

BUCKET TRUCK (Articulating Aerial Platform Vehicle) POLICY

Category: Events and Facilities

Responsible Office: Environmental Health & Safety Office

Date Established: 11/01/2011

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POLICY SUMMARY

This policy identifies the minimum protocols that shall be followed for the operation of the articulating aerial platform vehicle (Versalift Bucket Truck #2) or "bucket truck." The department supervisor will be responsible for ensuring SUNY Buffalo State personnel comply with the requirements of this program.

POLICY

Policy Statement

In accordance with the requirements of the SUNY Buffalo State Environmental Health & Safety Office, OSHA, and ANSI Standard A92.2-1990, requirements have been established to reduce the risk of incident and personal injury for those working with or in close proximity to the Versalift Bucket Truck.

These requirements address the following:

- training
- availability of safety information [Articulating Aerial Platform Vehicle User's Manual]
- equipment & clothing standards
- daily safety check
- fall protection
- personal safety & additional equipment
- vehicle placement and operation
- work site safety
- work zone safety

Applicability

This policy applies to SUNY Buffalo State employees authorized to operate the bucket truck and the articulating aerial platform. Only authorized persons may operate this equipment.

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Procedure

The following actions are required and enforced with this policy, and are the responsibility of anyone using the articulating aerial platform vehicle:

1. Training

In order to become an authorized operator of the bucket truck, a SUNY Buffalo State employee must:

- a. Complete required training, including actual operation of the aerial device. The training must include at least a 30-minute discussion on the contents of this policy, the location and understanding of the controls, decals and manuals found on the vehicle and a practical demonstration of knowledge of using the lift. Certification will be provided to the authorized employee and shall be kept on their person when operating the articulating aerial platform.
- b. Understand the written instructions supplied by the manufacturer, regulatory agencies and SUNY Buffalo State.

2. Articulating Aerial Platform Vehicle User's Manual

It is required that a copy of the user's manual be kept in the vehicle at all times as a reference guide. The manual shall be placed in the compartment closest to the base controls for the aerial platform (upper compartment on the passenger's side). Users must know and follow the established safety rules and regulations for the work environment.

3. Equipment Required & Clothing Safety Standards for User

The articulating aerial platform truck shall have the following equipment and material on board at all times:

- a. Articulating Aerial Platform Vehicle User's Manual (1)
- b. Chock blocks (2)
- c. Fire Extinguisher (ABC) (1)
- d. Traffic cones w/ stripes (4)
- e. First Aid Kit (1)
- f. Full Body Harness (1)
- g. Lanyard (1) - < 6 feet in length, and
- h. The user/operator of the vehicle shall wear appropriate clothing: Loose-fitting clothing and long hair and similar loose items and materials must be restrained to prevent accidental introduction into electrical or mechanical equipment.

4. Daily Safety Check

As required, the operator of the vehicle for that particular day shall conduct a safety inspection report of the vehicle to determine hazards, identify damage and leaks and report same to the vehicle

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maintenance supervisor. The inspection report shall include, but is not limited to, a visual inspection of the vehicle to identify:

- a. Broken, damaged, loose or missing parts
- b. Tire bulges, cuts and pressure
- c. Oil and hydraulic leaks
- d. Lack of weld integrity, such as cracks and rust
- e. Lighting (beam, directional and safety)
- f. All required decals and stickers on or around the articulating boom, must be in place, legible and understandable.

A complete vehicle inspection form is attached to this policy as Appendix A. The inspection form, including notation of any identified deficiencies, shall be provided to Campus Service's vehicle maintenance department as soon as possible for corrective action. If no problems have been identified by the operator, a copy of the inspection form does not have to be forwarded to the vehicle maintenance department.

5. Fall Protection

The use of fall protection shall be required when the operator enters the bucket truck and begins to elevate, regardless of height. The minimum type of fall protection for the bucket truck is a full body harness and lanyard, which cannot be longer than six (6) feet in length. The fall protection device must be properly fastened and comfortably snug. (See Illustration 2. – Danger of Falls)

Additional fall protection and safety requirements include:

- a. Safety belts are not permitted.
- b. Personnel shall not place any item into the bucket for the purpose of increasing work height.
- c. The use of ladders, step stools and similar items is improper.
- d. When using the articulating aerial boom on a permitted incline, the bucket shall be located on the upgrade side, in a stable position.
- e. If the user/operator is working with his/her hands above the head, or there is a potential for something to fall from above, the use of head protection (hard hats) is required.
- f. If the user/operator is working in an area where persons shall pass beneath or in close proximity to the truck, then the user/operator shall adequately guard or restrict the area to prevent personal injury in the following ways:
 - i. Caution tape, barricades or rope shall serve the purpose outlined above – traffic cones alone are not permissible.
 - ii. SUNY Buffalo State employees working below the articulating boom must be aware of the overhead hazards and shall wear the appropriate head protection, as required.

6. Personal Safety & Additional Equipment

- a. Portable Radio
 - i. If the user/operator of the bucket truck is operating alone, he/she shall carry a portable radio for emergency situations.
 - ii. In the event of an emergency while working off hours, the user/operator contact is University Police (878-6333).
- b. Safety Glasses, Goggles, Face Shields, and/or Head Protection may be required
 - i. The Personal Protective Equipment section of the Environmental Health & Safety Policies and Procedures identifies when these devices are necessary.
 - ii. Head Protection – Hardhat, Ear Protection.
- c. Equipment and tools used on the work site must be compatible with the environment.

7. Vehicle Placement and Operation

Prior to starting the vehicle the user/operator shall:

- a. Walk around the location to verify safe operation
- b. Remove cones from the front or rear of the vehicle as needed
- c. Whenever possible, use a "spotter" when the vehicle is being set into reverse.

8. Work Site Safety

The following actions must be taken before commencing work:

- a. Identify the most level grade from which to operate; the slope should not exceed 5 degrees
 - i. If operation of the bucket must be performed on an incline greater than 5 degrees, then the bucket shall be used only on the high side of the vehicle.
- b. Set the Emergency Brake; the aerial platform will not operate until the brake has been engaged:
 - i. Position both wheel chocks
 - ii. Place on both sides of the tire
 - iii. Engage Power Source
 - iv. Set barricades and cones around the vehicle.
- c. If the user/operator will be working in a pedestrian area
 - i. Barricades, "Caution" tape, or fencing shall be utilized
 - ii. Cones are not permitted.
- d. Verify proper portable radio operation.
- e. Discuss work with personnel on the ground

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- i. Ground workers will be made aware of the potential hazards and the risk of injury caused by falling objects such as tree limbs.
- f. The user/operator shall put on the required Fall Protection Equipment
 - i. Additional Personal Protection may be necessary.
- g. Maintain proper distance from electrical power lines.
- h. Do not operate the articulating aerial boom if:
 - i. Wind gusts exceed 30 mph
 - ii. There is, or could be, an electrical storm.
- i. Verify that the area under and around the work site is free of passers-by.
- j. Check out overhead clearances for:
 - i. Building design, fixtures and set-up
 - ii. Equipment
 - iii. Lights
 - iv. Sprinkler heads
 - v. Tree limbs
 - vi. Utilities - overhead wires.

9. Work Zone Safety - Traffic Safety and Cone Placement

Special planning for traffic control is necessary on a case by case basis. Maintenance work that takes place either on or near the roadway creates a potentially hazardous situation, which shall require the use of traffic controls. It is the responsibility of the person in charge or his/her designee to establish, install, and maintain safe and efficient controls as follows:

- a. All necessary traffic control devices shall be installed before maintenance work begins and must be maintained during the entire work period.
- b. Install traffic control devices (i.e. barricades, cones, signs, etc.)
- c. Provide drivers with sufficient advanced warning, "Work Zone Ahead" signs are available in the stockroom.
- d. Provide proper protection for the motorists and our employees.
- e. Advise motorists of proper travel path; lane change signs are available in the stockroom.
- f. When parked, a cone shall be placed:
 - i. At the rear of the vehicle when the truck will be backed up or out of spot
 - ii. At the front of the vehicle when the truck will be driven forward.
- g. The speed limit on campus is 25 mph, therefore:
 - i. A minimum of two (2) cones shall be placed behind and in front of the bucket truck when use in the street is required. (See Illustration 3. – Cone Placement)
 - ii. Each cone must be separated by a distance of not less than 10 feet.

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Definitions

Articulating Boom – Or Articulating Boom Lift, is an aerial work platform with multiple sections that allow the user to gain access to work areas that may be blocked by barriers or obstacles.

Authorized - For purposes of this policy, an employee of SUNY Buffalo State who has the education, training and certification to operate the equipment as specified within this document.

Caution - A potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It should be used to identify unsafe practices or conditions.

Danger- An immediately hazardous situation which, if not avoided, will result in serious injury or death. Use of the bucket truck by unauthorized personnel constitutes a danger and could result in serious injury or death. (See Illustration 1. – Danger of Unauthorized Use)

Warning - A potentially hazardous situation which, if not avoided, could result in serious injury or death.

Responsibility

Who should know this policy

- User/operator of the bucket truck
- Departmental supervisor of the user/operator
- Environmental Health & Safety Office staff

User/operator of the bucket truck

- It is the responsibility of the user/operator to read and understand the Articulating Aerial Platform Vehicle User's Manual and safety instructions for this vehicle before operating the aerial device. Safety policies and procedures protect the individual operator, the college, and other members of the campus community.

Environmental Health & Safety Office

- The Environmental Health & Safety Office is responsible for: maintaining this policy; providing guidance regarding this policy; monitoring campus adherence to this policy; and reporting instances of non-compliance to appropriate officials and/or levels of management.

RELATED INFORMATION

Documents and Forms:

Appendix A – Aerial Platform Truck Inspection Report

CONTACT INFORMATION

Environmental Health & Safety Office
Clinton Center, Room 211
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-4038
Fax: (716) 878-3030
Website: <http://environmentalhealth.buffalostate.edu/>
E-mail: sliszca@buffalostate.edu

REVISION HISTORY

Date of change: 03/23/2015

Brief description of edit: Adapted to standard template

APPROVAL

Approved prior to 2016

APPENDICES

Illustration 1. – Danger of Unauthorized Use



Illustration 2. – Danger of Falls



Illustration 3. – Cone Placement



SUNY Buffalo State

Aerial Platform Truck

Inspection Report

(Appendix A)

Versalift - One Man Aerial Bucket Lift Truck #2

Operator's name _____ Date of Inspection _____

Comments:

- | | | | |
|---|---|---|-------|
| 1. Evidence of leaks (oil, hydraulic and/or other fluids) | Y | N | _____ |
| 2. Broken, damaged, loose or missing parts | Y | N | _____ |
| 3. Tire abnormalities (bulges, cuts, wear, or low pressure) | Y | N | _____ |
| 4. Operator and safety manual in place | Y | N | _____ |
| 5. Decals/stickers on boom, platform, bucket in place and legible | Y | N | _____ |
| 6. Welds (boom bucket welds in good condition?) | Y | N | _____ |
| 7. Working lights (headlights, directional, strobes) | Y | N | _____ |

Check if the following are present:

- Chock blocks (2)
- Fire Extinguisher (ABC) (1)
- Traffic cones w/stripes (4)
- First Aid Kit (1)
- Full Body Harness (1)
- Lanyard ($\leq 6'$)
- Articulating Aerial Platform Vehicle User's Manual / Versalift Operator's Manual

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Check if in proper working order (Versalift – Utility Body):

- Back up lights and alarms
- Bucket
- Deadman control
- Emergency controls
- Fall protection device and lanyard
- Ground controls
- Guards
- Platform door latch (upper and lower boom latches)

Additional notes: _____

Check if in proper working order (Vehicle Cab):

- Brakes
- Steering
- Directional
- Wipers
- Heater/defrost
- Interior lights
- Battery
- Fluids

Identify all known or potential areas of concern on this inspection form and report it to the vehicle maintenance supervisor. The operator shall take the vehicle out of service for safety hazards and/or leaks.

The vehicle cannot be used or placed back into service until:

- Vehicle maintenance supervisor has indicated that the vehicle is safe to use and the vehicle has been completely repaired