



**SAFETY AND OPERATION TRAINING**

**INSTRUCTOR'S  
WORKBOOK**

# Responsibilities of Operators

**Basic Principles.** *The information in this standard shall be supplemented by good judgement, safety control and caution in evaluating each situation. Since the operator is in direct control of the aerial platform, conformance with good safety practices in this area is the responsibility of the operator. The operator shall make decisions on the use and operation of the aerial platform with due consideration for the fact that his or her own safety as well as the safety of other personnel on the platform is dependent on those decisions.*

## **Fill in the blanks**

When operating an aerial work platform the major responsibility of the operator is **good safety practices**. The operator must **know the rules** to protect himself/herself as well as others in the platform and on the worksite.

## **Manuals.**

**Machine Manuals.** *The operator shall ensure that the operating and maintenance manuals are stored in the weather resistant storage compartment on the aerial work platform. The manual(s) are considered an integral part of the aerial work platform and is vital to communicate necessary safety information to the operator. The operator shall be familiar with the manuals and reference them as required.*

The operator is required to make sure the machine manuals are on the unit. These manuals are : **Operating and maintenance, EMI Safety Manual.**

The operator is also **required** to be **familiar** with the manuals.

**Manual of Responsibility** *The operator shall be familiar with the requirements for the operator as set forth in Section 8 of the Manual of Responsibilities for dealers, owners, lessors, lessees, users, operators, lessors, and lessees of self-propelled elevating work platforms.*

The operator is required to be familiar with his/her **requirements** as stated in the **Responsibilities Manual (A92.5** for scissors and **A92.6** for boom).

**Pre-start Inspection.** Before use each day, or at the beginning of each shift, the aerial platform shall be given a visual inspection and functional test including but not limited to the following:

Operating and emergency controls  
Safety devices  
Personal Protective devices  
Air, hydraulic, and fuel system leaks  
Cables and wiring harness  
Loose or missing parts  
Tires and wheels  
Placards, warnings, control markings, and operating manual(s)  
Outriggers, stabilizers and other structures  
Guardrail system  
Items specified by the manufacturer

Before operating the aerial platform the operator will perform a **Safety Inspection** as described in the **Operator's and Safety Handbook** provided by the **Manufacturer** .

**Problems or Malfunctions.** Any problems or malfunctions that affect the safety of operations shall be repaired prior to the use of the aerial platform.

The operator shall not operate an aerial platform that **has problems or malfunctions that affect safety**.

**General Training.** Only personnel who have received general instruction regarding the inspection, application and operation of aerial platforms, including recognition and avoidance of hazards associated with their operation, shall operate an aerial platform. Such items covered shall include, but not necessarily be limited to, the following issues and requirements:

1. The purpose and use of manuals
2. That operating manuals are an integral part of the aerial platform and must be stored properly in the weather resistant compartment when not in use.
3. A pre-start inspection
4. Responsibilities associated with problems or malfunctions affecting the operation of the aerial platform.
5. Factors affecting stability.
6. The purpose of placards and decals
7. Workplace inspections.
8. Safety rules and regulations.
9. Authorization to operate

## 10. Operator warnings and instructions.

The operator of an aerial work platform is required to be properly **trained and authorized** to operate the aerial platform.

***Retraining.*** At least each four years after receiving General Training operators shall attend a course addressing the issues and requirements as set forth in general training.

### **Fill in the blanks**

The operator is kept current in safety and operation of an aerial platform by **retraining** every **four years**.

***Familiarization*** When an operator is directed to operate an aerial platform they are not familiar with, the operator shall receive instructions regarding the following items:

1. The location of the weather resistant compartment for manual storage.
2. The purpose and function of all controls
3. Safety devices and operating characteristics specific to the aerial platform

### **Fill in the blanks**

Aerial platforms are generally alike in operation and purpose but an operator must be **familiarized** with each unit he/she has not **previously operated**.

***Before Operation.*** Before operation, the operator shall:

1. Read and understand the manufacturer's operating instruction(s) and user's safety rules, or have them explained.
2. Understand all labels, warnings and instructions displayed on the aerial platform or have them explained.
3. Ensure all occupants of the aerial platform wear appropriate personal safety equipment for the conditions, including the environment in which the aerial platform will be operated.

### **Fill in the blanks**

Before operating an aerial work platform the operator must

1. Have read and understood the **manufacturer's operating instruction(s) and user's safety rules**, or have explained.
2. Understood by reading all **decals, warnings and instructions** displayed on the aerial platform or have them explained.
3. Ensure all **occupants** wear the proper personal **safety equipment**.

**Workplace Inspection.** Before the aerial platform is used and during use, the operator shall check the area in which the aerial platform is to be used for possible hazards such as, but not limited to:

*Drop offs or holes*

*Bumps and floor obstructions*

*Debris*

*Overhead obstructions and high voltage conductors*

*Hazardous locations*

*Inadequate surface and support to "Withstand all load forces imposed by the aerial platform in all operating configurations"*

*Wind and weather conditions*

*Other possible unsafe conditions*

### **Fill in the blank**

The operator must inspect the **route of travel**, on the job site, for possible hazards such as **any two or three of the above.**

***Prior to Each Elevation.*** The aerial platform shall be used in accordance with this standard. Before each elevation of the platform, the operator shall ensure:

- 1. Outriggers, stabilizers, extendable axles, or other stability enhancing means, are used as required by the manufacturer.*
- 2. Guardrails are installed and access gates or openings are closed per manufacturer's instructions.*
- 3. The load and its distribution on the platform and any platform extensions are in accordance with the manufacturer's rated capacity for that specific configuration.*
- 4. All personnel on the platform have appropriate safety gear for the work and environment envisioned.*

### **Fill in the blanks**

Aerial platforms must be operated using **stability enhancing devices** when provided by the manufacturer, all **openings to the platform** must be **closed**, load equally distributed, **capacity limit not exceeded**, and proper **safety gear** used.

***Understanding of Hazardous Locations.*** It shall be the responsibility of the operator to understand the hazard classification (potential presence of flammable or explosive gases or particles) of the intended location of operation according to ANSI/NFPA 505.

### **Fill in the blanks**

The operator must be familiar with **ANSI/NFPA 505**, which covers Fire Safety Standards for Powered Industrial Trucks, in order to understand **hazard classification** at the job site.

***Operator Warnings and Instructions.*** *The operator shall ensure the operation of the aerial platform is in compliance with the following:*

***Fall protection.*** *The guardrail system of the aerial platform provides fall protection. If the worksite rules require an occupant(s) of the platform to wear restraints or body protection devices, occupants shall comply with instructions provided by the aerial platform manufacturer regarding anchorage(s).*

**Fill in the blanks**

The operator and all occupants of the aerial platform must **comply** with job site rules that require **restraint or body protection devices** to be worn when working at heights above 6 feet. These devices must be anchored only in **accordance with manufacturers instructions.**

***Slope and Grade.*** *The aerial platform shall not be operated in any manner on grades, side slopes or ramps exceeding those for which the aerial platform is rated by the manufacturer.*

**Fill in the blanks**

The operator must ensure safe operation of the aerial platform and not exceed the **grade, side slope, or ramp ratings** established by the manufacturer.

***Deployment of Stability Enhancing Means.*** *Outriggers, stabilizers, extendable axles, oscillating axles or other stability enhancing means shall be deployed and locked into place as required by the manufacturer.*

**Fill in the blank**

The operator must use **stabilizing devices** when required by the **manufacturer.**

***Guardrail System.*** *Guardrails shall be installed and positioned, and access gates or openings shall be closed per the manufacturer's instructions.*

**Fill in the blanks**

Safe operation of the aerial platform requires that all **guardrails** be in place, **gates** closed or **fall protection** worn before operating.

***Distribution of Load.*** *The load and its distribution, the platform, and any platform extension(s) shall be in accordance with the manufacturer's rated capacity for that specific configuration.*

#### **Fill in the blanks**

Improper load distribution can cause **tipping**, **hydraulic** and/or **structural** damage that may lead to injury or death.

***Maintaining Overhead Clearance.*** *The operator shall ensure adequate clearance is maintained from overhead obstructions and energized electrical conductors.*

#### **Fill in the blanks**

Most aerial platform accidents are caused by **overhead obstacles** and **live power lines** that the operator misjudged or did not notice.

***Electrocution Hazard*** *The operator shall maintain the minimum safe approach distance (MSAD) from energized power lines and parts, as listed in Table 1 of Figure 3. Electrical equipment and lines shall be considered energized until determined to be deenergized by tests or other appropriate methods or means and properly grounded. If energized power lines or parts are within the area in which the aerial platform is to be used, the operator shall maintain the minimum safe approach distance required.*

#### **Fill in the blanks**

Electrocution hazards are avoided by the operator by maintaining the MSDA or **Minimum Safe Approach Distance**.

***Personal Protective Equipment*** *The operator shall ensure all occupants of the platform wear personal protective equipment as required.*

#### **Fill in the blanks**

An operator who encounters an employee who will not wear the appropriate safety gear for the work site and the job being accomplished should **not allow that person on his/her aerial platform.**

***Personnel Footing.*** *Personnel shall maintain a firm footing of the platform floor while working thereon. Climbing by occupants on the midrail or toprail of the aerial platform is prohibited. Use of planks, ladders, or any other devices on the platform for achieving additional height or reach shall be prohibited.*

### **Fill in the blanks**

Use of **any** device to extend the reach of the operator while using the aerial platform is **prohibited**

***Precaution for Other Moving Equipment.*** *When other moving equipment and vehicles are present, special precautions shall be taken to comply with local ordinances or safety standards established for the workplace. Warnings such as, but not limited to flags, roped off areas, flashing lights, and barricades shall be used.*

### **Fill in the blanks**

The operator is responsible to ensure **flags, roped off areas, flashing lights,** or **barricades** are in place if required by local ordinances or safety standards established for your work site.

***Reporting Problems or Malfunctions.*** *The operator shall immediately report to a supervisor any problems or malfunctions that become evident during operation. Any problems or malfunctions that affect the safety of operations shall be repaired prior to continued use.*

**Problems** and **malfunctions** with the aerial platform should be reported to a supervisor **immediately**. Any problem of malfunction that is **safety** related must be **repaired** prior to continued operation.

***Reporting Potential Or Hazardous Locations.*** *The operator shall immediately report to a supervisor any potentially hazardous location(s) (one having potentially flammable or explosive gases or particles) that become evident during operation.*

### **Fill in the blanks**

Any potentially **hazardous** location discovered by the operator, must be reported to a supervisor immediately.

***Hazardous Location Operation.*** *Operation of aerial platforms that are not approved and marked for operation in a hazardous location (one having potentially flammable or explosive gases or particles) shall be prohibited.*

### **Fill in the blanks**

The operator will not operate an aerial platform that is not **approved** for the job site environment.

**Entanglement.** Care shall be taken to prevent rope, electric cords, and hoses, etc. from becoming entangled in the aerial platform.

**Fill in the blanks**

On many jobs the operator has **air hoses** , **power cables** or **ropes** running to the platform. The operator must take care he/she does not become **entangled** or put excessive stress on these devices.

**Capacity Limitations.** Rated capacities shall not be exceeded when loads are transferred to the platform at any height.

**Fill in the blanks**

Knowledge of the **rated capacity** is required by the operator and will not be **exceeded** when loads are **transferred** at any height.

**Work Area.** The operator shall ensure that the area surrounding the aerial platform is clear of personnel and equipment before lowering the platform.

**Fill in the blanks**

The operator is responsible for his/her own safety as well as the safety of the other people who may be in the area of the aerial platform. The operator must **clear** the area surrounding the aerial platform **of personnel** and **equipment** before **lowering** the aerial platform.

**Fueling.** The engine shall be shut down while fuel tanks are being filled. Fueling shall be done in a well ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.

**Fill in the blanks**

During the pre-start inspection, or at any other time, if the operator finds the fuel level low and is required to refuel he/she must ensure the aerial platform is in a well **ventilated area** free of **flame, sparks**, or **other hazards** that may cause a **fire** or **explosion** and that the engine is **shut down**.

**Battery Charging.** Batteries shall be charged in a well ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.

**Fill in the blanks**

When batteries are charging they give off hydrogen gas. For this reason batteries must only be charged in a well ventilated area free of flame, sparks, or other hazards that may cause fire or explosion .

**Improper Platform Stabilization.** The aerial platform shall not be positioned against another object to steady the platform.

**Fill in the blanks**

The aerial platform as designed by the manufacturer, does not require any additional support. Positioning against another object to steady the aerial platform indicates the aerial platform is positioned in an unstable position and should be repositioned .

**Misuse as a Crane.** The aerial platform shall not be used as a crane.

**Fill in the blanks**

Using the aerial platform for the exclusive purpose of lifting and holding heavy objects in place is prohibited.

**Unusual Operating Support Conditions.** The aerial platform shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment unless the application is approved in writing by the manufacturer.

**Fill in the blanks**

Approval , in writing, must be obtained from the manufacturer before operating an aerial platform from trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment .

***Travel Speeds.*** *The operator shall limit travel speed according to conditions, including the condition of the support surface, congestion, visibility, slope, location of personnel and other factors leading to hazards which may cause collision(s) or result in potential injury(ies) to personnel.*

**Conditions of ground surface, congestion, visibility, slope, location of personnel** are factors the operator must take into consideration in determining the speed of travel.

***Elevated Driving Requirements.*** *Before and during driving while the platform is elevated the operator shall:*

1. Maintain a clear view of the support surface and route of travel.
2. Ensure personnel in the worksite area that may be affected are aware of the movement, communicating and maneuvering the aerial platform as required to protect against personal injury.
3. Maintain a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps, and other hazards to ensure safe travel.
4. Maintain a safe distance from overhead obstacles.

When an operator is driving the aerial platform in an elevated condition he/she must maintain a safe distance from **overhead obstacles**, have a clear view of the **path of travel**, and maintain a safe distance from **obstacles and hazards in his/her path**.

***Stunt Driving.*** *Stunt driving and horseplay shall not be permitted.*

**Fill in the blanks**

The aerial platform is a tool to assist the operator in his/her job. Using the aerial platform as a toy for **stunt driving** or **horseplay** is **not permitted**.

***Securing the Aerial Platform.*** *The operator shall implement means provided to protect against use by unauthorized person(s).*

**Fill in the blanks**

At the end of a shift or anytime the aerial platform is not in use the operator must implement means provided to **protect** against use by **unauthorized** person(s).

***Altering Safety Devices.*** *Altering or disabling of interlocks or other safety devices shall be prohibited.*

**Fill in the blanks**

All safety devices installed on the aerial platform must be **operational** at all times. **Altering or disabling** these devices is **prohibited**.

***Snagged Platform.*** *If the platform/basket or supporting assembly becomes caught, snagged or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the platform, all personnel shall be*

*removed from the platform/basket before attempts are made to free the platform using chassis controls.*

**Fill in the blanks**

If the operator has tried to free an aerial platform, that is caught or snagged, by using **control reversal**, and failed, all personnel must be **removed** from the platform/basket before the **ground** or **emergency** controls are used.

***Vacating (or entering an elevated aerial platform.*** *If permitted by the manufacturer, personnel shall only vacate or enter a raised aerial platform by following the guidelines and instructions provided by the manufacturer.*

**Fill in the blanks**

Grove Manlift does not permit **vacating** or **entering** an elevated platform.

***Modifications.*** *Modification or alteration of an aerial platform or fabrication and attaching of frameworks, or the mounting of attachments for holding tools or materials onto the platform or the guardrail system shall only be accomplished with prior written permission of the manufacturer.*

**Fill in the blanks**

Any **modification** or **alteration** to the aerial platform must be **approved** by the manufacturer in **writing**.

***Assistance to Operator.*** *If an operator encounters any suspected malfunction of the aerial platform, or any hazard or potentially unsafe condition relating to capacity, intended use or safe operation of the aerial platform, the operator shall cease operation of the aerial platform and request further information from the employer.*

**Fill in the blanks**

The operator must **cease operation** of the aerial platform when any **suspected** problem or malfunction is encountered during operation and request further information from the supervisor.

***Problem(s) or malfunction(s)*** *Any problems or malfunctions that affect the safety of operations shall be repaired prior to the use of the aerial platform.*

**Fill in the blanks**

The operator shall not operate an aerial platform that has **problems** or **malfunctions** that **affect safety**.

***Carrying materials (larger than the platform)*** The operator shall ensure only tools and materials which are evenly distributed and can be safely handled by a person(s) working from the platform shall be transported.

**Fill in the blanks**

Only material that can be **safely handled** by the person in the platform and that is **evenly distributed** shall be **transported** by the aerial platform.

***Rated side load*** The operator shall not permit personnel on the platform that exceed the rated side load.

**Fill in the blanks**

When operating on an **uneven surface** the operator must ensure the **personnel** in the platform/basket do not exceed the **side load rating** of the aerial platform

***Bridge cranes*** When an aerial platform is to operate within the area of travel of a bridge crane or similar equipment, steps shall be taken to prevent a collision with the platform.

**Fill in the blanks**

Aerial platforms operating in the area of **operating overhead equipment** require proper safety steps be taken to **prevent collisions**.

***Adequate Support Requirements*** The operator shall ensure the support surface is adequate for the aerial platform and load carried.

***Leveling the Aerial Platform.*** Outriggers and devices supplied by the manufacturer shall be utilized to level the platform when provided.

**Fill in the blanks**

Devices supplied by the manufacturer to **level** the aerial platform such as **outriggers** or **similar devices** shall be used if installed. ***Protection against unauthorized use.*** The operator shall not use, rent, lease, or provide the aerial platform for any form of beneficial use to another entity without the authorization of the user.

**Fill in the blanks**

The operator must make sure the aerial platform is not **used**, **rented**, **leased**, or provide the aerial platform for any form of **beneficial use** to another entity without the **authorization** of the **user**.

***Record of training*** Records of training or retraining shall be retained by the operator. Records shall contain the following information:

1. Name of entity providing the training
2. Name of trainer(s)
3. Clear identification that training covered Self Propelled Elevating Work Platforms
4. Date of expiration

**Fill in the blanks**

The **operator** is responsible for maintaining his/her **training / retraining** records.

