VUMC AERIAL WORK PLATFORM (AWP) USE POLICY

Purpose: The purpose of this policy is to establish guidelines for the proper use aerial work platforms of any type whether leased or owned by Vanderbilt.

Policy: OPERATIONAL PROCEDURES:
Operational Responsibility – it shall be the responsibility of the Plant Services Electric Shop to insure that all regular maintenance, repairs, etc. shall be performed on the Aerial Work Platform(s) that are owned by Vanderbilt Medical Center. This shall include the OSHA required annual certification by a qualified individual or company.

Keys – Keys to the AWPs owned by Vanderbilt Medical Center shall be distributed as follows:
   a. One key for each shop to be checked out by the shop manager or their designated representative.
   b. One key in the Delta Operations Center key box that will only be checked out to a Plant Services staff member presenting their certification card at the Delta (to be kept at the Delta until the AWP key is returned).

SAFE USE:
As with any piece of equipment it is the responsibility of each user to follow the safety guidelines for the equipment they are using. With regards to aerial work platforms, the following rules MUST be followed whether called for by the manufacturer or not:

1. All Plant Services staff using any type of aerial work platform must first be trained in the proper use of the equipment in accordance with the manufacturer’s instruction and ANSI Standards.

2. All Plant Services staff using AWP’s must have documentation in their employee files that the equipment training has taken place or they may not operate the equipment.

3. Before operating and AWP, all staff must inspect the equipment to insure that:
   a. All machine safeties are working properly.
   b. Batteries are charged.
   c. All controls operate correctly.
   d. All hydraulic hoses are free of damage or leaks.
   e. The surface that the lift will operate on is free of debris and floor damage.
4. If the AWP is malfunctioning, cease using it immediately and report the malfunction to your supervisor.

5. If the AWP is to be operated in the vicinity of any energized electrical conductors, consult the manufacturer’s manual for the proper safe clearance that must be maintained. These machines are not electrically grounded.

6. Do not remove any operator manual from the equipment. Stow them in their containers when you are done using them. They are required to stay with the equipment by law.

7. Only use AWP’s on flat, level surfaces.

8. Do not attempt to defeat any equipment safeties.

9. Do not overload the work platform, the capacity of the platform should be indicated on the platform. If it is not, don’t use the equipment and report it to your supervisor.

10. Do not use the AWP for any purpose other than what is recommended by the manufacturer.

11. Do not climb on the work platform handrails or install any extensions on the work platform such as ladders.

12. Never leave the key in the AWP when it is unattended.

13. All occupants of the work platform must wear and use fall restraint equipment.

14. All AWP outriggers will be used as instructed by the manufacturer.

15. No Plant Services staff member will operate the AWP alone. A second person shall be on the ground to provide assistance if needed.

References:

NFPA 1 - Uniform Fire Code™ 2003 Edition
Vanderbilt University Department of Procurement and Disbursement Services, Policy and Procedure Manual.