

Procedure Title:	Aerial Lifts	SOP Number:	SOP-100-03-PR-018
Procedure Owner:	Corporate HSE	Issuing Authority:	Chief Safety Officer

AERIAL LIFTS

2	8/16/16	Added 4.1.4 Revised 4.6	DWS	8/29/16
1	1/19/16	Added 4.2.2.9; Revised 4.2.2; 4.2.5; 4.3.1.5; 4.6.1; 4.6.3; Deleted 4.7	DWS	2/8/16
0	7/17/13	Complete Rewrite	DWS	2/18/14
Rev. #	Rev. Date:	Changes	Approved	Issue Date

Aerial Lifts

SOP Number:	Revision:	Approval Date:
SOP-100-03-PR-018	2	8/29/16

1.0 PURPOSE

The purpose of this procedure is to establish the minimum requirements for Aerial Lifts for STIS DBA Southeast Texas Industrial Services.

2.0 SCOPE

This procedure applies to all HenSu Holdings employees, contractors, subcontractors and visitors associated with an HenSu Holdings site.

3.0 RESPONSIBILITIES

The following personnel have responsibilities defined in this procedure:

- HenSu Holdings Managers
- HenSu Holdings Supervisors
- HenSu Holdings Employees
- HenSu Holdings Contractors
- HenSu Holdings Subcontractors
- HenSu Holdings Visitors

4.0 PROCEDURE

Each site shall make every attempt to prevent the possibility of incidents and accidents to employees while performing work activities involving aerial lifts through compliance with safety regulations, by the training of employees to properly perform their job activities, and through employee involvement in safe work activities.

4.1 POLICY

- 4.1.1 All personnel who operate aerial lifts shall follow the guidelines set forth in this procedure.
- This is not all encompassing or intended to replace common sense and professionalism expected from qualified personnel operating this type of equipment.
- 4.1.2 Authorized personnel shall complete the SOP-100-03-FM-018-1 – Aerial Lift Daily Inspection Form before the initial use of each type or model of equipment to be utilized.
- 4.1.3 At no time shall any personnel operate this equipment without being trained and issued an approved operator's card/training documentation.
- 4.1.4 No modifications shall be made without manufacturer's written approval.

4.2 SAFETY REQUIREMENTS:

- 4.2.1 Supervision has the overall responsibility to ensure that all employees designated under their control have the appropriate training and documentation to operate this equipment on site, and to follow the rules established during all activities involving the operating of the equipment.
- 4.2.2 The operator shall:
- Wear the approved fall restraint equipment attached to the manufacturers provided anchorage points when working from an aerial lift.
 - Requirement in 4.2.2.1 apply to all occupants of the platform.
 - Wear all required PPE.

Aerial Lifts

SOP Number:	Revision:	Approval Date:
SOP-100-03-PR-018	2	8/29/16

- Requirement in 4.2.2.2 apply to all occupants of the platform.
 - Verify the presence of an operators/manufacture’s manual and follow safe operating guidelines set forth by the manufacture.
 - Verify the equipment has been properly serviced.
 - Be thoroughly trained and qualified in the use of the equipment.
 - Understand all labels, warnings and instructions on the equipment.
 - Practice with the equipment until they are comfortable or proficient with its controls of operation.
 - Have the documented training/understanding for the use of fall protection.
 - Follow manufacturer’s requirements for operating in windy conditions.
 - Tying off or otherwise securing oneself to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- 4.2.3 Boom and basket load limits specified by the manufacturer shall not be exceeded.
- 4.2.4 The aerial lift shall 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.
- 4.2.5 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. This includes not standing on the mid or top handrails.
- 4.2.6 For power line clearance distances, see SOP-100-03-PR-008 – Electrical Safety.
- 4.3 WORKPLACE INSPECTION
- 4.3.1 Before and during the use of the aerial lift the user of the equipment shall walk the area where the equipment is intended for use. That inspection shall include, but is not limited to:
- Drop-off or holes
 - Slopes
 - Bumps
 - Debris
 - Overhead obstructions (examples: power lines, cat walk, stairs, piping, etc.)
 - Wind and weather conditions
 - Presence of unauthorized persons in the work area
 - Barricade materials are available for use on site.
 - Fire hoses, electrical cords, air hoses, etc.
 - Grounding rods
 - The presents of other contractors working in the area

Aerial Lifts

SOP Number:	Revision:	Approval Date:
SOP-100-03-PR-018	2	8/29/16

4.4 INSPECTIONS:

- 4.4.1 Prior to each use, or at the beginning of the work shift, operators shall check for and document the information contained on SOP-100-03-FM-018-1 – Aerial Lift Daily Inspection Form.
- 4.4.2 The SOP-100-03-FM-018-1 – Aerial Lift Daily Inspection Form shall be maintained on site for the duration of the project.

4.5 MARKINGS

- 4.5.1 Placards, markings, operating control markings, and warning signs shall be readable. They shall include:
 - Make and model of the lift
 - Rated workload capacity (weight)
 - Rated number of occupants
 - Maximum platform height
 - Maximum operating pressure of the hydraulic system
- 4.5.2 If missing, or unreadable, contact the equipment supplier for repairs or replacements.

4.6 TRAINING

- 4.6.1 All personnel operating Aerial Lifts shall complete the HenSu Holdings Aerial Lift Program administered by HSE Training Coordinator and/or approved HenSu Holdings Training Trainers
 - An approved HenSu Holdings Trainer is someone who has been designated by their HSE Manager, and has completed the HenSu Holdings Aerial Lift Train the Trainer course.
- 4.6.2 Training shall consist of classroom instruction with a passing score of 80% or better and the completion and operator proficiency exam.
- 4.6.3 The Operators Proficiency Exam shall cover the operator's ability to use and safely operate the aerial lift and perform a pre-use inspection for the aerial lifts
 - 4.6.3.1 Form SOP-03-FM-018-1 shall be used to document the pre-use inspection
 - 4.6.3.2 Form SOP-100-03-018-2 shall be used to document the Operator Functional Test
- 4.6.4 All operators upon successfully completion of the HenSu Holdings Aerial Lift Training Program shall be issued a HenSu Holdings Operator Training Card.
 - Operators shall maintain on their person training verification at all times while operation equipment.
- 4.6.5 All outside aerial lift training programs shall be approved by the HenSu Holdings HSE Training Coordinator and shall meet or exceed the HenSu Holdings training requirements including classroom and operator proficiency exam.

5.0 REFERENCES

OSHA 1910.67	Vehicle-Mounted Elevating and Rotating Work Platforms
OSHA 1926.453	Aerial Lifts
SOP-100-03-PR-008	Electrical Safety

Aerial Lifts

SOP Number:	Revision:	Approval Date:
SOP-100-03-PR-018	2	8/29/16
SOP-100-03-FM-018-1	Aerial Lift Daily Inspection Form	
SOP-100-03-FM-018-2	Aerial Lift Operator's Functional Test	

6.0 TERMINOLOGY

Site	Any location where HenSu Holdings personnel are involved in work activities.
-------------	--

7.0 EXHIBITS

None