

# IPS

Industrial Performance Services

# ITCS

Industrial Tubular Catalyst Services



## ARIAL LIFTS PROCEDURE

# Arial Lifts Procedure

January 2023

## Policy

Aerial personnel lifts shall be operated, maintained, and controlled in a safe manner.

## Purpose

To define the procedures and standards that apply to the care, control, maintenance, inspection, and operation of aerial personnel lifts.

## Scope

Applies to all IPS★ITCS work sites, i.e., IPS★ITCS offices, client job sites, etc., requiring the use of aerial personnel lifts.

## Definitions

**Aerial personnel lift** means any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel. These include extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and a combination of any of the above.

**Articulating boom platform** means an aerial personnel lift with two or more hinged boom sections.

**Extension boom platform** means an aerial personnel lift (except ladders) with a telescopic or extension boom. Telescopic derricks with personnel platform attachments shall be considered to be extension boom platforms when used with a personnel platform.

**Insulated aerial device** means aerial personnel lift designed for work on energized lines and apparatus.

**Platform** means any personnel-carrying device (basket or bucket) that is a component of an aerial personnel lift.

**Vertical tower** means an aerial personnel lift designed to elevate a platform in a substantially vertical axis.

## Requirements

### General

**Equipment that is not designed for use as a personnel lift shall not be used as a personnel lift (e.g., front end loader buckets, backhoe buckets and cranes).**

Only trained personnel who have been deemed competent and designated by their supervisor are authorized to operate aerial personnel lifts.

Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition.

Personnel should not be permitted to stand on the rails of aerial devices. A body harness shall be worn, and a lanyard appropriately attached to the boom or basket. Additionally, Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

Personnel shall not be permitted to use an aerial personnel lift as a means of access. In the event that there are no other means of access, specific procedures including rationale (feasibly), duration, evacuation, fall protection, etc. shall be developed and reviewed with affected employees prior to implementation.

Large or excessive amounts of material, excluding tools, shall not be transported in an aerial personnel lift. Other material lifts would be necessary for such activities.

Load limits specified by the manufacturer shall not be exceeded.

Aerial personnel lifts that can operate horizontally shall set brakes and outriggers, when used, be positioned on pads or a solid surface, and chock wheels before using on an incline.

The vehicle must have a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.

For lines rated 50 kV or below, minimum clearance between the lines and any part of the equipment or load shall be at least 10 feet. If the aerial lift is insulated for the voltage involved, and if the work is performed by a qualified person, the clearance distance (between the uninsulated portion of the aerial lift and the power line) may be referenced to the distance provided in 1910.333(c)(3)(ii)(C) Table S-5.

## **Boom and Ladder Lift Units**

Before ladder trucks and tower trucks are moved from site to site, the aerial ladders shall be secured in the lower traveling position by the locking device above the truck cab, and the manually operated device at the base of the ladder, or by other equally effective means (e.g., cradles which prevent rotation of the ladder in combination with positive acting linear actuators).

An aerial lift truck may not be moved when the boom is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.

Articulating boom and extendible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower-level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

The insulated aerial devices shall not be altered in any manner that might reduce its insulating value. The insulated boom of a lift shall be regularly maintained and certified to ensure the continued insulating properties.

Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled, and outriggers are in stowed position.

## **Modifications**

Aerial lifts may be "field modified" for uses other than those intended by the manufacturer, provided the modification has been certified in writing.

# Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	11.23.2022	Shayne Torrans	Shayne Torrans	Format Revision

**Approvals:**

Procedure Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____



# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in

# Risk Assessment



Risk Assessment // insert name here

<p><b>Step No:</b> Logical sequence</p>	<p><b>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</b></p> <p>Each step should be logical and accomplish a major task.</p>	<p><b>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</b></p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p><b>Risk Rating</b></p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p><b>Recommended Corrective Action or Procedure</b></p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p><b>Risk Rating</b> refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:		Audited by:	
		Location of Audit:		Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments		Conformance Score 0,3,5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance	
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity	
				5 – Total Conformance	