PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.20: Transporting and Operating GENIE Aerial Platform Machine

DATE: April 26, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide guidelines for transporting and operating the GENIE aerial platform machine.

REVIEW

This PP/OP will be reviewed by May 1 of each odd numbered year (ONY) by the director for building maintenance and construction with recommendations (DBMC) forwarded to the director for physical plant (DPP).

POLICY AND PROCEDURE

1. Training

   a. Shop foreman shall be responsible to ensure individuals of his/her respective shop are properly trained in transporting and operating machine before use is authorized.

   b. Only authorized trained personnel shall operate machine.

   c. Authorized personnel shall read and understand “Manual of Responsibilities” and “Operator’s Manual.”


2. Transporting


   b. Designated trailer shall be used.

   c. Trailer shall be securely and safely attached to vehicle trailer ball before any weight is distributed on trailer.

   d. Wiring harness from trailer to vehicle shall be connected and all lighting indicators checked for proper function.
e. Transport vehicle and trailer shall be parked on a level surface and secured to prevent rolling while loading machine.

f. Minimum three (3) people shall load/unload the machine onto/from trailer. The number of people required is dependent upon the physical condition, strength and disabilities, or prior injuries of the people involved. Proper stance, posture, grip, and lifting techniques shall be used.

g. The machine must be securely fastened to transport trailer.

h. Both swivel casters on tilt-back frame shall be locked.

i. The machine shall not be transported laying over onto the tilt-back frame.


3. Operating

a. Shop foreman and machine operator shall make decisions on the use and operation of the aerial platform machine with consideration of the fact that his/her own safety as well as the safety of other personnel on the platform is dependent on those decisions.

b. The machine operator shall be aware that the operating and safety manuals are stored on the machine. Machine operation shall stop if manuals are not on the machine.

c. The machine operator shall be properly trained, knowledgeable of the instructions included in the manuals, and consult them when questions arise with respect to the aerial platform machine.

d. “Manual of Responsibilities” and “Operator’s Manual” instructions shall be supplemented by good judgment, safety control, and caution in evaluating each situation.

e. Ground fault circuit interrupting (GFCI) extension cord stored with aerial platform machine shall be used to supply electrical power to the machine.
### RESPONSIBILITIES

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director for Building Review</td>
<td>Review</td>
<td>May</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance and Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved: ____________________

Reviewer

Approved: ____________________

Director for Physical Plant