

AERIAL PERSONNEL LIFTS

START UP AND PRE-SHIFT INSPECTION PROCEDURES

Before using the PERSONNEL LIFT for the first time every day, a pre-shift inspection must be conducted and a written checklist must be submitted to your supervisor.

Personnel Lift # _____ **Date:** _____ **Shift:** _____
Inspection Completed By: _____

✓ = Satisfactory X = Requires Service or Closer Inspection N/A = Does Not Apply

- ___ Check for Lockout or Tagout. If a tag or lock is present, do not operate the equipment
- ___ Check that the key was not left in the ignition
- ___ Check Electrical Disconnect and switch to the off position
- ___ Check the floor for any leaks, particularly in the area where the machine has been parked
- ___ Check for hydraulic cylinder leaks, damaged hydraulic hoses and fittings
- ___ Check hydraulic fluid level
- ___ Check brake fluid level
- ___ Check engine oil level
- ___ Check transmission fluid level
- ___ Check battery fluid levels
- ___ Visually inspect the tires for low pressure, tire wear and damage
- ___ Check Controls and ensure that all buttons move freely. Be sure to return to OFF position
- ___ Make sure that all controls are properly labeled and all functions are easily identified
- ___ Check outrigger legs for visible damage
- ___ Check fire extinguisher (Make sure it is fully charged)
- ___ Check for security of operator compartment and kick plate
- ___ Check that battery is fully charged or fuel system is full

IF ALL OF THESE CHECKS HAVE PASSED INSPECTION, YOU MAY NOW SWITCH THE CONTROLS TO THE “ON” POSITION AND CONTINUE ON WITH THE NEXT STEPS.

OPERATIONAL CHECKLIST

- ___ Before conducting operational checks, make sure that the fall zone is clear
- ___ Operation of all control buttons function as labeled
- ___ Control restraint is in safe condition. Check for bare wires and loose connections
- ___ Test outrigger legs for smooth operation
- ___ Test lights for proper operation
- ___ Test brakes for sticking or grabbing or complete failure
- ___ Test horn for proper function
- ___ Test steering in both directions
- ___ Listen for unusual sounds or vibrations while traveling or braking
- ___ Test steering in both directions
- ___ Make sure that all safety guards are in place
- ___ Make sure you have proper fall arrest equipment and it is in good working condition

**ALL FALL ARREST EQUIPMENT MUST BE INSPECTED EVERY DAY AND BEFORE EACH USE.
TAG OUT AND SET ASIDE ANY QUESTIONABLE FALL ARREST EQUIPMENT.
“DO NOT USE IT”**

Passed Inspection: _____ Did Not Pass Inspection: _____

Comments: _____
