



## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Mobile Elevated Work Platforms (MEWP) also known as Scissor lifts and Aerial Boom lifts**

#### Introduction

Scissor lifts and aerial boom lifts are considered MEWP's. This policy will apply to all personnel operating mobile elevated work platforms (MEWP) on Unger Construction projects.

#### Purpose

The purpose of this program is to ensure the protection of employees and subcontractors from the hazards associated with Mobile Elevated Work Platforms (MEWP) also known as Scissor lifts and Aerial Boom lifts

#### Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines and at other times when Mobile Elevated Work Platforms (MEWP) also known as Scissor lifts and Aerial Boom lifts are required.

### **Responsibilities**

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors

are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

#### Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

#### Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

#### Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the

process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

#### Alteration, Modification, Servicing, Repairing

MEWP's cannot be modified or altered in any way without written approval from the manufacturer or formal approval from a Professional Engineer registered in the State of California. Additionally, approval shall be received from Unger Construction's Director of Safety, Director of Risk Management and the Vice President of Operations.

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, warnings and limitations. MEWP's shall be only operated, serviced and repaired by qualified personnel. Before performing any services or repair work all equipment must be stopped and positively secured against any movement or operation. Every lift has a maximum weight capacity. Overloaded lifts will become unstable at less than full elevations. Make sure you understand the lifts capacity before use. Don't guess at the weight or the reach distance use actual values. Don't exceed 80% of the rated maximum value.

#### Capacity

Every lift has a maximum weight capacity which can vary based on the unit's configuration (sliding platforms in the extended or retracted positions). These weight limits consist of users, tools, and materials. Overloaded lifts will become unstable at less than full elevations. Make sure you understand the lifts capacity before use. Don't guess at the weight or the reach distance use actual values. Don't exceed 80% of the rated maximum value.

Unger Construction will not allow operation or loading of MEWP's above 80 percent of the units documented capacity as specified by the manufacturer. Whenever the operation or load exceeds 70 percent of the units rated capacity Unger's Director of Safety shall be involved in approving the safe work plan or job hazard analysis.

#### Delivery Inspection

Unger Construction does not own any MEWP's they are rented on an as needed basis. Whenever a MEWP is delivered to the jobsite it must pass a thorough inspection before it will be accepted and put into service. Before accepting delivery of the equipment proof of service or maintenance per the original equipment manufacturer (OEM) recommendations are evaluated. Review the owner's manual requirements for maintenance. Ensure a copy of the required maintenance is on board and on file. Equipment that does not have proof of service at intervals recommended by the OEM shall be rejected.

Before accepting ownership perform and document a pre-use inspection. Operate all of the controls, from both levels and all of the safety devices. Look for fluid leaks, loose parts, structural damage, damaged wiring harnesses/connectors, and guardrails. Ensure gates and other safety devices are functioning properly. After completing all visual inspections a functional test of the operating and emergency controls must be performed. Be sure to test the emergency stop button. Test the ground controls to ensure they are functioning properly, each day. If you discover any damage, defect or improper operation take the unit out of service (red tag) and report it to your supervisor. Never use a

damaged or defective lift. Do not modify the lift in anyway, don't connect materials to the lift, do not remove guards, railing, cover or any safety devices.

### Training

Only employees and subcontractors who have successfully completed training, hold a current certification card for the particular unit and are authorized by their supervisor are allowed to operate a MEWP. Operator training, evaluation and certification shall be conducted by designated personnel who have the knowledge, training and experience to train powered industrial truck operators and evaluate their proficiency.

Training will consist of a combination of formal instruction (lecture, discussion, written material and practical hands-on training (demonstrations performed by the trainee) and an evaluation of the operator's performance in the workplace. Operator training and evaluation will be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

The formal (classroom) training will include a review/discussion of the following topics: The factors that affect the stability of the MEWP, safe operation, load charts/capacity, controls and instrumentation, steering and maneuvering, proper techniques of battery charging and refueling, pre-use inspection, pedestrian traffic in areas where the vehicle will be operated, traveling, surface conditions, overhead clearances, distance from power lines, as well as other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the MEWP.

Refresher training in relevant topics will be provided to the operator when: The operator has been observed to operate the vehicle in an unsafe manner. The operator has been involved in an accident or near-miss incident. The operator has received an evaluation that reveals that the operator is not operating the MEWP safely. The operator is assigned to drive a different type of MEWP. A condition in the workplace changes in a manner that could affect safe operation of the truck. An evaluation of each MEWP operator's performance will be conducted at least once every three years.

### Operation

Knowing how to operate the MEWP does not authorize you to do so. Current certification cards are required regardless of the operators comfort level or years of experience. Additionally, permission must be granted by your foreman, superintendent or project manager and can only be granted when you present a current certification card. If your certification card has expired contact the Director of Safety to schedule refresher training.

The operator is primarily responsible for the safe operation of the MEWP. They must have knowledge of the safety regulations applicable to the equipment and its operation.

All MEWP's shall be used in accordance to the manufacturers intended design and function and per their written instructions. Safety devices, covers, shields, interlocks and alarms shall be fully functional as the manufacturer intended for them.

Before starting MEWP's or putting them in motion, always make certain there is no danger to other persons.

## Pre-Use Inspection

Daily before each use the unit must have a documented a pre-use inspection. The pre-use inspection forms and records shall be kept in the owner's manual compartment for each lift. Operate all of the controls, from both levels and all of the safety devices. Look for fluid leaks, loose parts, structural damage, damaged wiring harnesses/connectors, and guardrails. Ensure gates and other safety devices are functioning properly. After completing all visual inspections a functional test of the operating and emergency controls must be performed. Be sure to test the emergency stop button. Test the ground controls to ensure they are functioning properly, each day. If you discover any damage, defect or improper operation take the unit out of service (red tag) and report it to your supervisor. Never use a damaged or defective lift. Do not modify the lift in anyway, don't connect materials to the lift, do not remove guards, railing, cover or any safety devices.

## Safe Work Practices

While each style of lift may look differently they all have one thing in common: the potential for serious injury if operated in an unsafe manner. There are numerous styles of extendable reach lifts. Feature and functions vary greatly. Being certified to operate a lift is not enough to ensure safe operation. Before operating a lift read the owner's manual and become familiar with the safety placards, decals, limitations and controls. As the operator of the lift you must be familiar with the operator's manual, the controls, the unit's response, how the unit handles, and the limitations/capacities of the unit. If you have not operated the lift recently, take it on a warm up test drive before beginning work to become familiar with the controls and the response of the unit. Do not start working with the unit until you are confident in your abilities and the units' features and limitations.

Electrocutions falls, crushed body parts and tip overs are just a few examples of incidents that result from unsafe operation of a lift. Inspect for overhead obstructions be careful to maintain proper clearance when moving up or down. Most injuries occur when units are in motion. Stay more than 10 feet below or away from exposed power lines. When raising or lowering the platform keep your hands, arms, legs, inside the rails to avoid a pinch point that could create a major injury. Keep both feet on the floor do not stand, sit or climb on the guardrails. Do not climb over the rails to access another platform, stay in the basket. As the operator of the lift you are responsible for the safety of the ground personnel working in or around your work area. You are responsible for signage and barricades to provide a safe working distance.

Due to the aspect ratio (narrow and tall) a small amount of sideways force placed against the lift can generate a large amount of force and cause a tip over. Some lifts have a maximum horizontal load of 100 pounds. Do not push or pull on items outside the lift with force. Ropes, power cords, hoses that become entangled can pull the lift over.

When moving from one location to another, lower your lift to the travel position, to maximize the stability. When handling bulky loads that block your vision I should travel in reverse. Some lifts have large blind spots in this situation ground spotters are required. Travel at a safe speed. You will need to adjust your speed depending on congestion, visibility, inclines and other factors

There is no braking mechanism on boom lifts. Releasing the controller or removing your foot from the foot peddle should stop all movement. After arriving at your destination mark your immediate work

area with barricade tape, delineators or cones to keep workers or pedestrians out from under your drop zone.

After positioning the lift into its working position press the emergency stop button. Boom lifts can pivot around the base changing the operator's orientation. The same movement that causes a right hand turn while facing one way will cause a left hand turn while facing the other the other direction.

Surface conditions and slope of the work area have a dramatic effect on stability. Lifts are designed to operate on flat level surfaces. A sloped surface increases the leverage effect making the lift unstable. If a wheel drops into even a small pothole, trench, an elevated lift will become unstable and tip over. Inspect your travel path for holes, drop offs, hole covers, grates, ramps, cross slope and surface conditions before using the lift. Make sure the travel path can support the weight of your lift. When using rough terrain units inspect the area for recent trenches that may not have proper compaction. Avoid these areas. Covers must be rated for 4 times the weight of the lift.

Personal fall protection (harness and lanyard) is determined by the manufacture and for some projects the clients own safety policy. Operators must be familiar with and comply with these expectations. With that said generally, scissor lifts do not require fall protection because the unit's guardrail provides protection from a fall. Aerial boom lifts due require fall protection. The purpose of the harness and lanyard is to keep the operator and passenger within the basket during sudden movement. The harness and lanyard are not being used to protect the operator from going over the rail. Keep both feet on the floor of the platform. Do not stand on or climb over the railing. Never tie off outside the basket. There is no reason to tie off outside the basket; you could be seriously injured due to unexpected movement due to the operator, hydraulic failure or mechanical failure.