

Safe Work Procedure for Overhead Work

Purpose

This document describes safe work procedures for overhead work, applicable to scissor lifts (elevating work platforms, including single occupant manlifts) and aerial boom lifts (telescoping, rotating, towable, and self-propelled extensible boom platforms), commonly referred to as “condors.”

General Statement of Use

Scissor and aerial boom lifts are designed to position employees and equipment at the worksite. Only trained and certified personnel shall operate scissor or aerial boom lifts.

Definitions

Administrative Controls: The modification of work processes or activities to minimize risk

Engineering Controls: The modification of the physical work environment to minimize risk

Hazard: A potential source of harm to a person that can lead to a risk of injury or occupational disease

Risk: The chance of injury or occupational disease

Risk Assessment: The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

Supervisor: The person directly responsible for overseeing the tasks of the worker

Worker: All employees of Production

Responsibilities

Department Head

- Review, approve, and manage safe work procedures outlined in this document prior to their implementation

Supervisor

- Identify all workers who will be assigned to carry out this task
- Implement controls using the hierarchy of controls to minimize the risk due to potential hazards
- Ensure safe work procedures are fully documented (and approved by the PM/JHSC?)
- Ensure proper training has been provided to workers prior to commencing work (e.g. operator certification, safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented

- Educate workers on emergency procedures, contacts and phone numbers
- Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
- Communicate risks that may arise outside of those that are predetermined

Workers

- Understand and follow this safe work procedure
- Complete the required training for the task
- Use proper personal protective equipment
- Report any unsafe conditions to their supervisor

Training Requirements

A Safety meeting should be conducted at beginning of each work day to cover planned activities and any related procedures.

Supervisors must ensure workers operating machinery have applicable valid certification and provide training as necessary.

Safe Work Procedure

1. Assess the area for any additional crew working at the time. Discuss work in area with other departments to accommodate varying work needs and minimize exposure to overhead hazards.
2. Hold a safety meeting with all workers in the overhead work zone (operators and grounds workers in all departments) to review planned work and safe work procedures.
3. Establish a control zone by securing the work area around the lift, when there are crew members (from any department) moving vehicles or pedestrian traffic, by using flags, traffic cones, caution tape, or other means to delineate the control zone.
4. Unauthorized personnel should not work, stand, or walk under a raised boom or platform.
5. If encroachment inside the control zone is needed, a hard hat is required, and the operator must be notified before entering.
6. Make sure there is sufficient clearance around the lift before moving the chassis, boom, or platform. Follow manufacturer guidelines, including:
 - a. Clearing the path of travel of people and equipment.
 - b. Announcing that the lift will be moving.
 - c. Driving at the lowest speed practical.
 - d. Using a spotter to guide movement (ensuring the spotter remains at a safe distance).