



## Irvine Unified School District

### ***Aerial Lift Safety Protocol***

The Irvine Unified School District developed this safety protocol to ensure every employee adheres to the safe operation of aerial lifts and/or scissor lifts in High School Technical Education Classes and in co-curricular activities. Employees, as part of their duties and responsibilities, shall follow the established safety protocol outlined in this document. No employee shall allow any student to operate or be involved in the operation of an aerial lift and/or scissor lift until this safety protocol is satisfied.

#### **Safety Protocol Checklist** - Documentation must be kept for a minimum of 4 years

1. Each student must thoroughly read the operator's manual for each make/model of the aerial lift or scissor lift to be used. Employee shall document this activity.
2. Each student who will operate or be involved in the operation of an aerial lift or scissor lift, shall attend a mandatory school meeting with a parent or guardian. The purpose of the meeting is to demonstrate for the student and parent the operating capabilities of each and every lift their student may operate. Parent(s) who are unable to attend the meeting shall be given the opportunity to view a District demonstration video on the lift equipment. Failure to attend the meeting or view the demonstration video shall prevent the student from operating or being involved in the operation of the lift equipment. Operation of the aerial lift and/or scissor lift by any student is strictly voluntary and does not reflect the student's grade for failure to participate. Employee shall document the meeting with a sign-in sheet with clear printed names/signatures.
3. After attending the meeting or viewing the demonstration video, the District's *Permission/Release and Waiver of Liability Form* will be made available to parents/guardians. No student will be allowed to operate or be involved in lift operations until the *Permission/Release and Waiver of Liability Form* is signed by a parent/guardian and returned to the school.
4. Students who have been cleared, by way of a signed *Permission/Release and Waiver of Liability Form*, shall attend a training provided by the District. Failure to attend the training and become certified shall prevent the student from operating or being involved in the operation of the lift equipment.

#### **Required Training**

- Lift Certification/Fall Protection for Operators (8 hours)