

STANDARD OPERATING PROCEDURES

Personnel Genie Lift

DO NOT use this equipment unless you have received authorization from the Shop Coordinator



Hard hat must be worn at all times.



Sturdy, closed-toe work boots must be worn at all times.



Fall protection harness must be worn at all times.



Eye protection must be worn.

Potential Hazards and Injuries

- ⚠️ Foot Injury, Back injury (from being in low position), Injury to others
- ⚠️ Injuries from falling base
- ⚠️ Dropping outriggers or leg injury from outriggers
- ⚠️ Tripping over cords or tripping while entering
- ⚠️ Falling from unstable lift, security bar, or out of basket
- ⚠️ Collision with structural support, light fixtures, or other suspended objects
- ⚠️ Entanglement with cord
- ⚠️ Tripping and falling
- ⚠️ Electrocution

Pre-Operational Safety Checks

- ✓ Keep feet away from mechanical lift wheels.
- ✓ Bend knees to lessen pressure on lower back. Use legs as source of power to push.
- ✓ Be aware of surrounding personnel and let them know if the outriggers may be in their way. Be aware of length of outriggers.
- ✓ Secure all cords before entering basket. Clear area of any loose articles.
- ✓ Crank all outriggers until tight and secure. Check to see that all green lights on monitor are on

Safe Practices During Operation

- ✓ Be aware of others.
- ✓ Warn others who may be near the lift that you are moving it. The second person should steer lift from front.
- ✓ Make sure the wheels or castors are locked in place.

- ✓ Make sure all outrigger parts are secured before removing from compartment.
- ✓ **LOOK UP AND LIVE.** Maintain mandatory clearances from overhead power lines.
- ✓ Use both hands to remove outriggers from compartment.
- ✓ Remove one outrigger at a time.
- ✓ Use legs as source of power to pull outriggers out of compartment. Secure steady stance for balance.
- ✓ Bend knees to insert outriggers and crank outriggers secure.
- ✓ Use arm to support body on leg to lessen pressure on back
- ✓ Hold security bar above head until completely inside basket. Watch your step.
- ✓ Keep leg away from outriggers. Be aware of surroundings. Ensure security bar is lowered back down.
- ✓ Evaluate area overhead before raising lift. Only raise lift in areas that are clear overhead.
- ✓ Make sure all cords are secured before lifting to avoid anything from getting caught.
- ✓ Barricade work areas. Insulate power lines. Look up and live (before and during operation).
- ✓ Secure all loose articles. If applicable, hold onto item on tool table to secure.
- ✓ When exiting the basket, have assistant remove object from tool table before exiting, if applicable.

DON'T

- ⊗ Do not operate if over the weight maximum.
- ⊗ Do not lean or reach out of basket. Do not climb on the basket.

SOP must be used in conjunction with an effective training program