



LP 4.29

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Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

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Powered Mobile Equipment

References: 29 CFR 1910.67; OSH Act, Section 5(a)(1)

1 Purpose

- 1.1 It is the policy of Lander University to provide its employees with a safe and healthful work environment.
- 1.2 This policy establishes a program designed to help reduce university employees' occupational exposure to the hazards of operating and/or working with, or near, mobile equipment.

2 Scope

- 2.1 This program applies to all projects involving any type of mobile equipment on the Lander University campus.
- 2.2 This program does not apply to the use of powered industrial trucks (PITs), which is addressed in a separate policy.

3 Responsibilities

- 3.1 Safety and Regulatory Compliance Officer
The Safety and Regulatory Compliance Officer has the overall responsibility for administering and maintaining the Powered Mobile Equipment Policy.
- 3.2 Managers and Supervisors
Managers and Supervisors are responsible for:
 - 3.2.1 Ensuring that the policy and program are implemented in their area(s).
 - 3.2.2 Being knowledgeable about and understanding the requirements of the policy.

- 3.2.3 Ensuring that employees understand and follow the requirements of the policy and program.

3.3 Maintenance

Maintenance must:

- 3.3.1 Ensure that powered mobile equipment is properly maintained and arranged for periodic maintenance as recommended by the manufacturer.
- 3.3.2 Ensure that deficiencies in powered mobile equipment are corrected in a timely manner.
- 3.3.3 Ensure that equipment is placed out of service until it has been repaired when defects affect the safety performance of the equipment.

3.4 Employees

Employees must:

- 3.4.1 Follow the requirements of this program and request assistance from their supervisor, when warranted.
- 3.4.2 Comply with all applicable guidelines contained in this safety policy and program.

4 General Procedures

- 4.1 It is the policy of Lander University to permit the operation of powered mobile equipment only by trained and authorized employees.
- 4.2 Operators must inspect the powered mobile equipment before each shift to ensure its proper operation.
 - 4.2.1 Equipment that is not in proper operating condition must be immediately removed from service until it has been repaired.
 - 4.2.2 A functional and safety device inspection must be performed and a Pre-Use Inspection Checklist must be completed prior to the operation of powered mobile equipment.
 - 4.2.3 Pre-Use Checklists are to remain with the equipment for the duration of that day.

- 4.3 Operators must utilize appropriate personal protective equipment (PPE) when operating powered mobile equipment.
- 4.4 Operators will operate the powered mobile equipment in a safe manner and only perform tasks with the equipment as designed.
- 4.5 Any incidents, property damage, and/or near misses must be immediately reported to the operator's supervisor.
- 4.6 Powered mobile equipment must not exceed the load limitation.
- 4.7 Operators must maintain a safe speed (at posted speed limits, when applicable) as determined by the conditions of the ground surface, congestion, visibility, slope, location of personnel, and other factors causing hazards of collision or injury to personnel.
- 4.8 Operators must remain a safe distance from any energized power lines and a minimum of 10 feet.
- 4.9 Operators must wear seat belts before starting the equipment and while the equipment is in use.
- 4.10 Operators must maintain a safe distance behind other vehicles (i.e., three vehicle lengths at a minimum).
- 4.11 When approaching intersections, blind spots, or other dangerous locations, the equipment's horn must be sounded.
- 4.12 Equipment must have a working signal alarm while backing up.
- 4.13 Passing other vehicles is strictly prohibited, unless the operator of the other vehicle communicates that it is safe to do so.

5 Aerial Lifts

- 5.1 Employees must not operate an aerial lift unless trained and authorized to do so.
- 5.2 Only authorized and trained personnel may operate and access aerial lifts.
 - 5.2.1 Specific training is required for each equipment model in use.
- 5.3 A pre-use safety inspection checklist must be thoroughly performed on an aerial lift and documented prior to daily use.

- 5.4 All operating instructions, warnings, and cautions for each aerial lift must be followed.
- 5.5 When operating an aerial lift in a walkway or roadway, the area must be barricaded to warn vehicular or foot traffic to avoid the work area.
- 5.6 Aerial lifts must always be operated at a safe speed for existing conditions.
 - 5.6.1 Operators must beware of and maintain a minimum distance of at least 10 feet from all power lines.
- 5.7 The basket or platform of an aerial lift must be lowered before moving the aerial lift.
- 5.8 Before moving the aerial lift, the operator must ensure that no person(s) or objects are in the path of travel.
- 5.9 The movement of the aerial lift must be communicated to all personnel on and around the aerial lift.
 - 5.9.1 A spotter must be used, when needed, because of limited visibility on an aerial lift.
- 5.10 The Rated Working Load (RWL) of the equipment must not be exceeded.
- 5.11 An aerial lift must never be used as material hoisting equipment.
- 5.12 When the aerial lift is equipped with outriggers or stabilizers, they must be deployed in accordance with the operator's manual.
- 5.13 The aerial lift must never be moved with the outriggers or stabilizers extended.
- 5.14 Operators must use three points of contact when entering or exiting aerial lift equipment.
- 5.15 Personal fall protection equipment must be worn at all times inside the personnel platform with the lanyard attached to the manufacturer's designated anchorage point.
- 5.16 Operators must not tie-off to objects outside the aerial lift while working from the platform.
- 5.17 Operators must keep both feet on the floor of the basket or platform of the aerial lift.

- 5.18 The use of mid-rails or a top rail to extend reach is prohibited.
- 5.19 Equipment must not be used to place boards across rails in order to “build” a platform.
- 5.20 Ladders, buckets, or other objects must not be used to extend the reach of an aerial lift.
- 5.21 Hoses, electrical cords, and welding cables must be kept clear of moving parts when raising and lowering the aerial lift platform.

6 Training

- 6.1 Powered mobile equipment must only be operated by qualified personnel authorized by Lander University.
- 6.2 Lander University must ensure that operators have successfully completed training per the following requirements:
 - 6.2.1 Operators must be trained on the specific type of equipment that they will operate.
 - 6.2.2 Training must include classroom and hands-on training.
 - 6.2.3 Training must be documented.
- 6.3 Retraining must occur at any time that the operator has been observed operating powered mobile equipment unsafely and/or post incident.
- 6.4 Training records must be maintained by Lander University and must identify the:
 - 6.4.1 Type of equipment.
 - 6.4.2 Date of training.
 - 6.4.3 Name of the trainer.

7 Policy Revision History

- First draft of policy submitted by Finance and Administration on 3/14/2025.
- Reviewed and revised by Policy Coordinator with suggested edits for review by Finance and Administration on 4/11/2025.
- Final revisions applied by Policy Coordinator on 4/14/2025.

- Reviewed by Board of Trustees Policy Committee on 4/19/2025.
- Revised and updated by Finance and Administration on 4/23/2025.
- Submitted for full board review by Policy Coordinator on 4/23/2025.
- Approved by Lander University Board of Trustees on 5/6/2025.