

## ADMINISTRATIVE PROCEDURE AERIAL WORK PLATFORM CHECKOUT

**APPLICATION**

Sign-out and safe use of the Snorkelift Aerial Work Platform (AWP). The tool room attendant maintains an AWP for LBNL maintenance and repair work. The AWP has a platform height of 45'; working height is 51' (45' + 6'/man).

**PURPOSE:**

**SPECIAL INSTRUCTIONS**

- The AWP is restricted to Facilities personnel trained to operate the AWP. Contractors may not operate the unit but can accompany a trained LBNL employee (as a passenger).

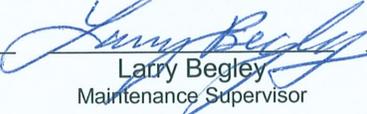
**WORK STEPS**

1. Contact the tool room to reserve the AWP. If the AWP will be needed during off hours or on a weekend, the unit must be reserved in advance and the schedule checked to verify that no conflict with other scheduled work exists. Operator is responsible for filling out and performing both a fall protection matrix and pre-start inspection sheets.
2. Provide the tool room office with a return time when checking out the platform. It is the responsibility of the using group supervisor to ensure the timely return of the AWP.
3. Obtain the keys to the AWP from the shift supervisor. On weekends and during off hours, keys are kept in the tool room.
4. **Always** check gas, propane, oil, and water levels prior to use. Individual levels must never be below half full.
5. Transport the AWP to the work site. It may be driven by qualified personnel.
6. All operators and passengers must have fall protection training, wear an ANSI approved harness attached to the lift's manufactured anchor with an adjustable 6' lanyard when operating or riding on the AWP unit. The lanyard should be worn taut to protect the operator from boom flexes. See *OPER-175-C: Elevated Work Stations: Safety Harness Use*.
7. Operators are responsible for control of aerial lift keys. Key should not be left unattended by lift operator.

**REFERENCES**

1. OPER-175-C, Elevated Work Stations: Safety Harness Use

**RESPONSIBILITIES AND CONTROLS**

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
1	 Larry Begley Maintenance Supervisor	 Ken Fletcher Operations Department Head	<u>6/11/09</u>	<u>6/11/09</u>