

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: IH007	Approved by: Mark Cavanaugh
Title: Competent Person Designation	Date: 5/10/2012
Revision No.: 1	Page 1 of 3
Prepared by: John M. Coniglio, Bob Passalugo	

I. PURPOSE

Many OSHA standards explicitly require the employer to train employees in the safety and health aspects of their jobs. Other OSHA standards make it the employer's responsibility to limit certain job assignments to employees who are "competent," meaning that they have had special training. Some examples include powered industrial trucks, scissors lifts. A partial list of OSHA standards requiring competent persons are shown under section VI of this document.

This procedure establishes the process for designating "competent persons" for the purpose of providing training or evaluating hazards or job performance for specific job tasks, or for working on job tasks whereby OSHA requires the designation.

II. PERSONNEL AFFECTED

Persons designated by their department or the University to be competent in having the knowledge, training, and experience to train and/or instruct certain equipment operators and/or evaluate the performance of those operators as being proficient and safe.

III. DEFINITIONS

Competent Person: "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

The "competent person" designation requires the individual to have the authority to take prompt corrective action

This designation may be task specific or for the duration of employment.

Authorized Person: person authorized by department and/or designated competent person as having the knowledge and skills to operate equipment and/or vehicle safely.

IV. RESPONSIBILITIES

There are many circumstances where operation, inspection, maintenance and/or testing of appliances and equipment are required to be carried out by a "competent person".

Department:

- It is the responsibility of the operating departments to ensure that suitably trained, qualified and experienced personnel carry out all such duties.
- Understand which departmental operations require an evaluation by a competent person.

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- Select an employee(s) to be a "competent person(s)" for an operation based upon his or her capability to identify hazards and work safely.
- Designate the person as "competent" to perform certain duties or evaluate and/or authorize the safe work practices of workers (see EH&S form [Section VII] for designating competent persons).
- Keep records as to how such technical skill has been achieved, e.g. by training, work experience, study, assessment, etc

Competent Person:

- Evaluate the performance of workers performing a particular task or operation (including, but not limited to equipment operation, task performance, equipment testing, certain vehicle operation, other processes identified by OSHA as requiring the authorization/evaluation of a competent/qualified person) (see references below).
- Stop work and take immediate corrective action when hazards or dangerous behaviors are observed

V. PROCEDURES

Department:

- Identify areas of operation that require the designation of competent persons.
- Select and designate persons to act as "competent" persons
- Complete "competent person" designation form (Section VII).
- Delegate the responsibility and authority for coordinating activities and operations covered by the designation(s) (trainer, evaluator, task oversight, etc.).
- Recognize training or evaluation requirements (e.g. fork truck operator evaluation every three years)

Competent Person:

- Evaluate the work practices or behaviors of the worker to determine the effectiveness of their training
- Complete and sign equipment authorization form (Section VII) as appropriate.
- Work with the University's EHS Department to provide additional training or resources as necessary.

VI. REFERENCES

Following are some OSHA Standards referencing Competent Persons:

General Industry Standards (1910)

- 1910.66, Powered platforms for building maintenance.
- 1910.66 App C, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms, Personal Fall Arrest

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- 1910.178, Powered Industrial Trucks
- 1910.184, Slings.

Construction Standards (1926)

- 1926.251, Rigging equipment for material handling.
- 1926.354, Welding, cutting, and heating in way of preservative coatings.
- 1926.404, Wiring design and protection.
- 1926.451, Scaffolds.
- 1926.500, Fall Protections, Scope, application, and definitions applicable to this subpart.
- 1926.502, Fall protection systems criteria and practices.
- 1926.503, Fall Protection, Training Requirements.
- 1926.550, Cranes and derricks.
- 1926.552, Material hoists, personnel hoists, and elevators. .
- 1926.651, Specific Excavation Requirements.
- 1926.850, Demolition, Preparatory operations.
- 1926.859, Mechanical demolition.
- 1926.1053, Ladders.
- 1926.1101, Asbestos.

VII. APPENDICES/FORMS

EH&S Competent Person Designation Form
 EH&S General Equipment Authorization Form
 EH&S Scissors Lift Use Form
 EH&S Upright Lift Form
 EH&S Powered Industrial Truck Operator Evaluation Form
 EH&S Powered Industrial Truck Training (power point lecture)

VIII. REVISION HISTORY

Date	Revision No.	Description
5/10/2012	1	Minor wording changes

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COMPETENT PERSON DESIGNATION

An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.

An evaluation has determined that the person named below has knowledge of the systems, equipment, conditions and procedures, proper use, inspection, manufacturer's recommendations and instructions, and maintenance for the activities designated below. Consequently, this person has been designated as a "Competent Person" per OSHA guidelines and delegated the responsibility and authority for coordinating activities and operations covered by the designation(s).

PRINT NAME OF DESIGNEE

COMPETENT/QUALIFIED PERSON DESIGNATION(S)

(list equipment for this designee)

CREDENTIALS REVIEWED AND VERIFIED FOR DESIGNATION

(check all that apply)

- Formal Training (description and year completed) _____
- Experience (Number of years and dates) _____
- Apprenticeship (Describe type and source) _____
- Informal training (describe) _____
- On the job performance (OTJ, OTE, etc.) _____

Competent Person (signature)

Date:

Supervisor/Working Leader (signature)

Date:

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Equipment Authorization

The use of some specialized equipment represents an inherent danger, or a hazard(s) unique to the operation or to the equipment itself. This equipment may require training such as classroom, hands-on operation, operational evaluation, or a combination of these.

Instruction and an evaluation by the department's or other "competent person" has determined that the person(s) named below has been trained in the equipment, operation and procedures, proper use, inspection, manufacturer's recommendations and instructions, for the equipment designated below (additional records, such as training attendance, or competent person designation may be necessary; the authorized persons' owning department will maintain the records).

The person(s) listed in the table below are authorized by their department to use the following equipment (be specific in the listing(s)):

- 1. _____
- 2. _____
- 3. _____

Personnel Authorized By Their Department To Operate The Equipment Listed Above		

Competent Person Signature and Date: _____

Signature of Authorized Persons' Supervisor and Date: _____

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SCISSORS LIFT USE AUTHORIZATION DEPARTMENT: _____

Failure to obey the instructions and safety rules in this document can result in death or serious injury. As with all safe work practices, these are minimum requirements.

Do Not Operate the Scissors Lift Unless:

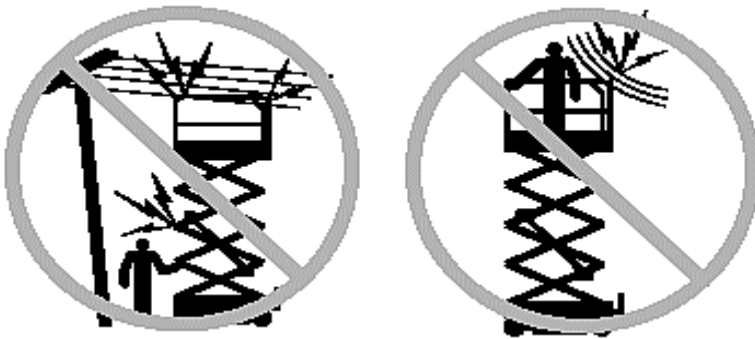
You learn and practice the principles of safe machine operation contained in this document

- Avoid hazardous situations. Know and understand the safety rules before going on to the next section.
• Hard hats will be worn with brim forward whenever operating or working near a scissors lift.
• Always perform a pre-operation inspection.
• Always perform function tests prior to use.
• Inspect the workplace for hazardous situations.
• You use the machine only as it was intended.
• You read, understand and obey the manufacturer's instructions and safety rules, safety and operator's manuals and machine decals
• You read, understand and obey employer's and/or client safety rules and worksite regulations
• You have been instructed on and understand the operation of the vehicle and its controls

Electrocution Hazards:

This machine is not electrically insulated and will not provide protection from contact with or proximity to electrical current.

- Allow for platform movement, electrical line sway or sag and beware of strong or gusty winds.
• Keep away from the machine if it contacts energized power lines. Personnel on the ground or in the platform must not touch or operate the machine until energized power lines are shut off.
• Do not operate the machine if exposed to lightning or storms.
• Do not use the machine as a ground for welding.



Maintain safe distances from electrical power lines and apparatus in accordance with applicable regulations and the following chart. For voltages to ground 50kV or below - 10 feet); For voltages to ground over 50kV - 10 feet plus 4 inches for every 10kV over 50kV.

Table with 5 columns: Voltage Phase to Phase, Minimum Safe Approach Distance (Feet), a crossed-out cell, Voltage Phase to Phase, and Minimum Safe Approach Distance (Feet). Rows include voltage ranges from 0 to 300V up to 200KV to 350KV.

Tip-over Hazards

- Occupants, equipment and materials must not exceed the maximum platform capacity or the maximum capacity of the platform extension.
- Do not raise the platform unless the machine is on a firm, level surface.



- Do not depend on the tilt alarm as a level indicator. The tilt alarm sounds on the chassis only when the machine is on a slope.
- If the tilt alarm sounds: Lower the platform. Move the machine to a firm, level surface. If the tilt alarm sounds when the platform is raised, use extreme caution to lower the platform.
- Do not alter or disable the limit switches.
- Do not drive over 0.5 mph with the platform raised.
- Do not operate the machine in strong or gusty winds. Do not increase the surface area of the platform or the load. Increasing the area exposed to the wind will decrease machine stability.



- Do not drive the machine on or near uneven terrain, unstable surfaces or other hazardous conditions with the platform raised.
- Use extreme care and slow speeds while driving the machine in a stowed position across uneven terrain, debris, unstable or slippery surfaces and near holes and drop-offs.
- Do not use the platform controls to free a platform that is caught, snagged or otherwise prevented from normal motion by an adjacent structure. All personnel must be removed from the platform before attempting to free the platform using the ground controls.
- Do not push off or pull toward any object outside of the platform



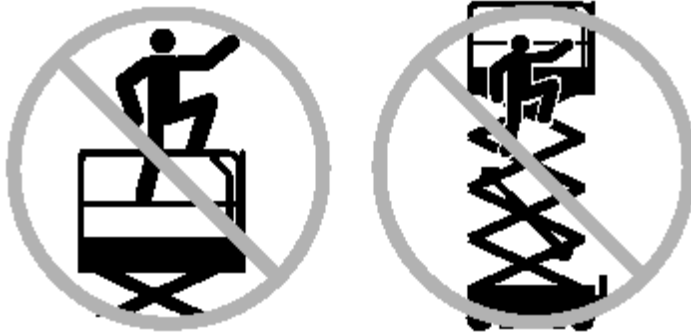
- Do not alter or disable machine components that in any way affect safety and stability.
- Do not modify or alter an aerial work platform without prior written permission from the manufacturer. Mounting attachments for holding tools or other materials onto the platform, toeboards or guard rail system can increase the weight in the platform and the surface area of the platform or the load.
- Do not replace items critical to machine stability with items of different weight or specification.
- Do not place or attach fixed or overhanging loads to any part of this machine.
- Do not transport tools and materials unless they are evenly distributed and can be safely handled by person(s) in the platform.



- Do not place ladders or scaffolds in the platform or against any part of this machine.
- Do not use the machine on a moving or mobile surface or vehicle.
- Be sure all tires are in good condition, castle nuts are properly tightened and cotter pins are properly installed.
- Do not use batteries that weigh less than the original equipment. Batteries are used as counterweight and are critical to machine stability.
- Do not use the machine as a crane.
- Do not push the machine or other objects with the platform.
- Do not contact adjacent structures with the platform.
- Do not tie the platform to adjacent structures.
- Do not place loads outside the platform perimeter.
- Do not operate the machine with the chassis trays open.

Fall Hazards

- The guard rail system provides fall protection.
- Do not sit, stand or climb on the platform guard rails. Maintain a firm footing on the platform floor at all times.
- Do not climb down from the platform when raised.
- Keep the platform floor clear of debris.
- Do not operate the machine unless the guard rails are properly installed and the entry access gate, bar, chain, etc. is secured for safe operation.

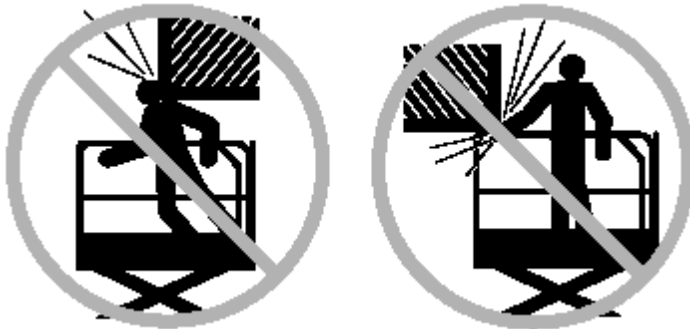


Collision Hazards

- Be aware of limited sight distance and blind spots when driving or operating.



- Be aware of extended platform position when moving the machine.
- The machine must be on a level surface or secured before releasing the brakes.
- Operators must comply with employer, job site and governmental rules regarding use of personal protective equipment.
- Check the work area for overhead obstructions or other possible hazards before operating or moving.



- Be aware of crushing hazards when grasping the platform guardrail.
- Observe and use color-coded direction arrows on the platform controls and platform decal plate for drive and steer functions.
- No horseplay while operating a machine.
- Do not lower the platform unless the area below is clear of personnel and obstructions.



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- Limit travel speed according to the condition of the ground surface, congestion, slope, location of personnel, and any other factors which may cause collision.
- Do not operate a machine in the path of any crane or moving overhead machinery unless the controls of the crane have been locked out and/or precautions have been taken to prevent any potential collision.

Crushing Hazards

- Keep hands and limbs out of scissors.
- Use pre-task planning when operating the machine with the controller from the ground.
- Maintain safe distances between the operator, the machine and fixed objects.

Component Damage Hazard

- Do not use the machine as a ground for welding.

Explosion and Fire Hazard

- Do not operate the machine or charge the battery in hazardous locations or locations where potentially flammable or explosive gases or particles may be present.

Damaged Machine Hazards

- Do not use a damaged or malfunctioning machine.
- Conduct a thorough pre-operation inspection of the machine and test all functions before each work shift. Immediately tag and remove from service a damaged or malfunctioning machine.
- Be sure all decals are in place and legible.
- Be sure the operator's, safety, and responsibilities manuals are complete, legible and in the storage container located on the platform.

Bodily Injury Hazard

- Do not operate the machine with a hydraulic oil or air leak. An air leak or hydraulic leak can penetrate and/or burn skin.
- Improper contact with components under any cover will cause serious injury. Only trained maintenance personnel should access compartments. All compartments must remain closed and secured during operation.
- Send defective equipment back to the vendor; do not perform any maintenance on the machine.

These instructions on safe scissors lift use practices have been review with me. I had the opportunity to ask questions and agree to follow them when utilizing the equipment.

Print Operator name

Operator Signature

Date

Competent Person

Signature

Date

DEPARTMENT: _____

UPRIGHT WORK PLATFORM USE AUTHORIZATION

The use of aerial work platforms involves potential hazards that can result in a fatal injury or major property damage. Reducing risks through personnel training, safe design, inspection, testing, maintenance, and repair of aerial work platforms is an important part of using this type of equipment the work environment. Only properly trained and qualified operators may operate aerial platforms.

WARNING

All personnel shall carefully read, understand and follow all safety rules and operating instructions before performing maintenance on or operating any UpRight work platform

SAFETY RULES

<p>NEVER elevate platform unless all four (4) outriggers have been properly positioned. All outrigger screwjack pads must be in solid contact with a firm surface before the platform is elevated.</p>		<p>NEVER attempt to move the UpRight Lift with people or materials on the platform or with the platform elevated.</p>
		
<p>NEVER operate the machine within ten feet of power lines. THIS MACHINE IS NOT INSULATED.</p>	<p>NEVER sit, climb, or stand on the platform guardrails or midrail.</p>	<p>NEVER elevate platform without first leveling the base.</p>

NEVER use ladders, planks or other devices to increase the height of the platform.
NEVER attach overhanging loads to the platform or increase the platform size.
NEVER elevate the platform if it contains more than one person or more than the rated load of 300 pounds.
LOOK up, down and around for overhead obstructions and electrical conductors.
NEVER change operating or safety systems.
CLOSE bar across opening after entering platform.
INSPECT the machine thoroughly for cracked welds, loose or missing hardware, hydraulic leaks, damaged control or power cables and loose wire connections.
NEVER use the UpRight Lift as a freight or personnel elevator.
NEVER recharge batteries near sparks or open flame; batteries that are being charged emit highly explosive hydrogen gas.
AFTER USE secure the work platform against unauthorized use by turning key switch off and removing key.
NEVER replace any component or part with anything other than original UpRight replacement parts without the manufacturers consent.

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Some serious operating hazards associated with using the upright work platform are:

- Structural failure or overturning caused by overloading or operating on too great of an incline
- Instability caused by improper operation, such as driving over obstructions or uneven surfaces.
- Collision with objects or pedestrians
- Poor maintenance
- Using equipment for a purpose for which it was not intended or designed
- Contact with overhead electrical lines

Hazard Avoidance:

- Always stand firmly on the floor of the basket, and do not lean over or sit or climb on the platform railing.
- Persons using the lift must wear safety glasses and hard hats with the brim facing forward.
- Do not exceed load limits specified by the manufacturer.
- Position outriggers on a solid surface or pads.
- Employees must not go beneath the basket of a work platform
- Only trained and authorized persons shall operate this work platform.
- Operator training **MUST include** training and testing on operating practices and procedures and instruction on the purpose and function of each control as described in the operator manual, which must accompany the lift.
- Operators **must have** sufficient knowledge of operating practices and procedures to detect incorrect or unsafe situations. Do NOT operate damaged or defective equipment. Operators must correct any unsafe condition or procedure before continuing work.
- Take the time to perform pre-work inspections. This is the time to identify any potential leaks or other hazards. Never cut corners on safety.
- During vehicle travel between work locations, bring the work platform to the lowest position. Pay particular attention to overhead obstacles and any depressions in the surface along your route. Pre-inspect your route on foot to ensure all is clear and the surface is smooth and level.
- Watch out for vehicles or pedestrians when moving the unit, especially at doorways and ends of aisles
- Be extremely cautious when moving the unit near shipping/receiving docks.
- Do not “rest” the platform/basket on pipes, pipe racks, or similar plant equipment during any elevated work situation.
- Do not use the lift as a hoisting mechanism.

These instructions on the safe operation of the upright work platform lift and it's entire operator manual have been reviewed with me, and my operation of the vehicle has been evaluated by the department's designated competent person. I had the opportunity to ask questions and agree to follow these and manufacturer's recommendations for safe operation when utilizing the equipment.

Print Operator name	Operator Signature	Date
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Print Competent Person	Competent Person Signature	Date	Evaluation Pass/Fail
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DEPARTMENT: _____

Powered Industrial Truck (PIT) Operator Evaluation:

Print Operator Name: _____ Date: _____ Print Evaluator Name: _____

Observed Acts	Satisfactory	Needs Improvement
Demonstrates proper start up:		
- Checks PIT over before starting		
- Wears seatbelt		
Demonstrates proper use of controls:		
- Clutch		
- Inching control		
- Tilt		
- Lift		
- Steering mechanism		
Demonstrates competency in basic maneuvering skills:		
- Starts and stops smoothly		
- Maintains proper speed		
- Scans effectively		
- Uses horn when appropriate		
- Keeps body parts within PIT		
Demonstrates competency in picking up a load:		
- Matches load with truck's capacity		
- Checks load for stability		
Demonstrates competency in driving with a load:		
- Travels with load close to ground		
- Keeps an adequate following distance		
- Maintains a safe speed		
Demonstrates competency in stacking a load:		
- Approaches the load squarely		
- Stacks straight, squarely and not too high		
- Deposits load safely		
- Does not move until forks are lowered		
Demonstrates competency in loading/unloading trailer etc.:		
- Checks condition of the floor		
- Checks the trailer chocks, jack stands, and brakes		
Follows proper procedures for an "unattended" PIT:		
- Lowers forks		
- Sets brake		
- Climbs off PIT, does not jump		

A re-evaluation is required within three (3) years from the date above.

Classification of Powered Industrial Truck Equipment (check all that apply)		
<input type="checkbox"/> Long Walkie Pallet (7 ft.)	<input type="checkbox"/> Sit Down 60 (6000 lb.)	<input type="checkbox"/> Sit Down > 6000 lb.
<input type="checkbox"/> Short Walkie Pallet (4 ft.)	<input type="checkbox"/> Sit Down 50 (5000 lb.)	<input type="checkbox"/> Long Walkie Pallet > 6000 lb.
<input type="checkbox"/> Sit Down Rough Terrain	<input type="checkbox"/> Sit Down 40 (4000 lb.)	<input type="checkbox"/> Stand-up Stacker
<input type="checkbox"/> Sit Down Extended Boom (Lull)	<input type="checkbox"/> Sit Down 35 (3500 lb.)	<input type="checkbox"/> Long Rider Pallet truck
<input type="checkbox"/> Other, Describe:		

Operator Signature: _____ Date: _____ Competent Person/Evaluator Signature: _____ Date: _____