

**Navy Public Works Center
Detachment Philadelphia
STANDARD OPERATING PROCEDURE
Aerial Lifting Devices**

PROCEDURE NUMBER 500. 06

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

Prepared By _____ *(Date)*

Approved By:
Code 030: _____ *(Date)*

Safety Professional: _____ *(Date)*

Department Head: _____ *(Date)*

Officer in Charge: _____ *(Date)*

Standard Operating Procedure
Procedure Number 500.06
Vehicle -Mounted Elevating and Rotating Aerial Devices

1. This Procedure is being written for all PWC Detachment Phila. personnel who use any type of Aerial Lift Platform Trucks.

2. There are many types of powered (mechanical) personnel lifting devices available and in use at **PWC**. These devices facilitate jobs in elevated locations by eliminating the costly man-hours needed to erect and disassemble scaffolding. Working from these platforms is often more safe than working from a ladder due to the units stability, side rails, toeboards, etc. However, the use of mechanical personnel lifts by inexperienced persons or the use of defective lifting equipment may result in serious injury, expensive property damage, or both.

3. Planning department must ensure, all leased equipment, be certified by contractor as free from defects and in good, dependable, and safe operating condition prior to delivery. Employees who operate leased equipment must be trained by the contractor and such training should documented be on PWC Training Documentation Sheets (PWCNORVA 5100/25 Rev 12/95) and returned to the safety office prior to use.

4. EQUIPMENT USE, TRAINING, AND LICENSING

A. Powered (mechanical) personnel lifting devices may only be used by authorized persons.

B. Any person wishing to operate a bucket truck (aerial servicing platform and truck) or manlift (**JLG**) must be licensed. Code/ 700 is the licensing agent for PWC employees. Operators must have the license with them along with a valid State Vehicle Operators License when using this equipment.

C. Supervisors will schedule their employees through the training coordinator for new and updating of old licenses.

D. The training coordinator will schedule through Code /700, all new and updating of Expired licenses.

E. All powered personnel lifts must have the manufacturer instructions and markings clearly displayed on the platform (i.e., capacity, operation instruction, warning, etc.).

F. Lifts not in safe operating condition shall be removed from service.

G. Supervisors must ensure each employee reads and understands all decals, warnings, and instructions on lift prior to operation.

H. Lifts shall be inspected daily prior to use for defects such hydraulic leaks, damaged controls, loose wires, damaged outrigger, etc. An inspection of functional controls for proper operation shall also be conducted. Inspection sheets are available in tool rooms. Refer to **SOP 500.36**

I. Two (2) employees will be required when operating vehicle mounted elevating devices. The designated ground person shall be fully knowledgeable and license in emergency procedures to bring the device down.

J. Lifts shall be barricaded from vehicular traffic. Road cones, barricades, or both, are to be used. Wheels must be chocked prior to using truck.

K. Personnel shall be required to wear DOT reflective traffic vests.

L. Lifts shall not be used during windy or stormy conditions. Manufacturer's restrictions for wind speeds in excess of 35 MPH shall be adhered to.

M. Proper fall protection must be worn when working from bucket truck and or lift platform.

N. Lifts used for electrical work must be free of defects. The interior and exterior of the fiberglass boom and lower boom insert must be kept in good condition to preserve the dielectric integrity of the insulating components. The bucket of boom truck should be free of any standing water in bottom of bucket.

O. Lifts should be used on solid surfaces only. Wheels should be chocked on downhill side of the wheels.