

<p align="center">CITY OF APPLETON PERSONNEL POLICY</p>	<p align="center">TITLE: AERIAL BUCKET/SCISSOR LIFTS 29 CFR 1910.67</p>	
<p>ISSUE DATE:</p>	<p>LAST UPDATE: 2007 June 2011 March 2017</p>	<p>SECTION: Safety</p>
<p>POLICY SOURCE: Human Resources Department</p>	<p>AUDIENCE: Any city employee who uses an aerial bucket</p>	<p>TOTAL PAGES: 3</p>
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I. PURPOSE

The purpose of this policy is to establish guidelines and assign responsibilities for the operation of Aerial Buckets and Scissors Lifts.

II. POLICY

The City is committed to providing a safe workplace for all its employees. Employees are expected to follow all rules and regulations relating to this policy. Failure to comply with this policy shall lead to disciplinary action up to and including discharge.

III. DISCUSSION

The policy outlines the regulations and requirements mandated by the Occupational Safety and Health Administration (OSHA) and the Department of Safety and Professional Services (DSPS)

IV. DEFINITIONS

- A. Aerial device – Any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.
- B. Aerial Ladder – An aerial device consisting of a single or multiple section extensible ladder.
- C. Articulating boom platform – An aerial device with two or more hinged boom sections.
- D. Extensible boom platform – An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel

platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.

- E. Insulated aerial device – An aerial device designed for work, on energized lines and apparatus.
 - F. Scissor Lifts – A device considered to be mobile scaffolding, governed by 29CFR 1926.452(w).
 - G. Mobile unit – A combination of an aerial device, its vehicle and related equipment.
 - H. Shall – is interpreted to mean required.
 - J. PPE – Personal protective equipment.
- V. PROCEDURES/Employees
- A. Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.
 - B. Before starting work, the operator shall test to insure that all ground is level and bucket controls are in proper working order.
 - C. The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface. Wheel chocks shall be in place before using an aerial lift.
 - D. All work shall be conducted as if the truck, boom, and aerial bucket were not electrically insulated.
 - E. Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment.
 - F. A full body harness shall be worn and a lanyard attached to the boom or the basket when working from an aerial lift. (Fire personnel will follow their set standards.)
 - G. No employee shall be transported more than a consecutive block while in the bucket. The bucket must be in a stowed position and the driver may not travel more than five miles per hour. This procedure is only to be used when placing banners or flags.
 - H. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the end of the basket or use planks, ladders, or other devices for a work position. (Fire personnel will follow their set standards.)
 - I. When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.
 - J. Climbers shall not be worn while performing from an aerial lift.
 - K. Depending on the activity all necessary PPE, including a hard hat, shall be worn while in the bucket. Ground personnel shall also wear necessary PPE and hardhat.

- L. 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 and locked position.
- M. Emergency lights/strobes on the truck shall be used at all times while work is being done on road right-of-way. When work is being done in the road right-of-way, the work zone will be protected in accordance with the City's Temporary Traffic Control Manual. Reflective cones shall be placed approximately 3 to 5 feet out from the affected corners of the vehicle on the traffic side.
- N. An aerial lift truck may not be moved when the boom is elevated in a working position with employees in the basket except for equipment which is specifically designed for this type of operation as outlined in the OSHA policy, and as outlined in G. above.
- O. Guardrail systems are required when using scissors lifts. When the use of a guardrail system is not feasible, a full body harness must be worn.

PROCEDURES/Supervisors/Safety Coordinators

- A. Supervisors/Safety Coordinators shall ensure that all employees using an aerial bucket follow the procedures and guidelines as outlined in this policy.

PROCEDURES/Training

- A. Prior to operating the equipment, all employees shall be trained.
- B. The vehicle manufacturer, safety coordinator or supervisor will provide yearly training.