



Equipment Operator's Daily Checklist

Operator: _____

Date: 2-13-17

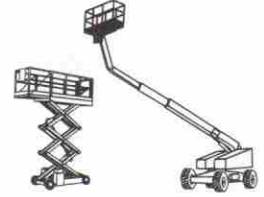
Employer: Dunn Paper

Equipment type: Boom

Equipment	OK	Needs Attention
Fluid levels	✓	
Steering/Brakes	✓	
Wheels, tires, tracks	✓	
Manuals (available)	✓	
Hoses, belts	✓	
Deck, basket, carriage	✓	
Outriggers/stabilizers	✓	
Guardrails	✓	
Horn, alarms	✓	
Batteries	✓	
Gauges, controls	✓	
Boom, scissor	boom	
Seatbelt, safety devices	/	
Pins, bushings	✓	
Bucket, blade	/	
Hook block, ball	/	
Boom/cylinders	✓	
Hoist cable	/	
Forks, attachments	/	
ROPS	/	
Any other hazard	/	

Worksite	No	Yes
Slippery surfaces		
Material obstructions		
Pedestrians		
Water/spills		
Overhead obstructions		
Ruts, holes		
Trucks, equipment		
Rain, wind		
Lightning		
"Do Not Enter" zones		
Narrow passageways		
Slopes, ramps, hills		
Obstructed vision		
Powerlines		
Confined spaces		
Hazardous atmosphere		
Hazardous materials		
Public roads, traffic		
Trenches		
Barricades		
Any other hazard		

Notes: # 3 boom



Aerial Platform Operator

Safety Training Reference Card

Aerial Platform Definitions:

Scissor and vertical personnel lift
Boom/Extendible boom

Safety decals:



Always pay close attention to safety decals posted on the aerial platform.

Manuals

All aerial platforms should be equipped with Operator's Manuals and Safety Manuals. Read the manuals before operating any lift. If the manuals are missing, contact a supervisor, equipment dealer, or the manufacturer directly for extra copies.



And safety symbols:



Safety Symbols alert workers of potential hazards.

- DANGER** This signal word indicates an imminently hazardous situation which, if not avoided, will result in death.
- WARNING** This signal word indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
- CAUTION** This signal word indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

Personal Protective Equipment (Always be aware of "site" PPE requirements)

- *Hard hat
- *Safety shoes
- *Safety gloves
- *Safety harness
- *Safety glasses
- *Hearing protection



- Know where to get assistance in case of an emergency
- Know where to find a fire extinguisher and first aid kit
- Be familiar with all site-specific safety markings and posted signs

Before operating an aerial platform, always perform inspections

Site Inspection

Before operating any aerial platform, learn as much about the work area as possible. Walk around the worksite and inspect the area in which you will be expected to travel and work. Look for hazards.

- Be aware of:
- Slippery surfaces
 - Trees
 - Holes
 - Overhead hazards
 - Slopes, inclines
 - Ditches
 - Obstructed vision
 - Narrow aisles
 - Large rocks
 - Confined areas
 - Utilities
 - Speed considerations
 - Moving equipment
 - Scattered materials
 - Pedestrian traffic
 - Drop-offs
 - Powerlines
 - Water hazards

Check the site regularly for condition changes.

Aerial platform Inspection

Before each shift, the operator should always inspect the aerial platform. Be sure to check the following:

- Hydraulic fluid level
- Tires
- Horn and alarms
- Electrical
- Safety equipment
- Steering
- Lights
- Deck controls
- Guardrails, basket
- Scissor, boom
- Brakes
- Fuel level
- Grease fittings
- Hoses, belts and cables
- Deck surfaces
- Ground controls

If your inspection reveals a problem or damage to the aerial platform, do not operate the unit.

Scissor Lift and Vertical Personnel Lift

Getting started

- Perform required inspections.
- Test controls.
- Make sure shoes, boots are clear of debris before climbing on.
- Use "three-point contact" with the machine when climbing.
- Never attempt to mount or dismount a moving machine.
- Never climb the elevating assembly to gain access to the platform.
- Know the capacity of the platform before operating.
- Know the weight of personnel, tools and others items placed on the platform.
- Make certain all handrails, toe boards, gates and entry chains are in place and secure before raising the platform.
- Never modify a lift without written approval from the manufacturer.

Operating the scissor lift

- When operating your lift in an enclosed space, ensure proper ventilation.
- Dispense the weight of all items on the platform evenly.
- Do not carry materials on the rails.
- Make sure all outriggers, stabilizers, extendible axles, or other stability-enhancing means are used as required by manufacturer before elevating.
- Make certain that your traveling surface is level anytime the platform is raised.
- If there is more than one person on the lift, only the designated operator should operate the controls.
- Operate the controls smoothly, avoiding sudden stops and starts.
- Never operate the controls except from the control station.
- Always be aware of pedestrians around the scissor lift.
- Do not place ladders or scaffolds in the platform or against the machine.
- Do not tie the platform to adjacent structures.
- Stay clear of powerlines when operating the aerial lift.

Tip-over hazards

- Never overload the scissor lift - know its capacities.
- Do not operate the machine in strong or gusty winds.
- Keep the machine away from curbs, holes, edges and other level changes.
- Do not use controls to free a platform that is caught or snagged.
- Never override any safety device.
- If the tilt alarm sounds, immediately lower the platform (if applicable).

Fall hazards

- Occupants may wear fall protection, attached to the appropriate lanyard point.
- Keep all body parts inside the platform rails at all times.
- Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times)
- Keep the platform clear of debris.
- Keep the entry chain and gates closed at all times.
- Do not exit the platform when it is elevated.

Collision hazards

- Be aware of pedestrians in the area at all times.
- Check the work area thoroughly for overhead obstructions.
- Operate the scissor lift slowly near obstacles and other machines.
- Do not lower the platform unless the area below is clear of all personnel.
- Be aware when driving lift around corners, through intersections and entrances.
- Do not operate lift near any overhead crane or moving device.
- Use extreme caution when operating lift around docks, stairs or other drop-offs.
- When lowering the platform from the lower control station, the operator must remain clear of the descending platform.
- Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.

Safe shutdown

- Travel to a safe parking area, place platform in stowed position.
- Only exit the scissor lift when the platform is completely lowered.
- Come to a complete stop, place controls in neutral.
- Shut off engine or electrical power, apply anti-vandalism devices.
- Plug cord into power supply to charge (if electric)

Maintenance

Aerial lift malfunctions can often be attributed to improper or lack of regularly scheduled maintenance. Improper care will hinder performance and increase the likelihood of accidents. Follow a regular maintenance schedule as defined in the Operator's Manual(s).

- Inspect the unit daily for loose, worn, broken or leaking components
- Check all safety lights, gauges, warning alarms and horns
- Perform scheduled lubrication and fluid level checks recommended
- Drain and change all fluids per operator's manual
- Inspect all tires for cuts, nails, and other obstructions

Boom Lift

Getting started

- Perform required inspections.
- Test controls, ground and basket.
- Make sure shoes, boots are clear of debris before climbing on.
- Use "three-point contact" with the machine when climbing.
- Never use controls as handholds when climbing the machine.
- Never climb the elevating assembly to gain access to the platform.
- Know the capacity of the platform before operating.
- Know the weight of personnel, tools and others items placed on the platform.
- Once in the basket, close and secure gate.
- All personnel on the platform must wear fall protection devices (PFAS).
- Never modify a lift without written approval from the manufacturer.

Operating the boom lift

- Do not start or drive the lift in areas where flammable gases may be present.
- When operating the machine in an enclosed space, ensure proper ventilation.
- Check all control functions, steering, brakes, elevation.
- Dispense the weight of all items on the platform evenly.
- Do not carry materials on the rails.
- Make sure all outriggers, stabilizers, extendible axles, or other stability-enhancing means are used as required by manufacturer before elevating.
- Make certain that your traveling surface is level anytime the platform is raised.
- If the tilt alarm sounds, immediately lower the platform (if applicable).
- Never attempt to mount or dismount a moving machine.
- If there is more than one person on the lift, only the designated operator should operate the controls.
- Operate the controls smoothly, avoiding sudden stops and starts.
- Never operate the controls except from the control station.
- Do not use controls to free a platform that is caught or snagged.
- Never override any safety device.
- Always be aware of pedestrians around the boom lift.
- Do not place ladders or scaffolds in the basket or against the machine.
- Do not use the machine as a crane.
- Do not tie basket or lanyard to adjacent structures.
- Stay clear of powerlines when operating the aerial lift.

Tip-over hazards

- Occupants and equipment must not exceed the maximum platform capacity.
- Lower the boom before driving.
- Do not raise the platform in strong or gusty winds.
- Do not operate boom lift near docks, hills or other steep inclines.
- Do not push off or pull toward any object outside the platform.
- Do not place or attach overhanging loads to any part of the lift.
- Do not replace items critical to stability with items of different weight or specs.
- Do not use this machine on a moving surface or vehicle.

Fall hazards

- Occupants shall wear fall protection, attached to the appropriate lanyard point.
- Keep all body parts inside the basket at all times.
- Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times)
- Keep the basket clear of debris.
- Keep the entry gates closed at all times.
- Do not exit the platform when it is elevated.

Collision hazards

- Be aware of pedestrians in the area at all times.
- Be aware of other equipment in the area.
- Be aware of "blind spots" when traveling.
- Check the work area thoroughly for overhead obstructions.
- Operate boom lift slowly near obstacles.
- Do not lower the platform unless the area below is clear of all personnel.
- Be aware when driving lift around corners, through intersections and entrances.
- Do not operate lift near any overhead crane or moving device.
- Use extreme caution when operating lift around docks, stairs or other drop-offs.
- When lowering the platform from the lower control station, the operator must remain clear of the descending boom.
- Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.

Safe shutdown

- Travel to a safe parking area, place basket in stowed position.
- Come to a complete stop, place controls in neutral.
- Idle engine for cooling purposes (if applicable).
- Shut off engine or electrical power, apply anti-vandalism devices.

*Always wear proper PPE when: fueling an aerial platform
changing or charging batteries