



Revision:
1.0

Subject:
Elevating Work Platforms

1 Introduction

The Environmental Health & Safety Standard Operating Procedure (SOP) for Elevating Work Platforms was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations.

The purpose of this Standard Operating Procedure is to ensure employees performing work using elevating work platforms are protected from any associated hazards and are aware of safe operating practices. The procedure outlines the necessary steps for operating the equipment safely.

2 Applicable Legislation

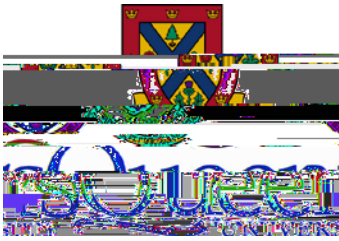
- x Occupational Health and Safety Act, Industrial Establishments (Reg. 851)
- x Occupational Health and Safety Act, Construction Projects (Reg. 231/91)
- x Canadian Standards Association (CSA) Standard B352- Self Propelled Boom Supported Elevating Work Platforms
- x Canadian Standards Association (CSA) Standard B354- Portable Elevating Work Platforms
- x Canadian Standards Association (CSA) Standard B354- Self Propelled Elevating Work Platforms

3 Responsibilities

This section outlines the responsibilities within the University for the implementation of this SOP.

3.1 The Department of Environmental Health & Safety

- x Develop an elevating work platform policy and review it as required
- x Ensure that training is made available to all departments on campus
- x Approve trainers that carry out the training component;
- x Provide technical support to departments and employees when questions arise with regard to elevating work platforms safety;
- x Maintain a database for all elevating work platforms and operators through the cooperation of the University departments
- x Conduct periodic audits to ensure that all inspections are being completed appropriately; and



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- x Arrange for a qualified contractor to conduct the annual inspections and ensure that the inspections take place on the appropriate scheduled basis

3.2 Department Heads, Directors, Managers and Supervisors

- x Contact the Department of Environmental Health & Safety after the purchase of an elevating work platform so that database information can be updated;
- x The department must ensure that operators receive theory and practical training from competent operator/trainers (authorized by the Department of Environmental Health & Safety), or the manufacturer or vendor, or an approved trainer prior to their initial use of a lift. Departments must document the practical training (See Appendix A) if performed in house, and the 18 month evaluations in addition to providing the original training documents to the Department of Environmental Health & Safety;
- x Maintain training records of approved operators of elevating work platforms and conduct periodic audits of operator training records;
- x Ensure that the operating and maintenance manuals have been received, made available to each operator, placed in a weatherproof compartment on the lift, and that the Policy and Owner's Manual Acknowledgement Form (Appendix D) has been completed by each operator who uses the lift. This SOP and the owner's manual shall be reviewed by the operator and Appendix D signed off on an annual basis;
- x If buying used equipment, work with the Department of Environmental Health & Safety to ensure that an annual inspection is completed on the lift prior to placing the unit into service;
- x The department which owns a lift shall ensure that pre-start inspections, periodic inspections and structural inspections are being performed on the lift in accordance with the manufacturer's recommendations and this policy;
- x The department who owns elevating work platforms shall create a pre-start inspection form,

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x The importance of using real time wind monitoring



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Depending on the nature of the workplace and the type of work being performed, additional items may need to be added to this list of criteria. Each department shall create a workplace inspection form that, at a minimum, contains the criteria listed above, and shall contain a space for the operator's signature and date. For their convenience, departments may choose to create a two-sided inspection form, with the prestart inspection form on one side and the workplace inspection form on the other side. An example of a workplace inspection form can be found in Appendix C.

5.2 Pre-Start Inspections

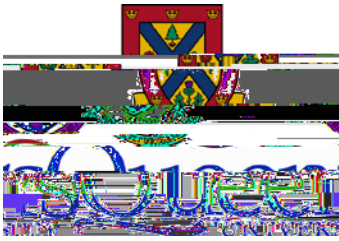
Prior to use, all elevating work platforms shall be given a prestart inspection. This involves a visual inspection and functional test that includes the following criteria:

- x Operating and emergency controls.
- x Safety devices.
- x Personal protective devices.
- x Air, hydraulic and fuel system leaks.
- x Cables and wiring harness.
- x Loose or missing parts.
- x Tires and wheels.
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9.0 Records Retention

Maintenance, inspection and training records shall be maintained for equipment operators. Training records shall be maintained by the department which owns the equipment and by the Department of Environmental Health & Safety. The following records shall be maintained:

- x Serial number and date of purchase shall be kept for as long as the department owns the lift.
- x All operator's manual acknowledgement forms shall be maintained for a period of one year.
- x Workplace inspection documents shall be maintained for a period of one year.
- x Prestart inspection documents shall be maintained for a period of one year
- x Periodic, annual and structural inspection documentation shall be maintained for the entire ownership of the lift.
- x All records of maintenance performed on the lift shall be maintained for the entire ownership of the lift.
- x All training records shall be maintained for ten years.

Revision History:

Version 1.0: January 2018 Initial Release

Appendix A

Practical Training Evaluation

Appendix B

Elevating Work Platform Pre-start Inspection Form

Prior to the use of an elevated work platform by an authorized and trained operator of the lift, a pre-start inspection must be completed. Documentation of the inspection shall be maintained by each department, with a copy of the most recent inspection document stored on the lift or in a designated location at the work site. Check off the items that have been inspected or mark the N/A box if the item does not apply to the lift being inspected. If there are any of these items that are not satisfactory, place the lift out of service until the item is corrected. Please also note the task for which the lift will be used in the spot provided.

Department: _____

Make: _____ Model _____ a_a_

Appendix C

Elevating Work Platform Workplace Inspection Form

The workplace inspection shall be performed ~~only~~ using the lift. On ~~an~~ inspection may be pe6.88 Tm (do)kp

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Appendix D

Policy and Owner's Manual Acknowledgement Form

By signing this document, I acknowledge that I have received a copy of the operations manual for the elevating work platform identified below. Upon training and authorization by my department, I am expected to operate this lift. I understand that it is my responsibility to review and understand the safe operation of this elevating work platform based on the training I receive and the manufacturer's recommendations. I shall review [(l)13(s)-1(h)-10 15.96(l)4(t)-2(i)-2(on of)3(t)-21(a)4(f)32(s)-1()TJ [(e)-4