



Management of Aerial Lifts and Mobile Work Platforms Safe Work Procedure

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Introduction

This Safe Work Procedure will document the process flow for the rental acquisition, maintenance, annual safety inspection and the distribution of aerial lifts and mobile work platforms used by UBC Facilities.

Scope

This Safe Work Procedure applies to all aerial lifts and mobile work platforms made available for UBC Facilities use.

References

- OHS Regulation Part 16 Mobile Equipment
- I-B-11 UBC Facilities Personal Protective Equipment Program
- I-B-23 Fall Protection Policy
- I-B-36 Working with Mobile Equipment
- I-C-03 Tool Management Policy
- PlanOn Job Aid: TE 101 - Submitting a Tool Reservation
- PlanOn Job Aid: TE 105 - Internal Lift or Internal Scaffolding Tool Rental
- PlanOn Job Aid: TE 106 - Checking in a Tool
- PlanOn Job Aid: TE 107 - Checking out a Tool
- PlanOn Job Aid: TE 109 - Tool Reservation Alerts
- PlanOn Job Aid: TE 110 - External Lifts
- PlanOn Job Aid: TE 112 - Managing Tool Asset Units
- PlanOn Job Aid: TE 113 - Managing Tool Assets
- PlanOn Job Aid: TE 115 - Non-Bookable Periods
- PlanOn Job Aid: TE 116 - Stores Counter Reservation

Legal Requirement

The Occupational Health and Safety (OHS) Regulation requires employers to ensure that a professional engineer provides annual certification for self-propelled boom-supported elevating work platforms.



Definitions

- OHS – B.C. Occupational Health & Safety
- Internal Lift – An aerial lift or mobile work platform maintained by UBC Facilities
- External Lift – An aerial lift or mobile work platform contracted for use on behalf of UBC Facilities
- Qualified Operator - An employee who has current GR-20/Scissor Lift/Boom Lift Operator training
- EMMS – UBC’s Enterprise Maintenance Management System (PlanOn)
- Contract Service Provider: 3rd. party supplier of aerial lift and mobile work platforms
- OEM- Original Equipment Manufacturer

Roles & Responsibilities

Employer:

- Ensure internal lifts are maintained in compliance with OHS Regulations.
- Ensure external lifts contracted for use are compliant with OHS Regulations
- Ensure all documentation is available for review, including OEM manual(s), OEM bulletins, the equipment logbook, preventive maintenance records, post-incident inspection reports, and any previous annual inspection reports.
- Ensure that a professional engineer provides annual certification of internal lifts.

Supervisor:

- Ensure instruction and training for the correct use of internal/external lifts is provided.
- Ensure only trained and qualified workers are permitted to operate internal/external lifts.
- Ensure annual maintenance of internal/external is provided.
- Secure key for duration of rental event.

Qualified Operator:

- Operate internal/external lifts in accordance with OHS Regulation, instruction from OEM User Manual and Employer provided training and instruction.
- Inspect internal/external lift prior to each work shift.
- Report any malfunction or potentially unsafe defects to the supervisor or employer.
- Must not share lift without prior consent from supervisor.
- Retain key while unattended.
- Return key and binder to supervisor at end of work shift.

Work Procedure

Stores’ Supervisor:

1. Upon request, verify availability of internal/external lifts with requestor.
2. Create EMMS internal/external lift reservation on behalf of the requestor for each rental event based on availability.
3. Coordinate with contract service provider for external lift to be delivered to the requested location.
4. Dispense operator key for internal/external lifts, along with blank Pre-Shift Inspection Reports to worker operator.



5. Upon notification of internal/external lift malfunction, remove lift from rental availability and arrange for repair or replacement by a qualified service provider.
6. Coordinate with contract service provider to have the external lift picked up and returned upon 'termination of rental event.
7. Inspect internal lift after each completed rental event.
8. Maintain all service records and inspection reports for all internal lifts for a minimum of two (2) years.
9. Upon request, obtain service records and inspection reports from contract service provide for external lifts.

Qualified Operator:

1. Notify Stores' supervisor of all requests for internal/external lift rentals for confirmation of availability.
2. Coordinate delivery requirement with Moving Crew for internal lifts.
3. Obtain internal/external lift operator key and relevant documentation from Stores.
4. Complete pre-shift inspection.
5. Notify Stores' supervisor upon completion of rental event.
6. Coordinate return delivery requirement with Moving Crew for Internal lift upon completion of rental event.
7. Upon completion of rental event, Operators are to return internal/external lift key, completed Pre-Shift Inspection Report(s) to Stores Supervisor.

Appendix A:

FRM-STR-002.01 Pre-Shift Inspection Checklist:



FRM-STR-002.01 - AERIAL LIFT/MOBILE PLATFORM - PRE-SHIFT INSPECTION CHECKLIST	
Operator Name (print):	Shop:
Unit Type (check appropriate): <input type="checkbox"/> Internal Model: _____ <input type="checkbox"/> External Model: _____	Date:
	Location of Use:
Work Order:	

#	UNIT INSPECTION ITEM AND DESCRIPTION	PASS	FAIL	N/A
1	The manufacturer's operations manual is stored on the unit			
2	Operating and emergency controls are in proper working condition (including emergency stop mechanism)			
3	Functional platform drive controls are in proper working condition			
4	Emergency lowering mechanism operates properly			
5	Lower operating controls successfully override the upper controls			
6	Both upper and lower controls are adequately protected from inadvertent operation			
7	Control panel is clean and all buttons/switches are clearly visible			
8	All switch and mechanical guards are in good condition and properly installed			
9	All safety indicator lights work			
10	All drive controls function properly and are accurately labeled			
11	Motion alarms function properly			
12	Safety decals are in place and readable			
13	All guard rails are sound and in place, including basket chains			
14	Work platform and extension slides are clean, dry, and clear of debris			
15	Models with platform extensions: slides in and out freely with functioning safety locking pins			
16	Inspect for defects, including cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.			
17	Tires and wheels are in good condition with adequate air pressure if pneumatic			
18	Braking devices are operating properly			
19	Oil level/Hydraulic Oil Level/Fuel Level/Coolant Level is acceptable			
20	Battery Charge is acceptable			
21	Outriggers in place or functioning and associated alarms working			
22	Other observations:			

Safety Precautions to Consider/Have/Be Aware Of	Check to Confirm
Personal Protection in use (harness, lanyard, hardhat, etc.)	
See manufacturer guidelines for use in windy conditions (always lower if lift begins to rock in the wind)	
Floor/ground conditions: drop offs, holes, uneven surfaces, and sloped floors	
Housekeeping: debris, floor obstructions, cords, construction materials and supplies	
Check for overhead obstructions	
Observe environmental conditions and other hazards	
DO NOT exceed load capacity	
Watch for vehicular and pedestrian traffic (set up barricades if necessary)	
Comments:	
Signature:	