

Safe Work Procedure

Elevated Work Platform

Program/Services School of Trades and Technology, Facilities Services, Operations, and other authorized departments.		Document ID RSS 18.10.3	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used Safety glasses • Work gloves • CSA-approved protective footwear • Hard hat where overhead hazards exist • High visibility apparel where required by work area • Fall protection equipment when required by manufacturer or hazard assessment • Close-fitting clothing must be worn • Jewellery should not be worn • Respirators suitable for identified respiratory hazards, as required	Training Requirements • Elevated Work Platform operator training • Equipment-specific familiarization training • Hands-on practical instruction • Verification of competency and understanding	Applicable Documents • Manufacturer Operating Manual • TRU HSE Manual • Fall Protection Procedures • Department Approved Elevated Work Platform Inspection Checklist	Creation Date: 14 Jun 2019
			Effective Date: 16 July 2026
			Next Review: July 2027
			Revision no.: 3 Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

WORK AT HEIGHT	PINCH POINTS	FALLING OBJECTS	FOOT INJURY	POOR VISIBILITY
				
Maintain three-point contact when entering or exiting the platform and use required fall protection.	Keep hands and body clear of lifting mechanisms and moving components.	Secure tools and materials and keep personnel clear of the area below.	Wear CSA-approved protective footwear at all times during operation.	Maintain clear visibility and use a spotter where visibility is restricted.

PURPOSE

To establish safe operating requirements for the inspection, setup, operation, movement, and shutdown of elevated work platforms at Thompson Rivers University and to support compliance with applicable WorkSafeBC Occupational Health and Safety Regulation requirements, manufacturer instructions, and TRU safety programs.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Wear PPE appropriate to the task, work area, and hazard assessment.
- Safety glasses and CSA-approved protective footwear are required during operation.
- Wear a hard hat where overhead hazards exist.
- Wear work gloves when handling materials, components, or equipment.
- Wear fall protection equipment and use designated anchor points when required by the manufacturer or site-specific hazard assessment.
- Additional PPE may be required based on environmental conditions, exposure hazards, or departmental requirements.

PRE-USE REQUIREMENTS

- Only trained and competent workers may operate an elevated work platform.
- Review manufacturer instructions and safety warnings before use.
- Complete and document a pre-use inspection before each shift or use period.
- Use the department-approved elevated work platform inspection checklist or equivalent manufacturer-approved inspection form.
- Verify all controls, alarms, emergency stop devices, guardrails, gates, anchorage points, tires, wheels, outriggers, hydraulic systems, and safety devices are functioning properly.
- Confirm the work area is stable, level, and capable of supporting the equipment load.
- Inspect for overhead obstructions, electrical hazards, structures, excavations, openings, uneven ground, and other hazards.
- Verify operating capacity is not exceeded.
- Confirm weather and environmental conditions are suitable for safe operation.
- Ensure emergency lowering controls are operational and clearly identified.
- Do not operate defective equipment. Tag the unit Out of Service and notify the supervisor or instructor.

OPERATING RULES

General

- Operate the elevated work platform in accordance with manufacturer instructions.
- Maintain all guardrails, gates, and protective devices in position during operation.

- Never exceed the rated capacity of the platform.
- Keep both feet on the platform floor while elevated.
- Maintain safe distances from energized electrical equipment and conductors.
- Do not use ladders, scaffolds, boxes, or other devices on the platform to gain additional height.
- Ensure tools, materials, and equipment are secured against falling.
- Establish an exclusion zone below elevated work whenever there is a risk of tools, materials, or equipment falling from the platform.
- Maintain awareness of personnel, structures, and surrounding hazards at all times.
- Occupants shall wear fall protection when required by the manufacturer or site-specific risk assessment.

Traveling / Movement

- Lower the platform before relocating the equipment whenever required by manufacturer instructions or site conditions.
- Travel only on surfaces approved by the manufacturer.
- Operate at a speed appropriate to conditions.
- Maintain clear visibility in the direction of travel.
- Use a spotter where visibility is restricted.
- Ensure pedestrians remain outside the operating zone.
- Avoid sudden starts, stops, turns, or directional changes that may affect stability.
- Do not travel near drop-offs, floor openings, unstable surfaces, or unprotected edges unless authorized by the manufacturer and supported by a hazard assessment.

SAFETY RULES

- Never use the elevated work platform as a crane, hoist, or material-lifting device unless specifically designed for that purpose.
- Do not climb, sit, or stand on guardrails.
- Never disable, bypass, or modify safety devices.
- Do not operate during environmental conditions that exceed manufacturer limitations.
- Maintain required clearances from overhead electrical hazards.
- Keep all body parts within the platform while operating.
- Ensure all occupants understand emergency procedures before work begins.
- A trained worker at ground level shall know the location and operation of emergency lowering controls before elevated work begins.
- Emergency lowering systems shall remain unobstructed and accessible at all times.
- Outriggers, stabilizers, and similar support systems shall be fully deployed and used according to manufacturer requirements.
- Workers shall not be transported except as intended by the manufacturer.

- Modifications, repairs, or alterations must only be completed in accordance with manufacturer instructions or direction of a Professional Engineer.

HOUSEKEEPING

- Keep the platform free of unnecessary tools, debris, and materials.
- Maintain clear access and egress routes around the work area.
- Promptly clean spills and remove slip and trip hazards.
- Store tools and materials to prevent falling object hazards.
- Park equipment in designated locations when not in use.
- Lower the platform, shut down equipment, remove keys where applicable, and secure the unit after use.

HANDLING PROCEDURES

Task 1: Pre-Operational Inspection

- Review previous inspection records where applicable.
- Complete the approved pre-use inspection.
- Verify emergency lowering controls operate properly.
- Confirm all guards, gates, and safety devices are functional.
- Inspect the work area and establish exclusion zones where required.

Task 2: Positioning and Setup

- Move equipment to the work location using approved travel procedures.
- Verify ground and surface conditions are adequate.
- Deploy outriggers or stabilizers where required.
- Establish barriers, signage, or exclusion zones where necessary.
- Confirm adequate clearance from structures and electrical hazards.

Task 3: Elevated Work

- Elevate the platform only after confirming conditions remain safe.
- Maintain stable positioning throughout work activities.
- Keep tools and materials secured.
- Maintain communication with ground personnel where necessary.
- Stop operation immediately if unsafe conditions develop.

Task 4: Shutdown and Storage

- Lower the platform completely.
- Park equipment in the designated location.
- Shut down following manufacturer instructions.
- Report defects, damage, or incidents to the supervisor or instructor.
- Complete required documentation.

HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Work at Height	Use approved fall protection where required; maintain guardrails and follow manufacturer operating requirements.
Pinch Points	Keep hands and body clear of moving components; apply lockout before maintenance activities.
Entrapment / Crushing	Maintain clearance from overhead structures, beams, ceilings, and fixed objects. Operate controls slowly when elevating or positioning near obstructions. Use a spotter where visibility is restricted.
Falling Objects	Secure tools and materials; establish exclusion zones below elevated work.
Foot Injury	Wear CSA-approved protective footwear appropriate for crush, impact, puncture, and slip hazards.
Poor Visibility	Use spotters and maintain clear sightlines before moving equipment.
Electrical Hazard	Maintain safe approach distances from energized conductors and equipment; never contact electrical sources.
Slips / Trips	Maintain good housekeeping and keep walking and working surfaces clear.
Impact Injuries	Maintain safe positioning and keep personnel clear of equipment movement and overhead work zones.
Vehicle Movement	Verify equipment stability, apply parking controls, and prevent unintended movement.
Falling From Platform	Keep gates closed, remain within guardrails, and use fall protection where required.
Equipment Instability / Tip-Over	Operate only on suitable surfaces, follow load limits, and deploy stabilizers as required by the manufacturer.

RECORDS/VERIFICATION OF UNDERSTANDING

- Training records must be maintained by departments or instructors.
- Verification of understanding must be completed where required.
- Records must be available upon request.
- Pre-use inspection records shall be retained according to departmental requirements.
- Operator competency documentation shall be maintained for authorized operators.
- Pre-use inspection records shall be retained in accordance with departmental record-retention requirements.
- Verification of operator competency shall be documented prior to independent operation of an elevated work platform.

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an employee anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Pre-Use Requirements	Inspection, equipment condition, hazard identification, equipment suitability	OHSR 4.3, 4.13, 16.3, 16.5
Operator Training	Training, competency, supervision, verification of understanding	OHSR 3.23–3.25
Work at Height Controls	Fall protection requirements and elevated work activities	OHSR Part 11
Operating Rules	Safe operation of mobile equipment and elevated work platforms	OHSR Part 16
Electrical Hazard Controls	Clearance from energized conductors and electrical hazards during elevated work	OHSR Part 19
PPE Requirements	Selection and use of personal protective equipment	OHSR Part 8
Housekeeping	Control of slip, trip, and access hazards	OHSR 4.42, 4.43
Hazard Identification and Controls	Identification and control of workplace hazards	OHSR 4.3, 4.13
Working Alone	Check-in and monitoring requirements	OHSR 4.20.1–4.21
Records and Documentation	Training and documentation requirements	OHSR 3.24–3.25

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	14 JUN 2019	New document issued	Safety Officer
2	22 AUG 2024	RSS update	Safety Advisor
3	16 JUL 2026	Full revision to RSS SWP template. Added hazard controls, inspection requirements, emergency lowering requirements, training requirements, fall protection controls, OHSR references, and document alignment with RSS SWP Development Standard.	Safety Technician

