



Maintenance Management Order

SUBJECT: Elevating Work Platforms

DATE: February 1, 2007

NO: MMO-141-06

TO: All Maintenance Capable Offices
Area Offices, Manager Maintenance Operations
Areas Offices, Manager Safety and Health
District Safety Offices, Manager Safety and Health
Plant Safety Specialists

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Online Change Record

Change #	Date	Description of Change
2	12/21/2017	Attachment 4, Section 4. Edited first paragraph for clarity.
1	4/13/2015	Deleted a sentence regarding a monthly route for loose bolts and hardware, leans, and structural defects in Attachment 1, Section 1.

This Maintenance Management Order (MMO) **supersedes** **MMO-037-94** and updates the U.S. Postal Service policy regarding Elevating Work Platforms (EWPs). The Postal Service's primary goal regarding EWPs is the safety of our employees and is achieved through maintenance, inspection, training, awareness, and enforcement. This MMO establishes minimum requirements when EWPs are used in postal facilities.

An EWP is equipment that has a moving base with a motorized platform used to elevate employees to a working position. These devices, also called aerial lifts, include boom-supporting elevating work platforms, manually-propelled elevating aerial platforms, self-propelled elevating work platforms, and vehicle-mounted elevating and rotating aerial devices. EWPs are frequently referred to by model or brand name such as; VERT-A-LIFT, LIFT-A-LOFT, HI-JACKER, or JLG. The term EWP however does not include; mobile ladder stands, mobile towers, or mobile scaffolds and these are not covered in this MMO. This MMO does not address platforms mounted on vehicles intended for highway use, as this type of equipment is not authorized for use by postal employees.

The attachments to this MMO provide guidance to ensure applicable requirements are met. These attachments include information on maintenance, inspection, operation, and training requirements. In addition to this MMO, sites must also comply with applicable requirements contained in manufacturer's documentation.

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Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.

Earl J. Jones
Manager
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Maintenance Policies and Programs

- Attachments:
1. Maintenance, Inspection, and Operation Policies
 2. Training Requirements
 3. Operation Requirements
 4. Inspection Requirements
 5. Sample - Annual Evaluation Checklist
 6. Sample – Operational Evaluation Checklist
 7. Types of EWPs
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ATTACHMENT 1**MAINTENANCE, INSPECTION, AND OPERATION POLICIES**

The Postal Service's primary goal regarding Elevating Work Platforms (EWP) is the safety of our employees and is achieved through maintenance, inspection, training, and enforcement. Maintenance managers or their designees must ensure that a competent person trains each employee who is expected to use, operate, inspect, or maintain an EWP in its proper and safe operation. This training must be documented in writing. Additional information on training content is located in Attachment 2.

1. MAINTENANCE REQUIREMENTS

A copy of the manufacturer's operating and maintenance manual for each type of EWP in use must be kept on file in the maintenance office. Sites should also keep copies of all applicable service bulletins, safety notices, and recall information. These forms of information can be obtained by registering with the manufacturer, monitoring the manufacturer's web site, or through the local distributor. A listing of the manufacturers of EWP commonly used in postal facilities along with their contact information is located in Attachment 8.

Maintenance must be performed by trained persons who have the proper tools, parts, equipment, and have access to the manufacturer's service manuals. With proper tools and parts, trained postal employees can perform most of the checks and corrective actions required during maintenance. However, some corrective actions may involve specialized activities depending on the make and model of EWP. These specialized activities must be performed by sources qualified to perform these tasks. Consult manufacturer's documentation for any specialized maintenance requirements. Replacement parts should be obtained from the original manufacturer or their representative.

Maintenance route sheets must be developed and maintained for each make and model of EWP. Use the manufacturer's operating manual, maintenance manual, and safety bulletins from the manufacturer as guides when developing route sheets and to determine the required frequency.

Before adjustments and repairs are started on an EWP, the following precautions must be taken as applicable:

- The elevating platform must be lowered to the full down position, if possible, or otherwise secured by blocking or cribbing to prevent dropping.
- All controls must be in the "off" position and all operating features secured from inadvertent motion by brakes, blocks, or other means.
- The EWP must be locked out, using current local lockout procedures.
- Hydraulic oil pressure must be relieved from all hydraulic circuits before loosening or removing hydraulic components.
- Use additional precautions as specified by the manufacturer.
- Batteries used in Battery-powered EWPs must be charged in a designated, well-ventilated area free of flame, smoking, or fire.

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Modifications or alterations shall be made only with written permission from the manufacturer or per instructions through a Modification Work Order (MWO).

2. INSPECTION REQUIREMENTS

A number of inspections are required for an EWP used in a postal facility. A Pre-start inspection is required along with a Work Area inspection. The Pre-start inspection is required at the beginning of each tour on which the EWP will be used, or prior to each use if the EWP is infrequently used. The Work Area inspection is required prior to each use. A Frequent (Quarterly) inspection is required when; the EWP has been in service for three months or after 150 hours of operation, depending on which comes first, and whenever an EWP has been out of service for a period longer than three months. For ease in tracking the assignment and completion of Frequent Inspections in eMARS, this requirement must be accomplished on a quarterly basis.

Annual Inspections are also required. Other than the Work Area inspection, each inspection must be performed by an employee who is trained and authorized to perform inspections and maintenance on the EWP. Each inspection must include all items specified in the manufacturer's documentation. Attachment 4 provides a list of items that, at a minimum, must be checked in the various inspections.

3. OPERATING REQUIREMENTS

Postal employees must be trained and authorized before operating any EWP. At a minimum, they must read and be trained on manufacturer's operating instructions, safety rules, and all warnings, decals, and instructions displayed on the EWP. They must be instructed in the intended purpose and function of each control feature for each type of EWP they are expected to operate. Operators must use the EWP in accordance with the manufacturer's documentation.

A Job Safety Analysis (JSA) must be developed for each EWP used in the facility. Operators must be trained on the applicable JSAs before they can use the EWP. Each completed JSA must include the Personal Protection Equipment (PPE) and Fall Protection requirements pertaining to the specific make and model of the EWP. Manufacturer's requirements regarding PPE and Fall Protection must be complied with in addition to current postal policies. Information for completing the JSA can be located in the Owners, the Operators, and the Maintenance manuals.

JSAs should address the various tasks performed using an EWP including overhead cleaning, lamp replacement, and repairs to building and mail processing equipment. If an EWP is used outside of the building, it must have a separate JSA even though it may be used for similar tasks as those performed indoors. Using an EWP outside requires additional safety concerns to be addressed. Examples of these safety concerns include the support surface, weather conditions, and traffic conditions.

Before using the EWP, and during use as applicable, operators must inspect the work area for possible hazards. Attachment 3 provides additional information on operating requirements. Attachment 2 provides information on training requirements. Attachment 6 contains a sample Operational Checklist that can be used with the manufacturer's documentation to perform periodic evaluations of EWP operators to ensure they are complying with all operating and safety requirements.

4. TRAINING REQUIREMENTS

Training a postal employee receives may vary depending on the tasks the employee is authorized to perform. Equipment Familiarization and Operator training is required for each employee who operates an EWP. An employee who is authorized to inspect and maintain the EWP must receive the Familiarization and Operator training in addition to Maintenance training required by the manufacturer to ensure the EWP is maintained in a safe operating condition. Training and maintenance servicing is available when purchasing new EWP equipment, using the current national contract. Manufacturers of previously purchased equipment should be able to assist with training and maintenance servicing needs.

5. DOCUMENTATION REQUIREMENTS

The following documents must be dated and maintained.

- Manufacturer's name and address for each EWP purchased, including model number, serial number, and date of purchase
- Written records of the Frequent (Quarterly) and Annual inspections and repairs performed on each EWP. The record shall include deficiencies found, corrective action accomplished, and identification of the person(s) performing the inspection and repairs
- Proof of EWP equipment familiarization with the following information:
 - Name of the person(s) providing equipment familiarization
 - Name of the person(s) receiving familiarization with each EWP unless the employee has been provided with familiarization on the same model
 - Date of equipment familiarization
- Proof of training that includes the following information:
 - Name of trainee
 - Name of individual providing training or retraining
 - Date of the training
 - Training content

6. MAINTENANCE MANAGEMENT RESPONSIBILITIES

The following actions will assist in protecting employees from potential hazards and assist in EWP compliance requirements:

- Maintain a current list of personnel authorized to maintain each make and model of EWP.
- Develop written lockout procedures specific to each type of EWP and train employees on the procedures as applicable.
- Ensure each maintenance employee who inspects or maintains an EWP is properly trained in the required inspection, maintenance, and lockout procedures for each type of EWP.
- Maintain inspection and maintenance route sheets for each make and model of EWP.
- Use the manufacturer's safety bulletins, operating manual, and maintenance manual, along with the applicable OSHA standards and postal policies as guides when developing route sheets and inspection checklists.

- Perform Frequent (Quarterly) and Annual safety inspections and document the inspections.
- Remove defective EWPs from service and attach an “OUT OF ORDER” tag, Form 4707.
- Monitor the abatement of any hazards identified during inspections.
- Ensure problems, defects, or malfunctions that could affect employee safety have been repaired before operators use an EWP.
- Prohibit modifications to EWPs unless the manufacturer has given its written permission or the modification is permitted through a Modification Work Order (MWO).
- Coordinate with Safety in developing JSAs that include safe work practices for operating EWPs.
- Provide applicable PPE and ensure employees wear PPE as required. The EWP manufacturer’s documentation along with current postal policy will assist in clarifying PPE requirements. Ensure compliance with Manufacturer’s Fall Protection requirements.
- Ensure only trained and authorized employees operate EWPs.
- Ensure operators of EWPs have a certificate of familiarization and safe operation for each EWP make and model they operate. This certificate must be in the employee’s possession and available for inspection any time the employee is operating or maintaining an EWP.
- Ensure training records are entered into the national training database, using a PS Form 2548 with a copy maintained locally.
- Ensure corrective action is taken, including additional training if appropriate for employees who have been observed using improper procedures or unsafe practices.
- Maintain the last four (4) years of records in the Maintenance office including: purchase records, training records, inspection records, and repair records.
- Ensure appropriate operating manual for the specific model of EWP is in the device’s storage compartment.

7. CONTRACTOR POLICIES

Contractors are prohibited from using elevating work platforms owned or leased by the postal service. Contractors are required to provide their own equipment if it is needed to complete their tasks. Regardless if the contractor owns or leases the equipment, they must comply with all applicable requirements located in EL-800, Managing Contract Safety and Health Compliance. EL-800 is available at <http://blue.usps.gov/cpim/ftp/hand/el800.pdf>.

ATTACHMENT 2**TRAINING REQUIREMENTS**

Each employee who maintains, inspects, or operates an EWP must be trained in the specific areas required by the manufacturer's documentation and the following information.

1. EWP EQUIPMENT FAMILIARIZATION

Before use, each employee must be familiar with the model of the EWP to be operated, and specifically:

- Know where the operating manual and maintenance manual supplied by the manufacturer are stored
- Understand all control functions, placards, and warnings
- Be aware of and understand all safety devices specific to the model of EWP being used
- Understand loading and unloading procedures and the use of tilt-back feature(s) when applicable

2. OPERATOR TRAINING

- Each employee who operates an EWP must be trained by a person qualified in the subject matter:
 - To recognize the hazards associated with the type of EWP being used
 - To understand the procedures to control or minimize those hazards
- This training must include the following areas, as applicable:
 - The nature of any electrical hazards
 - The correct procedures for dealing with electrical hazards
 - The proper use of the EWP and the proper handling of materials on the EWP
 - The maximum intended load and load-carrying capacities of the EWPs used
 - The JSA for the particular tasks they are expected to perform
 - Any other pertinent requirements from the Manufacturer's documentation
- Each employee involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting an EWP must be trained by a competent person to recognize any hazards associated with the work. This training must include the following topics, as applicable:
 - The nature of EWP hazards
 - The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of EWP in question
 - The design criteria, maximum intended load-carrying capacity, and intended use of the EWP
 - Any other pertinent requirements specified by the Manufacturer's documentation

- When the employer has reason to believe that an employee lacks the skill or understanding needed to safely operate a EWP, appropriate action must be taken.
- Retraining is required, at a minimum, in the following situations:
 - Where changes at the worksite present a hazard that has not been explained to an employee
 - Where a change to the EWP or other equipment presents a hazard that has not been explained to an employee
 - Where inadequacy in an employee's work involving EWPs indicates that the employee has not retained the proficiency needed for the job

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ATTACHMENT 3**OPERATION REQUIREMENTS****1. BEFORE OPERATING**

- Read and understand the operating manual and safety rules for the specific model, or ask to have them explained, before operating an EWP.
- Understand all labels, warnings, and instructions displayed on the EWP, or ask to have them explained before operating the EWP.
- Perform a Pre-Start Inspection of the EWP at the beginning of each shift it will be used on or before each use if the EWP is infrequently used. Check the operating manual for requirements in addition to the following:
 - Damage to structure or platform
 - Cracked welds
 - Hydraulic leaks
 - Damage to lift or control cables
 - Damage to wheels or wheel locks
 - Damage to outriggers
 - Any other condition that may affect safe operation
 - The controls must be tested for proper electrical operation
 - Any defect must be corrected before the EWP is used
- Make sure safety devices, guards, and interlocks have not been disabled or altered.
- Remove inoperative or defective EWPs from service and tag them with a PS Form 4707, Out of Order tag.
- Survey the worksite for hazards before using the EWP. Check the operating manual for a list of the potential hazards in addition to the following:
 - Drop-offs or holes
 - Bumps or floor obstructions
 - Debris
 - Overhead obstructions
 - Slopes or ramps
 - Personnel or other traffic
 - Electrical conductors, conduit, cable trays, etc
- Check that the wheel contact surface meets the requirements specified in the operating manual.
- Make sure only authorized employees use the EWP.

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- Make sure the wind does not exceed the limits in the operating manual when using an EWP outdoors.
- Use outriggers, extendable axles, or other stabilizers if the operating manual requires their use.
- Rope off or barricade the area if other equipment or people will be in the vicinity during use.

2. DURING OPERATION

- Follow the specific safety practices listed in the operating manual.
- Use the EWP only for purposes specified in the operating manual. Never use the EWP as a crane or jack.
- Distribute materials, tools, and equipment evenly so they can be handled safely by employees working from the platform.
- Make sure the load and the distribution of the load on the platform does not exceed the manufacturer's rated capacity.
- Set the parking brake whenever the platform is elevated (unless the platform is designed for mobile operation).
- Check that guardrails are properly installed and that the gates are firmly closed before elevating the platform.
- Inspect and don personal PPE as required for the conditions to be encountered on the platform. Comply with fall protection requirements documented in manufacturer's manuals.
- Observe the EWP while operating for defects. Notify your supervisor immediately of any defects that affect safety.
- Maintain a firm footing on the floor of the platform at all times.

3. RAISING AND LOWERING THE EWP

- Check for overhead obstructions before and while raising the platform.
- Look in the direction of travel.
- Avoid ropes, cords, hoses, etc. that can entangle the platform.
- Maintain the minimum safe approach distances (10 feet) from energized power lines and electrical parts.
- Make sure the work area is clear of people and equipment before raising and lowering the platform.
- Lower the platform before moving the EWP (unless the operating manual states the EWP is designed for mobile operation).

4. MOVING THE EWP

- Make sure everyone on the platform keep heads, hands, arms, feet, and legs within the perimeter of the platform while the device is moving.
- Travel on surfaces that provide stability for the vehicle.
- Maintain the EWP and its platform at a safe distance from obstacles.
- Make sure grades, side slopes, or ramps used do not exceed the manufacturer's rating.
- Maintain communications between the EWP and its platforms at all times during the move (When the EWP is designed for mobile operations).
- Reduce travel speed when encountering uneven ground surface, congestion, slopes, reduced visibility, and personnel in the area.

5. EMERGENCY OPERATION

- Cease operating the EWP and notify the supervisor in the event of any suspected malfunction that could affect safety.
- Cease operating the EWP and notify the supervisor upon encountering any hazardous or unsafe condition, unless you have been trained and equipped to work in the condition encountered.
- Remove all personnel from the platform before attempting to free an EWP that has been caught or snagged by an obstacle.
- Use emergency controls only when the operator on the platform cannot operate the platform with the platform controls.

6. PROHIBITED ACTIVITIES

- Moving the EWP with the platform raised (unless the vehicle is specifically designed for mobile operation)
- Placing a platform against another object to help steady the platform
- Raising the working height above the platform surface by climbing on the railings or by using planks, boxes, ladders, or other devices
- Climbing on the mid-rails or top-rails
- Leaning over the railings to perform work
- Entering or exiting aerial platforms in the elevated position (If the manufacturer has designed the platform for entry and exit at elevated positions, operators must carefully follow all of the guidelines and instructions provided by the manufacturer.)
- Attaching fall protection devices to adjacent structures when working on the platform
- Using the device for stunt driving
- Horseplay
- Climbing the elevating mechanism
- Working under the elevated platform

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ATTACHMENT 4**INSPECTION REQUIREMENTS**

The following provides Pre-Start, Work Area, Frequent (Quarterly), and Annual inspection requirements that must be used in addition to any inspection requirements located in the manufacturer's documentation.

1. PRE-START INSPECTION

A Pre-Start inspection must be performed at the beginning of each tour that the EWP will be used. If the EWP is used infrequently, then the Pre-Start inspection is required before each use. The visual inspection and functional test must, at a minimum, include the following items in addition to any items specified in the manufacture's documentation:

- Operating and emergency controls
- Safety devices
- Damage to structure or platform
- Cracked welds
- Air, hydraulic, and fuel leaks where applicable
- Damage to lift or control cables and wiring harness
- Loose or missing parts
- Damage to wheels, wheel locks, and tires
- Damage to outriggers and stabilizers
- Guardrail systems where applicable
- Any other condition that may affect safe operation
- The controls must be tested for proper electrical operation

All inoperative or defective EWPs must be removed from service and tagged with a PS Form 4707, Out of Order tag until repairs are made.

2. WORK AREA INSPECTION

Prior to using the EWP, the work area must be inspected for unsafe conditions. The operator must check the route of travel and work area for:

- Drop-offs or holes
- Bumps or floor obstructions
- Debris
- Un-tamped earth fills
- Overhead obstructions
- Slopes or ramps
- Personnel or other traffic
- Electrical hazards such as conductors, conduit, cable trays, etc

- Inadequate support surfaces - Support surfaces must be adequate for the load (EWP, tools, and parts)
- Wind and weather conditions if EWP is used outdoors
- Flammable, explosive, or toxic atmospheres in the location the EWP will be used
- Other possible unsafe conditions

All unsafe conditions identified must be addressed before the EWP can be used.

3. FREQUENT (QUARTERLY) INSPECTION

A Frequent (Quarterly) inspection is required when the EWP has been in service for 3 months or after 150 hours of operation depending on which comes first and whenever a EWP has been out of service for a period longer than 3 months. The Frequent (Quarterly) inspection must, at a minimum, include the following items in addition to any items specified in the manufacture's documentation:

- All functions and their controls for speed, smoothness, and limits of motion
- Emergency lowering means
- All chains and cable mechanisms for adjustment, wear, or damaged parts
- All emergency and safety devices
- Lubrication of all moving parts
- Filter elements
- Hydraulic oil, engine oil, and coolant as applicable
- Structural components, fasteners, pins, shafts, and locking devices
- Placards, warnings, and control markings

All inoperative or defective EWPs must be removed from service and tagged with a PS Form 4707, Out of Order tag until repairs are made.

4. ANNUAL INSPECTION

The inspection shall be made by a person(s) qualified or equivalent mechanic on the specific type of aerial platform or one having similar design characteristics. The inspection must include all items specified by the manufacturer for an annual inspection and, at a minimum, the following:

- All functions and their controls for speed, smoothness, and limits of motion
- Emergency lowering means
- All chains and cable mechanisms for adjustment, wear, or damaged parts
- All emergency and safety devices
- Lubrication of all moving parts
- Filter elements
- Hydraulic oil, engine oil, and coolant as applicable
- Structural components, fasteners, pins, shafts, and locking devices

- Placards, warnings, and control markings
- Operating and emergency controls
- Safety devices
- Damage to structure or platform
- Cracked welds
- Air, hydraulic, and fuel leaks where applicable
- Damage to lift or control cables and wiring harness
- Loose or missing parts
- Damage to wheels, wheel locks, and tires
- Damage to outriggers and stabilizers
- Guardrail systems where applicable
- Any other condition that may affect safe operation
- Controls must be tested for proper electrical operation

All inoperative or defective EWP's must be removed from service and tagged with a PS Form 4707, Out of Order tag until repairs are made.

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ATTACHMENT 5**SAMPLE – ANNUAL EVALUATION CHECKLIST**

This sample checklist can be used with the manufacturer's documentation to perform an annual evaluation. The checklist includes general requirements for manually propelled elevating aerial platforms, self-propelled EWP, and boom-supporting EWP. Answers to this checklist will indicate whether conditions and practices comply with federal regulations and Postal Service policy. If an "N" is selected, the condition or practice does not comply with requirements and must be addressed.

Are all employees who operate an EWP authorized and trained to inspect and operate it?	Y	N	N/A
Do operators of self-propelled and boom-supporting EWPs have a certificate of familiarization and safe operation for each make and model of EWP they operate?	Y	N	N/A
Does a maintenance supervisor maintain a current list of personnel authorized to maintain each make and model of EWP?	Y	N	N/A
Have inspection and maintenance route sheets been prepared for each make and model of EWP being used?	Y	N	N/A
Do the inspection and maintenance route sheets include guidance from the manufacturer's operation manual, maintenance manual, safety bulletins from the manufacturer, and U.S. Postal Service policy?	Y	N	N/A
Do inspections and maintenance procedures include the appropriate lockout procedures?	Y	N	N/A
Are Pre-start, Frequent (Quarterly), and Annual inspections made and documented? <ul style="list-style-type: none"> • Operators do Pre-start inspections at the beginning of each shift. • Frequent (Quarterly) inspections are made every 3 months, after 150 hours of use, or before a device is used that has been out of service for more than 3 months. • Annual inspections are made within 13 months of the last annual inspection. 	Y	N	N/A
Are Frequent (Quarterly) and annual inspections made by people qualified to maintain the specific makes and models?	Y	N	N/A
Are records of Frequent (Quarterly) and Annual inspections kept for at least 4 years?	Y	N	N/A
Do the inspection records include the following items? <ul style="list-style-type: none"> • Date of the inspection • Deficiencies found • Corrective action recommended 	Y	N	N/A

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<ul style="list-style-type: none"> • Identification of who performed the inspection 			
Are problems, defects, or malfunctions that affect safety repaired before EWP's are used?	Y	N	N/A
Are maintenance records maintained and available for at least 4 years?	Y	N	N/A
Do the maintenance records include the following items? <ul style="list-style-type: none"> • Date of the repair • Description of work done • Identification of who performed the repair. 	Y	N	N/A
Are copies of the appropriate operating manuals, maintenance manuals, and safety bulletins maintained for each make and model of EWP?	Y	N	N/A
Has a copy of the appropriate operating manual for the specific model of EWP been placed in the storage compartment of each EWP?	Y	N	N/A
Are modifications of a EWP done <u>only</u> after the following actions have occurred? <ul style="list-style-type: none"> • The manufacturer has given written permission • A Modification Work Order (MWO) has been issued 	Y	N	N/A
Do operators understand the operating manual and safety rules for the specific models before operating them?	Y	N	N/A
Do the operators understand all labels, warnings, and instructions displayed on the platform?	Y	N	N/A

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ATTACHMENT 6

SAMPLE – OPERATIONAL EVALUATION CHECKLIST

This sample operational evaluation can be used with the manufacturer's documentation to perform periodic evaluations of EWP operators. This checklist includes general requirements for manually propelled EWPs, self-propelled EWPs, and boom-supporting EWPs. Your answers to this checklist will indicate whether conditions and practices comply with federal regulations and Postal Service policy. If an "N" is selected, the condition or practice does not comply with requirements. Any discrepancies identified will indicate the areas that retraining should cover.

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Do operators understand the operating manual and safety rules for the specific models before operating them?	Y	N	N/A
Do the operators understand all labels, warnings, and instructions displayed on the platform?	Y	N	N/A
Do pre-start inspections include at least the following items? <ul style="list-style-type: none"> • Check the function and condition of operating and emergency controls. • Check that controls are plainly marked as to their function. • Check the function and condition of safety devices. • Check the function and condition of personal protective devices. • Check the air, hydraulic, and fuel systems for leaks. • Check the condition of cables and wiring harnesses. • Check the entire device for loose parts. • Check the condition of tires and wheels. • Check the condition of placards, labels, and control markings. • Check the function and condition of outriggers, stabilizers, and other support structures. • Check the function and condition of the guardrail system. • Make sure a copy of the appropriate operating manual is located in the weatherproof compartment of the EWP. • Inspect other items as noted in the operating manual. 	Y	N	N/A
Are all inoperative or defective EWPs removed from service and tagged with a PS Form 4707, Out of Order tag?	Y	N	N/A
Are work areas surveyed for the following items before using a EWP? <ul style="list-style-type: none"> • Bumps and floor obstructions • Cranes or bridge cranes overhead • Ditches, drop-offs, and holes • Debris 	Y	N	N/A

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<ul style="list-style-type: none"> • Flammable, explosive, or toxic atmospheres in the location the EWP will be used • Inadequate surface to support the load of the EWP • Overhead obstructions • Overhead electrical wires and conductors • Slopes • Unauthorized people in the area • Un-tamped earth fills • Weather and wind conditions 			
Do wheel contact surfaces meet the requirements specified in the operating manual?	Y	N	N/A
During outdoor use are wind conditions less than the limits specified in the operating manual?	Y	N	N/A
Are outriggers, extendable axles, or other stabilizers used with outrigger pads if the operators' manual requires their use?	Y	N	N/A
Are areas roped off or barricaded if other moving equipment or vehicles move in the vicinity during use?	Y	N	N/A
Are EWPs used for <u>only</u> the intended purpose as defined in the operating manual?	Y	N	N/A
Are the specific safe practices identified in the operating manual followed?	Y	N	N/A
Are materials, tools, and equipment evenly distributed and handled safely by people on the platform?	Y	N	N/A
Do loads and the distribution of loads on the platform exceed the manufacturer's rated capacity?	Y	N	N/A
Are horizontal loads avoided (unless the unit is specifically designed for them)?	Y	N	N/A
Are travel speeds limited according to conditions such as the support surface, congestion, visibility, slope, location of personnel, and other factors that can lead to hazardous conditions?	Y	N	N/A
Are parking brakes set at all times when platforms are elevated? (Except for EWPs used as designed for mobile operation)	Y	N	N/A
Are guardrails properly installed and gates firmly closed before the platform is elevated?	Y	N	N/A
Is personal protective equipment (PPE) required for the conditions to be encountered inspected and donned before elevating the platforms?	Y	N	N/A
Are damaged and deformed PPE items replaced and not used?	Y	N	N/A
Do all people on EWPs wear appropriate PPE required by Manufacturer's documentation?	Y	N	N/A

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<p>Do operators raising an EWP and working on EWP platforms do the following?</p> <ul style="list-style-type: none"> • Check for overhead obstructions before and while raising the platform • Always look in the direction of the platform travel • Use emergency controls only when operators cannot operate EWP using the platform controls • Use controls on the lower portion of the vehicle only when no person is on the platforms • Maintain a firm footing on the floor of the platform at all times • Maintain the minimum safe approach distances from energized power lines and electrical parts 	Y	N	N/A
Do people enter and exit EWPs <u>only</u> from the ground or floor and <u>never</u> from elevated platforms or surfaces (unless the EWP is specifically designed for this access)?	Y	N	N/A
Do operators lower platforms before moving the EWP (unless the EWP is specifically designed for mobile operations)?	Y	N	N/A
<p>If a EWP is designed for mobile operations, does each operator take the following precautions during movement?</p> <ul style="list-style-type: none"> • Avoid traveling on surfaces that reduce the vehicle's stability • Maintain the vehicle and the platform at a safe distance from obstacles • Maintain communications between the platform and employees in the area at all times during the move • Limit travel speed when encountering ground surface, congestion, and slopes • Make sure all people on the platform keep their heads, hands, arms, feet, and legs within the perimeter of the platform while the device is moving 	Y	N	N/A
Do operators periodically check units for evidence of defects during operation?	Y	N	N/A
Do operators notify maintenance immediately of any problems or malfunctions that occur during operations?	Y	N	N/A
Are only EWPs that have been designed for use in flammable or explosive atmospheres used in those locations?	Y	N	N/A
Do operators check that the work area is clear of people and equipment before lowering the platforms?	Y	N	N/A
Do operators <u>avoid</u> entangling platforms and structures in ropes, electrical cords, hoses, etc.?	Y	N	N/A
Are EWPs stored to prevent their use by unauthorized people?	Y	N	N/A
<p>Are operators and others prevented from taking the following actions?</p> <ul style="list-style-type: none"> • Disabling or altering safety devices, guards, or interlocks • Moving EWPs with platforms raised unless the operators' manual states 	Y	N	N/A

MAINTENANCE MANAGEMENT ORDER

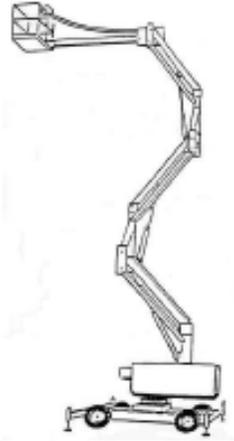
MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

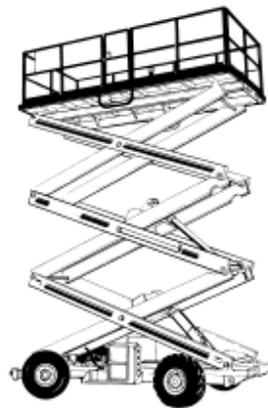
<p>that the vehicle is specifically designed for mobile operation</p> <ul style="list-style-type: none"> • Placing the EWP against other objects or structures to help steady the platforms • Using EWPs in toxic atmospheres • Climbing on mid-rails or top-rails • Using railings, planks, boxes, ladders, or other devices to raise the working height above platform surface or to extend the reach beyond the platform • Using the EWP as a crane or a jack or for any purposes other than those specified in the operating manual • Attaching restraint belts or lanyards to adjacent structures when working on platforms • Climbing the elevating mechanisms • Working beneath elevated platforms • Leaning over the railings to perform work • Operating EWPs on grades, side slopes, or ramps that exceed the manufacturer's rating • Using devices for stunt driving or horseplay • Allowing unauthorized people to mount EWPs without the authorized operator in attendance 			
<p>Do operators cease operating the EWP and notify a maintenance supervisor in case of suspected malfunctions that could affect safety?</p>	Y	N	N/A
<p>If adjacent structures or obstacles catch, snag, or restrict the normal motion of a platform, are all personnel removed from the platforms before attempting to free the EWP?</p>	Y	N	N/A

ATTACHMENT 7**TYPES OF EWP_s****1. ARTICULATING BOOM LIFTS**

Articulating boom lifts (knuckle booms) are used for reaching up and over machinery, equipment, and other obstacles mounted on floors and for reaching other elevated positions not easily approached by a straight (telescopic) boom lift.

**2. SCISSOR LIFTS**

Scissor lifts are used where less reach and height, but more workspace and lifting capacity are required. They are designed to provide larger platform work areas and generally to allow for heavier loads than boom lifts. Scissor lifts may be maneuvered in a manner similar to boom lifts, but the platform may be raised only vertically.

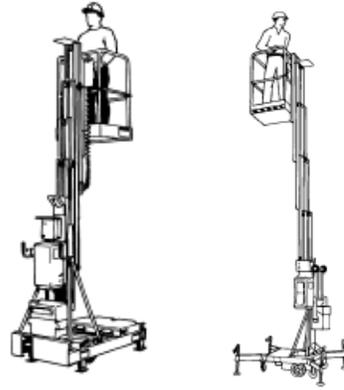


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3. VERTICAL PERSONNEL LIFTS

Vertical personnel lifts consist of a work platform attached to a mast that extends vertically, which in turn is mounted on a base. There are generally two types of vertical personnel lifts, the "push-around" and the "mobile".



ATTACHMENT 8**RESOURCES**

There are a variety of EWPs used in postal facilities. Some of the commonly used EWP Manufacturers are listed below along with their contact information.

Genie North America
18340 NE 76th Street
PO Box 97030
Redmond, Washington 98073-9730
www.genielift.com

Phone: 425-881-1800
Fax: 425-883-3475

JLG Industries, Inc.
Corporate Headquarters
1 JLG Drive
McConnellsburg, PA 17233
www.jlg.com

Phone: 717-485-5161
Toll Free: 877-JLG-LIFT
Fax: 717-485-6417

LIFT-A-LOFT CORPORATION
9501 South Center Road
Muncie, IN 47302-9443

Phone: 765-288-3691
Fax: 765-284-1023

www.liftaloft.com

LPI, Inc.
Unit 10
800 Wisconsin Street
Eau Claire, WI 54703
www.lpi-inc.com

Phone: 715-839-8280
Toll Free: 800-657-6956
Fax: 715-839-8647

Skyjack Product Support
3451 Swenson Avenue
St. Charles, IL 60174
www.skyjackinc.com

Service
Toll Free: (800) 275-9522
Phone: (630) 262-0005
Fax: (630) 262-0006

Parts
Toll Free: (800) 965-4626
Phone: (630) 262-0005
Toll Free Fax: (888) 782-4825

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