CPCCo Central Plateau Cleanup Company

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Administrative Procedure

CPCC-PRO-SH-52718

PRC-PRO-SH-52718

Elevating Work Platforms

Revision 0, Change 1

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Program: Occupational Safety and Industrial Hygiene
Topic: Occupational Safety and Industrial Health

Technical Authority: Coffland, Katherine
Functional Manager: Smith, Courtney

Use Type: Administrative

- Solid Waste Operations Complex :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- 100 K Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Transportation :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- 324 Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- PFP Ancillary Structures :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1

JHA: Administrative
Periodic Review Due Date:07/21/2026
Rev. 0, Chg. 1

Change Summary

Description of Change

Added to step 3.1.16: "The fall restraint should be sized to prevent personnel from climbing over or

falling over the handrail."
At step 3.2.18: Add note, "Users are prohibited from modifying, altering, overriding, or otherwise disabling equipment safety devices, controls, and interlocks."
Perform periodic review.

1.0 INTRODUCTION

1.1 Purpose

This procedure establishes the minimum requirements for inspection, operation, and maintenance of elevating work platforms.

1.2 Scope

The elevating work platforms within the scope of this procedure include both site-owned equipment and units leased or rented from an offsite vendor.

1.3 Applicability

These requirements are applicable to Central Plateau Cleanup Company (CPCCo) team employees involved in CPCCo scope of work subject to the occupational safety and health requirements found in 29 CFR 1926.453, *Aerial Lifts*, and 29 CFR 1910.67, *Vehicle-Mounted Elevating and Rotating Work Platforms*.

Applicable ANSI/SIA Standards include:

- A92.2, *Vehicle-Mounted Elevating and Rotating Aerial Devices*
- A92.3, *Manually Propelled Elevating Aerial Platforms*
- A92.5, *Boom-Supported Elevating Work Platforms*
- A92.6, *Self-Propelled Elevating Work Platforms*

The following areas are not covered in the scope of this procedure and therefore the requirements found within are not applicable.

- Personnel hoists and manlifts (reference 29 CFR 1926.552, *Material Hoists, Personnel Hoists, and Elevators,* and 29 CFR 1910.68, *Manlifts*, respectively)
- Powered platforms for exterior building maintenance
- Material hoists
- Crane suspended or forklift supported work platforms
- Suspended scaffolding
- Vehicle mounted vertical lifts
- Firefighting apparatus

1.4 Implementation

This document is effective upon publication.

2.0 RESPONSIBILITIES

2.1 General Equipment Owner

The "Equipment Owner" is the person or entity who has possession of the equipment by virtue of proof of purchase.

3.0 PROCESS

3.1 Owner Steps

Actionee	*Step*	*Action*
Owner	1.	INSPECT, MAINTAIN, REPAIR, AND MODIFY the equipment, in accordance with manufacturer specifications.
	2.	MAINTAIN trained and qualified employee's in accordance with the manufacturer specifications.
	3.	ESTABLISH equipment inspection and testing intervals, based on manufacturer recommendations, and severity of exposure and use.
	4.	COMPLETE equipment inspections and tests, AND INCLUDE all items/components specified by the manufacturer.

NOTE: *Excluded here are daily, pre-shift, or pre-use inspections.*

5. DOCUMENT results of periodic equipment inspections and tests, maintenance, repair, and modification activities, with written records maintained as a part of equipment history.

6. PROVIDE a copy of the operating and maintenance manual(s) AND KEEP in a weather-resistant compartment on each piece of equipment.

7. IDENTIFY any deficiency that constitutes a safety hazard, AND TAKE deficient equipment out of service.

   - AVOID return for use until the proper maintenance is completed.

NOTE:

- *A qualified person may approve of such modifications when the equipment is not represented by a manufacturer (e.g., the manufacturer has discontinued its business). The intended modifications must be consistent with the manufacturer responsibilities defined within the applicable ANSI/SIA standard. A qualified person is one who, by possession of an appropriate technical degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems relating to elevating work platform safety.*
- *Only the Equipment Owner can request approval for a modification from the manufacturer.*

8. APPROVE in writing by the manufacturer modifications that could impact the stability or safety of the equipment.

Actionee	*Step*	*Action*
Owner	9.	DISSEMINATE operational and maintenance safety bulletin information (e.g., consumer product safety alerts, recalls) received from an equipment manufacturer or supplier to the Equipment User organization and/or incorporated into the preventive maintenance program, as applicable.
	10.	Prior to releasing equipment to the Equipment User organization, INSPECT, ADJUST, AND SERVICE as applicable based on manufacturer specifications.

NOTE:
- *Job site hazards may include drop-offs/holes at operating levels, inadequate operating surface support (e.g., untamped earth fill or unstable soil condition), ground level or overhead obstructions, weather conditions, falling objects, moving/mobile equipment, and other work activities in the area.*
- *The need for a spotter should take into consideration the types of job site hazards in the work location and implementation of emergency response actions for unit malfunction.*

Manager	11.	ENSURE assigned spotter(s) familiar with emergency operating controls are assigned, as necessary.
User	12.	PERFORM frequent inspections by either the Equipment Owner or Equipment User organization on equipment that has been in service for 3 months or 150 hours (whichever occurs first), or has been out of service for a period longer than 3 months.
Owner	13.	PERFORM annual inspections by either the Equipment Owner or Equipment User organization on equipment no later than 13 months from the date of the prior annual inspection.
	14.	APPROVE equipment selected for use in a hazardous environment (potentially explosive or flammable atmosphere) for use in such locations.
	15.	EMPLOY equipment outriggers or stabilizers during use, when provided and required by the equipment manufacturer.

NOTE:
- *Those platform models that are designed and supplied with lanyard anchorage tie-off points as standard equipment shall be used to provide fall protection when recommended by manufacturer instructions.*
- *When using fall protection, the use of an approved fall restraint system is prescribed, unless otherwise specified by the manufacturer.*

User	16.	EMPLOY fall restraint that positions the connecting device (e.g., lanyard) in relationship to the anchorage to prevent personnel from going over the handrail. The fall restraint should be sized to prevent personnel from climbing over or falling over the handrail.

Actionee	*Step*	*Action*
User	17.	During use of manually propelled and self-propelled platforms, ENSURE guardrails and access gates are installed or openings are closed, or alternative means of fall protection established and utilized.

NOTE: *Fall restraint is the preferred method of protection. Refer to manufacturer instructions to determine if designed anchorage specifications will support a force imposed by a fall arrest event.*

18. WEAR personal fall protection during use of boom-supported elevating platforms, with proper attachment of a lanyard to an approved anchorage point on the equipment at the platform position.

NOTE:
- *Category A, B, or C as defined by ANSI/SIA A92.2*
- *Specific worker safety and training requirements are identified in DOE-0359, Hanford Site Electrical Safety Program*

19. DESIGNATE AND TEST the aerial device selected for performing work on or near energized conductors or equipment to provide the level of protection needed for the voltages to be encountered.

20. SELECT the equipment model of approved design when planning aerial work under mobile operation.

21. DETERMINE the need to employ equipment outriggers for vehicle stabilization during use.

    - Firm footing/foundation for equipment use is established, with outrigger pads utilized when necessary.

22. ENGAGE the vehicle parking brake when the boom section is elevated, except during mobile operation.

NOTE:
- *Fall restraint is the preferred method of protection. Refer to manufacturer instructions to determine if designed anchorage specifications will support a force imposed by a fall arrest event.*
- *The typical aerial lift is designed so that personnel tie off to the bucket while they are in the bucket. Tying off to a lift bucket while working on an adjacent structure (e.g., a roof) constitutes usage "other than intended by the manufacturer" - which requires certification in writing by the manufacturer.*

23. WEAR personal fall protection during use, with proper attachment of a lanyard to an approved anchorage point on the equipment at the platform position.

3.2 Operator Steps

Actionee	*Step*	*Action*
Manager	1.	TRAIN employees assigned to operate an elevating work platform to safely operate the type or class of equipment assigned (e.g., technical instruction, on-the-job training [OJT], and on-the-job evaluation [OJE]).

NOTE: *A qualified evaluator shall have completed Course 003909, "H&R/Aerial Lift On-the-Job Evaluator Qualification."*

2. ASSESS the proficiency of a qualified elevating work platform operator
   AND DOCUMENT (performance evaluation) by a qualified evaluator at least every 60 months to ensure that the operator retains and uses the knowledge and skills needed to operate the equipment safely.

3. DETERMINE the need for refresher training (e.g., full retraining, supplemental instruction, demonstration, operational exercise) of a qualified elevating work platform operator when one of the following occurs:
   - Refresher training is requested by the operator;
   - Operator performance is observed to be diminishing (e.g., failed performance evaluation);
   - A near miss or accident occurs in which operator error is determined to be a contributing cause; or
   - New or modified equipment is introduced into the workplace.

4. MAINTAIN a copy of the operating and maintenance manual(s) AND KEEP in a weather-resistant compartment on the equipment.

5. USE equipment only for intended applications as defined in the manufacturer's operating manual.

NOTE: *Completion of a daily visual inspection and test operation can be used to help satisfy most elements of this receipt inspection. For multi-shift operations, the term "daily" is to be applied as "pre-shift."*

6. RELEASE equipment received for use for work only after the operating organization initially verifies that there are no mechanical or electrical defects, or other safety deficiencies.
   - IF equipment includes on-board receptacles to provide power for portable electrical tools and equipment,
     THEN CHECK the wiring of all such receptacles for proper configuration and grounding as part of the electrical inspection.
   - TEST Ground Fault Circuit Interrupters (GFCI), if provided, for proper operation.

Actionee	*Step*	*Action*
Manager	7.	REMOVE equipment not in proper operating condition or identified with a deficiency that presents a safety hazard from service until qualified repair/maintenance is completed.
User	8.	USE warnings such as (but not limited to), signs, flags, roped-off areas, flashing lights, dedicated signalperson, or barricades when other moving equipment or vehicles are present in the vicinity of elevating work platform operations.
	9.	IMPLEMENT controls where there is a risk to co-located workers of being struck by operating elevating work platforms, to protect those workers.
	10.	COMPLETE a pre-job hazard survey of the worksite as a part of the job hazard analysis to identify and control potential ground level and overhead hazards that may affect elevating work platform safe operation.
	11.	OPERATE equipment ***only*** after the User/Operator acquires a full understanding of safe and proper equipment operation (to include familiarity with the Operator's Manual) and successfully completes the required training.
	12.	PERFORM AND DOCUMENT such functions where the equipment user organization is responsible for periodic equipment inspection and maintenance, by a qualified person at prescribed intervals in accordance with manufacturer instructions.

NOTE: *Results of daily inspection and test-operation may be documented, but such documentation is not required as record information for the equipment. For multi-shift operations, the term "daily" is to be applied as "pre-shift."*

13. Visually INSPECT equipment in use and test-operated daily by a qualified person, in accordance with manufacturer instructions.

14. SET-UP AND OPERATE equipment in accordance with the safe work practices prescribed by the manufacturer and the job hazard analysis.

15. PROVIDE approved safe access AND USE for ascending and descending the equipment's work platform.

16. CONTROL work positioning and handling of tools/equipment in proximity to energized electrical conductors or overhead obstacles to prevent the possibility of contact.

Actionee	*Step*	*Action*
Manager	17.	NOTIFY Electrical Utilities (373-2321) at least 48 hours before operating elevating work platforms within 20 feet of energized overhead lines (movable conductors).

NOTE: *Users are prohibited from modifying, altering, overriding, or otherwise disabling equipment safety devices, controls, and interlocks.*

User

18. USE only properly secured tools and materials that are evenly distributed and can be safely handled by a person(s) working from the platform.

19. APPLY occupant loading and platform loads on equipment and weights distributed and configured within the manufacturer's capacity rating limits.

20. AVOID leaning over or extending the upper body beyond the guardrail in attempts to achieve additional reach to access the work source or area.

21. AVOID using railings, planks, ladders, or other devices within or on the elevating work platform to achieve additional working height or reach.

22. PERFORM exiting or entering the platform while the equipment is in an elevated position only after the following conditions have been met:

    - It is determined that workplace conditions do not make it possible to accomplish the access using less hazardous means, and conventional means are either more hazardous or not available.
    - The step-off distance from the elevated work platform to an adjacent structure shall not be greater than 12 inches.
    - Manufacturer guidelines or instructions are followed.
    - The elevated work platform fall protection anchor points cannot be used by an employee working outside of such platform.
    - Specific safe work controls are identified, understood, and implemented through the job hazard analysis process.
    - Exit and/or entry is planned through the gate, unless a hazard analysis reveals that this method will result in a greater hazard to the worker and a safer alternative has been determined.
    - When accessing a low slope roof, the employee must walk away from the elevated platform per the direction of the Fall Protection Work Permit as required by DOE-0346, *Hanford Site Wide Fall Protection Program.*
    - Fall protection controls are implemented during the entry/exit phase shall follow the requirements of DOE-0346.

4.0 FORMS

A-6004-286, *Fall Protection Work Permit Form*

Pre-Job Hazard Survey

5.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Periodic Equipment Inspection	Equipment Owner	Equipment Owner

6.0 SOURCES

6.1 Requirements

None

6.2 References

29 CFR 1910.67, *Vehicle-Mounted Elevating and Rotating Work Platforms*
29 CFR 1910.68, *Manlifts*
29 CFR 1926.453, *Aerial Lifts*
29 CFR 1926.552, *Material Hoists, Personnel Hoists, and Elevators*
ANSI/SIA A92.2, *Vehicle-Mounted Elevating and Rotating Aerial Devices*
ANSI/SIA A92.3, *Manually Propelled Elevating Aerial Platforms*
ANSI/SIA A92.5, *Boom-Supported Elevating Work Platforms*
ANSI/SIA A92.6, *Self-Propelled Elevating Work Platforms*
CPCC-PRO-IRM-10588, *Records Management Processes*
DOE-0346, *Hanford Site Wide Fall Protection Program*
DOE-0359, *Hanford Site Electrical Safety Program*