

1. Training

All staff operating an aerial lift must complete classroom and hands-on training through Environmental Health & Safety.

1. Upon completion of the two training sessions, the lift user will be provided a card certifying that they are trained in lift operation.

A list of certified operators is kept in the Rozell Control Operators Key Box. **Lift user must be on the certified operator list and have their card to use an aerial lift.**

2. Checking Out an Aerial Lift

Lifts are checked out at the Rozell Control Booth.

1. Lift user must have their lift card to check out a key for lift operation!
2. Rozell Operator verifies that the individual has the required training and card.
3. Rozell Operator will provide lift user with the specific key, clipboard and checklist for the requested lift.
4. If the lift needs to be transported to the work location, the lift user must call in a work order for Trucking Services to deliver the lift. Work order must include the lift ID #.
5. Check out an Anemometer (wind meter) if using the lift on a windy day. Wind speed at operational height must be less than 20 mph.
6. **Before using the lift, the operator must fill out the inspection sheet.**
 - The inspection sheet must be kept on the lift while the lift is in use.
 - If multiple shops are using lifts on the same project, each operator will inspect and sign off on separate sheets.

3. Repairs

If a problem is identified during the inspection or if something goes wrong during use, the lift must be repaired:

- Call Trucking Services to transport the lift to the Auto Shop.
- Take the inspection sheet with details of the problem to the Auto Shop.
- Return the lift key to Rozell and have it secured with a red tag.

When repaired, the Auto Shop will contact Trucking Services (x4835) & Rozell (x6460).

4. Returning a Lift

When the lift user is finished with the lift, they should:

- Call Trucking Services (x4835) to have the lift returned to its appropriate storage location. (Use the same work order for delivery and return.)
- Return the lift key, clipboard, and checklist to Rozell.