

	OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH GUIDELINE	
	Subject: Permitted Equipment Guideline	
Date: 09/10/08	Revision: 01	Page: 1 of 5

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SUMMARY: The Permitted Equipment Guideline has been developed to provide information to University personnel operating various types of equipment to complete job tasks. As an employer, the University is responsible for addressing the requirements of the MIOSHA (Michigan Occupational Safety & Health Administration) regulations. Information from several regulations has been consolidated into this Guideline to meet the requirements for appropriate employee training, safe operation, and permitting. The OSEH procedure to obtain permits is included.

SCOPE: This Guideline applies all employees and contractors utilizing University owned or leased Permitted Equipment. Equipment used for non-agricultural, material handling, maintenance and construction operations are covered. Examples include aerial work platforms, mobile equipment, powered industrial trucks, and tractors.

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REFERENCE

REGULATIONS: [Aerial Work Platforms](#), MIOSHA Construction Safety Standard, Part 32
[Aerial Work Platforms](#), MIOSHA General Industry Safety Standard, Part 58
[Mobile Equipment](#), MIOSHA Construction Safety Standard, Part 13.
[Powered Industrial Trucks](#), MIOSHA General Industry Safety Standard, Part 21.
[Tractors](#), MIOSHA General Industry Standard, Part 22.

DEFINITIONS:

Aerial work platforms – equipment that is designed and manufactured to raise personnel to an elevated work position on a platform supported by scissors, masts, or booms

Authorized Person/Designated Trainer – a University of Michigan employee who has been appointed by the department to conduct training in the safe use of equipment. Trainers will have experience, skill and knowledge in operating Permitted Equipment, and have a valid permit issued by the University.

Mobile Equipment - material-handling equipment used for such tasks as earthmoving, excavating, lifting, and hauling (other than powered industrial trucks). Examples include scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, backhoes, and graders.

Permitted Equipment – University owned or leased equipment defined as an aerial work platform, mobile equipment, powered industrial trucks or tractors.

Permitted Operator - University of Michigan employee or approved contractor who has been issued a permit by OSEH to operate Permitted Equipment.

Powered Industrial Trucks- mobile, power driven vehicles used to carry, push, pull, lift, and stack or tier material. Examples include forklift trucks, high/low trucks, motorized hand trucks, industrial tractors, motorized hand rider trucks and platform trucks.

Tractor – a 2- or 4-wheel drive vehicle with engine power greater than 20 horsepower.

University Medical Surveillance Coordinator - the OSEH employee responsible for coordinating the permit process for OSEH and the medical surveillance program.

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RESPONSIBILITY: Deans, Directors, and Department Heads

Designate and empower supervisors who will be responsible for the implementation of the Permitted Equipment Guideline.

Designate an adequate number of trainers to train departmental employees in the safe use of permitted equipment.

Assign resources to support the implementation of this Guideline.

Supervisors

Provide information to Deans, Directors, and Department Heads or directly to OSEH, regarding employees who have the potential of operate permitted equipment and therefore must comply with the requirements of this Guideline.

Implement all aspects of this Guideline by assuring the following: all operators including University employees and/or contractors have received medical clearance, proper training, and have been issued a permit before operating the Permitted Equipment; all equipment is in proper working condition; and all operators perform a visual inspection before operating equipment.

Report work related injuries and illnesses to Work Connections by completing the Report Form located at <http://www.umich.edu/~connect>

Designated Trainers

Be knowledgeable in the operation of Permitted Equipment in their unit; be familiar with all safety principles applicable to their operation; and provide training to employees as required.

Operators

Comply with this guideline and operate Permitted Equipment in accordance with the training received.

Report any job-related injuries or illnesses, questions on health and safety, or any unsafe or unhealthy working conditions to your supervisor.

Report any impairment of any physical qualification needed to operate equipment to your supervisor.

Carry the issued permit with you at all times during operation of Permitted Equipment.

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OSEH

Maintain records of training and physical qualifications of all operators and designated trainers.

Issue permits to trained operators.

Review and revise this guideline as necessary.

PROCEDURES:

Initial Permit

When an employee or contractor is assigned to operate Permitted Equipment by their supervisor, the following steps will be followed to obtain a permit. Contractors using University-provided Permitted Equipment during the course of their job duties must be accompanied by a University permitted operator or pursue the permit process.

1. Contact the University Medical Surveillance Coordinator at 615-2140.
2. Download the [training package](#)
The forms should be printed by the Designated Trainer and includes:
 - ✓ Permitted Equipment Operators' Training Instructions
 - ✓ Physical Qualification form
 - ✓ Written permit test
 - ✓ Daily Inspection Checklist
 - ✓ Performance test instructions and score sheet
3. When OSEH receives the completed physical qualification form and copy of the valid State of Michigan driver's license, a determination will be made if the physical requirements of the standard have been met or require follow-up. The Medical Surveillance Contact Person will notify the Supervisor if follow-up by MWorks is required.
4. The Designated Trainer will conduct the training and administer the written and performance exams.
5. Upon completion of all portions of the training and testing, the Designated Trainer will complete and mail or fax the tracking sheet, written test, performance test and any other necessary documentation to the Medical Surveillance Coordinator at OSEH.

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6. If all the information is correct and the employee satisfactorily completes the testing requirements, the permit will be issued and

mailed to the department. All operators must carry their permit with them during working hours and make it available upon request to department management, OSEH staff, or MIOSHA representatives.

7. Permits are valid for three years from the date of issuance. OSEH will maintain a database of all licensed operators and notify the operator’s department 60 days prior to expiration and initiate the permit renewal process.

Refresher Training

Refresher training is required of the operator if the operator is observed or reported: performing unsafe operation; involved in an accident or near-miss incident; evaluation indicates need; a different type of equipment is introduced; or workplace conditions change.

Permit Renewal

A permit will be renewed every three years. The renewal will consist of a satisfactorily completed renewal evaluation and a physical qualification form (with a valid Michigan driver’s license attached), and other documentation as required by MIOSHA or OSEH.

Revoking a Permit

Each permit issued remains the property of the University and as such can be revoked at any time for non-compliance of this Guideline and/or other justifications as determined reasonable by the University.

TECHNICAL SUPPORT:

All referenced guidelines, regulations, and other documents are available through OSEH (7-1142).

ATTACHMENTS:

[Appendix A - UM Training Package](#) (Permitted Equipment Operator’s Training Instructions, Physical Qualification Form, Written Permit Test, Daily Inspection Checklist and Performance Test).

[Appendix B - Permit Renewal Package](#) – (Renewal Evaluation Form and Physical Qualification Form).