ELEVATING DEVICES POLICY

<Organization Name> values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures to safely operate lifting and elevating devices. <Organization Name> will ensure that all employees adhere to the guidelines set forth by this policy, the Canadian Centre for Occupational Health and Safety, and the *Ontario Occupational Health and Safety Act (Industrial Establishments).*

DEFINITIONS

Elevating work platforms (EWP): Hydraulically, electrically or mechanically controlled devices used to elevate workers or materials.

Lifting device: Means a device that is used to raise or lower any material or object and includes its rails and other supports.

POLICY

<Organization Name> follows The Industrial Establishments Regulation under the *Occupational Health and Safety Act,* and any other applicable legislation related to safety protocols when using forklifts, lift trucks, or other lifting devices. <Organization Name> recognizes that it is the duty of the employer to take every reasonable precaution in the circumstance for the protection of workers.

In Ontario, no worker shall operate a lifting device, mobile equipment, vehicle or powered machine, tool or equipment, unless that individual is competent to do so.

Safety Procedures

* The elevating device shall only be operated by a competent/trained employee.
* Equipment should be inspected by a technician prior to use each day as outlined in the operator’s manual for that specific piece of equipment.
* Inspection should be in accordance with the manufacturer's instructions by a worker trained as per the manufacturer’s procedures.
* Technicians operating the lifting devices should:
	+ consider the job task to be performed, and
	+ evaluate the job site location for potential hazards.
* All overhead dangers should be identified, controlled, or resolved prior to the commencement of work.
* Ground stability should be tested and confirmed. Equipment should only be operated on a firm level surface capable of withstanding the weight and all forces applied by the lifting devices.
* The travel path should be clear of all hazards such as ditches, drop offs, holes, bumps, debris, or any other potential obstructions.
* Wheel chocks should be used when parked on inclined surfaces.
* Gradability should not exceed specifications in the operator’s manual.
* Outriggers or stabilisers should be used in accordance with the operator’s manual.
* The basket, forks, and/or platform(s), should not be loaded or operated beyond its rated maximum weight, height or reach as specified in the operator’s manual.
* Boarding/exiting/closing a forklift/lift truck/elevating work platform should be accomplished in accordance with the manufacturer’s instructions and safety protocols.
* Objects or equipment with the potential of falling from lifting devices should be secured with an adequate safety lanyard and/or system.
* The operator should resolve all hazards to establish complete control of the work site and a smooth, level path of travel, capable of withstanding the weight and all forces applied by the lifting devices .
* When working with lifting devices in areas of high traffic, proper signage should be in place.
* The operator’s manual should be referenced as to the safe or permissible number of people and equipment working on or in a lifting device.
* Fall protection shall be used when a worker is at risk of being ejected from the platform. The fall protection provided by the guardrail must be augmented by a fall arrest or a travel restraint system attached to the platform or device.
* An elevating work platform (EWP) shall not be moved unless all workers on it are protected against falling by a full body harness or a safety belt attached to specified attachment points on the platform.
* While working on an EWP, employees must use an approved harness fall arrest system consisting of a full body harness or 5-point harness with lanyard.
* The lanyard or strap used for safety shall be attached to the boom, basket, or platform prior to operating or elevating any lifting device, as specified in the Operator’s Manual and required by OHS regulations.
* Personnel should not sit or climb on the guardrail of the basket/platform or climb up to an already elevated platform.
* Tying off to an adjacent structure or equipment while working from the basket, or platform should not be permitted.
* Communication and observation are essential at all times. This includes a two- way walkie-talkie system and hand signal system.
* If the operator’s manual is missing and/or any registration decals are not clearly visible, the lifting devices/EWPs should be rendered out of service.
* If any function is not working as expected, the lifting devices should be rendered out of service (locked out) and reported to management immediately.
* Employees must never exceed the rated workload of the platform. OHS regulations require a sign visible to the operator at its controls indicating the rated working load.
* Employees must never alter or disconnect or disable any safety device.
* Smoking while near the batteries or fuel supply of any lifting devices is extremely dangerous and may cause an explosion.
* Operators should keep a copy of their proof of training at the workplace, either on their person or at a convenient nearby location.
* All employees that operate lifting devices or other EWPs must ensure that they are wearing all required safety equipment and personal protective equipment at all times.
* Failing to comply with safety requirements may result in disciplinary action up to and including termination of employment.

Additional Employer Duties

* <Organization Name> shall provide the lifting device/EWP operator with training and supervision to protect the health and safety of the worker and all those that work in proximity to the lifting device/EWP.
* <Organization Name> shall acquaint a worker or a person in authority over a worker with any hazard in the use of a lifting device/EWP and in the handling, storage, use and transport of the lifting device/EWP.
* Operators will receive information and instruction on how to safely operate the class of lifting device/EWP that they will be using. Training will include the manufacturer’s instructions.
* Periodic training refreshers will be performed to ensure continued operator competence.
* <Organization Name> will keep records of operator and worker training at the workplace for health and safety purposes.
* All required personal protective equipment will be provided to employees by <Organization Name>

Employees are reminded of their right to refuse unsafe work, and are encouraged to familiarize themselves with the organization’s Right to Refuse Policy and Procedure.

Employees are also reminded of their duty to work safety and to refrain from any actions that could endanger the safety of another person. Any unsafe driving/operation of lifting equipment (such as racing forklifts or any other dangerous behaviour) is expressly prohibited and will be met with disciplinary action.

Employees are encouraged to reach out to management with any additional recommendations or safety concerns at any time.