

Aerial Platform Safety Program

Purpose

This policy establishes the minimum requirements for aerial platform operator training, equipment inspections and maintenance within the Millard Refrigerated Services organization. Since aerial platforms are an integral part of our operation, it is vital that all the procedures within this program are implemented to ensure the success of our operators and our facilities.

General Manager and Operation Manager: Are required to ensure that all aerial platform operators have received training in accordance to Millard's policies and are responsible for ensuring that all aerial platforms are maintained in safe operating condition.

Department Managers and Supervisors: Are required to ensure that all aerial platform operators under their authority have received the required training in accordance to Millard's policies and are responsible for ensuring that the aerial platforms are maintained in safe operating condition. Required to ensure a safe work zone is established. To ensure retraining is documented on operators that are involved in an accident, safety violation or near miss.

Trainer(s): Are required to conduct and document the operator training as identified in this program. Responsible to document this training on the individual's Aerial Platform Training Certification Form.

Certification File Administrator: Responsible keeping all Aerial Platform Training Certification Forms and for maintaining these certification records in an orderly manner.

Operators: Must always operate equipment in safe manner. Perform and document the pre-shift safety inspection before the shift starts or before operating. Report all substandard conditions to your supervisor or manager. Make sure a safe work zone is established.

Operator's Training Requirements

Initial Training Requirements – See Aerial Platform Training Certification Form

Initial training must be completed on all potential operators (trainee) for each type of aerial platform at your site. Potential operators must receive specific training on the equipment to be operated. This would include Millard's employees and temporary workers using Millard's equipment. The training must cover section "a through i" and training must be documented on the individual's certification form before the trainee is allowed to operate (except for demonstration purposes).

The initial Aerial Platform Training Certification Form must be entirely filled out for the certification process to be complete. The trainee's supervisor must return the completed form to Certification File Administrator **within 48 hours** of implementing the initial training.

The supervisor will need to have the trainer ride along trainee to monitor their operating performance. During this period if any weaknesses are identified, then the trainer must provide

the relevant retraining to strengthen identified weaknesses. The trainer must determine the trainee's eligibility to continue operating equipment once the training is completed.

Retraining:

Aerial platform operators must receive relevant retraining as the result of an accident, safety violation or near miss. Retraining must be completed and documented on the retraining section of the individual's Aerial Platform Training Certification Form before the operator is allowed to resume their operating responsibilities.

See the retraining section of the Aerial Platform Training Certification Form.

The supervisor must have the involved operator sign the form once the retraining is administered and documented. Then the form needs to be returned to the Certification File Administrator.

Temporary Workers:

Temporary workers are not Millard Refrigerated Services' employees, so these workers are not allowed to operate Millard's aerial platforms **with two exceptions**. 1st: Each temporary worker must have the General Manager approval and 2nd receives the same training as required for a Millard employee before they become eligible to operate an aerial platform. Training records must be maintained in the same manner as a Millard employee.

Certification Recordkeeping:

Aerial platform certification documents must be maintained at each facility in such a manner that each individual's certification records can be easily obtained for review.

Pre-shift Safety Checklist

All operators and trainees must complete the pre-shift safety checklist before using or at the start of their shift. The purpose of the safety checklist is to ensure the unit is in safe operating condition. The completed safety checklist form must be provided to the maintenance department per facilities requirements and must be kept on file for 90 days. The files must be maintained in a manner that the checklist can be easily obtained for review.

See the example of the pre-shift safety checklist form.

If any issues arise as the result of the pre-shift inspection or during use, then your supervisor must be immediately notified of the condition and the unit taken out of service until evaluated by the authorized maintenance personnel.

Maintenance

The maintenance department is responsible for maintaining the aerial platform in a proper operating condition. The maintenance department is responsible for completing all preventive maintenance activities in accordance with the manufacturer's recommendations. All repair work, general maintenance and inspections must be documented in detail. All EMAINT generated work orders must be completed timely and must be described in the notation section the work performed.

Battery Charging

The trainer must show the trainee how to properly charge the batteries. Only a competent person is authorized to change the batteries of an aerial platform.

Work Zone Safety Requirements

The operator must provide warning devices such as appropriately sized orange cones, caution tape or signs to indicate and maintain a safe work zone at all times around the aerial platform. The warning devices must be placed at a safe distance to provide sufficient warning to approaching forklift/pallet jack and pedestrian traffic. At no time should any unnecessary items or persons be allowed in the identified safe work zone.

When working in aisle ways the aisle should be cordoned off with appropriate number of orange cones placed ten (10') feet from the platform in the direction of oncoming traffic.

When working in doorways and/or blind spots the appropriate numbers of orange cones must be placed at an appropriate distance from the platform in the direction to provide ample warning to oncoming traffic.

When working in a smaller area where forklift/pallet jack or pedestrian traffic can't be diverted then the job task should be postponed and performed at a more appropriate time when the traffic is less. If this is not possible, then the appropriate number of orange cones, warning sign, and caution tape must be used to warn all approaching traffic. The location of these warning devices must be as far away as possible (up to ten feet) from the aerial platform. The aerial platform must be so arranged that it does not create unnecessary obstruction. In some cases a person or persons will be needed to control traffic flow.

Pre-planning is necessary to ensure all hazards are identified and controlled before the work is performed.

Aerial Platform Safety Rules

- * Do Not exert excessive side forces on platform while elevated
- * Do Not overload, the lift relief valve does not protect against overloading when the platform is elevated
- * Do Not alter or disable limit switches or other safety devices
- * Do Not overload the rated capacity and make sure the load is evenly distributed on the platform
- * Do Not raise the platform in windy or gusty conditions
- * Do Not operate on surfaces not capable of holding weight of work platform
- * Do Not elevate the work platform if it is not on firm level surface
- * Do Not climb or descend a grade steeper than 20% and never be elevated moving on grades
- * An operator should not use any work platform that:
 - * Has ladder or other devices mounted on it to increase its size or work height
 - * Does not have a clean, uncluttered work area
 - * Does not appear to be working properly
 - * Has been damaged or appears to have missing parts
 - * Has safety devices which have been altered or disabled
- * Be aware of overhead obstacles
- * Ensure that there is no person in the path of travel

Electrocution Hazards:

- * This machine is not insulated. Maintain safe clearances from electrical power lines and apparatus
- * You must allow for platform sway, rock, sag
- * This work platform does not provide protection from contact with or proximity to an electrical charged conductor
- * Avoid contact with electrical supply systems from 0 to 300V
- * 10 feet is minimum safe distance from electrical supply systems over 300V to 50KV. See operator's manual for safe distance for over 50KV
- * Failure to avoid this hazard will result in death or serious injury
- * Do Not drive over electrical cords or any other debris

Crushing Hazards

- * Do Not reach through the scissor assembly when the platform is raised without the safety bar properly positioned
- * Personnel on the ground must stay clear of the aerial platform while in motion (pothole protection bar)

Explosion Hazard

- * Batteries, keep all flames, sparks away, and no smoking near batteries

Fall hazards

- * The guardrail system must be upright and locked in place before resuming normal operation
- * Check the guardrail system for loose or missing locking pins before operating this machine
- * All persons on the work platform must be standing firmly on the platform - No standing on guardrail
- * The entire guard railing system must be in place at all times. Exception: when all occupants are properly utilizing a personal fall arrest system.
- * All occupants in an articulating aerial platform must properly utilize personal fall arrest systems in accordance with the manufacturer's requirements.

Aerial Platform Training Certification Form (Rev. 3/07)

(Initial Training)

Employee _____ Date: _____
(Print clearly)

Trainers Name/Title: _____ Date: _____
(Print clearly)

The undersigned does agree that the above training was provided to them during the course of their initial aerial platform training session.

[illegible]

Aerial platform operators must receive relevant retraining as the result of an accident, safety violation or near miss. Retraining must be completed and documented on the retraining section of the individual's Aerial Platform Training Certification Form before the operator is allow to resume their operating responsibilities.

Operator Signature: _____ Date: _____
(Sign clearly)