

Aerial Lift / Scissor Lift Field Training

Introduction: The Aerial Lift / Scissor Lift Field Training Program is designed to provide designated UMaine Field Trainers guidance to train employees how to utilize this equipment in a safe and appropriate manner. In order to become a Field Trainer, employees must:

1. Attend a hands-on Aerial Lift / Scissor Lift Training Program or have relevant experience operating/using an Aerial Lift / Scissor Lift
2. Complete UMaine Aerial Lift / Scissor Lift Training Instructor Program conducted by the Safety and Environmental Management Department
3. Complete the Aerial Lift / Scissor Lift Training Checklist before initial use of each type/model of equipment utilized by the UMaine employees who will be using the equipment

Field Training Program:

1. Prior to initial use, each employee that is allowed to operate a lift is required to receive initial training and complete this and other appropriate training materials (such as videos, manuals, brochures, etc.) with the trainer or obtain equivalent field training.
2. Prior to use, each employee must receive instruction for the specific lift that will be used.
3. Before each use, the employee operating the equipment is required to conduct an inspection of the equipment and the job site, which includes the items listed on the Aerial Lift / Scissor Lift Training Checklist and any other recommendations stated in the manufacturer’s manual.
4. The department must maintain a copy of the initial Aerial Lift / Scissor Lift Training Checklist(s) on file for review.
5. Safety and Environmental Management (SEM) and/or the Field Trainer will periodically review department training records for compliance with the Field Training Program requirements.

Aerial Lift / Scissor Lifts Field Training Checklist		
Type of Vehicle / Equipment	<input type="checkbox"/> Rented / Donated <input type="checkbox"/> UMaine Owned	Company (if applicable)
Make/Model/Serial Number	Location of Use	
<p>This checklist contains the safety requirements for Aerial Lifts and Scissor Lifts, which include self propelled elevating work platforms, manually-propelled elevating aerial lifts, extendable and articulating boom-supported elevating work platforms, vehicle-mounted elevating and rotating aerial devices and work platforms and scissor lifts.</p> <p>Prior to initial use the operator or supervisor must contact their designated trainer to ensure that this initial Field Training Checklist has been completed. The supervisor has the overall responsibility to ensure employees receive appropriate safety training and follow the rules established during all activities involving this equipment.</p>		
✓	Safety Requirements Covered	
	The operator/users read and understand the manufacturer’s manuals	
	Verify the equipment has been properly serviced/maintained according to the manufacture’s manuals	
	Operator/users thoroughly trained and qualified in the use of this equipment	
	Operator/users understand all labels, warnings and instructions on the equipment	
	Operator/users practice with the equipment (if unfamiliar) until comfortable/proficient with its operation	
	Operator/users have the appropriate personal protective equipment for the conditions under which the platform will be operated (i.e. fall protection, hard hats)	
	<i>If harness/lanyards are required, ensure employees have been trained in the use and limitations using the Fall Arrest Harness Training Form MF10042.</i>	

✓	Prior to each use, or at the beginning of the work shift, operator/users must check for:
	The lift controls are in safe working condition (functional test).
	The lift platform does not have any fluid leaks, loose parts, structural damage, cracked welds, or other unsafe conditions.
	The tires do not have cuts, bulges, or embedded objects. Ensure recommended amount of air pressure in the tires.
	There are no leaks or damage in the air, hydraulic fluid, and fuel system hoses and lines. Ensure secure connections of fittings and that there are no kinks.
	The wiring is not chafed, worn, or damaged.
	The guardrails, gates, or other safety devices are in place and secure, and have no cracked welds or missing sections.
	The outriggers/stabilizers operate properly.
	That the equipment has not been field modified – unless the modification has been certified in writing by the manufacturer or by any other equivalent entity, such as nationally recognized testing laboratory, to be in conformity with all applicable provisions of ANSI A92.2-1969 and this section and to be at least as same as the equipment before modification.
	All placards, markings, operating control markings, and warning signs are readable. <ul style="list-style-type: none"> • Make and model of the lift • Rated workload capacity / rated number of occupants • Maximum platform height • Maximum operating pressure of the hydraulic system

By signing this document I am confirm that I have completed this Field Training Checklist, and have received training on Scissor Lifts and the use of the equipment noted above. I will not use/operate any Scissor Lift or a fall arrest system (harness/lanyard) without adequate training and knowledge of how to safely use the equipment.

	Name (Print)	Name (Signature)	Date
Trainer			
Operator/User			
Operator/User			
Operator/User			

A copy of the completed training record must be kept on file in the employee's work area for review.