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1.0 INTRODUCTION

1.1 Purpose

The purpose of this document is to:

- Establish policies that will aid in protecting the health and safety of Marathon the employees and contractors while operating elevating work platforms.
- Establish procedures for safely operating elevating work platforms.
- Define the requirements of the source documents listed in Section 2.1 as they apply to the Marathon Petroleum Company, Anacortes so as to ensure compliance.

1.2 Scope

This policy applies to all Marathon employees, all contract employees, manual or self-propelled scissor lifts, manual or self-propelled boom lifts, and any vehicle-mounted aerial lifts.

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- R-11-033, Fall Protection
- R-11-005, Safe Work Permits
- R-11-014, Red Tagging Chemical and Unsafe Equipment
- R-11-024, Safety Signs, Ground Level Warnings and Barricades

2.2 Government Regulations

- WAC 296-869 - Elevating Work Platforms

2.3 Industry Standards

- ANSI Standard A92.5-1992 - Boom-Supported Elevating Work Platforms

3.0 DEFINITIONS

The following definitions are applicable to this procedure.

Table 1 Definitions

Term	Description
Articulating boom work platform	A vehicle-mounted elevated work platform with two or more hinged boom sections.
Boom supported elevating work platform	A self-propelled, integral chassis, elevating work platform with a boom-supported platform that can be positioned completely beyond the base.

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Table 1 Definitions

Term	Description
Elevating work platform	A device used to position personnel, along with their necessary tools and materials, at work locations. It includes a platform and an elevating assembly and may be either vehicle mounted (bucket truck) or have an integral chassis providing mobility and a means of support (scissor lifts and boom lifts).
Extensible-boom work platform	A vehicle-mounted elevating work platform with a telescopic or extensible boom.
Platform	The portion of an elevating work platform intended to be occupied by personnel. It may also be called a basket, bucket, stand or similar term.

4.0 OVERVIEW

Elevating work platforms are used at Marathon, Anacortes to conduct work in elevated locations. This policy establishes safe operating and maintenance practices for elevating work platforms and defines inspection and administrative functions.

5.0 GENERAL POLICIES

5.1 Design Standards

- Manually Propelled Elevating Work Platforms

Marathon, Anacortes purchases, rents, leases or otherwise uses only those manually propelled aerial platforms that comply with design standards set forth in the following:

- ANSI A92.3-1990
- WAC 296-24-875

- Self-Propelled Elevating Work Platforms

Marathon, Anacortes purchases, rents, leases or otherwise uses boom supported aerial platforms that comply with design standards set forth in the following:

- ANSI A92.6-1990
- WAC 296-24-87505

5.2 Authorized Users

- Only trained employees and contractors (users) operate elevating work platforms.
- Users are trained on these policies and procedures and the operating manual of the specific device which will be operated.
- Training will occur prior to use.

5.3 Operating Manuals

- Original operating manuals shall be kept and managed by the Machinist Planner for each type of elevating work platform used by Marathon, Anacortes employees.

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Contract companies shall control operating manuals for all Contractor-managed elevating work platforms.

- Copies of operating manuals shall be kept on or attached to the elevating work platform.
- All policies and procedures described in this document shall be consistent with manufacturers' operating manuals, where applicable.

5.4 Elevating Work Platform Modifications

- No elevating work platform shall be modified or altered without written permission from the manufacturer.
- Approved modifications will be documented.
- Altering or disabling any safety device is prohibited.

5.5 Safety Bulletins

- Marathon, Anacortes complies with all manufacturer safety bulletins received from the manufacturer or the dealer.
- Copies of safety bulletins shall be kept with the elevating work platform with the operating manual.

5.6 Area Assignment and Storage

- Elevating work platforms shall be stored in the areas to which they are assigned.
- Elevating work platforms may be used in locations other than their assigned location under the following conditions:
 - The Area Maintenance Supervisor is notified by the user or scheduler.
 - The elevating work platform is returned to the assigned area at the end of the job or shift unless approved by the Area Maintenance Supervisor or the Shift Supervisor.
- Elevating work platforms shall be returned and properly stored at job completion or at the end of the work shift unless approved by the Shift Supervisor.
- Electrically powered elevating work platforms shall be stored in locations so as to accommodate any electrical connections and live electrical lines needed to safely recharge the batteries.

5.7 Traveling

Traveling is defined as moving or driving an elevated work platform outside of an inspected work site.

- Manually propelled elevating work platforms:
 - Elevating work platforms may be towed if they are equipped with a manufacturers tow package or equivalent.
 - Elevating work platforms shall be towed at a speed of 5 MPH or less.

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- Equipment Operators shall consult with the individual operator’s manual for specific elevating work platform configuration prior to towing.
- The equipment user shall obtain a automotive permit in accordance with R-11-005 prior to towing an elevating work platform into an operating unit
- Self-propelled elevating work platforms
 - Users will obtain a automotive permit in accordance with R-11-005, prior to driving a self-powered elevating work platform into an operating unit. The automotive permit shall be attached to the elevating work platform. The automotive permit shall be attached to the elevating working platform.
 - Operators shall not travel in self-powered elevating work platforms with a boom extended unless the platform has malfunctioned in an extended position and precautions have been taken for safe travel.

5.8 Maintenance

- A preventative maintenance program shall be established for each elevating work platform owned by Marathon, Anacortes, by the Machinist Planner in accordance with the manufacturer’s recommendations and based on usage.
- Only employees or contractors who have received training on these policies and procedures and the operating manual shall perform maintenance on any specific elevating work platform.
- When parts or components are replaced during maintenance, they shall be replaced by identical or equivalent parts to the original elevating work platform.
 - If an elevating work platform is deemed to be at the end-of-life and un-reparable the Maintenance Planner shall notify the Day Shift Supervisor of this decision.
- Lockout/tagout procedures shall be used during elevating work platform maintenance activities.

5.9 Pre-Start, Frequent and Annual Inspections

- Users will perform pre-start inspections prior to use using the Pre-Start Inspection Form.
- Frequent inspections will be conducted by a mechanic trained on the specific make and model at least every three months using the Frequent Inspection Form. Usage severity may require more frequent inspections.
- Annual inspections shall be conducted by a mechanic trained on the specific make and model using the Annual Inspection Form. The inspection will include all items specified by the manufacturer for an annual inspection.
- Records of all inspections shall include any discrepancies found, corrective action(s) taken, date of the inspection, and the name of the mechanic.
- Any malfunctions or discrepancies found during an inspection that effect the safe operation of the equipment will be repaired prior to use.

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5.10 Rules for Exiting an Elevated Work Platform

- Exiting an elevated elevating work platform shall only be done on pre-identified, pre-selected jobs. Users may not make an unplanned exit from an elevated elevating work platform.
- Authorization must be granted daily.
- Exiting an elevated elevating work platform shall be documented and authorized by means of a Fall Protection Plan prior to beginning the job.
 - Before the user leaves the elevated elevating work platform, at least one lanyard on the harness is attached to a rated tie off point on the surface they are accessing.
 - Users must not be connected to both the elevated elevating work platform and the surface to be accessed simultaneously.
- Users shall not climb down to grade from an elevated elevating work platform, except in case of emergencies. See the job Fall Protection Plan for emergency contact information.

6.0 OPERATING POLICIES

6.1 During Operations

All elevating work platforms used at Marathon, Anacortes shall be operated in accordance with the policies and procedures described herein. The elevating work platform user will ensure the following prior to use:

- The elevating work platform is operated on a surface within the limits specified by the manufacturer.
- The outriggers, stabilizers, extendable axles, or other stabilizing methods are used as required by the manufacturer.
- The guardrails are installed and access gates or openings are closed per the manufacturer's operating manual.
- The load and its distribution on the platform and any platform extension are in accordance with the manufacturer's rated capacity for that specific configuration.
- There is a clear overhead work area that is free from obstructions.
- That the minimum safe approach distances (MSAD) to energized power lines and parts is clearly labeled on the elevating work platform and that they are maintained during the work activity. (ANSI/SIS A92.3-1990).
- That user(s) maintain a firm footing, with both feet, on the platform while working or elevated. The use of planks, ladders, or any other device on the elevating work platform for achieving additional height or reach is prohibited.
- An area beneath the work area has been established and barricaded in accordance with R-11-024.

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6.2 Reporting Malfunctions

- The user shall immediately make safe, shutdown the elevating work platform, and report any problems or malfunctions that affect safe operation when they become evident during elevating work platform use.
- Any problems or malfunctions that effect the safe operation of the elevating work platform shall be addressed in accordance with R-11-014.

6.3 Capacity Limitations

Elevating work platform rated capacities shall not be exceeded when loads are transferred to the platform at any height.

6.4 Work Area

The user shall ensure that the area surrounding the elevating work platform is clear of personnel and equipment before lowering the elevating work platform.

6.5 Fueling

The engine shall be shut down while fuel tanks are being filled. Fueling shall be done in a well-ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.

6.6 Platform Positioning

Elevating work platforms shall not be positioned against another object to steady the platform.

6.7 Misuse as a Crane

Unless specifically designed for it, elevating work platforms shall not be used as a crane to lift or transfer loads.

6.8 Operating Platform

Elevating work platforms shall not be operated from trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment.

6.9 Wind

Wind effect limits will be calculated using the method described in the operating manual and posted on each elevating work platform.

6.10 Battery Charging

- The user shall charge the battery after each use.
- Charging the batteries shall be done in a well-ventilated area. The area shall be free from sparks or other ignition sources that may light the hydrogen that is created as a byproduct of charging.
- When battery charging must be done in a classified area, the Unit Operator will issue a Permit in accordance with R-11-005.

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6.11 Fall Protection

Fall protection is required for all elevated work platforms and aerial lift devices while in transit and while working in the stationary position.

7.0 TRAINING POLICIES

7.1 Requirements

All Marathon employees and contractors who are scheduled to use or perform maintenance on an elevating work platform shall have been trained on these policies and procedures and either on the same model of elevating work platform or one having operating characteristics and controls consistent with the one to be used or repaired.

7.2 Training Topics

User and maintenance training shall include, but not be limited to the following before actually operating the elevating work platform or performing maintenance on an elevating work platform:

- Know the intended purpose and function of each of the controls.
- Read or been instructed on and understand the manufacturer's operating instructions, maintenance manual and safety rules.

7.3 Proficiency

Users shall operate elevating work platforms in an area free of obstructions under the direction of a qualified person every three years to display proficiency in knowledge and operation.

8.0 RECORDS

8.1 Inspection Log

A written record (inspection log) is kept of findings of each inspection. The record is maintained in SAP EQ History for the life of the elevating work platform.

9.0 EXITING AN ELEVATED ELEVATING WORK PLATFORM

9.1 Purpose

The purpose of this procedure is to explain how to safely exit and re-enter an aerial work platform that is extended to an elevated worksite.

9.2 Procedure

9.2.1 Fall protection plan

Obtain the completed Fall Protection Plan that authorizes exit. Verify that the job is accurately described and signed.

9.2.2 Entering the platform

Upon entering the platform, secure the lanyard to the platform anchor point.

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- 9.2.3 Position the elevating work platform
- Position the elevating work platform at the elevated jobsite such that the user will exit onto a secure surface, ensure the platform is stable, and a suitable anchor point is available. If possible, land the platform/basket on the surface.
- 9.2.4 Visually survey the exit point
- Inspect the exit point for potential hazards to walking or placing weight, such as:
- Hot, un-insulated pipe.
 - Small pipes or surfaces that may be damaged by stepping on them.
 - Instrument tubing.
 - Cable trays containing unguarded instrument wire.
 - High voltage electrical cable.
- IF** the user determines that they cannot avoid potential hazards as they exit, **THEN** reposition the elevating work platform.
- 9.2.5 Shut off elevating work platform power
- Shut off the power and/or hydraulics to avoid inadvertently moving or shifting the elevating work platform during exit.
- 9.2.6 Tie off to an anchor point
- Secure the lanyard to a proper anchor point on the structure.
- WARNING:** Do not connect to both the elevated elevating work platform and the structure to be accessed simultaneously.
- 9.2.7 Exit the elevating work platform
- Reverse the order of this procedure for re-entry into an elevated elevating work platform.

10.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	10/24/2021	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Andrew Johnson	7/22/2024	Updated Content Custodian from Darick Brewer to Andrew Johnson. Line by line review.

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11.0 APPENDIX A – ARTICULATING BOOM LIFTS OPERATOR’S INSPECTION FORM SAMPLE (R-11-004-F01)

 ANACORTES REFINERY	REFINERY-WIDE ARTICULATING BOOM LIFTS (INCLUDING BUT NOT LIMITED TO Z34 & Z80 MAN-LIFTS) OPERATOR’S INSPECTION FORM	R-11-004-F01 Page 1 of 2 REVISION: 1
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NOTE: YOU MUST HAVE SUCCESSFULLY COMPLETED AN OPERATOR TRAINING PROGRAM BEFORE OPERATING THIS VEHICLE.

DO NOT USE PERMANENT MARKER

Date: _____ Equipment #: _____ (Stencil or sticker readily visible somewhere on exterior surface)

Pre-Start-Up Checks

Pre-Operation Inspection:

1. Be sure that the operator’s safety and responsibilities manuals are complete, legible and in the storage container located in the platform.
2. Be sure that all decals are legible and in place. See Decals section.
3. Check for engine oil leaks and proper oil level. Add oil, if needed.
4. Check for hydraulic oil leaks and proper oil level of coolant. Add oil, if needed.
5. Check for engine coolant leaks and proper level of coolant. Add coolant, if needed.
6. Check for battery fluid leaks and proper fluid level. Add distilled water, if needed.

Check the following components or areas for damage, improperly installed or missing parts and unauthorized modifications:


1. Electrical components, wiring and electrical cables
2. Hydraulic hoses, fittings, cylinders and manifolds
3. Fuel and hydraulic tanks
4. Drive and turntable motors and drive hubs
5. Boom wear pads
6. Tires and wheels
7. Engine and related components
8. Limit switches
9. Rotation sensors
10. Steer and axle sensors
11. Alarms and beacons (if equipped)
12. Pins, nuts, bolts and other fasteners
13. Platform entry mid-rail or gate

Check entire machine for:

1. Cracks in welds or structural components
2. Dents or damage to machine
3. Excessive rust, corrosion or oxidation
4. Be sure that all structural and other critical components are present, and all associated fasteners and pins are in place and properly tightened.
5. After you complete your inspection, be sure that all compartment covers are in place and latched.
6. Fall protection required per R-11-033
7. Ensure key is on at main control panel
8. Start Lift
9. Post start-up checks

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Post Start-Up Checks:

With engine running, check the following:

1. Gauges – All gauges and indicator lights appear to be functional; there is adequate fuel for this job
2. Horn – Functional
3. Lighting – All driving/auxiliary lighting functional
4. Controls – All controls function and control smoothly through their full range of operation
5. Alarm – Functional

THIS LIFT MUST BE INSPECTED:

Daily before putting the Lift in service. **ALL USERS AFTER THE INITIAL INSPECTION WILL PERFORM A WALK AROUND TO VERIFY THE INFORMATION IS ACCURATE FROM THE FIRST INSPECTION OF THE DAY.**

- After each shift, if the Lift is used on a continuous (24 hour) basis.

YOU MUST:

- Report and correct any deficiencies noted during the inspection.
- Remove this Lift from service if it is not in safe operating condition.
- Immediately remove this Lift from service if it has any of the following problems, and do not return it to service until the cause of the problem has been eliminated.

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