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AERIAL LIFT / MOBILE ELEVATED WORK PLATFORM (MEWP)

UNC CHARLOTTE
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I. Introduction

Aerial Lift / Mobile Elevated Work Platform (MEWP) are types of aerial devices or equipment that can be used to conduct work at an elevated position by raising people from ground/floor level. The varying types of aerial lift / mobile elevated work platforms (MEWP) are classified in this program. Aerial Lift / Mobile Elevated Work Platforms (MEWP) can pose a serious safety hazard if not used properly. It is the policy of the University of North Carolina at Charlotte to train employees on the hazards of operating aerial lift / mobile elevated work platforms (MEWP) and to ensure such equipment is safely operated and maintained.

II. Purpose

The purpose of this program is to comply with Occupational Safety and Health Administration (OSHA) Powered Platforms, Manlifts and Vehicle-Mounted Work Platforms standard – 29 CFR 1910.67, Manually Propelled Mobile Ladder Stands and Scaffold (Towers) – 29 CFR 1910.29, Scaffolds-Additional Requirements standard – 29 CFR 1926.452, and Aerial Lifts – 29 CFR 1926.453, and American National Standards Institute (ANSI) – A92.22-2018 – Safe use of Mobile Elevating Work Platforms (MEWP) compliance regulations.

III. Scope

This program applies to all employees and students operating aerial lift / mobile elevated work platforms (MEWP) on University of North Carolina at Charlotte's campus.

IV. Definitions

Aerial device: Any vehicle – mounted device, telescoping or articulating, or both, which is used to position personnel.

Articulating boom platform: An aerial device with two or more hinged sections.

Authorized Person: A person who is approved and assigned to perform specific types of duties by the employer and who is qualified to perform those duties because of his or her training or experience.

Anchorage: A secure point of attachment to be used with personal fall protection equipment.

Chassis: Part of the aerial lift / mobile elevated work platform (MEWP) that provides support for mobility of the elevating assembly.

Contractor Lift: A lift brought onsite by the contractor for contractor's use.

Extendable Boom Platform: An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered as extensible boom platforms when used with a personnel platform.

Fall Arrest System: Personal fall protection system designed to arrest the fall of a worker.

Fall Restraint System: Protection system that restrains or prevents a worker from being exposed to a fall.

Group A: Aerial lifts / mobile elevated work platform (MEWP) 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.

Group B: Aerial lift / mobile elevated work platform (MEWP) not in Group A.

Guardrail System: A vertical barrier primarily intended to protect personnel from falling to lower levels.

Insulated Aerial Device: An aerial device designed for work on energized lines and apparatus.

Mobile Elevating Work Platform (MEWP): Machine/device 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. Examples include manual or self-propelled units; push around vertical, track mount, scissor lifts, articulating booms, telescoping booms, and vehicle mounted articulating booms.

Mobile Unit: A combination of an aerial device, its vehicle, and related equipment.

Occupant: A person on the aerial lift / mobile elevated work platform (MEWP) platform who is not the Operator.

Operator: A person designated by their supervisor and trained to control the movement of a aerial lift / mobile elevated work platform (MEWP).

Outriggers: Devices that increase the stability of the aerial lift / mobile elevated work platform (MEWP) platform and that are capable of lifting and leveling the aerial lift / mobile elevated work platform (MEWP).

Owning Department Manager: A person designated by the school, center or department that has care, custody and control of the aerial lift / mobile elevated work platform (MEWP).

Platform: Any personnel-carrying device (basket or bucket) which is a component of an aerial device.

Stowed Position: Configuration of the aerial lift / mobile elevated work platform (MEWP) as defined by the manufacturer in which the extending structure is lowered and retracted, and stabilizers and/or outriggers are retracted.

Supervisor: Monitors Operator performance and supervises the Operator's work.

Training: Instruction to enable the trainee to become an operator.

Type 1 Aerial Lift / Mobile Elevated Work Platform (MEWP): Aerial lift / mobile elevated work platform (MEWP) for which travelling is allowed only when in the stowed position.

Type 2 Aerial Lift / Mobile Elevated Work Platform (MEWP): Aerial lift / mobile elevated work platform (MEWP) for which travelling with the work platform in the elevated travel position is controlled from a point on the chassis. Note: Type 2 and Type

3 aerial lift / mobile elevated work platforms (MEWP) can be combined.

Type 3 Aerial Lift / Mobile Elevated Work Platform (MEWP): Aerial lift / mobile elevated work platform (MEWP) for which travelling with the work platform in the elevated travel position is controlled from a point on the work platform. Note: Type 2 and Type 3 aerial lift / mobile elevated work platform (MEWP) can be combined.

Vehicle: Any carrier that is not manually propelled.

Vehicle-mounted Elevating and Rotating MEWP: An aerial device or aerial lift / mobile elevated work platform (MEWP).

V. Program Responsibilities

A. Executive Leadership

University of North Carolina at Charlotte has legal responsibility for compliance with occupational safety and health standards.

B. Program Administrator

The Environmental Health and Safety Office (EHS) is responsible for:

1. Planning and recommending programs that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety.
2. Assisting supervisors with implementing environmental health and safety programs in their areas.
3. Curtailing or stopping work that pose a clear and imminent danger to the health or safety of the University community.
4. Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations.

C. Departmental Management

Management is responsible for:

1. Planning and developing budget requests for departmental safety programs.
2. Developing safety procedures, work practices, and safe working areas for all those under their supervision.
3. Supporting safety and health as a model to those they supervise.
4. Supplying appropriate equipment and training.
5. Enforcing environmental health and safety regulation by invoking disciplinary action or administrative sanction.

D. Employees

Every University of North Carolina at Charlotte employee is responsible for conducting himself/herself in accordance with this program. All employees shall:

1. Adhere to all safety programs, procedures, and practices while

- performing his/her duties in a safe manner.
- 2. Notifying your immediate supervisor of unsafe working conditions, potential hazards, and accidents as soon as possible.

E. Contractors

Contractors and vendors are required to develop an OSHA compliance program and adhere to compliance regulations. Contractors are only allowed to operate university owned aerial lift / mobile elevated work platform (MEWP) for training or maintenance purposes.

VI. Authorized Aerial Lift / Mobile Elevated Work Platform (MEWP) Operation

- A. Completion of formal instruction course material and practical hands-on training prior to operating an aerial lift / mobile elevated work platform (MEWP).
- B. Performing aerial lift / mobile elevated work platform (MEWP) pre-use inspections.
- C. Reporting all aerial lift / mobile elevated work platform (MEWP) maintenance issues to their supervisor and tagging out of service if necessary.
- D. Always operating and maintaining aerial lift / mobile elevated work platform (MEWP) in a safe manner.
- E. Adhere to the manufacturer's operating manual and all provisions in this program.

VII. General Requirements

- A. Operators shall review and follow the manufactures' operating manual. Only use an aerial lift / mobile elevated work platform (MEWP) designed to safely work in observed work conditions.
- B. Only certified operators shall operate an aerial lift / mobile elevated work platform (MEWP).
- C. Keep hands, arms and other body parts within the confines of the platform and guardrail. Keep hands and fingers away from moving parts while on the ground. Avoid wearing loose clothing that could become caught in chains, pulleys, etc. Keep long hair confined.
- D. Aerial lift / mobile elevated work platforms (MEWP) are operated at a safe speed. Speeds are adjusted to compensate for surface conditions, visibility, load weight, vehicle or pedestrian traffic or any other circumstances affecting safe operation.
- E. Accidents shall be reported immediately to the supervisor and the EHS Office.
- F. Maintenance or repair activities are to be performed by a qualified service technician. Maintenance shall be conducted according to the manufacturers' recommendations.
- G. Horseplay or unsafe driving is not tolerated.
- H. Smoking, open flames or spark producing activities are prohibited in designated refueling or battery charging areas or while operating the vehicle.
- I. Battery charging or replacement is not performed in locations that obstruct access to

exits.

- J. Materials on the work platform floor shall be secured and not pose a hazard.
- K. Never carry loads that exceed the rated capacity listed on the nameplate of the aerial lift / mobile elevated work platform (MEWP).
- L. Check the rated capacity of the aerial lift / mobile elevated work platform (MEWP) before use to ensure that it can support the combined weight of the aerial lift / mobile elevated work platform (MEWP), its occupants and additional tools.
- M. Use of mobile technology devices (i.e., cell phones, in-ear headphones, tablets) is prohibited while operating an aerial lift / mobile elevated work platform (MEWP), except in an emergency.
- N. The aerial lift / mobile elevated work platform (MEWP) cannot be altered or modified in any manner, unless written approval has been received by the manufacturer.
- O. The aerial lift / mobile elevated work platform (MEWP) shall not be operated on grades, slopes, ramps, or cambers exceeding those for which the aerial lift / mobile elevated work platform (MEWP) is rated by the manufacturer.
- P. The operator and occupant(s) on the aerial lift / mobile elevated work platform (MEWP) shall use fall protection and fall protection anchors, if applicable.
- Q. Do not lean on or over the guardrails while the aerial lift / mobile elevated work platform is elevated or traveling close to obstructions. Do not lean over the work platform control panel.
- R. Occupants shall maintain a firm footing on the aerial lift / mobile elevated work platform (MEWP) floor. Climbing on the toe board, mid-rail or top rail of the aerial lift / mobile elevated work platform (MEWP) is prohibited. The use of planks, ladders, or any other devices on the work platform for achieving additional height or reach is prohibited.
- S. A vehicle -mounted aerial lift / mobile elevated work platform (MEWP) must have its brakes set before elevating the platform and the wheels must be chocked before using the aerial lift / mobile elevated work platform (MEWP) on an incline.
- T. If work is to be performed near overhead lines, the lines shall be deenergized and grounded, or other protection shall be provided before work is started. If the lines are to be deenergized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.
- U. Operators in aerial lift / mobile elevated work platforms (MEWP) that are not electrically insulated must not work near power lines, stay at least 35 feet away.
- V. In the event of an emergency, all rescues will be conducted by the Charlotte Fire Department by contacting the University of North Carolina at Charlotte Campus Police at 704-687-2200. See the rescue information affixed to the aerial lift / mobile elevated work platform (MEWP).
- W. **Supervisors shall:**

- a. Review and ensure understanding of this program and its applicability to your department;
- b. Attend and adhere to all required training;
- c. Observe the aerial lift / mobile elevated work platform (MEWP) operators who are operating the equipment;
- d. Ensure employees receive training appropriate to their assigned tasks and maintain documentation, and will designate a operator for each use of an aerial lift / mobile elevated work platform (MEWP);
- e. Ensure employees are provided with and use appropriate personal protective equipment (PPE);
- f. Take prompt action including disciplinary action when unsafe conditions or acts are observed;
- g. Investigate aerial lift / mobile elevated work platform (MEWP) usage injuries and damage;
- h. Ensure periodic maintenance is performed on the lift;
- i. Complete a Safe Use Plan that includes the aerial lift / mobile elevated work platform (MEWP) selected for the job task and the risks associated with the equipment and the work to be performed.

X. Operators shall:

- a. Review and follow the manufacturers' operating manual.
- b. Attend and adhere to all required training.
- c. Immediately report any unsafe acts or conditions to the supervisor, including equipment defects. Discontinue operations when unsafe conditions exist.
- d. Ensure the worksite is barricaded.
- e. Complete pre-use and worksite inspections and consult with supervisor and/or EHS regarding any unusual hazards.
- f. Ensure all occupants can work safely.
- g. Explain to the occupant(s) how to use the aerial lift / mobile elevated work platform (MEWP) controls prior to use, in the event they need to operate the aerial lift / mobile elevated work platform (MEWP) in an emergency. This instruction does not give the occupant authorization to operate the controls at any time except in an emergency.
- h. Understand the limitations of the equipment.

Y. Occupants shall:

- a. Understand the hazards related to the task at hand and their avoidance (risk assessment) and how their action could affect stability;
- b. Have general knowledge of the intended purpose and function of aerial lift / mobile elevated work platform (MEWP) controls, emergency shut-down and lowering procedures, and safety-related items specified by the manufacturer;
- c. Understand that in a Rescue situation they will contact the Campus Police at (704) 687-2200.

VIII. Vehicle Requirements

- A. Prior to purchasing or rental of any aerial lift / mobile elevated work platform

(MEWP), the owning department manager should consult with the Environmental Health and Safety (EHS) office to ensure that the equipment is appropriate for the job task being performed, training is coordinated, and all other safety compliance requirements are considered.

Aerial lift / mobile elevated work platforms (MEWP) must meet the following requirements:


1. Aerial lift / mobile elevated work platforms (MEWP) acquired for use before July 1, 1975 which do not meet the requirements of ANSI A92.2-1969, may not be used after July 1, 1976, unless modified so as to conform with the applicable design and construction requirements of ANSI A92.2-1969. Aerial lift / mobile elevated work platforms (MEWP) must not be field modified for uses other than those intended by the manufacturer unless a modification has been certified in writing by the manufacturer or by any other equivalent entity.
2. Directional controls must:
 - Be of the type that will automatically return to the off or neutral position when released.
 - Be protected against inadvertent operation.
 - Be clearly marked as to their intended function.
 - Have an overriding control which must be continuously activated for platform directional controls to be operational and which automatically returns to the off position when released.
 - Be equipped with emergency controls at ground level that are clearly marked as to their intended function and be capable of overriding the platform controls.
 - Must be a trained and authorized operator on the ground who can return elevated workers to the ground in the event of an unexpected malfunction.
 - Lower-level controls shall not be operated unless permission has been obtained from the employee in the lift except in the case of an emergency.
3. The following information must be clearly marked in a permanent manner on each aerial lift / mobile elevated work platform (MEWP).
 - Special workings, cautions, or restrictions necessary for operation;
 - Rated workload
 - A clear statement of whether the aerial lift / mobile elevated work platform (MEWP) is electrically insulated
 - Guards in place for rotating shafts, gears, and other moving parts.
 - Attachment points for fall protection devices must be provided for








personnel who occupy the aerial lift / mobile elevated work platform (MEWP).

4. Aerial lift / mobile elevated work platforms (MEWP) manufactured on or after 12/10/19 should include the following:
- Platform load-sensing
 - Maximum wind rating must be listed at the control position
 - Foam-filled only (no air-filled) tires on most rough terrain scissor or boom lifts.
 - Chain guarding of entrances on scissor and vertical platform lifts are not allowed. Toe boards are required at entrances of all aerial lift / mobile elevated work platforms (MEWP).
 - A decal or other means must be provided on the aerial lift / mobile elevated work platform (MEWP) to mark the date of the last annual inspection and the date of the next future inspection.
 - The operator manual shall be present on the aerial lift / mobile elevated work platform (MEWP).
 - The height of the railing must be at a minimum of 43.3 inches. Rails must be securely locked in the upright position before operating the aerial lift / mobile elevated work platform (MEWP).

Upon purchasing the aerial lift / mobile elevated work platform (MEWP), the owning department manager should provide the manufacturer with the full name and address of the purchaser and the model and serial number of the aerial lift / mobile elevated work platform (MEWP). The purpose is to ensure that all safety bulletins, recalls or warranty information are effectively communicated to the owning department.

The aerial lift / mobile elevated work platform (MEWP) classification chart includes classes and usage information.

Class	Picture	Usage
GROUP A, TYPE 1 EX) One-Man Lift with Outriggers		Portable aerial device that lifts vertically, but not horizontally. They are usually lightweight and designed for one person to use indoors. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u>

GROUP A, TYPE 2 EX) One-man Lift that is manually moved (at the chassis)		Portable aerial device that lifts vertically, but not horizontally. They are moved by manually pushing/pulling the lift at the chassis. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u>
GROUP A, TYPE 3 EX) Rough Terrain Lift		Rough terrain aerial lift / mobile elevated work platforms (MEWP) are fitted with large floatation tires for outdoor use on difficult surfaces. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u>
GROUP A, TYPE 3 EX) Scissor Lifts or Drivable One-Man Lift		An aerial device that lifts straight up and down, but not horizontally. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u>
GROUP B, TYPE 1 EX) Compact Crawler		A lift equipped with a work platform at the end of an elevating and rotating boom. <u>Fall Restraint is required when operating this lift.</u>
GROUP B, TYPE 2 & 3 EX) Vehicle Mounted Lift (Bucket Truck)		A Bucket in place of a basket is attached to a vehicle. This type of lift is designed for one person. <u>Fall Restraint is required when operating this lift.</u>
GROUP B, TYPE 3 EX) Articulating Boom Platforms		An aerial device with two or more hinged boom sections. They are designed to reach up and over obstacles. <u>Fall Restraint is required when operating this lift.</u>
GROUP B, TYPE 3 EX) Extensible or Telescoping Boom Lifts		Are aerial devices with an extensible or telescopic boom. They are designed to reach vertically or horizontally. <u>Fall Restraint is required when operating this lift.</u>

B. Inspection Aerial lift / mobile elevated work platforms (MEWP) require pre-use inspections and maintenance inspections as listed below:

1. Pre-use inspections of aerial lift / mobile elevated work platforms (MEWP) must take place before each daily use to assist in preventing incidents that are caused by faulty or worn-out

equipment. Aerial lift / mobile elevated work platforms (MEWP) that are not in good operating condition shall be removed from service until the proper repairs have been made by an authorized and trained maintenance technician. A pre-use inspection form (Appendix A) should be used to document the inspection.

2. Maintenance inspections of aerial lift / mobile elevated work platforms (MEWP) must take place based on the manufacturers, authorized representative or qualified person. The items listed in the owner's manual shall be tested, evaluated and, if applicable, corrected by qualified personnel before the aerial lift / mobile elevated work platform (MEWP) is returned to service. Aerial lift / mobile elevated work platforms (MEWP) shall not be operated if they are out of compliance with manufacturers specifications. Modifications or disabling of safety devices, such as warning beepers, guards or interlocks is prohibited.

IX. Safe Use Plan

It is the responsibility of an authorized person to create a Safe Use Plan for every job task involving an aerial lift / mobile elevated work platform (MEWP). The Safe Use Plan will include a thorough Risk Assessment Checklist and plan of Rescue for the aerial lift / mobile elevated work platform (MEWP) selected and the specific job task. The Safe Use Plan will also identify the risks of the job task for the selected aerial lift / mobile elevated work platform (MEWP) and define the appropriate control measures. The Safe Use Plan, Risk Assessment Checklist, and Plan of Rescue should be completed and reviewed by the Operator prior to the start of the job task and operation of the aerial lift / mobile elevated work platform (MEWP).

Safe Use Plan

The guidelines for completion of the plan should be followed:

1. Identify the job task, location, and time frame. Include a description;
2. Ensure only designated and trained operators are allowed to operate and/or occupy the aerial lift / mobile elevated work platform (MEWP);
3. Select an appropriate aerial lift / mobile elevated work platform (MEWP) based on the following factors:
 - a. Rated capacities;
 - b. Working heights and reaches required for the job for the task;
 - c. Constraints of the worksite;
 - d. Assessment that the support surface is adequate to support the weight of the aerial lift / mobile elevated work platform (MEWP);
 - e. Ground conditions;
 - f. Site access, preparation, and maintenance, and proximity to the public or other workers or other operations or equipment;

- g. Aerial lift / mobile elevated work platform (MEWP) maintenance including inspection(s) and repairs as required by applicable standards and by the manufacturer.
- 4. Conduct a **Risk Assessment** by addressing the following risks associated with the task:
 - a. Identify risks related to using the aerial lift / mobile elevated work platform (MEWP) or other equipment, and any hazardous materials.
 - b. Identify risks (including fire risks) associated with the location where the work is to be carried out, the nature of the aerial lift / mobile elevated work platform (MEWP) and/or the personnel, materials, and equipment to be carried.
 - c. Identify the work site hazards that includes the following:
 - i. Overhead obstruction and high voltage hazards.
 - ii. Slope(s), ditches, bumps, debris, drop-offs and floor obstructions.
 - iii. Unstable or slippery surfaces.
 - iv. Weather conditions.
 - v. Other hazardous locations and atmospheres.
 - vi. Inadequate support (The working surface that the lift is sitting on cannot support the weight of the machine, men, etc. for the operation).
 - vii. Traffic and vehicular hazards.
 - viii. Presence of unauthorized persons or other hazardous conditions.
 - d. Identify control measures; The procedures required to control them shall be identified and implemented, including any contingencies required.
- 5. Review the Plan of Rescue that states all rescues for the following emergency situations/scenarios will be conducted by the Charlotte Fire Department by contacting University of North Carolina at Charlotte Campus Police at 704-687-2200:
 - a. Operator is suspended and self-rescue is not possible;
 - b. Operator and/or occupant(s) are injured or ill;
 - c. Equipment is inoperable (power or control failure), stuck, or entangled;
 - d. Worker is suspended and additional hazards are present or suspected, such as live electrical;
 - e. Other emergencies requiring rescue.

The EHS office is available to assist with determining if there are any unusual hazards in areas where lifts will be used. In addition, safe use plans should be located on each lift. If the plan is missing, please contact the EHS Office for assistance.

X. Personal Protective Equipment

Fall protection equipment must be used as follows when operating aerial lift / mobile elevated work platforms (MEWP):

- When applicable operators and occupants shall be secured to the anchor point provided by the equipment manufacturer by either a self-retracting lanyard or by a lanyard short enough to prevent the employee from being ejected.

- Operators and occupants must follow manufacturer's recommendations as to which fall protection system to use.
- Personal Protective Equipment shall be inspected prior to use.
- Check personal protective devices (harnesses and lanyards) that will be worn while operating / occupying the aerial lift / mobile elevated work platform (MEWP).
- Check the work platform, including guardrail system for structural integrity.
- For scissor lifts and one-man lifts, the guardrail system provides fall protection. If the manufacturer has installed an anchorage point, a fall protection system (restrain, positioning, personal fall arrest system) as designated by the manufacturer's instructions must be utilized.
- Tying a lanyard off to an adjacent pole, structure, or equipment while working from an aerial lift / mobile elevated work platform (MEWP) shall not be permitted.
- Other types of personal protective equipment (PPE) such as hard hats, safety glasses, safety gloves, shall be worn according to the task, worksite, and environment and those required by the manufacturer.

XI. Training

Aerial lift / mobile elevated work platform (MEWP) training is required for all employees designated by their supervisor to operate a aerial lift / mobile elevated work platform (MEWP). The training must be specific to the type of aerial lift / mobile elevated work platform (MEWP) being used. Both supervisors and aerial lift / mobile elevated work platform (MEWP) operators must be trained. All training must be coordinated through the EHS Office

A. Initial Training:

The training course will consist of formal instruction and practical hands-on familiarization. The hands-on practical familiarization must be specific to the type of aerial lift / mobile elevated work platform (MEWP) that the employee will operate, and the supervisor will supervise. The formal instruction will include manufacturer's manual instructions, warnings, limitations, precautions and the aerial lift / mobile elevated work platform (MEWP) program requirements. The hands-on practical familiarization will include operation of the aerial lift / mobile elevated work platform (MEWP) in a safe environment. Operators must demonstrate proficiency in the actual operation of the aerial lift / mobile elevated work platform (MEWP).

B. Re-training:

Re-training shall include both formal instruction and practical evaluation, and may be necessary due to certain circumstances as follows:

1. The operator is observed operating the aerial lift / mobile elevated work platform (MEWP) in an unsafe manner.
2. The operator is involved in an accident or near-miss incident.
3. The operator receives an evaluation revealing unsafe practices.
4. There is a change in workplace conditions affecting the safe operation of an aerial lift / mobile elevated work platform

- (MEWP).
5. The operator is assigned to drive a different type of aerial lift / mobile elevated work platform (MEWP).

XII. Recordkeeping

- A. The EHS office will maintain training records of authorized aerial lift / mobile elevated work platform (MEWP) operators who have successfully completed the training requirements.
- B. Each department shall maintain training records, pre-use inspections and maintenance inspections records for the period of at least one year. All records shall be available for review by the EHS Office.

Appendix A – Pre-Use Inspection Form

Aerial Lift / Mobile Elevated Work Platform (MEWP) pre-use inspection forms are accessible in electronic or paper format.



SCAN HERE

OR

UNC Charlotte Environmental Health and Safety Aerial Lift Pre-Use Inspection Form																
Department Name:		Aerial Lift Make/Model:		Aerial Type: <input type="checkbox"/> One-Man Lift with outriggers (Group A, Type 3) <input type="checkbox"/> One-Man Lift, scissorlifts (Group A, Type 1) <input type="checkbox"/> Scissor Lift (Group A, Type 3) <input type="checkbox"/> Rough Terrain Scissor (Group A, Type 3) <input type="checkbox"/> Compact Crawler (Group B, Type 1) <input type="checkbox"/> Vehicle Mounted Lift - ductless truck (Group B, Type 2 & 3) <input type="checkbox"/> Articulating Boom Platform (Group B, Type 2) <input type="checkbox"/> Extendible or Telescoping Boom Lift (Group B, Type 2)										Month/Year:		
Instructions: Complete the general information, visual walkaround and test control sections. Mark the corresponding day of the month with an "✓" = Pass, "X" = Fail, "N/A" = Not Applicable. If any item is marked with an (X) you must tag the aerial lift out of service (sign over key ignition hole) and report it to your supervisor.																
Inspection items		Day of the Month														
✓ = Pass, X = Fail, N/A = Not Applicable		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Visual Walkaround																
<ul style="list-style-type: none"> Conduct a thorough walk-around the aerial lift and work location before operating the lift for drop-offs, slopes, holes, overhead obstructions, pedestrians, electrical hazards and weather conditions. Check the name/date plate and owner's manual. Check for personal protective devices that will be worn while operating/occupying the lift, including the guardrail system, anchorage and mounting. Look for loose bolts, leaks, and damage wires or cables. Check the condition of tires, work platform, and outriggers for damage. 																
Test Controls																
<ul style="list-style-type: none"> Check operating and emergency controls, including brake operation and performance. Check audible and visual alarms and warnings. 																
OPERATOR INITIALS																
COMMENTS:																

LOCATED ON THE LIFT