

**PHYSICAL PLANT**  
**OPERATING POLICY AND PROCEDURE**

**PP/OP 02.11: Snorkel-Lift – Pro-66**

**DATE: April 10, 2008**

**PURPOSE**

The purpose of this OP is to establish policy and operating procedures for the proper use and maintenance of the Building Maintenance and Construction (BMC) Snorkel-Lift.

**REVIEW**

This PP/OP will be reviewed in September of every four years by the human resources manager and director for Building Maintenance and Construction with recommendations forwarded to the managing director for physical plant.

**POLICY AND PROCEDURE**

1. General Policy

This PP/OP applies to all Physical Plant employees who are required to operate the BMC Snorkel-Lift Pro-66 and the designated custodian. This procedure will be used to establish training requirements, provide operational instructions, and align responsibilities.

2. Operator Authorization

- a. Only trained and certified Building Maintenance and Construction (BMC) employees are permitted to operate this equipment.
- b. No other people will be allowed on the lift platform unless authorized by a BMC Superintendent or the Director of BMC.
- c. The Physical Plant Safety Office will maintain and publish a list of authorized operators.

3. Training

- a. Training will be conducted through the BMC Electric Shop.
- b. Each operator must pass a hands-on driving test to demonstrate competence.
- c. Upon successful completion of all training requirements, the operator will

become a certified operator and authorized to operate the equipment.

- d. The Physical Plant Safety Office will maintain all training records.

4. Custodian

The assigned custodian of this equipment is the BMC Electric Shop and is responsible for maintaining this equipment.

5. Maintenance and Inspections

a. Scheduled Maintenance

- (1) The Electric Shop Foreman will notify the Vehicle Maintenance Leader when the scheduled maintenance is due (based on hours in service as read on the hour meter on the motor).
- (2) The Vehicle Maintenance Leader will then schedule the unit for service and perform the tasks required by the maintenance manual (a copy to be kept in the garage).

b. Inspections

- (1) **Daily Inspection** – Each day the lift is used, the *Daily Inspection and Maintenance Checklist* (Attachment A) will be performed with findings provided to the Electric Shop Foreman.
- (2) **Annual Inspection** (O.S.H.A.) – The Electric Shop Foreman will notify the Vehicle Maintenance Leader one (1) month prior to the due date. The Vehicle Maintenance Leader will arrange for the Snorkel lift to be inspected on site.
- (3) **Special Maintenance** – The operator will notify the Electric Shop Foreman of any and all deficiencies or malfunctions of the unit **immediately**. An assessment will be made at that time and the unit will be taken out of service until repairs are completed if the equipment is deemed unsafe.

6. Safety Procedures

The following items and procedures are required for the safe operation of the equipment.

- a. Certified knowledge of controls and emergency procedures for manual lowering of the platform to include start up procedures, driving techniques, moving the platform, and emergency operation using the electric hydraulic pump.
- b. Safety Harness and Lanyard with a shock absorber – Any person in the platform will wear a safety harness properly secured with a lanyard with a shock absorber to one of the two connection points. The harnesses and lanyards with shock absorbers will be stored in the Electric Shop, and be inspected for safe operating condition by the operator before and after use.
- c. Hard Hats – Occupants of the lift and the ground crew must wear hard hats.
- d. Ground Spotter – When working in an area where pedestrian traffic may occur, one person will be designated to keep all people from walking underneath the platform. This person will not get underneath the platform or in the area where something falling from above could hit.

7. Driving Off-Road

Grounds Maintenance must be notified prior to driving on grass or sidewalks. They will be responsible for determining the amount of ground protection and routing required.

8. Responsibilities

- a. The Director for Building Maintenance and Construction is responsible for enforcing compliance of this PP/OP.
- b. The superintendents/foremen are responsible for:
  - (1) maintaining the safe operating condition of the lift,
  - (2) training personnel in the safe use and operation of the lift,
  - (3) providing the safety office with training records,
  - (4) ensuring only trained and authorized personnel operate the lift,
  - (5) scheduling maintenance as needed, and
  - (6) conducting required inspections and maintain a file of the inspection findings.

- c. The Physical Plant Safety Manager is responsible for updating and the authorized operator listing as provided by the superintendent/foreman.
- d. The lift operator is responsible for the following items:
  - (1) Observing all safety precautions and requirements in the operation of the equipment.
  - (2) Performing the checklist (Attachment A) for the safe operation of this equipment. This checklist must be performed daily prior to the operation of the equipment by the operator when the unit is used. The checklist will be returned to the Electric Shop at the end of the work shift or the end of the job whichever comes first. The Electric Shop will maintain these checklists. The illustrated checklist is on pages 10-1 through 10-10 in the *Operation Manual & Handbook*. Copies of the manual and blank checklist forms will be kept in the Electric, Carpenter, and Paint Shops, and in the motor compartment of the machine.
  - (3) Control of all tools, equipment, and materials in the platform.
  - (4) Effective communication with the ground spotter.

## **RESPONSIBILITIES**

**POSITION**

**SECTION**

**MONTH**

**DAY**

Human Resources  
Manager

Review

September  
Every 4 Years

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Director for Building  
Maintenance & Construction

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Director for Physical Plant