

# Lift Equipment Program

(rev 11-2017, 12-2018, 12-2019,  
12-2020,11-2021)

---	<b>20.1</b>	<b>PURPOSE</b>
	<b>20.2</b>	<b>GENERAL</b>
	<b>20.3</b>	<b>TRAINING</b>
	<b>20.4</b>	<b>REFRESHER TRAINING AND EVALUATION</b>
	<b>20.5</b>	<b>PRE-SHIFT INSPECTIONS AND REPAIRS</b>
	<b>20.6</b>	<b>REFUELING AND CHARGING</b>
	<b>20.7</b>	<b>EQUIPMENT SHUT DOWN AND STORAGE</b>
	<b>Exhibit 20A</b>	<b>Equipment Inspection Tag</b>
	<b>Exhibit 20B</b>	<b>Red Tag</b>

---

## 20.1 PURPOSE

To ensure that requirements of the OSHA standard for equipment used to lift materials and employees including forklifts, mechanical material lifts, duct jacks, scissor lifts, aerial lifts, excavation equipment and similar. Whether equipment is leased or owned, all will follow proper maintenance, service, and operating procedures including employee training, authorization, safety requirements and fire protection are followed for each type of equipment.

## 20.2 GENERAL

This program will be active using manufacturer's recommended training, service, and maintenance. OSHA standards will be included to ensure safety for operators and workers near operating equipment.

## 20.3 TRAINING

Only T.A. Woods Company certified employees will be authorized to operate lift equipment. Trainees may operate equipment only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence, and only where such operation does not endanger the trainee or other employees.

Employees will be trained under the following guidelines:

**20.3.1** The Safety/HR must approve vendor training program(s) used. Internal training will be conducted by the Safety/HR or designated employee. The trainer must have knowledge, training, and experience to train lift equipment operators. Instructional and practical training and evaluation of skills may be conducted using a team approach.

**20.3.2** Training will consist of a combination of formal instruction (lecture, discussion, videotapes, written material), practical training (demonstrations performed by the

trainer and practical exercises performed by the trainee), and an evaluation of the operator's performance in the workplace.

**20.3.3** The training must include the following topics:

- a. Operating instructions, warnings, and precautions for the type of lifting equipment the operator will be authorized to operate
- b. Differences between the equipment and others found on the work site.  
Controls and instrumentation: where they are located, what they do, and how they work
- c. Engine and motor operation
- d. Steering and maneuvering
- e. Visibility (including restrictions due to loading)
- f. Attachment adaptation, operation, and use limitations as applicable to the equipment
- g. Operating limitations, equipment capacity and stability
- h. Any inspection and maintenance the operator will be required to perform or report
- i. Refueling and/or charging and recharging of batteries
- j. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of equipment that the employee is being trained to operate.

**20.3.4** The practical training must be designed to best suit the conditions that the operator will be working under. The operator must demonstrate the ability to control the equipment and load while operating in a workplace environment.

**Work related topics:**

- a. Surface conditions where the equipment will be operated
- b. Composition of loads to be carried and load stability
- c. Load manipulation, stacking, and unstacking as applicable
- d. Pedestrian traffic in areas where the equipment will be operated
- e. Narrow aisles and other restricted places where the equipment will be operated
- f. Hazardous locations where the equipment will be operated
- g. Ramps or other sloped surfaces that could affect the equipment's stability
- h. Closed environments and other areas where insufficient ventilation or poor equipment maintenance could cause a buildup of carbon monoxide or engine exhaust
- i. Any other unique or potentially hazardous conditions in the workplace that could affect safe operation.

**20.3.5** All training must be documented and the documentation is to be filed appropriately in personnel folders and/or on the project site. The documentation must include the name of the operator, the date of the training, the date of the evaluation, and the names of the person(s) performing the training or evaluation

**20.3.6** Hard hat stickers for each certified equipment will be provided. Certifications copies as needed will be provided to be stored on the work site

#### **20.4 REFRESHER TRAINING AND EVALUATION**

Refresher training will be conducted in the following circumstances:

**20.4.1** The operator has been observed to operate the equipment in an unsafe manner;

**20.4.2** The operator has been involved in an accident or near-miss incident;

**20.4.3** The operator has received an evaluation that reveals that the operator is not operating the equipment safely;

**20.4.4** The operator is assigned to drive a different type of equipment

**20.4.5** A condition in the workplace changes in a manner that could affect safe operation of the equipment.

**20.4.6** An evaluation of each equipment operator's performance should be conducted at least once every three years through recertification.

#### **20.5 PRE-SHIFT INSPECTIONS AND REPAIRS**

**20.5.1** All lifting equipment must be inspected before every work shift by the operator or certified designated person.

- a. The inspection must be documented using the Equipment Inspection Tag Exhibit A or equivalent inspection record provided by the manufacturer/supplier, T.A. Woods Company or controlling contractor.
- b. The Equipment Inspection Tag should be completed daily and placed on the equipment.

**NOTE:** All equipment must be inspected at the time of delivery, whether leased or owned by TAW. Defective equipment will not be accepted, and TAW supervisor should immediately contact the vendor and TAW Shop Administrator.

**20.5.2** Any lifting equipment not in safe operating condition must be removed from service. This will be noted by attaching a completed TAW RED TAG. Keys, and if necessary, ignition box, should be removed to prohibit use.

**20.5.3** All repairs will be made by authorized personnel only. Leased equipment in need of repair, service, or maintenance leased from vendors should be RED TAG until

repairs are completed. The supervisor should contact the vendor and request repair and/or substitution of working equipment. Damaged, inoperable, or equipment needing repair, service, or maintenance should be reported to the TAW Shop Administrator. All lifting equipment whether leased or owned is “grounded” until repairs, service, or maintenance is completed and documented.

**20.5.4** Lifting equipment will not be altered in any way without approval from the manufacturer.

## **20.6 FUELING OR CHARGING OF LIFTING EQUIPMENT**

**20.6.1** Fuel or Charge only in designated areas that are well ventilated and do not have ignition sources.

**20.6.2** Equipment must be turned off prior to fueling or charging.

**20.6.3** Fire suppression and clean up equipment must be available.

**20.6.4** All smoking materials must be extinguished.

**20.6.5** Proper personal protective equipment must be worn.

**20.6.6** Immediately clean up spills.

## **20.7 EQUIPMENT SHUTDOWN AND STORAGE**

All equipment should be shutdown following manufacturer’s instructions. Keys or ignition boxes should be removed and stored in a secure location. Supervisors, foremen, and leads are the only TAW employees with access to these.

Lifting equipment should be stored in a secure location away from open areas. Securing equipment will entail:

- Lowering all platforms, booms, buckets, and accessories
- Utilizing locks, chains, etc. to secure the equipment and preventing access and/or movement