



## SAFETY INFORMATION

### AERIAL WORK PLATFORMS (AWP a.k.a. “LIFTS”) SAFETY GUIDELINES

#### **APPLICABLE TO:**

Anyone using an AWP in the Theatre Arts Department.

#### **RISKS AND CONSEQUENCES INCLUDE:**

Personal injury or injury to others from falling, skull damage, even death. Damage to equipment and facilities.

#### **GUIDELINES, RULES AND PROCEDURES:**

- Prior to use, all operators must attend a classroom session, pass a written test, and pass a Practical Evaluation Performance by the University’s authorized PPFM supervisor.
- A list of those approved to use the lift is in a binder in the scissor lift.
- Use of the lift must be authorized by the Technical Director or Master Electrician prior to use.
- Inspect all parts before and after use of the AWP, and immediately report and log any missing, broken, or defective parts. The supervisor will determine if the lift should be used, and the log is in the lift.
- Before climbing into the lift, review the Inspection Check List located in the binder in the lift.
- Review:
  - Area around the work platform and in the path of travel, including holes, drop-offs, debris, uneven or soft surface, grade changes.
  - Overhead clearances, including beams, pipes, electrical cable, scenery, sprinklers, ceiling, battens, etc.
  - The lift’s guardrails, midrails, chain and safety equipment are in place.
  - Tires are in good working order.
- Immediately report any potentially hazardous conditions that become evident during operation.
- Before climbing into the lift:
  - Remove any unnecessary items from pockets or loose items or tools that pose a fall hazard.
  - Never exceed the rated capacities—know the load limit including you, others, equipment, and tools.
  - Never exceed the maximum allowable persons in the platform.
  - Read and follow the manufacturer’s instructions and safety guidelines on use.
  - Know where the emergency stop button (E-stop) is located.
- Wear the required personal protective equipment when on the AWP.
- Always face the AWP when climbing on or off.
- Always lower the basket completely before climbing on or off.
- Always maintain a firm footing while on the platform floor.
- Do not use the machine for any purpose other than positioning personnel, their tools and equipment.
- Never climb, sit, or stand on guard railings. All body parts must remain within the railings.
- Always set lift on a level surface.
- NEVER place a ladder, planks, or any other devices inside the lift to extend your height or reach.
- At the end of the day, plug in the lift for battery re-charging.
- If you have any questions or concerns, ask your supervisor or instructor.

#### **REFERENCES:**

University of California Office of the President—Environmental, Health & Safety, Performing Arts Safety Manual  
CSULB, Physical Planning and Facilities Management

**EMERGENCY ☎: 911**