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Standard Operating Procedure  
for

**Powered Industrial Vehicles, Non-Motorized Hand  
Trucks, and Pallet Jacks and Mobile Elevated Work  
Platforms**

REVISION

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## 1. PURPOSE & SCOPE

- 1.1 This procedure provides written procedures and guidelines for the use of Powered Industrial Trucks or Vehicles (PIT), Non-Motorized Hand Trucks (Hand Truck), Pallet Jacks and Mobile Elevated Work Platforms (MEWPs) at the Albany NanoTech Complex (ANC), prevent accidents involving PITs and to comply with the requirements of Occupational Safety and Health Administration (OSHA) 29 CFR 1910.178, ANSI/NFPA 505-2006, ANSI/SAIA A92.
- 1.2 This procedure applies to all site staff, students, tenants, contractors and sub-contractors who may be performing an activity or operation that involves the use of a PIT, Hand Trucks, Pallet Jacks and MEWPs.
- 1.3 Tenants, contractors, and sub-contractors may comply with their own organization's program provided that it meets and/or exceeds the minimum requirements set forth in in OSHA 29 CFR 1910.178 or the 29 CFR 1926 Subpart L and EHS-00035.

## 2. BACKGROUND

- 2.1 This procedure contains safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, MEWPs and other specialized industrial vehicles powered by electric motors or internal combustion engines (gasoline, propane, etc.), use and operation of pallet jacks and hand trucks that are non-motorized.
- 2.2 Compressed air or nonflammable compressed gas-operated industrial trucks or vehicles intended primarily for earth moving or over-the-road hauling are not covered in this procedure.

## 3. DEFINITIONS & ACRONYMS

- 3.1 **Aerial device** – Any device, extensible, articulating or both, which is primarily designed and used to position personnel.
- 3.2 **ANC** – Albany NanoTech Complex
- 3.3 **Anchorage** – A designated point of attachment utilized with a fall protection system.
- 3.4 **Approved industrial vehicle** – Equipment that must be listed or approved for fire safety purposes by a nationally recognized testing laboratory, using the standards for nationally recognized testing labs.

- 3.5 **Authorized Personnel** – Personnel approved to perform a specific type of duty at a specific location or work site.
- 3.6 **Chassis** – Part of the MEWP that provides support for mobility for the elevated platform.
- 3.7 **Designations** – Refers to the truck’s power source. The designation will also indicate any locations where the truck may not be used such as in atmospheres (e.g., Class 1 Division 2) containing flammable vapors or dusts. For the purpose of this procedure, there are eleven different designations of industrial vehicles which are as follows:
- D – Diesel
  - DS – Diesel with additional safeguards
  - DY – DS with no electrical equipment and equipment with temperature limitation features
  - E – Electric
  - ES – Electric with additional safeguards to prevent sparks and limit surface temperatures
  - EE – Completely enclosed electric motor or liquefied propane gas) and if the truck is equipped with any additional safeguards to the exhaust, fuel and/or electrical systems
  - EX – Electric units acceptable in areas containing flammable vapors or dusts
  - G – Gasoline
  - GS – Gasoline with additional safeguards
  - LP – Liquefied petroleum
  - LPS – Liquefied petroleum with additional safeguards
- 3.8 **Fall arrest system** – Personal fall protection system designed to arrest the fall of the worker.
- 3.9 **Fall restraint system** – Protection system that restrains or prevents a worker from being exposed to a fall.
- 3.10 **Group A** – MEWPs on which the vertical projection of the center of the platform area, in all platform configurations at the maximum chassis inclination specified by the manufacturer is always inside the tipping lines.
- 3.11 **Group B** – Any MEWPs not in group A.

- 3.12 **Hand Truck** – A two-wheeled cart for moving heavy objects by hand, consisting of a vertical framework with handles at the top and a metal blade at the bottom that is inserted beneath a load, the entire assembly being tilted backward until balanced for easy pushing or pulling (Appendix B).
- 3.13 **Mobile Elevated Work Platform (MEWPs)** – Machine/device that is intended for moving persons, tools, and material to working positions, consisting of at least a work platform with controls, an extending structure, and a chassis (Appendix A).
- 3.14 **Operator** – An entity qualified to control the movement of a MEWP.
- 3.15 **Pallet Jack** – A type of powered industrial truck designed to move palletized materials. These trucks may be called walkies or walkie riders (Appendix B).
- 3.16 **Powered Industrial Truck or Vehicle (PIT)** – Any fork truck, platform lift truck, motorized hand truck and other specialized industrial trucks powered by electric or internal combustion engines that are used to carry, push, pull, lift, stack, or tier material.
- 3.17 **Type 1 MEWP** – MEWP for which travelling is allowed only when in the stowed position (Appendix A).
- 3.18 **Type 2 MEWP** – MEWP for which traveling with the work platform in the elevated travel position is controlled from a point on the chassis (Appendix A).
- 3.19 **Type 3 MEWP** – MEWP for which traveling with the work platform in the elevated travel position is controlled from a point on the work platform (Appendix A).
- 3.20 **Vehicle** – A carrier, a means of carrying or transporting something.
- 3.21 **Work Platform** – Component of an MEWP intended for carrying personnel along with their necessary tools and material.

## 4. ASSOCIATED DOCUMENTS

- 4.1 EHS-00035-F1 – Powered Industrial Truck Test
- 4.2 EHS-00035-F2 – Performance Test for Forklift Operators
- 4.3 EHS-00035-F3 – Forklift Inspection Checklist
- 4.4 EHS-00035-F4 – MEWP Operators Test
- 4.5 EHS-00035-F5 – MEWP Daily Inspection Record
- 4.6 EHS-00035-F6 – MEWP Operators Evaluation

## 5. RESPONSIBILITIES

It is the responsibility of supervisors, managers, faculty, contractors, tenants, or individuals who operate PIT at the [ANC](#) to ensure that the proper procedures—as detailed [below](#) but not limited to—are followed. [The responsibility for preventing power vehicles accidents rests solely with the operator. Pedestrians always have the right of way and powered vehicles must yield to them. Powered vehicle operators must be aware of pedestrians, as well as any problem areas at the site and take whatever steps that are necessary to avoid accidents.](#)

### 5.1 All Supervisors and Managers

- 5.1.1 All new [PIT](#), acquired and used at the [ANC](#), shall meet the design and construction requirements for [PIT](#) established in the "American National Standards Institute (ANSI) for Powered Industrial Trucks, Part II, ANSI B56.1-1969", and must be marked appropriately, except for vehicles intended primarily for earth moving or over-the-road hauling or other applicable vehicle standards.
- 5.1.2 [Managers and Supervisors](#) are responsible for the safe operation of the vehicles by their employees.

## 5.2 Operators

5.2.1 No power vehicle may be operated at the [ANC](#) unless the operator has completed a classroom program, and an operator skills competency test. Only employees who will use power vehicles will be allowed to take the course as outlined below:

- Complete an operator classroom session every 3 years which will include presentation of safe operation video(s), general discussion, and a written test (see **EHS-00035-F1 - Powered Industrial Truck Test**).
- Complete a skills demonstration session every 3 years to prove [your](#) ability to properly handle the vehicles (see **EHS-00035-F2 - Performance Test for Forklift Operators**).

5.2.2 Powered vehicle operators are responsible for the action of both their vehicle and themselves. Operators' licenses will be revoked for those individuals who operate in a reckless or unsafe manner.

## 5.3 Site EHS Department and/or Designated Trainers

[The EHS Department and/or Designated Trainers are responsible for the following:](#)

- The type and layout of the skills test.
- License issuance and recordkeeping.
- Issuance of the 3-year Operator Certification ID Card.
- Designation of forklift driver trainers at [ANC](#).

## 5.4 Driver Trainers

[Driver Trainers are responsible for conducting](#) skills demonstration classes and skills tests for the training and evaluation of drivers.

# 6. EQUIPMENT REQUIREMENTS

6.1 These safety requirements cover the design, use, maintenance and fire protection of fork trucks, platform lift trucks, motorized hand trucks and other specialized [PIT](#) powered by electric or internal combustion engines.

6.2 All [PIT](#) used must meet the design and construction requirements of ANSI B56.1.

- 6.3 PIT approved for use in hazardous locations must have a label or identifying mark indicating the approval of the testing laboratory.
- 6.4 No modifications or additions that affect capacity and safe operation may be made without prior written approval from the equipment manufacturer and EHS. Capacity, operation and maintenance instruction plates, tags or decals must be changed accordingly.
- 6.5 If the vehicle is equipped with extra front-end attachments, you must have the vehicle marked to identify them. These markings must show the approximate weight of the truck, and attachment combination at maximum elevation with load laterally centered.
- 6.6 The vehicle owning department is responsible for maintaining all nameplates and markings.
- 6.7 Internal-combustion engine PIT are not permitted for use inside any of the ANC buildings, unless approved by EHS.
- 6.8 Operators are required to wear seat belts on trucks equipped with them.
- 6.9 Owner must use seatbelt retrofit kits if the truck manufacturer provides them.

## 7. GENERAL OPERATOR PROCEDURES

- 7.1 Operators must be trained and authorized before being permitted to operate a PIT.
- 7.2 Operators must have their 3-year Operator Certification ID Card with them at all times while operating any PIT on the ANC .
- 7.3 The weight of the load being lifted or carried shall not exceed the stated load capacity of the mechanical device being used.
- 7.4 A load, or separate items of a load (e.g., boxes, bags, etc.) shall be prevented from moving during handling, if necessary. Methods to prevent movement include, but are not limited to, the use of plastic wrap or straps.
- 7.5 When the vehicle's line of action, or load center, falls within the stability triangle, the vehicle is stable and will not tip over. However, when the vehicle's line of action or the vehicle/load combination falls outside the stability triangle, the vehicle is unstable and may tip over.
- 7.6 Hand-trucks and carts shall be pushed rather than pulled.

- 7.7 The height of a load shall not obstruct the handler's direction-of-travel view.
- 7.8 If the handler is using a hand-truck or hand-cart, and their direction-of-travel view is obstructed, they shall do either of the following:
- Divide the load into two or more smaller loads, if possible, such that the height of each load does not obstruct the handler's direction-of-travel view, or
  - Obtain assistance from another individual for the purpose of guiding them, and to ensure that the path of travel is clear.
- 7.9 A handler using a powered industrial vehicle may drive in whichever direction (forward or reverse) that provides the best visibility of the direction of travel, or they may use either of the procedures described [above](#).
- 7.10 In areas where mechanical methods are used to handle material, sufficiently safe clearance shall be provided in aisles, at loading docks, through doorways or wherever passage with mechanical equipment must be made.
- 7.11 In areas where mechanical methods are used to handle material, such as loading docks and designated material handling routes, clearance signs shall be provided to warn of vertical clearance limits.
- 7.12 Aisles and passageways shall be kept free from obstructions, and floor surfaces of aisles and passageways shall be kept in good repair. [Permanent](#) aisles and passageways shall be appropriately marked.
- 7.13 Dock boards and bridge plates shall be properly secured to prevent their movement while being utilized.

## 8. TRUCK AND FORKLIFT OPERATION

- 8.1 Only knowledgeable employees who understand the equipment and its operation will be permitted to operate a forklift.
- 8.2 NEVER try to get a forklift driver to ignore proper procedures.
- 8.3 NEVER distract an operator or create obstructions or risks.
- 8.4 If you are a driver, NEVER cut corners or take chances as this increases the chance of an accident.



- 8.5 The operation of a forklift as serious business, following the detailed list of safety requirements, exercising caution and common sense, forklifts can be used without risking the safety of the operator or those around them.
- 8.6 Trucks must not be driven up to anyone standing in front of a fixed object.
- 8.7 No one may stand or pass under the elevated portion of a truck whether it is loaded or empty.
- 8.8 Riders are permitted on vehicles only where a safe, manufacturer-approved seat has been provided with the appropriate seat belt restraints.
- 8.9 Arms or legs must not be placed between the uprights of the mast or outside the running lines of the truck.
- 8.10 When a powered industrial vehicle is left unattended lower the load-engaging means, neutralize controls, shut off power, remove the key and set brakes. Block the wheels if the truck is parked on an incline.
- 8.10.1 Unattended means the operator is 25 feet or more away, or out of view of the truck. If the operator has dismounted but is within 25 feet and the vehicle is still in view, the load engaging means must be lowered, the controls neutralized, and the brakes set.
- 8.11 Maintain a safe distance from the edge of elevated ramps or platforms. Do not use trucks to open or close freight doors.
- 8.12 Set brakes and chock wheels of trucks, trailers or railroad cars while loading or unloading. Use jacks when necessary to support an uncoupled trailer. Check flooring of vehicles for brakes or weakness before driving in.
- 8.13 Ensure there is sufficient headroom under overhead installations, lights, pipes, sprinklers, etc. before proceeding through an area.
- 8.14 Use an overhead guard that will protect against the impact of small packages, boxes, bags, etc.
- 8.15 Use a load backrest extension, wherever necessary, to prevent a load from falling rearward.
- 8.16 Only approved vehicles may be used in hazardous locations and must be labeled for use in these areas.

- 8.17 The only vehicle that may be used for lifting personnel is one that is specifically designed and listed to do so. Use a safety platform firmly equipped with top-mid and bottom guard rails, secured to the lifting carriage or forks; provide means so the person on the platform can shut off power to the truck; and provide necessary protection from falling objects.
- 8.18 Keep fire aisles, access to stairways, and fire equipment clear.

## 9. PALLET JACK OPERATION

- 9.1 DO NOT exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
- 9.2 DO NOT ride on pallet jack's [tongues](#).
- 9.3 Start and stop gradually to prevent the load from slipping. [NEVER attempt to stop the pallet jack with any part of your body.](#)
- 9.4 Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
- 9.5 If your view is obstructed, use a spotter to assist in guiding the load.
- 9.6 Stop the pallet jack if anyone gets in your way.
- 9.7 DO NOT place your feet under the pallet jack when it is moving.
- 9.8 Keep your feet and other body parts clear of the pallet before releasing the load.
- 9.9 Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.

## 10. CART OPERATION

- 10.1 DO NOT exceed the rated load capacity noted on the manufacturer's label on the cart.
- 10.2 Use a spotter to help guide carts around corners and through narrow aisles.
- 10.3 DO NOT stand on a cart, or float, or use it as a work platform.

## **11. HAND TRUCK / DOLLY OPERATION**

- 11.1 Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- 11.2 Push the tongue of the hand truck all the way under the load to be moved.
- 11.3 Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- 11.4 When loading hand trucks, keep your feet clear of the wheels.
- 11.5 Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
- 11.6 Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.
- 11.7 If your view is obstructed, use a spotter to assist in guiding the load.
- 11.8 For extremely bulky objects, strap the objects to the hand cart.
- 11.9 For pressurized items such as gas cylinders, use a hand truck designed for cylinders and secure in place with straps or chains.
- 11.10 DO NOT walk backward with the hand truck, unless going up stairs or ramps.
- 11.11 When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- 11.12 Move hand trucks at a walking pace.
- 11.13 Store hand trucks with the tongue under a pallet, shelf, or table.
- 11.14 Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

## **12. GENERAL TRAVELING PROCEDURES**

- 12.1 Observe traffic regulations and speed limits. Maintain approximately three truck lengths from the truck ahead. Keep the vehicle under control at all times.
- 12.2 DO NOT pass at intersections, blind spots, or other dangerous locations.

- 12.3 Slow down and sound the horn at cross aisles where vision is obstructed. If the load obstructs forward view, the operator must travel with the load trailing.
- 12.4 The operator must watch where he or she is going.
- 12.5 Grades must be ascended or descended slowly. Where the grade is greater than 10 percent, loaded trucks must be driven with the load facing upgrade. On all grades, raise the load or load-engaging means only as much as necessary, and tilt back if applicable.
- 12.6 The vehicle must be kept within a speed limit that will permit it to be stopped safely. Maintain indoor speed under 5mph (8km/hr) and outdoor speed under 15mph (24km/hr).
- 12.7 Stunt driving or horseplay is not permitted. Those engaged in this type of activity are subject to disciplinary action.
- 12.8 The operator must slow down for wet and slippery floors.
- 12.9 Properly secure dock-boards or bridge-plates, drive over them slowly and carefully and never exceed their rated capacity.
- 12.10 Approach elevators slowly and enter squarely after the car has been leveled. On an elevator, neutralize the controls, shut off the power and set the brakes.
- 12.11 Motorized hand trucks must enter elevators or other confined areas with the load end forward.
- 12.12 Avoid running over loose objects in the roadway and aisles.
- 12.13 While negotiating turns, speed must be reduced to a safe level by means of turning the hand steering wheel in a smooth sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel must be turned at a moderate, even rate.

### **13. GENERAL LOADING PROCEDURES**

- 13.1 Only stable or safely arranged loads [within the rated capacity of the truck shall](#) be handled.
- 13.2 Loads that are long or high enough to affect capacity must be adjusted.
- 13.3 Trucks with attachments must be operated as partially loaded, even when empty.

- 13.4 Place the load-engaging means as far as possible under the load. Tilt the mast backward carefully to stabilize the load. When tilting the load, use extreme care particularly when high tiering. Do not tilt forward with the load-engaging means elevated, except to pick up or deposit a load. When stacking or tilting, use only enough backward tilt to stabilize the load.

## 14. GENERAL SERVICING PROCEDURES

- 14.1 When trucks need servicing, repair, or are defective or unsafe in any way, they must be removed from service until repaired.
- 14.2 DO NOT refuel a vehicle inside the building. Do not fill fuel tanks while the engine is running. DO NOT spill fuel. **DO NOT operate a vehicle with a leak in the fuel system.**
- 14.3 Any oil or fuel spills must be cleaned or soaked up; and the fuel tank cap replaced before the engine is restarted.
- 14.4 Do not use open flames to check electrolyte levels in storage batteries or gasoline levels in fuel tanks.

## 15. GENERAL MAINTENANCE

- 15.1 If at any time a **PIT** is found to need repair, defective, or in any way unsafe then the truck shall be taken out of service. The keys are removed and the PIT is tagged with an "Out of Service" or "Danger - Do Not Operate" tag, until it has been restored to a safe operating condition by an authorized person.
- 15.2 **PIT shall be inspected** before each use and shall not be placed in service, if the **inspection** shows any condition adversely affecting the safety of the vehicle.
- 15.3 **PIT** shall have a preventive maintenance check done yearly, or in accordance with the manufacturer's recommended frequency, by a qualified repair person.
- 15.4 All parts of an **PIT** requiring replacement shall be replaced only by parts equivalent in safety to those used in the original design.
- 15.5 **PIT** shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer. They shall not be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts, unless approved by the manufacturer.

## 16. CHANGING AND CHARGING STORAGE BATTERIES

- 16.1 Battery charging must be done in designated areas. Battery charging areas must be provided at the facility for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by vehicles and for adequate ventilation.
- 16.2 Material handling equipment must be provided for handling batteries. A conveyor, overhead hoist or equivalent material handling equipment must be provided for handling batteries over 50lbs.
- 16.3 [Vehicles must be properly positioned, and brakes applied before attempting to change batteries.](#) Properly position and securely reinstalled batteries in the vehicle.
- 16.4 Provide a carboy filter or siphon for handling electrolyte. [Always add acid to water.](#)
- 16.5 When charging batteries, keep vent caps in place to avoid electrolyte spray (make sure vent caps are functioning), and open the battery cover to dissipate heat.
- 16.6 Smoking is prohibited in the charging area.
- 16.7 Take precautions to prevent open flames, sparks, or electric arcs in battery charging areas.
- 16.8 Keep tools and other metallic objects away from the top of uncovered batteries.
- 16.9 Old batteries should be recycled to the vendor. Contact [Site EHS](#) for proper recycling of batteries.
- 16.10 In areas where [PIT](#) batteries are charged but no maintenance is performed, where no batteries are removed from the trucks and no electrolyte is present, only the [applicable](#) requirements [shall be followed](#). Personal protective equipment ([PPE](#)) must still be used when and where required.

## 17. RECORDS

- 17.1 All inspection records and maintenance reports shall be kept on file by the owner of the [PIT](#).
- 17.2 EHS and supervisors shall maintain records of training for individuals required to operate a [PIT](#).

- 17.3 Those individuals required to operate PIT must attend training upon initial assignment, and every 3 years or more frequently, if an incident occurs that deems retraining necessary.
- 17.4 Persons qualified to transport chemicals via forklift must be familiar with Chemical Handling and PPE requirements.
- 17.5 Training for familiarization and authorized operation shall be provided to MEWP operators and their supervisors and include the inspection, maintenance, use, application, and operation of MEWPs. Training must be both practical (hands-on) and theory (classroom) and the trainee shall demonstrate competency.
- 17.6 Only personnel properly trained and who have received unit-specific familiarization including recognition and avoiding hazards associated with their operation shall operate an MEWP. The user shall determine if personnel are qualified to operate an MEWP prior to authorization.
- 17.7 Training shall be required for each classification of MEWP.
- 17.8 The operator shall only operate MEWPs they are authorized, trained and have been familiarized with to operate.
- 17.9 MEWP occupants, personnel other than the operator shall have a basic level of knowledge to work safely on the MEWP.
- 17.10 ANC requires all occupants and operators of MEWPs to use fall protection and the fall protection anchor points provided by the manufacturer while inside the working platform while using an MEWP.
- 17.11 A documented pre-use inspection shall be conducted by all parties using an MEWP before operation of an MEWP. The inspection shall include the operation and familiarization with all ground controls and emergency procedures according to manufactures specifications.
- 17.12 All personnel directly supervising MEWP operators and occupants shall receive training in the proper selection of the correct MEWP for the tasking, the rules and regulation and standards that apply to the use of MEWPs including ANC policy, and the provisions for safe use as defined in ANSI A92.22. Supervisors shall also be aware of the potential hazards associated with the use of MEWPs and the means to protect against them and the knowledge of the manufacturers' operation's manuals.

- 17.13 Supervisors shall conduct a documented site risk assessment of the work area and the routes to and from the area noting any hazards and making any plan changes prior to the start of the tasking. Items to specifically identify are traffic concerns, ground obstructions and or holes, power lines and any other overhead obstructions. The Supervisors and all operators, occupants and ground personnel must be alerted to any noted items.
- 17.14 All MEWPs operations shall include a spotter/ ground person to assist the operator with travel and to point out any obstruction and shall provide a means of emergency assistance including the lowering of the work platform in case of operator or occupant incapacitation.
- 17.15 Once training has been completed successfully, the user shall be furnished with a proof of training referencing compliance with the standard.
- 17.16 Training records shall be dated and retained by the issuing entity for at least the period of time the training is valid for, and the familiarization records shall be retained for at least 4 years.

## **18. MANUALS**

- 18.1 Operation manuals are provided by the manufacturer and shall be stored in the weather-proof compartment on the MEWP as they are an integral part of the MEWP and the communication of necessary safety information to the operators and the users.

## **19. MODIFICATIONS**

- 19.1 Modifications to an MEWP should only be made with the prior written permission of the manufacturer. Only authorized and approved attachments with express written consent of the manufacturer will be permitted at the ANC.

## **20. MAINTENANCE, INSPECTION, AND REPAIR**

- 20.1 Qualified and authorized personnel shall perform scheduled maintenance only. Preventative maintenance should be done in accordance with the manufacturer's recommendations and the environment of the workplace and the severity of use of the MEWP. All malfunctions or problems identified that affect the safe operations of an MEWP shall be corrected by a qualified and authorized person before an MEWP is returned to service.



- 20.2 Frequent Inspection is performed in accordance with the requirements and the manufactures instruction by qualified and authorized personnel. A frequent inspection is required if the MEWP has been out of service for a period longer than three months and if the environmental conditions require a shorter period.
- 20.3 Annual Inspection is performed no later than 13 months from the date of the prior annual inspection. A qualified and authorized person shall perform an annual inspection to inspect the specific make and model of MEWP in use.
- 20.4 The equipment owner shall maintain a record of repair to identify the date of the last annual inspection and the intervals at which the inspection is required. A qualified and authorized technician shall conduct all inspections, maintenance, and repair activities only.
- 20.5 The operator shall immediately cease operation of the MEWP and report any problems or malfunctions that become evident during operation. The operator shall notify the supervisor of the issue and the MEWP shall be removed from service (Red Tagged) until repairs can be made by a qualified and authorized repair technician.
- 20.6 The MEWP must be supplied with a diaper to contain any leaking fluids and to collect fluids in the event of a hydraulic failure.

## **21. PRE-START/TRIP INSPECTION**

- 21.1 Before each day or at the beginning of each shift the operator shall perform a pre-start and function test.
- 21.2 Before each day or before the time of use the supervisor must complete a pre-use site risk assessment noting and correcting any noted deficiencies and relaying his findings to the operator and spotter.
- 21.3 Pay additional attention to overhead obstructions and utilities. Stay a minimum of 10 feet away from power lines with any part of your body and the work platform.

## **22. RISK ASSESSMENT**

- 22.1 The risk associated with the tasking and the operation of the MEWP shall be identified. These may be associated with the location, the tasking, the material, and equipment to be used and the personnel or the nature of the MEWP.

22.2 Once the hazards and risk have been identified a procedure and measures for controlling the risk shall be identified and implemented.

22.3 The risk assessment shall be communicated to all parties involved in the tasking at hand.

## **23. RESCUE FROM HEIGHT**

23.1 Rescue planning is a necessary part of the risk assessment when working at heights. There are situations that require prior planning to ensure safe and timely rescue.

23.2 A system failure on an MEWP that results in the loss of the working platform control functions may be addressed by the use of:

- The MEWP auxiliary (ground) function controls
- The secondary manual emergency descent controls

23.3 The manufacturer's directions in the use of this system should be included in the operator training and occupant instructions.

23.4 A fall from the working platform when using a fall arrest system will require a plan to determine how the affected worker will return safely to the platform or to the ground. The plan shall be in writing and become part of the training manual. All occupants shall receive training that explains procedures to follow if they fall and await rescue or witness another worker's fall. Ideally the plan will limit the time that an occupant or operator is suspended after an arrested fall.

23.4.1 A rescue plan should include the following:

- Self-rescue – by the person involved
- Assisted rescue – by others in the work area
- Technical rescue – by emergency services

- 23.4.2 As part of the rescue plan, consideration shall be given to the rescue of MEWP work platform occupants if the machine is unable to be lowered for any reason, such as a complete machine malfunction or work platform entanglement. In the event of platform entanglement, the operator and occupants shall be removed from the platform prior to attempts being made to free the platform. MEWPs that have tipped beyond their center of gravity shall be stabilized and secured before attempting rescue. Technical rescue might also be necessary in the event of illness, injury, or risk of exposure. Any rescue procedures shall take into account the reason the platform may be stranded at height and any need for prompt action.
- 23.4.3 Rescue should always be carried out by appropriately trained personnel, using the MEWPs auxiliary (ground) controls or secondary lowering system when feasible.

## 24. FALL PROTECTION

The guardrail system of the MEWP is the primary fall protection for the occupants of the work platform. It is ANC policy that operators and occupants' alike use the fall protection anchor points the manufactures furnished on the MEWP no matter what type or group is being used.

## 25. WEATHER CONDITIONS

- 25.1 Operation shall comply with the control measures note to address the potential risk associated with adverse weather conditions including, wind lightning, ice, fog, or any other weather condition that may directly or indirectly affect the safe operations of the MEWP selected for the tasking.
- 25.2 MEWPs shall not be operated in wind speed conditions beyond the maximum allowed by the manufacture. ANC has a 25 mile an hour wind speed restraint.
- 25.3 MEWPs shall not be used outdoors in thunder and lightning storms. MEWP can be used inside of a building when these conditions exist as the operation will not expose the MEWP to lightning strike. Operation outside may resume 30 minutes after the end of the storm.

## 26. PROHIBITED ACTIVITIES

- 26.1 Misuse as a Crane is prohibited unless the MEWP is specifically designed for that purpose.

- 26.2 Use of MEWP for electrical grounding when welding structures alongside it is prohibited unless the MEWP is specifically designed for that purpose.
- 26.3 Climbing of the extended structure is prohibited.
- 26.4 Stunt driving or horseplay and reckless operations is prohibited.
- 26.5 Altering or disabling the MEWP limiting and indicating devices required by the manufacturer is prohibited.
- 26.6 Overloading of MEWP work platform is prohibited. Loads must fall within the ratings set forth by the manufacturer. Carrying materials larger than the work platform is prohibited unless the work platform is specifically designed for movement and or special attachments furnished by the manufacture are utilized.
- 26.7 MEWP shall not be used as a jack, prop, or a tie to support itself, other structures or machines unless written authorization has been obtained from the manufacturer.
- 26.8 Altering or removing informational stickers or placards is prohibited. If stickers or placards are noted as damaged, unreadable, or missing it must be noted on the pre-use inspection and replacements can be obtained from the manufacture and applied by a qualified and authorized technician.
- 26.9 Climbing on the guardrail system as a means to gain extra height is prohibited.
- 26.10 Carrying material and equipment outside of the work platform is prohibited.

## 27. EXITING OR ENTERING MEWP AT HEIGHT

27.1 MEWPS are not specifically designed to transfer personnel from one level to another or for leaving the work platform. Exiting or entering the MEWP work platform at height shall only be permitted through a procedure provided by the manufacture and the requesting companies' internal procedure which must include but is limited to:

- a) Fall prevention of the persons during transfer from the work platform to the structure
- b) Fall prevention of tools and materials during transfer from the work platform to the structure
- c) Sudden movement of the MEWP or work platform
- d) Use of extending decks and gates
- e) Use of single or double lanyards
- f) Anchorage point both inside of the platform and the structure
- g) Distance between transfer surface both horizontally and or vertically
- h) Potential MEWP movement of the platform due to changing loads
- i) Entering and exiting the platform through the MEWP guardrail system through the gate
- j) Positive transfer and verification of tie off

## 28. PARKING OF THE MEWP

28.1 Wherever possible, MEWPs shall be parked in a secured designated area so as not to block traffic patterns, access and egress points, fire extinguishers, power panels, stairs and emergency eye and shower stations.

28.2 Keys shall be removed from the MEWP to prevent unauthorized use and the engine or motor shall be switched off and brakes set, and wheels chocked.

28.3 The MEWP platform shall not be left unattended in the elevated position.

**29. APPENDICIES**



29.1 Appendix A - Examples Type 1 Group A & B MEWPS

29.2 Appendix B - MEWP Qualification Card

**APPENDIX A - EXAMPLES TYPE 1 GROUP A & B MEWPs**



## APPENDIX B - MEWP QUALIFICATION CARD

|   |                             |   |
|---|-----------------------------|---|
|                                  | <b>MEWP QUALIFICATION</b>   |  |
|   | <b>AUTHORIZED to DRIVE</b>  |   |
|   | <b>TYPE:</b> _____          |   |
|   | <b>NAME:</b> _____          |   |
|   | <b>DATE:</b> _____          |   |
|   | <b>AUTHORIZED by:</b> _____ |   |
| <b>Training was completed in accordance with OSHA 29 CFR 1926 &amp; OSHA 29 CFR 1910 &amp; ANSI A92.24 - 2018</b> |                             |   |