



## AERIAL LIFTS – PROGRAM REQUIREMENTS

Aerial Lifts are used frequently throughout the University. When used correctly, they are safer than using a ladder. Both OSHA and ANSI have specific requirements for the safe use and maintenance of aerial lifts. This fact sheet outlines those requirements and your responsibilities.

### Common Aerial Lifts Found at Harvard



**Self-Propelled Aerial Platform  
(Scissor Lift)**



**Manually-Propelled Aerial Platform  
(Personal Man Lift)**



**Self-Propelled Aerial Platform  
(Personal Man Lift)**



**Trailer Mounted Aerial Boom  
Lifts**



**Self-Propelled Aerial Boom Lifts  
(Articulating)**



**Self-Propelled Aerial Boom  
Lifts (Telescoping)**

### Program Specific Responsibilities

- Training & Certification** Anyone who uses an aerial lift must receive training on the safe use and maintenance of the equipment. Upon completion of the training they will be considered certified to use the lift. Training records will be maintained by EH&S.
- Inspections (Annual)** Aerial lifts must be inspected annually by a qualified 3<sup>rd</sup> party vendor to ensure that the lift is maintained properly and is safe for use. Upon completion of the inspection, an inspection sticker will be issued and should be affixed visibly on the lift.
- Inspections (Pre-Use)** Operators must inspect the aerial lift before each use. Pre-use inspection checklists are available in the “Operators Manual” located on the lift.
- Records** All records including inspections, repairs, and training must be maintained for a minimum of 4 years.

### Aerial Lift Owner Checklist

- Ensure that all personnel who use aerial lifts are trained
- Arrange for an annual inspection with a 3<sup>rd</sup> party vendor (Contact EH&S for assistance)
- Verify that the annual inspection sticker is on the lift
- Ensure copies of the “ANSI Manual of Responsibilities” and “Operators Manual” are on stored on the lift at all times
- Provide operators with additional copies of the pre-use inspection checklist and ensure they are inspecting the lifts before each use.
- Maintain records of inspections, repairs, training and familiarization for a minimum of 4 years
- Correct any deficiencies on the lift (mechanical, missing labels, electrical, structural, etc.)
- Update your inventory of aerial lifts with EH&S when purchased or leased