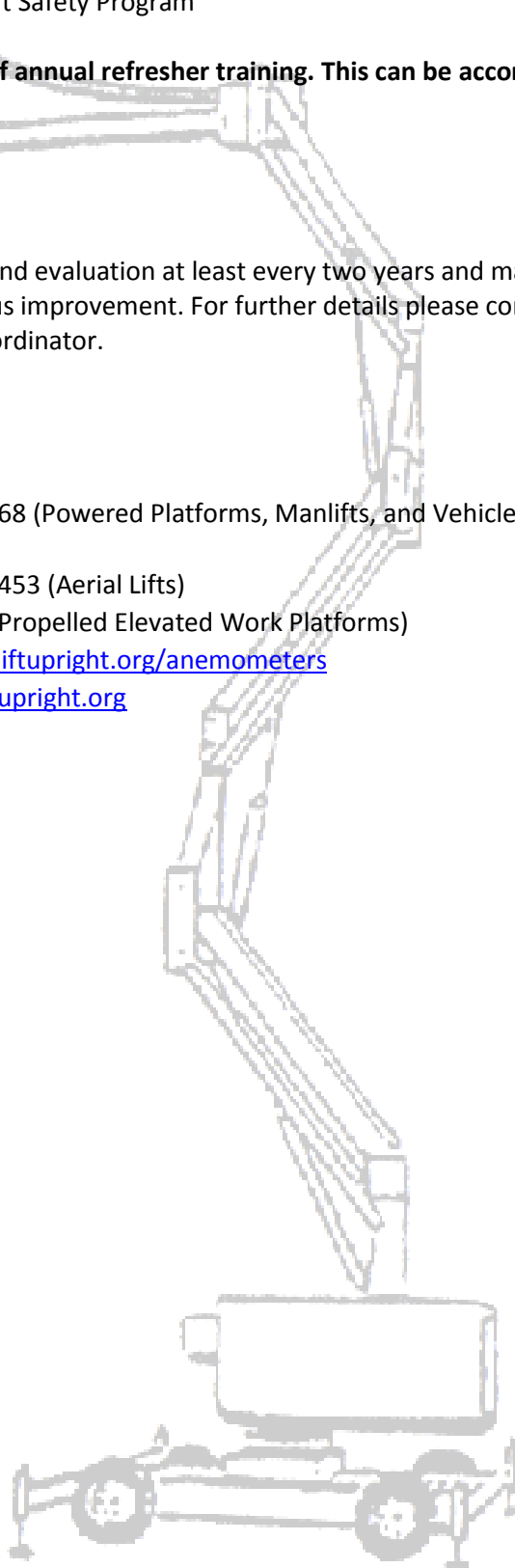
**Departments should keep records of annual refresher training. This can be accomplished by using the training form in Appendix D.**

## **8.0 Program Evaluation**

EHS will conduct a program review and evaluation at least every two years and may make revisions and updates that will promote continuous improvement. For further details please consult Environmental Health and Safety or your Safety Coordinator.

## **9.0 Resources**

- OSHA Standard 29CFR 1910.68 (Powered Platforms, Manlifts, and Vehicle-Mounted Work Platform)
- OSHA Standard 29CFR 1926.453 (Aerial Lifts)
- ANSI/SIA A92.6 – 2006 (Self-Propelled Elevated Work Platforms)
- Anemometers <http://www.liftupright.org/anemometers>
- Lift Up Right <http://www.liftupright.org>



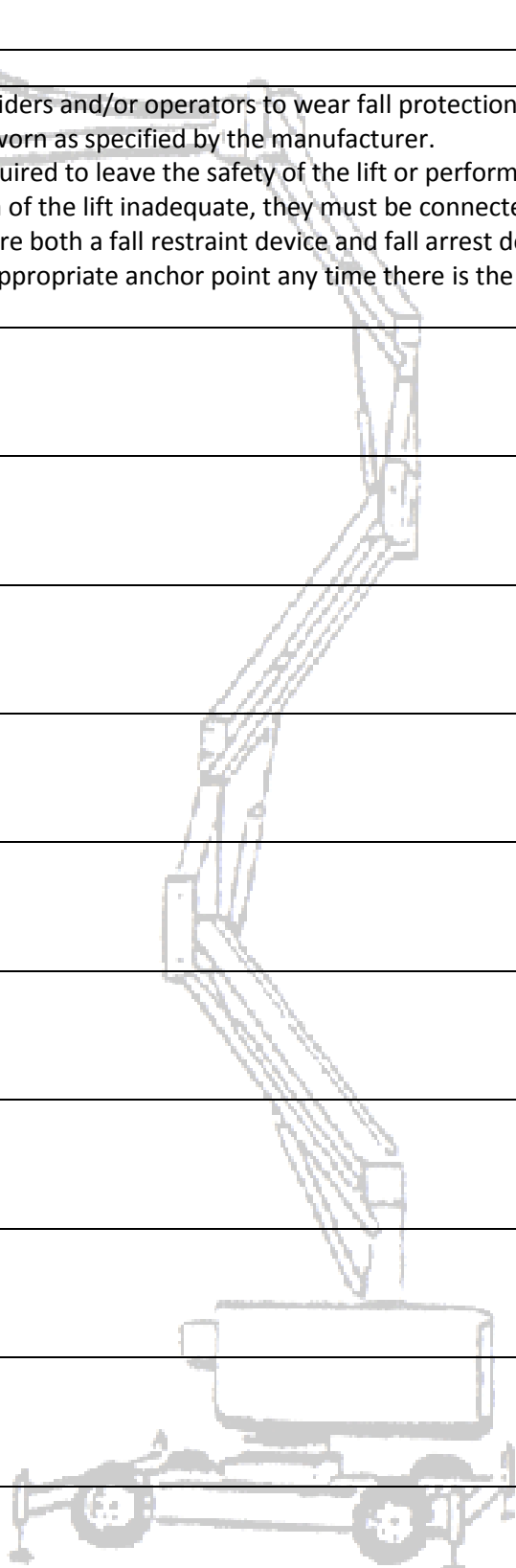
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**10.0 Revisions**

<b>Comment</b>	<b>Date</b>
If the lift manufacturer requires lift riders and/or operators to wear fall protection when operating lift, fall restraint must be worn as specified by the manufacturer. If lift riders and/or operators are required to leave the safety of the lift or perform a task that may make the passive fall protection of the lift inadequate, they must be connected to a tie off point at all times. This may require both a fall restraint device and fall arrest device, with at least one being connected to an appropriate anchor point any time there is the potential of a fall.	3/1/13 ECG
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**Appendix A  
Lift Safety Rules**

**Weather Conditions**

1. The University prohibits use of vertical aerial platform and scissor lifts outdoors when wind speeds reach **20 mph** or more, or when there is a weather warning in effect for winds in excess of 20 mph or other hazardous weather conditions. Departments must use real time weather data and should purchase wind gauges for lifts used outside.

**Fall Protection**

2. Wear fall protection on aerial lifts or scissor with lanyard lifts if required. Refer to model specific specifications for instruction on whether lift requires a harness. When leaving the lift, tie off to a secure anchor point that is not part of the lift itself, when feasible.
3. Ensure guardrails and access dates are installed and in place prior to the raising lift. Employees, students, and contractors shall not sit or climb on the guardrails of the aerial lift.

**Work Area**

4. Do not create a hazard for those working below the lift or to pedestrian traffic. All equipment must be secured inside of the aerial lift.
5. Check the work area to ensure that the ground is stable and suitable for the lift and will not create a hazard for the operator during travel or operation of the lift.
6. Always treat power lines, wires, or other conductors as energized, even if they appear to be insulated, refer to Appendix G.

**Training**

7. If at any time, employees or students feel unsafe in lifts, they may make decision to come down and cease with the activity.

**Operation & Maintenance**

8. Extend and adjust the outriggers, stabilizers, extendible axles or stability devices, if provided
9. Have a copy of operation manual for all lifts that is accessible to all properly trained lift operators.
10. If manufacturer guidelines are more stringent than University guidelines, follow the manufacturer's guidelines.
11. Modifications and additions that may affect the capacity or safe operation of an aerial/scissor lift are strictly prohibited without the manufacturer's written approval.
12. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position if applicable.
13. Aerial lifts shall not be operated from trucks, scaffolds, or similar equipment.
14. Planks, ladders, or other devices shall not be used on the work platform.
15. Never move the lift with employees or students in an elevated platform, unless this is permitted by the manufacturer. Whenever possible, the lift/occupant should be lowered to the lowest point before traveling.
16. Lift shall not be placed against another object to steady the elevated platform.
17. Lift shall not be used as a crane or other lifting device for which it was not intended.
18. Stunt driving and horseplay shall not be permitted.
19. Operators are to call for assistance if the platform or any part of the machine becomes entangled.
20. Employees and students should not position themselves between overhead hazards, such as joists and beams, and the rails of the basket. It could crush the lift occupants.
21. Set the brakes and use wheel chocks when on an incline.

## Appendix B Lift Types



### Scissor Lifts

Scissor lifts raise personnel vertically, but not horizontally. There are several different manufacturers and models of scissor lifts used on campus; however, they should look similar to the picture on the left.



### Boom Lifts

A boom lift is named for the arm-like mechanism used to raise or lower the work platform. Boom lifts may sometimes be called a bucket lift or cherry picker when a bucket is used instead of a work platform. There are two main types of boom lifts found on campus: articulating and telescoping boom lifts.



**Articulating Boom Lifts:** An aerial device with two or more hinged boom sections. They are designed to reach up and over obstacles; the boom may be maneuvered horizontally at one or more boom joints.

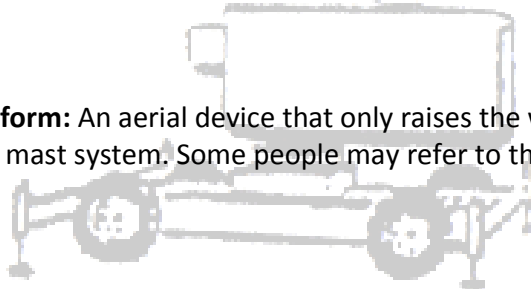


**Telescoping Boom Lift:** An aerial device with two or more boom sections that extend from the main boom, which is usually mounted to a vehicle or trailer. The booms extend outward from each preceding section of boom. The base of the boom may be manipulated both vertically and horizontally.



### Other

**Aerial Work Platform:** An aerial device that only raises the work platform vertically using a mast system. Some people may refer to these as man lifts.



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**Appendix C  
Pre-Use Inspection Form**

Operator: \_\_\_\_\_

Date: \_\_\_\_\_

**Lift Type:**    **Scissor Lift**    **Boom Lift**    **Other**

<b>Safety Precautions</b>		<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
1	Wind speeds are less than 20 miles per hour.			
2	Fall protection is present.			
3	Pedestrian/Vehicular traffic barriers, tape, signs			
4	Working surface level			
5	Power lines or electrical source			
6	Load limits not exceeded			
7	Outriggers operational			
8	Other			
<b>Vehicle Inspections</b>		<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
9	Oil level			
10	Fuel level			
11	Walk around lift check for leaks			
12	Coolant level ok			
13	Tire pressure and condition of wheels in good condition			
14	Battery charged			
15	Ground Control Switches			
16	Cracks in welds or structural components			
17	Dents or damage to machine			
18	Other			
<b>Check Operations</b>		<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
19	Horn working			
20	Gauges working			
21	Brakes working			
22	Lights working			
23	Steering working			
24	Attachments or Accessories working			
25	Backup Alarm or Warning Buzzer working			
26	Warning Lights			
27	Other			
<b>Platform Lift Inspection</b>		<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
28	Placards, Decals, and Controls legible			
29	Handrails, Guardrails, and Safety Chains in place			
30	Platform Deck and Toeboards in good order			
31	Test all controls for proper operation			
32	Other			

**If the lift fails any part of this inspection, remove the key, and report the problem to your supervisor or Department Safety Contact. Do not attempt to make repairs unless you are trained and authorized to do so.**

**Inspection forms must be kept for a minimum of 2 years.**

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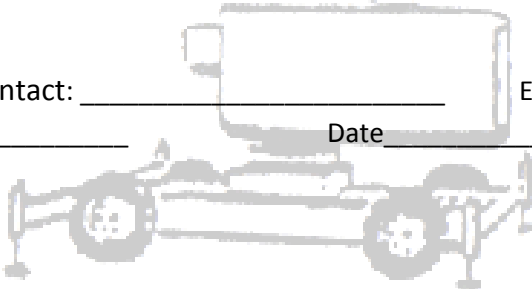
**Appendix D  
University Lift Plan Training Form**

This is a verification form for the University Lift Safety Plan. In addition, the Department Safety Contact or Supervisor is responsible for covering model specific training. This plan has been adopted by Environmental, Health, & Safety (EHS).

I have read, understand, and agree to adhere to the University Lift Plan contained within:

Printed Name	Signature	Date	EID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reviewed by Department Safety Contact: \_\_\_\_\_ EID: \_\_\_\_\_  
Department: \_\_\_\_\_ Date \_\_\_\_\_

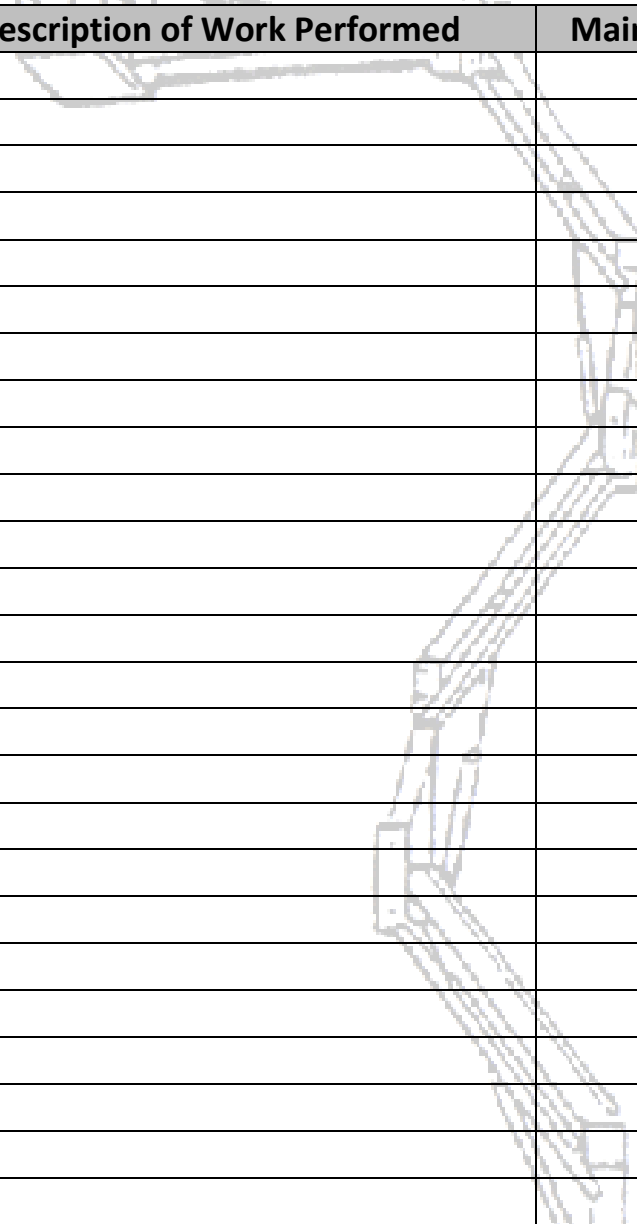




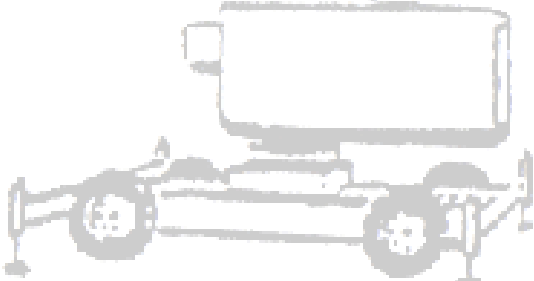
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ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT  
LIFT SAFETY PLAN**

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**Appendix E  
Maintenance & Repair Form**



Date	Description of Work Performed	Maintenance Performed By



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ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT  
LIFT SAFETY PLAN**

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**Appendix F  
Model Specific Hands-On Training Form: Lift Safety Training Checklist**

Department Safety Contact: \_\_\_\_\_ EID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Date \_\_\_\_\_

The University requires documentation that all employees and students that use aerial lifts receive model specific safety training. This training is provided by your Department Safety Contactor or their designee.

This checklist is to assist the Department Safety Contact in providing training as described in the University’s Lift Safety Plan. It is the department’s responsibility to ensure all employees and students are trained. This training must be provided initially and:

- Whenever there is a near miss, accident, or they do not operate the lift safely.
- Whenever a new lift is received that requires additional training.

In addition, Environmental Health and Safety (EHS) recommend periodic refresher training every three years.

	<b>Review the following:</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>General</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Lift Safety Rules have been discussed and understood				
2. Demonstrate how to conduct a pre-use inspection using the University form				
3. Inspect all safety devices prior to start of lift operation (anchor points, access gate, guardrails, etc.)				
4. Perform work area inspection				
5. Discussion of weather/wind monitoring prior to and during lift operation				
6. Review manufacturer’s safety recommendations using the operations manual				
<b>Personal Protective Equipment</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
7. Fall protection requirements; manufacturer’s manual for harness				
8. Hard hat requirements				
9. Inspection of guardrail systems				
<b>Operation and Maintenance</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
10. Discuss load capacity				
11. Extend and adjust outriggers, stabilizers, extendible axles or stability devices				

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- 12. Verify all warning labels and placards are clear and visible
- 13. Discuss use of barricades, caution tape, barriers, etc.
- 14. Drive lift at varying speeds

**Emergency Procedures**

**Y      N      N/A**

- 15. Demonstrate understanding of warning signals, horns, alarms
- 16. Demonstrate how to respond to a lift malfunction
- 17. Demonstrate how to stop the lift and/or retrieve workers from the lift platform in an emergency
- 18. Discuss who to call should the lift become entangled

Department Safety Contact: \_\_\_\_\_

EID: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Certification

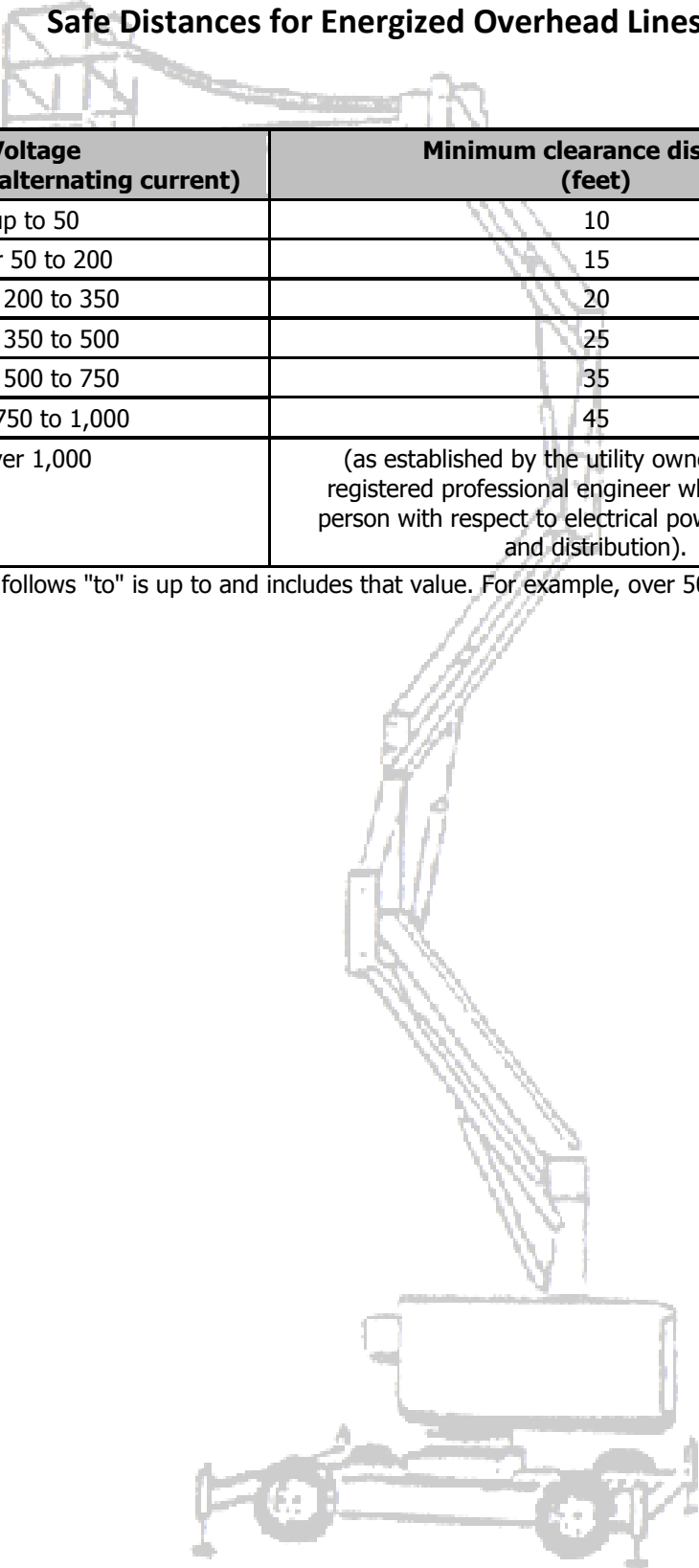
In accordance with the University Lift Safety Plan, the individuals listed below have successfully completed model specific training session covering the topics in this training checklist. A separate form must be completed for each lift type.

I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.

Type of Lift:  Scissor    Boom    Other

Name	EID	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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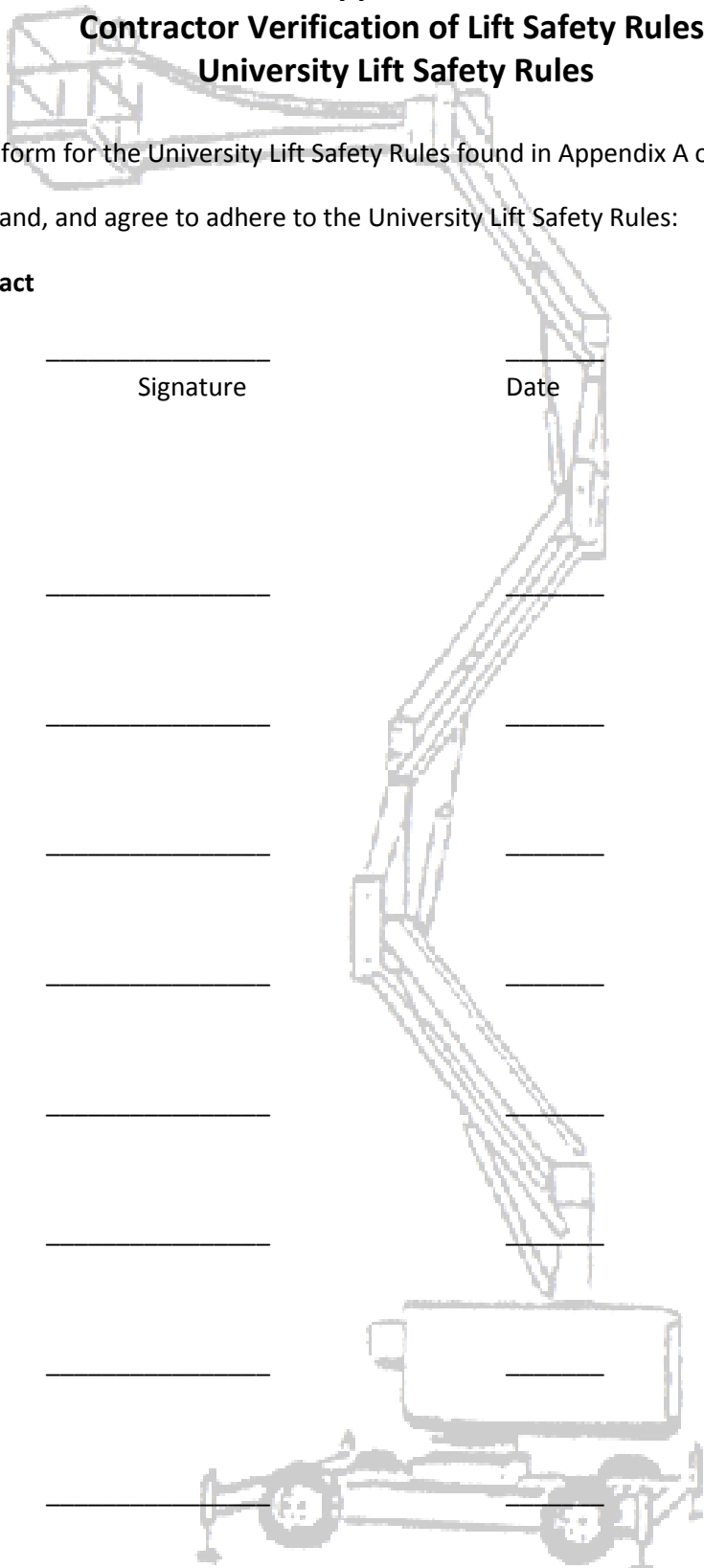
Appendix G  
Safe Distances for Energized Overhead Lines



Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)
up to 50	10
over 50 to 200	15
over 200 to 350	20
over 350 to 500	25
over 500 to 750	35
over 750 to 1,000	45
over 1,000	(as established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution).

**Note:** The value that follows "to" is up to and includes that value. For example, over 50 to 200 means up to and including 200kV.

**Appendix H**  
**Contractor Verification of Lift Safety Rules**  
**University Lift Safety Rules**



This is a verification form for the University Lift Safety Rules found in Appendix A of the Lift Safety Plan.

I have read, understand, and agree to adhere to the University Lift Safety Rules:

**Depart. Safety Contact**

_____	_____	_____	_____
Printed Name	Signature	Date	EID

**Personnel**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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