

 DALHOUSIE UNIVERSITY Facilities Management Genie Aerial Work Platform Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> June 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i> July 30, 2015
Service: Trade Services	Shop: Facilities Management	
Hazards Identified: Falling from height, equipment tilt over, electrocution, collision with obstructions, chemical burns		
Personal Protective Equipment Required: Safe footwear, safety gloves, safety goggles, hard hat, fall protection devices,		
Training Required: Proper Operation of the Genie Aerial Work Platform		

These safe work practices must be followed at all times and are to be reviewed annually.

A copy of these Safe Work Practices must be stored with the Operator's Manual, on the equipment, in the appropriate storage container at all times.

1. Only properly trained competent employees are allowed to operate this equipment.
2. DO NOT use this equipment for any purposes other than those intended by the manufacturer.
3. Any operator of this equipment must be completely familiar with the requirements found in ANSI standard ANSI/SIA A92.3-1990 and the manufacturer's Owner's Manual.

4. Required PPE must be worn at all times during the operation of this equipment.
5. Operators of this equipment must learn and practice the principles of safe operation found in the Owner's Manual.
6. Ensure that the operator's training / certification is up to date.
7. Ensure that maintenance is performed as required by the manufacturer.
8. Ensure "Frequent Inspections" and "Annual Inspections" are performed as required.
9. Good job management practices and safety principles must be followed at all times in the use of this equipment.
10. Ensure that the work to be performed is in keeping with the intended use of the aerial platform.
11. Always perform an inspection of the workplace **(FORM REQUIRED)** before using this equipment.
12. Always cordon off the workplace to prevent entry by unauthorized persons.
13. Do not operate without performing a pre-operation inspection.
14. Always test auxiliary platform lowering and manual lowering to ensure proper functioning before use.
15. Do not operate on a surface that does not meet the requirements specified by the manufacturer.
16. Do not operate if outriggers are not level.
17. Ensure that outriggers and any other stabilizing equipment is positioned as required before raising the aerial platform.
18. Ensure that outrigger lock pins are securely in place.
19. Check all controls for proper functioning before use.
20. Do not alter or disable interlocks or other safety devices.
21. Do not, under any circumstances, use the aerial lift as a crane.
22. Do not attempt to exit the platform while it is raised.

23. Do not stand or climb on the platform guardrails.
24. Never operate with more people on platform than machine is rated for.
25. STOP operations immediately if any malfunctioning of the equipment is suspected.
26. If at any time the equipment is found in unsatisfactory condition it is to be tagged as unusable and the controls are to be "locked out".
27. Never position the platform against another object in order to steady the platform.
28. Do not allow rope, electrical cords, hoses or similar items to become entangled in surrounding equipment / items.
29. Ensure that a ground person is available to assist the operator.
30. Ensure ground person knows emergency procedures.
31. Only operate with guardrails and gates in place and closed.
32. Ensure that loads meet the rated capacity specifications of the manufacturer.
33. Ensure that there is adequate clearance from overhead obstructions.
34. Always maintain minimum safe approach distances (MSAD) from energized power lines and parts.
35. Ensure that all worn, damaged or missing labels are replaced immediately.
36. Always follow the manufacturer's instructions for charging the battery.
37. DO NOT lift or transport this aerial platform in any other than specified by the manufacture in the Owner's Manual.
38. Ensure an accurate record on all maintenance is maintained.