

Self-Elevating Work Platforms - Training Program Standard



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1. Training Standard Topic

Self-Elevating Work Platforms

2. Purpose

The purpose of the Self-Elevating Work Platforms training program is to provide employers, supervisors and workers with:

- knowledge of recognizing, evaluating and controlling the hazards associated with using self-elevating work platforms
- understanding of the legislative requirements regarding use of self-elevating work platforms
- Knowledge about the inspection and use of self-elevating work platforms

The training is intended for employers, supervisors and workers who use self-elevating work platforms in the workplace.

The self-elevating work platforms training program outlines the minimum requirements for the development and delivery of self-elevating work platforms training programs in Manitoba. It

was developed in consideration of the Manitoba Workplace Safety & Health Act and Regulations and Canada Labour Code Part II and is consistent with CSA-B354.1-04 Portable Elevating Work Platforms, CSA-B354.2-01 Self-propelled Elevating Work Platforms, and CSA-B-B354.4-02 Self-propelled Boom-Supported Elevating Work Platforms.

NOTE: This training is applicable to the specific self-elevating work platform being demonstrated.

3. Design

The design of the training program must meet the following criteria:

- Compliance with adult learning principles:
 1. Ensure learners know why they need to learn specific content and its relevance to their workplaces;
 2. Relate training to learners' own experiences when simulating workplace scenarios;
 3. Challenge and engage learners using a variety of activities that allow opportunities for participation, feedback and interaction;
 4. Recognize the limits of attention spans and apply techniques to address the various ways that adults learn;
 5. Use realistic activities and tools to support the transfer of learning to the workplace.
- Use language that is appropriate for all learners;
- Provide content that is accurate and current;
- Include references to legal and technical information;
- Use a variety of technical teaching aids;
- Provide learner materials that follow the principles of instructional writing and good graphic design;
- Be consistent with provincial and federal legal requirements.

4. Delivery

Regardless of the delivery method, all Endorsed Training programs must meet the requirements of this standard along with **The Accessibility for Manitobans Act (AMA)** and the delivery method must be reasonable and practicable to support the learner's ability to attain the applicable learning outcomes.

4.1 Face-to-Face Learning

The following are the maximum ratios:

1. Basic Theory Module - Learners to Instructor: 15:1

Practical Module - Self-Elevating Work Platforms to Instructor: 2:1

The following are the minimum hours for training delivery:

- Basic Theory Module: 3.5
- Practical Module: 3.5

Each learner must spend at minimum 15 minutes demonstrating safe operation to the specific self-elevating work platform being trained on within the Practical Module.

The Self-Elevating Work Platforms basic theory module as well as Working at Heights training must be completed before the Self-Elevating Work Platforms Practical Module is taken.

The timing for delivery of this training program may be extended for various reasons such as the amount of equipment available for demonstration of learning outcomes, instructor experience, and/or the learning needs of the training participants.

4.2 E-Learning and Blended Learning

The eLearning content should be consistent with Manitoba e-Learning Instructional Design Guidelines (**[click here to learn more](#)**).

This type of learning is acceptable for:

- Basic Theory Module

4.3 Distance Learning

Distance learning includes training via a live video link and a plan for interactivity with a qualified instructor should be developed and available.

This type of learning is acceptable for:

- Basic Theory Module

5. Learning Outcomes

Employers will need to supplement any training program that meets the requirements of this training program standard with additional information, instruction and training in workplace-specific policies and procedures and workplace-specific hazards and equipment related to self-elevating work platforms.

5.1 Basic Theory Module

5.1.1 Legal Requirement

Content must include:

- an overview of the legal framework including rights, duties and responsibilities and general requirements pertaining to work that takes place using a self-elevating work platform
- a brief overview of the CSA-B354.1-04 (R2016), Portable Elevating Work Platforms, CSA-B354.2-01 (R2013), Self-propelled Elevating Work Platforms, and CSA-B-B354.4-02 (R2013), Self-propelled Boom-Supported Elevating Work Platforms

At the end of this module learners will be able to:

- Identify parts in the *Manitoba Workplace Safety and Health Act and Regulation* and/or *Canada Labour Code Part II*, as applicable, pertaining to work using a self-elevating work platform.
- Identify the roles and responsibilities of the employer, supplier, supervisor and worker with respect to use of a self-elevating work platform.
- Describe the workers' rights and how they relate to workers with regards to self-elevating work platforms.
- Describe what a competent person is in relation to operation and inspection of self-elevating work platforms.
- Recognize the need and importance of CSA-B354.1-04 (R2016), portable elevating work Platforms, CSA-B354.2-01 (R2013), Self-propelled Elevating Work Platforms, and CSA-B-B354.4-02 (R2013), Self-propelled Boom-Supported Elevating Work Platforms and how to access it.

5.1.2 Hazard Identification, Risk Assessment and Control

Content must include:

- an overview of the hazards associated with self-elevating work platform operation including potential musculoskeletal hazards and an overview of the process for conducting a

job hazard analysis and risk assessment including the factors to be considered for prioritizing hazards

- an overview of the hierarchy of controls and the different types of control measures to eliminate or reduce the risk associated with self-elevating work platforms
- a description of safe work procedure requirements for the operation of a self-elevating work platform

At the end of this module learners will be able to:

- identify the hazards while operating a self-elevating work platform
- describe the process for conducting a job hazard analysis and risk assessment
- perform a risk assessment on identified hazards
- describe various control measures to eliminate or reduce the risk associated with self-elevating work platforms including any identified musculoskeletal hazards
- explain the importance and requirements of safe work procedures for self-elevating work platforms

5.1.3 Different Types of Self-Elevating Work Platforms

Content must include:

- an overview of the different self-elevating work platform types used in various workplace environments, including but not limited to scissor lift, boom lift, vertical lift, etc.
- an overview of the allowable load ratings and inspection criteria for each type of self-elevating work platform

At the end of this module learners will be able to:

- Identify the different self-elevating work platform types;
- Recognize the allowable load ratings for the different types of self-elevating work platforms;
- Describe the inspection criteria for each type of self-elevating work platform.

5.1.4 Requirements for Self-Elevating Work Platforms

Content must include:

- an overview of the requirements for self-elevating work platforms including the content within the manufacturer's operator's manual, placards, decals, controls, features, and devices

- an overview of inspection and maintenance requirements as specified in the manufacturer's operator's manual(s) for the self-elevating work platform, including daily inspection log and annual inspection certificate
- an overview of the factors affecting stability in all operation configurations of the self-elevating work platform, including but not limited to weather conditions, adequate ground condition, slope, and grade

At the end of this module learners will be able to:

- Describe the requirements for self-elevating work platforms;
- Recognize the importance of the manufacturer's operator's manual and its location and storage;
- Explain the inspection and maintenance requirements for self-elevating work platforms;
- Describe the criteria involved in daily inspections;
- Identify factors affecting stability of the self-elevating work platform.

5.1.5 Workers using Self-Elevating Work Platforms

Content must include:

- an overview of issues or malfunctions affecting the operation of the self-elevating work platform and how to respond to them
- an overview of fall protection requirements while working on self-elevating work platforms
- an overview of self-elevating work platform procedures for safe travelling, route inspection, loading and unloading for transport and securing from unauthorized use

At the end of this module learners will be able to:

- Identify how to respond to problems or malfunctions that affect the operation of the self-elevating work platform;
- Recognize fall protection requirements while working on self-elevating work platforms;
- Describe safe travelling procedures and route inspection;
- Understand loading and unloading requirements for transport;
- Explain how to secure the self-elevating work platform from unauthorized use.

5.1.8 Emergency Procedures

Content must include:

- an overview of emergency and communication procedures
- an overview of communication methods available to maintain communication between operator and ground personnel
- how to maintain communication between operator and ground personnel

At the end of this module learners will be able to:

- Explain the purpose of emergency and communication procedures;
- Identify different types of emergencies;
- Describe the procedures for emergencies;
- Describe how to communicate with ground personnel.

5.2 Practical Module**PRACTICAL Module Details:**

In this training module, the participants will demonstrate safe operation and hands-on inspection of a self-elevating work platform in an actual predetermined scenario.

Content must include:

- location of the manufacturer's manuals, inspection log and annual inspection tag on the self-elevating work platform
- manufacturer's specific warnings and instructions
- function of each safety feature, including manufacturer's approved anchor point specific to the self-elevating work platform
- pre-start inspection
- operating and function of controls specific to the self-elevating work platform
- selection and use of appropriate personal protective equipment, including fall protection
- safe travelling procedures and route inspection
- parking and securing the self-elevating work platform from unauthorized use
- emergency shutdown and lowering procedures
- rescue procedures, including how to obtain assistance from a person on the ground

The practical skills outlined above are taught in a classroom session and demonstrated during practical training exercises. Participants will need to demonstrate the practical skills.

At the end of this module learners will be able to:

- Locate the manufacturer's manuals, inspection log and annual inspection tag on the self-elevating work platform;
- Identify manufacturer's specific warnings and instructions;
- Recognize the function of each safety feature, including the manufacturer's approved anchor point specific to the self-elevating work platform;
- Select and use appropriate personal protective equipment, including fall protection
- Carry out and document pre-start inspection;
- Demonstrate route inspection;
- Demonstrate safe operation of controls and safe travelling procedures;
- Demonstrate parking and securing the self-elevating work platform from unauthorized use;
- Demonstrate emergency shutdown and lowering procedures, including how to obtain assistance from a person on the ground;
- Locate and activate rescue response.

6. Resource Material

The Self-Elevating Work Platforms Training Program Standard has material requirements for both learners and instructors.

The date and version number should be indicated on all resource materials, which include:

- terms and definitions
- job aids, evaluation tools and templates
- copies of the applicable provincial or federal safety legislation
- manufacturers' instructions for equipment
- participant and instructor manuals with copies of activities
- instructor manual and lesson plan

Learner materials will include:

- learning objectives, agenda, training content and evaluation/testing

Instructor materials will include:

- instructional methods, learning activities, and lesson plan timing

- detailed instructor manual and lesson plans including all learning activities and audio-visual resources

7. Equipment

For the practical module, learners must have hands-on, practical experience and must be trained on the proper use, care and limitations of the personal protective equipment (PPE) according to manufacturer specifications and what is listed below. The PPE provided must comply with the requirements of the Manitoba Workplace Safety and Health Act and Regulations, such as meeting or exceeding the equipment specified in the National Standards of Canada and/or the Canadian Standards Association technical standards, as applicable.

7.1 Equipment for Demonstrating Learning Outcomes

The equipment listed below must be used for the delivery of the Practical Module:

Equipment required:

- harness
- lanyard
- gloves
- safety footwear
- eye/hearing protection
- hard hats

ratio of equipment available to learner shall be 1:1

- self-elevating work platform

8. Learner Evaluation

The training program must include a plan for learner evaluation that meets the requirements below. There must be a variety of evaluation methods available to the instructor and/or evaluator that are appropriate to the learning outcomes.

8.1 Evaluation Methods

The training program will include methods to evaluate that key concepts have been understood by the learner using a variety of evaluation methods which are appropriate to the learning outcomes, including:

- open discussion
- group discussion
- questions and answers
- written and/or oral test, where applicable

Evaluation methods must be clearly outlined in the evaluation plan and the corresponding results must be documented by the evaluator.

8.2 Evaluation of Demonstration Learning Outcomes

- a. Learning outcomes requiring demonstration must be performed satisfactorily in order to successfully complete the Practical Module;
- b. For learners with language, literacy or accommodation needs, alternative evaluation methods may be employed to verify satisfactory demonstration of learning outcome by the learner. These evaluation methods must be clearly outlined in the evaluation plan and the corresponding results must be documented by the evaluator.

9. Validation/Refresher Requirements

Learners who have successfully completed an approved training program should periodically refresh their training in order to maintain its validity. This supports learners in maintaining their foundational knowledge and skills.

9.1 Validation/Refresher Requirements

Completion of both the Basic Theory Module and Practical Module in accordance with the criteria set out in this standard and the training provider standard is required to confirm a successful training program has been completed.

Training remains valid for a period of 3 years from the date of successful completion of the Self-Elevating Work Platforms Basic Theory Module and the Self-Elevating Work Platforms Practical Module.

9.2 Refresher Training

A worker's training is re-validated for another 3 year period after successfully completing the refresher training of the Self-Elevating Work Platforms Basic Theory Module & Practical Module.

Glossary

Asynchronous instruction (ASTD)

A general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. It uses resources that facilitate information sharing outside the constraints of time and place among a network of people.

Blended Learning

Describes the practice of using several training delivery mediums in a single training program and typically refers to the combination of classroom instruction and eLearning.

Distance Learning

An educational situation in which the instructor and students are separated by time, location or both. Education or training courses are delivered to remote locations via synchronous or ASTD.

ELearning (Electronic Learning)

A term covering a wide set of applications and processes that includes web-based learning, computer-based learning, virtual classrooms and digital collaboration.

Face-to-Face Training

Usually refers to traditional classroom training in which an instructor teaches a course to a room of training participants. The term is used synonymously with on-site training, classroom training and instructor-led training (slightly modified from ASTD definition).

Minimum hours for training delivery

The timing for instruction of a training program that excludes breaks and lunch:

- 3.5 hours of instruction is equal to a half-day of delivery
- 7 hours of instruction is equal to a full-day of delivery

Module

A unit of instruction that can be measured, evaluated for change, assembled to form complete courses or bypassed as a whole, and that is usually intended to teach one or a group of skills

or areas of knowledge (slightly modified from ASTD definition).

Evaluator

A person who evaluates learners.

Instructor

A person who delivers training programs.

Qualification

A skill, quality or attribute that makes somebody suitable for a job, activity or task.

Self-Elevating Work Platform *Terms*

Competent

Possessing knowledge, experience and training to perform a specific duty.

Job hazard analysis

A method used to perform an assessment of a job task by breaking the job task into steps to help identify hazards and measures to control workers' exposure to harm.

Safe work procedure

A document that outlines a precise sequence of steps that describe how to do a specific task safe.

Self-elevating work platform

A work platform that can be self-elevated and includes a boom-type elevating platform and one the rolls or is self-propelled.

Acknowledgements Statement

The Self-Elevating Work Platforms working group has developed an Self-Elevating Work Platforms Training Program Standard that outlines the minimum requirements for program objectives, training requirements and learning outcomes that are designed to educate Manitoba workers on working in compliance.

Please note that while reasonable efforts have been made to ensure that the criteria of the Training Program Standard is met, the responsibility resides with the employers to ensure compliance with the training requirements under the *Manitoba Workplace Safety and Health Act and Regulations*. In determining what rights or obligations a party may have under the provinces' legislation, reference should always be made to the official version of the Act and Regulation.