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Issued By:  Safety Manager Coosa Pines Operations	Approved By:  General Manager Coosa Pines Operations
<u>3-2-21</u> DATE	<u>3-2-21</u> DATE
INTERPRETATION AND PERIODIC REVIEWS OF THIS PROCEDURE IS THE RESPONSIBILITY OF:	
Safety Manager	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	



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1. PURPOSE


The purpose of this policy is to define the requirements for safely operating an aerial lift device on the properties of Coosa Pines Facility.

2. SCOPE

- 2.1 This policy applies to all Coosa Pines employees, contractors and visitors.
- 2.2 This policy outlines the safe operating procedures for aerial lift devices at the Coosa Pines Facility.
- 2.3 This policy shall cover all aerial lift devices used at the Coosa Pines Facility.
- 2.4 This policy requires the certification of all aerial lift device operators at the Coosa Pines facility.
- 2.5 This policy outlines the training required to receive and maintain certification as an aerial lift device operator.
- 2.6 This policy outlines the responsibilities of any Coosa Pines employee requesting the rental or leasing of an aerial lift device.

3. DEFINITIONS

- 3.1 An Aerial Lift Device is defined as any device, vehicle mounted or manually propelled, telescoping or articulating or both, which is used to position


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personnel above four feet in height. Examples of aerial lift devices are specified in OSHA 29 CFR 1926.453 and OSHA 29 CFR 1926.67

4. GENERAL

4.1 Modification of equipment or attachments.

- 4.1.1 All aerial lift devices are to have a legible name/data plate attached that states the approved use and load/operating limits.
- 4.1.2 Modifications/Additions (including attachments) which could affect capacity or safe operation shall not be performed without the manufacturer's prior written permission. If modifications are made, the attached name/data plate will be updated to reflect the change.
- 4.1.3 The manufacture (by Coosa Pines personnel or contractors) of any attachment for use with an aerial lift device is prohibited.
- 4.1.4 All attachments must have a data plate attached stating the manufacturer, capacity and instructions for safe use.
- 4.1.5 Department Managers shall ensure compliance with policy.
- 4.1.6 Access to aerial lift devices shall be controlled to ensure only trained and authorized personnel are allowed to operate the equipment. Such access will be documented.

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5. TRAINING AND DOCUMENTATION

5.1 Operating Training. Any person operating an aerial lift device on the Coosa Pines Facility will meet the following requirements.

- 5.1.1 Must be certified as having successfully completed the Basic Operator's training with documented proof (LMS).
- 5.1.2 Must be certified as having successfully demonstrated the ability to safely operate the type aerial lift device and attachments assigned to operate.
- 5.1.3 Must be trained on the operating conditions and hazards in the area(s) where the aerial lift device will be operated.
- 5.1.4 The above certification will be performed by person(s) recognized by Coosa Pines management as being qualified through knowledge, training, and experience to train aerial lift device operators and evaluate their competence. Such qualifications shall be documented by Maintenance Department.
- 5.1.5 Shift Team Leaders (STL) and Maintenance Coordinators shall be responsible for ensuring compliance with the above provisions.


5.2 Supervisor Training

- 5.2.1 All supervisors having direct reports operating aerial lift devices must be Certified as having successfully completed the Operation of Aerial Lift Devices training with documented proof of knowledge (LMS).

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5.2.2 **NOTE:** Supervisors will not be required to demonstrate ability to operate aerial lift device unless they are going to conduct activities that would qualify them as an operator.

- 5.3 Refresher training will be required for all certified operators every three years. This is to ensure the operators continue to have the knowledge and skills necessary to safely operate an aerial lift device.
- 5.4 Refresher training will be required if an employee is involved in a safety incident while operating an aerial lift device. This will ensure the operator has mastered the skills necessary to address any performance deficiency.
- 5.5 Refresher training is required any time the type of equipment (including attachments) the operator is assigned to operate changes.
- 5.6 Refresher training will be required if an employee is assigned to operate an aerial lift device in another area that is substantially changed from their previous assignment or if conditions change in their assigned area.
- 5.7 The Coosa Pines employee requesting the rental or leasing of an aerial lift device will be responsible for ensuring any operator of the rented or leased equipment has successfully completed the Operation of Aerial Lift Device training and familiarization training on the specific model to be operated.


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6. TRAINING CURRICULUM

6.1 Basic Operator training shall include but not be limited to the following:

- 6.1.1 Characteristics of aerial lift devices used at the Coosa Pines Facility.
- 6.1.2 Name/Data plate information.
- 6.1.3 Manufacturer's recommended operating instructions.
- 6.1.4 Inspection techniques and frequencies.
- 6.1.5 Type of power motive and its characteristics (gas, diesel, propane, electric or manual).
- 6.1.6 Steering characteristics for self propelled devices.
- 6.1.7 Load Capacity.
- 6.1.8 Weights and load centers.
- 6.1.9 Stability
- 6.1.10 Controls - location - function - symbol identification and operation.
- 6.1.11 Fueling/battery charging.
- 6.1.12 Guards and other protective devices.
- 6.1.13 Operating Environment.
- 6.1.14 Operating on inclines, rough terrain, and uneven surfaces.
- 6.1.15 Facility operating rules and procedures.
- 6.1.16 Facility operating procedures pertaining to wind speeds.

6.2 The Safety Department will ensure the curriculum is current and in compliance with all applicable policy and regulatory requirements.

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6.3 The Safety Department will maintain a file of all documents related to this policy according to appropriate retention policies.

6.4 Copies of training rosters are to be forwarded to the Safety Department following entry into Learning Management System (LMS).

7. SAFE OPERATING PROCEDURES

7.1 Procedures

7.1.1 Prior to use of equipment, a 360° Risk Analysis (360 RA) shall be completed to include the following. If impossible to comply with the following rules, the employee must not use the equipment and must inform his supervisor in order to carry out a Job Safety Analysis (JSA) approved by the supervisor of the task in order to specify all risks and alternative controlling measures.

7.1.1.1. Use of a remote control is prohibited while the operator is outside of the basket/cage.


7.1.1.2. Equipment operator shall evaluate path of travel prior to travel for risks of uneven surfaces and the potential for contact structures during travel.

7.1.1.3. Operator to ensure no one is within 10 feet of the platform during travel, using a clearly-defined spotter as required.


7.1.1.4. Operator to ensure basket/cage is in the down position during travel to prevent overturning.

7.1.2. Smoking, eating or drinking while operating an aerial lift device is prohibited.


7.1.3. Use of cell phones is prohibited while lift is in operation.

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- 7.1.4 Operation of an aerial lift device while under the influence of alcohol or any controlled substance, including prescription drugs, is strictly prohibited.
- 7.1.5 Aerial lift devices will be operated for work-related purposes only.
- 7.1.6 Stunt driving and horseplay is prohibited.
- 7.1.7 Fire extinguishers are required on all aerial lift devices. If an extinguisher is missing, damaged or discharged, the operator will follow established procedure to replace the extinguisher prior to operating the device.
- 7.1.8 Always maintain 3 point contact when entering or exiting an aerial lift device.
- 7.1.9 Aerial lift devices will not be left unattended with the engine running. When leaving an aerial lift device unattended, lower the personnel basket/cage to its lowest point, stop engine, set parking brake, and chock wheels if parked on a grade.
- 7.1.10 The aerial lift device will not be operated in a travel mode with the work platform in an elevated position.
- 7.1.11 NEVER park an aerial lift device in front of stairs, exits, fire extinguishers, hoses, hydrants, docks, ramps, or roadway.
- 7.1.12 The operator of an aerial lift device shall be required to look in the direction of and have a clear view of the travel path.
- 7.1.13 NEVER drive an aerial lift device in the direction of a person standing in front of a fixed object, such as a wall, vehicle or bench. When driving an aerial lift, maintain 10 feet distance from pedestrians, if possible.
- 7.1.14 NEVER pass another vehicle unless you have a clear line of sight and the operator of the other vehicle understands your intentions.
- 7.1.15 Operators shall obey all traffic signs.


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- 7.1.16 All aerial lift devices shall be equipped with rotating or flashing beacon warning lights and motion alarms and will not be operated unless both are operational.
- 7.1.17 DO NOT drive an aerial lift device across power lines, oxygen - acetylene hoses, extension cords, fire or other high-pressure hoses, or welding leads.
- 7.1.18 Aerial lift devices shall not be allowed to idle in enclosed spaces for extended periods of time.
- 7.1.19 All aerial lift devices shall be equipped with secure entry devices for the personnel basket/cage.
- 7.1.20 Passengers are not allowed to ride on any part of the aerial lift device outside the personnel basket/cage.
- 7.1.21 Aerial lift devices shall not be used to push, pull or otherwise move any object.
- 7.1.22 DO NOT place arms or legs outside the personnel compartment while the aerial lift device is moving/in service.
- 7.2.23 A pre-shift inspection must be completed and documented on the proper form before being placed in service.
- 7.1.24 Ground controls must be tested before lift is placed in service.
- 7.1.25 Ground person or someone in area should be able to work controls from ground/machine (only for an emergency) in an event that basket/cage rescue is required.
- 7.1.26 When fueling a propane tank mounted on the aerial lift device:
 - a) Make sure the device is clear of occupants.
 - b) Shut off power.
 - c) Attach grounding device to the propane tank away from fill valve.

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- d) Wear face shield, goggles, hard hat, green jacket, and insulated rubber gloves.
- e) DO NOT use cell phones or other electronic devices while fueling or any sparking tasks.
- f) When fueling is complete, shut down the pump, close valve and slowly evacuate the discharge hose (depressurize prior to completely disconnecting the hose).

- 7.1.27 Fall arrest harness with lanyard attached to the designated attachment point inside the personnel compartment must be worn at all times when operating an aerial lift device.
- 7.1.28 NEVER attach the lanyard to any structure or attachment outside the personnel compartment.
- 7.1.29 DO NOT attach any lifting device such as chain hoist or come-a-long to the aerial lift device.
- 7.1.30 The working area around the aerial lift device must be barricaded with red tape and tags hung to prevent personnel walking under the elevated work platform, and protect the aerial lift device from other vehicular traffic (see Barricade Tape Policy). If lift is being used in an area where barricade tape cannot be hung, a ground person/spotter must be used at all times while lift is in use.
- 7.1.31 The aerial lift device operator must maintain a minimum clearance of twenty (20) feet from energized electrical lines. NOTE: Always treat power lines, wires and other conductors as energized even when they are down or appear to be well insulated, until such time their energy state can be verified.
- 7.1.32 If an aerial lift device is used to perform work on an energized electrical power source, the operator must obtain and comply with the Coosa Pines Energized Equipment Work Permit and the

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equipment must be designed for working on an energized power source.

- 7.1.33 When an aerial lift device is operated in close proximity to high voltage lines, a ground observer will be utilized.
- 7.1.34 NEVER override hydraulic, electrical or mechanical safety devices.
- 7.1.35 NEVER move equipment with workers in an elevated basket/cage unless the manufacturer's operating manual specifically provides a safe method of doing so.
- 7.1.36 DO NOT position yourself or any part of your body between overhead obstructions and the rails of the personnel compartment. (Movement of the lift could cause crushing of the operator.)
- 7.1.37 Always use outriggers, fully extended when provided.
- 7.1.38 DO NOT exceed the load limit of the equipment. Allow for combined weight of personnel, tools and materials.
- 7.1.39 If an aerial lift device is involved in a safety incident (near-miss included), the operator shall report it to their supervisor immediately.
- 7.1.40 If an unsafe condition develops while operating an aerial lift device, the operator shall stop the job until such condition is properly corrected.
- 7.1.41 In the event an aerial lift device tips over or runs off an elevated surface, the operator must remain inside the personnel compartment. **DO NOT ATTEMPT TO JUMP CLEAR.** Report to Shift Team Leader.
- 7.1.42 Aerial lift devices will not be operated without a static dissipating device attached to the frame of the equipment with sufficient length to reach the operating surface (if equipped from manufacturer).
- 7.1.43 In the event of a fire or any indication of a fire on the aerial lift, the operator will lower the work platform to work surface, shut down the equipment, exit the lift, make proper notifications, ERT (call Security

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for ERT response) and STL; and only respond to the fire according to the applicable incipient firefighting procedures and the guidance in the Mobile Equipment Fires / Overheating Incidents Policy. DO NOT open any compartment or approach exposed hoses for a 30-minute minimum. Maintain a 15-foot minimum from the equipment during the incipient firefighting activities and for 30 minutes afterward if hoses are exposed. The aerial lift cannot be operated or further inspections performed until the event is declared safe by the Shift Team Leader. After notifying the ERT, the operator will initiate fire suppression activities. DO NOT open any compartment. The aerial lift device cannot be returned to service until the event is cleared by the Shift Team Leader and a thorough inspection does not reveal any safety issue. For additional information, see SAF-1.24 Mobile Equipment Fires and Overheating procedure.

- 7.1.44 If an aerial lift device overheats or there is evidence of a failed hose or other cooling system component, the operator shall immediately shut down the equipment, exit, and notify his/her supervisor. DO NOT open any compartment for a minimum of thirty (30) minutes to allow the engine time to cool. Use extreme caution in the follow up inspection.
- 7.1.45 The use of any electronic communication device, such as cell phone or pager, while operating an aerial lift device is prohibited. Two way communication devices may be used on an as needed basis.
- 7.1.46 Operation of Aerial Lifts in windy conditions.
 - a) Scissor Lifts – Our mill owned or rental scissor lifts must not be used in windy conditions. Use only indoors or in wind protected areas such as the concrete area between E Bleach and E Bleach Towers.
 - Follow manufacturer’s recommendations on any Scissor Lifts rented or brought into the mill for contractor work.
 - Anemometers are available and are recommended for use when Scissor Lifts are being operated. The anemometers are required for use when wind speed is

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verified as gusting above **10 mph during the previous hour**.


- If an employee feels unsafe performing work at the height and wind speed the job is being done, the job should be stopped regardless of wind speed.
- b) Man Lifts – The maximum allowable wind speed for operation of all man lifts is 21 mph, and it must not be operated at wind speeds greater than that.
- Follow manufacturer’s recommendations on any Man Lifts rented or brought into the mill for contractor work.
 - Anemometers are available and are recommended for use when Man Lifts are being operated. The anemometers are required for use when wind speed is verified as gusting above **10 mph during the previous hour**.
 - If an employee feels unsafe performing work at the height and wind speed the job is being done, the job should be stopped regardless of wind speed.

7.2 The STL and Maintenance Coordinators will be responsible for ensuring compliance with this policy.

7.3 The aerial lift device operator will be responsible for the safe operation of the device.

8. REFERENCES

- 8.1** Energized Equipment Work Permit Policy.
- 8.2** Mobile Equipment Fire Policy.
- 8.3** OSHA 29 CFR 1910, Subpart F, General Industrial Standards.
- 8.4** OSHA 29 CFR 1926.453, Aerial Lifts.
- 8.5** OSHA 29 CFR 1926.67, Vehicle Mounted Elevating and Rotating Work Platforms.
- 8.6** OSHA 29 CFR 1910.66, App. C, Fall Arrest Systems.
- 8.7** Specific Equipment Manufacturer's Operating Manuals.

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9. PRE-USE INSPECTION FORM



AERIAL LIFT DEVICES Pre-Use Inspection Form

Date: _____ Shift: _____
 Model No: _____ Dept: _____
 Operator: _____
(Print Name)


Note: If any items are marked no, tag out of service, and report to STL.

INSPECTION:		Yes	No	Do Not Operate
Visual Checks	Operator Manual			
	Hydraulic Oil Level			
	Water Level			
	Wheel/Tire Condition			
	Equipment Condition			
	Fire Extinguisher			
	Battery			
	Basket Control Wording is Legible			
Check Area for Obstructions				
Operational Checks	Headlights (all working properly)			
	Hydraulics			
	Muffler			
	No Loose Parts			
	Oil/Fluid Leaks			
	Horn			
	Steering			
	Brakes/Parking Brakes			
	Warning Light			
	Compartment Openings Secure			
	Perform Ops Tests (per manual)			
	Harness & Lanyard Used			
	Back-Up Alarm (heard above noise in area)			
Equipments Rated Wind Speed				
Wind Speed (from mill portal)				

Anemometer Use is Required at 10 mph and over.

WARNING: Fall Protection must be worn when in basket.

Remarks: _____

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10. RECORD OF REVISION

Section	Revision Number	Effective Date	Description of Change
All	0	3/3/10	Initial Issue
6.1.16, 7.1.37, 7.1.40	1	3/3/11	Added training requirement (6.1.16); Changed responsibility to "clear" fire to Shift Supervisor (7.1.37); Added wind speed information (7.1.40) ; Added to wind related bullets to checklist.
7.1.6	2	3/11/11	Added 7.1.6 Always maintain 3 point contact when entering or exiting an aerial lift device.
9.0	3	07-01-12	Modified Pre-Use Inspection Form
All	4	04-21-16	Changed policy number to new format; updated current management titles; updated PPE requirements; revised pre-use inspection form.
All	5	10-27-16	Updated for current management signatures.
7.1.12	6	6-22-18	Updated to add "maintain 10 feet distance from pedestrians, if possible". (IR-2018-10)
7.1.1	7	12/13/19	Updated in conjunction with IR-2019-31 Calhoun incident where operator was injured while remotely controlling the lift.
All	8	2/26/21	Annual review; updated from SWP to 360 RA process.