



Nanogate North America LLC.

Aerial Platforms Plan

Contents

I.	Introduction.....	Page 2
II.	Scope.....	Page 2
III.	Responsibilities.....	Page 2
IV.	Training Program.....	Page 6
V.	Inspections.....	Page 6
VI.	Standard Procedures.....	Page 8
VII.	Platform Qualifications.....	Page 9
VIII.	Markings and Decals.....	Page 9
	Revision Log.....	Page 10
	Appendix A – Operator Acknowledge Form	Page 11
	Appendix B – Operation Inspection Form	Page 12

I. Introduction

Aerial platform lifts are present throughout all divisions of Nanogate North America LLC. and are used and operated by a number of service, maintenance employees and contractors. Our company recognizes that there are a number of potential hazards associated with the use of these aerial platform lifts. This policy is based on the ANSI/SIA A92.6-1999 Standard and is designed to ensure that these lifts are operated in a consistent and safe manner through a system of safety checks and accountability.

II. Scope

This policy applies to all company owned, rented and leased equipment designed to elevate personnel on a platform that is propelled by a powered lifting device, with the controls located on the platform itself. It applies to the departments who the equipment is assigned to and the employees who use them. Examples of aerial platform lifts include one-man lifts, scissor lifts, boom trucks, cherry pickers, etc.

III. Responsibilities

a. Environmental Health & Safety Department Responsibilities

i. Policy

To develop an aerial platform lift policy and revise it when necessary.

ii. Training

To provide for the training of operators and users of aerial platform lifts, upon requests by departments and to maintain training records.

iii. Technical Support

To provide technical support to departments and employees when questions or concerns arise with regards to aerial platform lift safety.

b. Departmental Responsibilities

i. Responsibilities Upon Assignment of Equipment

Upon the purchase, rental or lease of an aerial platform lift, the department shall:

1. Ensure that the operating and maintenance manuals have been received.
2. Acquire repair and parts manuals within 60 days of acquisition.
3. Provide the manufacturer of the lift with the name and address of the division along with the model and serial number of the lift.

4. Perform an annual inspection on the lift prior to placing the unit in service.
5. Place a copy of the operating and maintenance manuals in a pouch or compartment on the lift.
6. Have all employee operators of the lift review the operating manual, fill out and sign the form titled "Operating Manual Acknowledgment Form" (see Appendix A of this policy) and return it to his/her supervisor for documentation.

ii. Maintenance, Inspection and Repair

1. Maintenance: The department responsible for each aerial platform lift shall arrange for maintenance that is appropriate for their lift. The department shall establish a preventive maintenance program based on the manufacturer's recommendations, the environment it is to be used in and the frequency at which it is to be used.
2. Inspection: The department shall ensure that pre-start inspections, frequent inspections and annual inspections are being performed on the lift (see Section V. of this policy).
3. Repair: When safety related items have been discovered, the lift shall be placed out of service until the item(s) have been repaired. All replacement parts or components that are replaced shall be identical to or equivalent to the original parts based on information provided by the manufacturer or supplier.

iii. Training

The department supervisor is responsible for arranging for the training of all authorized users of the lift through the EHS Department. No personnel shall operate or ride on an aerial platform lift if they have not been trained. (See section IV of this policy).

The department shall insure that aerial platform lift maintenance is performed only by personnel who are trained in aerial lift maintenance.

iv. Responsibilities Involving Contractors

Departments are responsible for conveying certain information to contractors who use company-owned, rented and leased aerial platform lifts to ensure compliance and safety on our property. The following criteria shall be met when contractors borrow lifts:

1. Only employees of contractors who are approved to perform work at a Nanogate North America LLC. division may be permitted to borrow aerial platform lifts.
2. Inform the contracting company that only properly trained personnel may operate or work on the lift.
3. Perform a frequent inspection on the lift upon the return of the lift.

v. Records Retention

Each department shall date and retain the following records for each aerial platform lift they own, rent or lease:

1. Serial number and date of delivery of the lift purchased, rented or leased. (This shall be kept for as long as the department has possession of the lift.)
2. Written records of the frequent and annual inspections and repairs performed. This shall include deficiencies found, corrective actions taken and the identification of the person(s) who performed the inspection and repairs.
3. Written records of repairs made on the lift.
4. Training records for any employees trained in the maintenance of the aerial platform lift.

c. Employee/User Responsibilities

Because the user has direct control over the application and operation of aerial platform lifts, conformance with good safety practices in this area is the responsibility of the user and the operating personnel. Decisions on the use and operation of the lift shall be made with the understanding that the platform will be carrying personnel whose safety is dependent on those decisions. Users and operators of aerial platform lifts have responsibilities involving the following:

i. Manuals

Users of aerial platform lifts must review and acknowledge that they have reviewed the operating manuals for all lifts that they use. The user is expected to know and understand the following about the lift he/she operates prior to initial operation of the lift:

1. The operation of the lift.
2. All control features of the lift.

3. All placard warnings.
4. All safety devices on the lift.
5. Where to locate the user manual.
6. Who can operate or use the platform lift.

If the user does not understand any of the above he/she shall consult with his/her supervisor prior to using the lift.

ii. Inspection and Maintenance

Users shall inspect and maintain the aerial platform as required by their department to ensure proper operation. Note that some employees may be approved by their department to operate but not to perform maintenance on the lifts. However, all users shall perform pre-start inspections (see Section V. of this policy) on the lift prior to each day's use of the lift. Documentation of the pre-start inspections shall be done by completing an "Aerial Platform Lift Pre-Start Inspection Form" (see Appendix B for the form). Aerial platform lifts that are not in proper operating condition shall be immediately removed from service and reported to the appropriate departmental supervisor. Only employees who are authorized by their department may perform maintenance duties on the lifts.

iii. Workplace Inspections

Prior to setting up the lift at each new location the user shall conduct a workplace inspection to identify potential hazards. See "Inspections", Section V. of this policy.

iv. Training

Only trained employees may operate or use aerial platform lifts (see "Training Program" in Section IV. of this policy). Likewise, only trained and authorized employees may perform maintenance duties on the lifts.

IV. Training Program

All operators and users of aerial platform lifts shall complete the aerial lift training. The contents of the training will include the following:

- a. Purpose and use of manuals.
- b. Pre-start inspection process.
- c. Identification of malfunctions and problems.

- d. Factors affecting stability.
- e. Purpose of placards and decals.
- f. Workplace inspections.
- g. Safety rules and regulations.
- h. Authorization to operate.
- i. Operator warnings and instructions.
- j. Operation of the aerial platform.
- k. Demonstrate competency.

V. Inspections

The inspection process is a critical step in preventing aerial lift accidents that are caused from faulty or worn out equipment. Aerial platform lifts that are not in proper operating condition shall be removed from service until the problems have been corrected by an authorized and trained maintenance technician.

a. Pre-Start Inspections

Before each day's use or at the beginning of each shift that the aerial platform lift is used it shall be given a pre-start inspection which is a visual inspection and functional test that includes the following criteria:

- i. Operating and emergency controls.
- ii. Safety devices.
- iii. Personal protective devices.
- iv. Air, hydraulic and fuel system leaks.
- v. Cables and wiring harness.
- vi. Loose or missing parts.
- vii. Tires and wheels.
- viii. Placards, warnings, control markings and operating manual(s).
- ix. Outriggers, stabilizers and other structures.
- x. Guardrail system.

xi. Other items specified by manufacturer.

b. Frequent Inspections

Any time an aerial platform lift has not been used for a period of 3 months or more (or after the lift has been purchased) a frequent inspection shall be performed by a qualified person and shall include the following:

- i. All functions and their controls for speed(s) smoothness, and limits of motion.
- ii. Lower controls including the provisions for overriding of upper controls.
- iii. All chain and cable mechanisms for adjustment, wear or damaged parts.
- iv. All emergency and safety devices.
- v. Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, and coolant as specified by the manufacturer.
- vi. Visual inspection of structural components and other critical components such as fasteners, pins, shafts and locking devices.
- vii. Placard, warnings and control markings.
- viii. Additional items specified by the manufacturer.

c. Annual Inspections

An annual inspection shall be performed on each aerial platform lift each year. The inspection shall be performed by a qualified mechanic who is authorized to perform maintenance duties on the lift. The inspection shall include all items specified by the manufacturer for an annual inspection.

d. Workplace Inspections

Before an aerial platform lift is used and during its use, the operator shall check the area in which the aerial platform lift is to be used for possible hazards such as, but not limited to:

- i. Drop-offs or holes.
- ii. Slopes.
- iii. Bumps and floor obstructions.
- iv. Debris.
- v. Overhead obstructions and high voltage conductors.
- vi. Hazardous locations and atmospheres.

- vii. Inadequate surface and support to withstand all load forces imposed by the aerial platform lift.
- viii. Wind and weather conditions.
- ix. Presence of unauthorized people.
- x. Other possible unsafe conditions.

VI. Standard Procedures

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial platform lift:

- a. Obtain any necessary authorization to use the lift.
- b. Check the last pre-start inspection for any comments or notes.
- c. Perform a pre-start inspection on the lift, document the inspection and place it in the reserved storage location on the lift.
- d. Perform a workplace inspection in the area that the lift will be used.
- e. Extend and adjust the outriggers, stabilizers, extendible axles, or other stability enhancing means.
- f. Ensure that the guardrails are installed and are in place.
- g. Ensure that the load being placed on the lift is within the rated capacity of the lift.
- h. Test the controls of the lift.
- i. Ensure that all personnel on the lift have been trained and authorized to operate or work on the platform.

VII. Platform Qualifications

- a. Specifications for platforms

The following criteria shall be met to be an approved platform on a lift:

- i. Platform width shall be not less than 18 inches and shall have a slip resistant surface.
- ii. The platform shall have a guardrail system around its periphery. It is removable or can be lowered. The means used to secure it in the normal operating position shall be readily accessible for inspection and maintenance.

- iii. The guardrail system shall include a top rail that is between 39 and 45 inches high, a mid rail that is approximately half-way from the platform to the top rail, and a toe board that is at least 4 inches high.

- b. When to use personal fall protection

When operating articulating, or boom type lifts that are equipped with lanyard tie off points, the use of fall protection equipment is required. If special circumstances exist that encourage the operator to use fall protection on vertical aerial platform lifts, they must tie off to a proper tie off point that is not attached to or part of the aerial platform lift itself.

VIII. Markings and Decals

In addition to any other markings or decals that are placed on the lift by the manufacturer, the following information shall be displayed on all aerial platform lifts in a clearly visible, accessible area and in a durable manner:

- a. The make, model, serial number, and manufacturer's name and address.
- b. The rated workload, including rated number of occupants.
- c. The maximum platform height.

Revisions

New and Implemented on 07/01/08

Reviewed and revised 1/12/17 Ralph Hall

Reviewed and revised 4/30/19 Ralph Hall

Operating Manual Acknowledgment Form

Users of Arial platform lifts must review and acknowledge that they have reviewed the operating manual for the lifts they use. By printing your name, sign and dating this form, you are acknowledging that you have reviewed the operating manual and understand the requirements for the safe operation of this equipment.

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