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I. Purpose:
To establish a procedure to assure that work performed from elevated platforms is conducted safely and within the guidelines published by both the Occupational Safety and Health Administration, and the American National Standards Institute.

II. Scope:
This Policy is applicable to all departments at Villanova University whose duties require the use, operation, service, repair or maintenance of elevated work platforms and the supervisors of employees who use them. The Policy covers manually positioned vertical lifts, self-propelled scissor lifts, bucket trucks and boom-supported aerial platforms. Use of platforms owned, leased or rented by Villanova University, by third parties and by graduate students are subject to the restrictions set forth in Sections V(D); V(E); and V(F).

III. Definitions:
Aerial Work Platform: A mechanical device used to provide temporary access for people or equipment to inaccessible areas, usually at heights.

Articulated Boom Lift: A type of boom lift that is able to extend up and over obstacles and is able to reach elevated positions not easily approached by a telescopic lift.

Elevated Work Platform: Any elevated platform and its supporting structure used for elevating and supporting workmen or material or both.

Manually Positioned Platform: These usually smaller units have no motor drive and require external force to move them. Once in place outriggers must be used to stabilize them.

Scissor Lift: A type of platform that can usually be self-propelled to desired position, and then extended vertically. The mechanism to achieve this is the use of linked folding supports in a criss-cross “X” pattern.

Self-Propelled Platforms: These units are able to drive themselves. In some instances, these units will be able to move while the job is in progress, although this is not possible on units which require secure outriggers.

Telescopic Boom Lift: A type of aerial platform that offers greater horizontal outreach than any other type of aerial platform.

Vehicle Mounted Lift: This lift, also known as a bucket truck, provides mobility and may also help stabilize the unit – through outrigger stabilizers (if so equipped.)
IV. Policy Statement:
The goal of this Safe Use Policy is to establish and follow safe work practices that include, but are not limited to:

- Operator responsibilities, including training and certification.
- Equipment maintenance and inspection.
- Supervisory responsibilities.
- Third party use of equipment and legal responsibilities.
- Student restrictions.
- Compliance with the provisions of the Occupational Health & Safety Administration.
- Provide protection of students and or pedestrian traffic.
- Operation of equipment in safe weather only conditions.

V. Procedures:
A. Operator Responsibilities:
The information in this Policy must be supplemented by good judgment, safety considerations, and caution in evaluating each situation. The operator must make decisions on the use and operation of the elevated platform with due consideration for the fact that his/her own safety as well as the safety of other personnel is dependent on those decisions. The following are specific operator responsibilities:

1. Administrative Requirement
Before each use, the operator shall notify his/her supervisor that an Elevated Work Platform will be used; obtain and complete an Elevated Work Platform Use Permit: obtain an anemometer and two (2) Danger Tags from the Facilities Work Control Coordinator. Users of the scissor lift in Athletics or the Vasey Theater must obtain these items from the Departmental Safety Contact. Provided that the Danger Tags are not used, these items must be returned to the Work Control Coordinator at the end of the shift or the Athletics or Theater Departmental Safety Contact.

   a. If the boom lift or a self-propelled scissor lift, must be transported to another location for use, an escort vehicle must accompany the lift to the new location.

   b. Any task involving the use of any elevated work platform, at a height greater than entry level, shall have a trained operator stationed at the ground controls in addition to the operator on the lift.
2. **Prestart Inspection**
Before each day, the elevated platform operator shall perform a visual inspection and functional test. This inspection shall include, but is not limited to, the following:

a. Insure that the operating and maintenance manuals & applicable ANSI Standard are stored in the storage compartment on the platform.

b. Familiarize himself/herself with the requirements of operation set forth in the manufacturer’s Manual of Responsibilities.

c. Check operating and emergency controls.

d. Check all safety devices.

e. Check personal protective devices.

f. Check for air, hydraulic and fuel system leaks.

g. Check cables and wiring harness.

h. Check for loose or missing parts.

i. Check tires and wheels.

j. Check placards, including those related to load limits, warnings, and control markings.

k. Check outriggers, stabilizers and other structures (if the platform is so equipped).

l. Check the guardrail system.

3. **Workplace Inspection**
Before and during use the operator shall inspect the platform’s area of operation for possible hazards. The possible hazards include, but are not limited to, the following:

a. Drop offs or holes, including those concealed by cover plates, water, ice, mud, etc.

b. Slope(s).

c. Bumps and floor obstructions.

d. Debris.

e. Overhead obstructions including power lines and electrical conductors.

f. Inadequate surface and support to withstand all load forces imposed by the elevated platform in all operating configurations.

g. Wind and weather conditions, including wind speed or related gusts that are determined to be in excess of 25 mph.

h. Pedestrian traffic.

i. Presence of unauthorized personnel.

j. Assure that manholes and telecommunications vaults in the projected path of travel are capable of supporting the equipment.

k. Unsafe conditions not referenced herein.
4. Prior to Each Elevation
Before each elevation of the platform, the operator shall insure:
   a. The operator has been trained and has in his / her possession a current certification to operate an elevated work platform.
   b. The platform is not operated out of doors when the wind speed or related gusts are forecasted to exceed 25 MPH or weather conditions indicate it is unsafe to operate. The forecasted wind speed can be obtained at [www.weather.gov](http://www.weather.gov). Additionally, the real time wind speed shall be determined by use of a cell phone application, or an anemometer available from the Facilities Work Control Coordinator or Athletics Departmental Safety Contact. The platform shall not be operated in winds or gusts in excess of 25 miles per hour (40.2 km/hr) except to move it from an operating to a storage position.
   c. Outriggers, stabilizers, extendable axels, or other stability enhancing means, are used as required.
   d. Guard rails are installed and the access gates or openings are closed.
   e. The load and its distribution on the platform is in accordance with the rated capacity for that configuration as stated on the manufacturers placard.
   f. All personnel on the elevated platform have the appropriate safety gear for the work envisioned as defined in Table II.
   g. If the prospective work area of an elevated lift could place pedestrian traffic at risk, the operator shall isolate the work area by establishing a perimeter and safely diverting the pedestrian traffic around this perimeter. Danger signs, caution tape and barriers should be used to create the perimeter of the work area.
   h. If the operator encounters any suspected malfunction of the elevated platform, or any hazard or potentially unsafe condition, the operator shall cease operation of the platform and advise the Departmental Safety Contact of the problem. Additionally, the operator shall place a “Danger – Do Not Use” tag on the platform upper and lower control stations stating it is unsafe to use.

5. Operational Requirements
During each operation, the operator shall:
   a. Check the clearances overhead and of doorways and canopies. Keep the chassis of the machine at least 2 feet from holes, drop-offs, obstructions, debris, concealed holes and other potential hazards. Know exactly how much clearance exists between the machine and electric power lines.
   b. Keep everyone clear of a working platform. Never allow unauthorized ground personnel near your machine, and never permit anyone to stand or pass under a raised platform.
c. Know the rated capacity of your machine and never exceed it. Whenever possible, travel only in the full-down, stowed position for maximum stability.

d. Outriggers must be positioned on pads or solid ground when used. Brakes must be set before the platform is elevated. Wheel chocks must be installed before the platform is used when working on an incline.

e. While on the platform the operator and anyone else on the platform shall always stand firmly on the floor of the lift. Climbing by occupants on the mid-rail or top rail of the platform is prohibited. The use of planks, ladders, or any other devices for achieving additional height or reach is prohibited.

f. Personnel working from an elevated platform may only tie-off to an approved point on the platform. Tying off to an adjacent structure or other equipment is prohibited.

g. Operators should never position themselves between overhead hazards, such as joists and beams, or the rails of the basket as accidental movement of the lift could result in a crushing hazard.

h. The operator shall perform periodic wind speed checks (maximum one hour intervals) to assure his/her continuous safety.

i. Assess the lightning risk and take appropriate actions. During thunderstorms no place outside is safe. If you can hear thunder, lightning is close enough to strike. Stop what you are doing and seek shelter.

j. If the platform or supporting assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the platform, all personnel shall be removed from the platform by trained rescue personnel before attempts are made to free the platform using the lower controls.

B. Departmental Safety Contact’s Responsibilities

The Director of Maintenance, the Associate Athletic Director for Facilities & Operations, the Director of Custodial Services, the Theater Production Manager, (see Appendix IV) and third party contractors covered under Section V(D) of this Policy shall designate a single point of contact for their respective area of responsibility to coordinate and control the use of elevating work platforms (each contact is referred to herein as the “Departmental Safety Contact”). The Departmental Safety Contacts must be familiar with and conform to the provisions of this Policy. The Departmental Safety Contacts responsibilities include, but are not limited to, the following:

1. Inspections

   a. The Maintenance Departmental Safety Contact shall assure that frequent inspections are conducted on the boom, scissor lift, and manual vertical lift (3 months or 150 hours, whichever comes first) in accordance with the manufacturers’ recommendations.

   b. The Maintenance Departmental Safety Contact shall assure that an annual inspection is conducted on the bucket truck no later than 13 months from the date of the prior annual inspection.
c. The Theater Departmental Safety Contact shall assure that frequent inspections are conducted on its manual vertical lift (3 months or 150 hours, whichever comes first) in accordance with the manufacturers’ recommendations.

d. The Departmental Safety Contact responsible for the above inspections shall retain records of all inspections of elevating work platforms for at least four years.

2. Operating Conditions
   a. Upon notification of an operational defect, the Departmental Safety Contact shall assure that any elevated platform that is not in proper operating condition is immediately removed from service until repaired.
   b. The Departmental Safety Contact shall assure that only operators, who are trained, currently certified and familiar with the platform to be operated are assigned to operate an elevated platform.
   c. The Departmental Safety Contacts have the responsibility and ultimate authority to enforce all safety protocols at any time.
   d. The Departmental Safety Contacts will serve as an independent and objective resource to whom administrators and staff may report any safety concerns regarding the work or environment.
   e. The Departmental Safety Contacts will function as a liaison between the Environmental Health & Safety Department and his or her respective departments.

C. Office of Environmental Health & Safety Responsibilities
   The Office of Environmental Health & Safety will provide expert technical guidance to support the implementation of this Policy and participate in an annual policy review. The following are additional responsibilities of EH&S:
   a. Provide regulatory guidance to the University regarding the applicable Occupational Safety & Health Administration & ANSI standards.
   b. Evaluate and update this Policy, if necessary, on an annual basis.
   c. Schedule and coordinate elevated work platform training for user entities at intervals no greater than 3 years.
   d. Retain expired Villanova University AWP Permits for one year following the date of issue.
   e. Retain records of all training conducted for elevated work platforms for at least four years following the date of the training.

D. Third Party Use of Villanova Owned/Leased/Rented Equipment
   Third party contractors or their subcontractors are prohibited from using University owned, leased or rented elevated work platforms unless their organization has executed an addendum to their contract with Villanova University in the form of Appendix 1, attached hereto, and provided Villanova University with a certificate of insurance naming Villanova University as an additional insured and evidencing their general liability and workers
compensation insurance coverage. In addition, prior to any such use, employees of such contractors, or their subcontractors, must provide proof of acceptable current training certification and execute the Release attached hereto as Exhibit A to Appendix 1. These documents must be retained by the relevant Department for a period of three (3) years after such use.

Third party contractors authorized to use University owned, leased or rented work platforms shall conform to the following:

1. Execute a Villanova University AWP Permit as required by Section V (A) (1) of this Policy.
2. Conduct a pre and post use inspection of the platform with University personnel to determine the operational condition of the platform.
3. Provide the personal protective equipment mandated in Table II of this Policy.
4. Assure that the equipment is operating in accordance with the operational responsibilities mandated in Sections V(D); V(E); and V(F).

Other third parties, including representatives of visiting athletic teams and broadcasting companies, are not permitted to operate any University owned, leased or rented elevated work platform. Such third parties may be present on such platforms provided that they (i) have executed the Release attached hereto as Exhibit A to Appendix 1 and (ii) comply with all policies and procedures set forth herein. The executed Release must be retained by the relevant Department for a period of three (3) years.

E. Contractor Owned/Leased/Rented Equipment

Third party contractors or their subcontractors using elevated work platforms owned or leased by them, or rented from others must execute an addendum to their contract with Villanova University in for the form of Appendix 1, attached hereto, and provided Villanova University with a certificate of insurance naming Villanova as an additional insured and evidencing their general liability and workers compensation insurance coverage. In addition, prior to any such use, employees of such contractors, or their subcontractors, must provide proof of acceptable current training certification and execute the Release attached hereto as Exhibit A to Appendix 1. These documents must be retained by the relevant Department for a period of three (3) years after such use.

Third party contractors using contractor owned, leased, or rented equipment must conform to all pertinent OSHA requirements including, but not limited to CFR 29 1910.66 thru CFR 29 1910.68, CFR 1926.451 thru 29 CFR 1926.454 and the following:
1. Assure that the equipment is operated in accordance with the requirements mandated by the equipment manufacturer.
2. Assure that the personal protective equipment mandated by Table II of this Policy is provided and worn.

F. Student Restrictions
Under no circumstances shall any student, whether a Villanova University student or a student of another institution, be permitted to be present on or otherwise use or operate any elevated work platform owned, leased or rented by Villanova University on Villanova University premises. Graduate students who are compensated as employees of Villanova University shall be exempt from this prohibition, provided they meet all the training and other requirements set forth in this Policy.

G. Electric Shock Hazard
All applicable safety related work practices intended to prevent electric shock shall be defined and explained to the operator by a certified trainer. In particular, such person shall instruct the operator to maintain the minimum safe approach distance (MSAD) from energized power lines. The minimum approach distance is defined in Table 1.

<table>
<thead>
<tr>
<th>Voltage Range</th>
<th>Minimum Safe Approach Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-300 V</td>
<td>Avoid contact</td>
</tr>
<tr>
<td>&gt;300 V to 50 KV</td>
<td>10 feet</td>
</tr>
<tr>
<td>&gt;50 KV to 200 KV</td>
<td>15 feet</td>
</tr>
<tr>
<td>&gt;200 KV to 350 KV</td>
<td>20 feet</td>
</tr>
<tr>
<td>&gt;350 KV to 500 KV</td>
<td>25 feet</td>
</tr>
<tr>
<td>&gt;500 KV to 750 KV</td>
<td>35 feet</td>
</tr>
<tr>
<td>&gt;750 KV to 1000 KV</td>
<td>45 feet</td>
</tr>
</tbody>
</table>

To minimize the potential for electric shock, before a work platform is assigned to any task in the Structural Engineering Laboratory, the power to the crane rails shall be disconnected and locked out in accordance with EH&S Procedure No. S30, Lockout/Tagout.
H. **Personal Protective Equipment**

For scissor lift platforms capable of lateral movement while personnel are on the platform, bucket trucks and boom supported aerial platforms, a personal fall arrest system consisting of a full body harness and a lanyard properly attached to a platform anchor point is required. Only one person may attach a lanyard to each designated attachment point. The appropriate Departmental Safety Contacts shall determine the additional protective equipment required from Table II and assure its use.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Protection Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exposure to splashes of chemicals, solvents or cleaning agents.</td>
<td>Safety glasses with side shields</td>
</tr>
<tr>
<td>2. Exposure to projectiles.</td>
<td></td>
</tr>
<tr>
<td>1. Exposure to chemicals, solvents or cleaning agents.</td>
<td>Appropriate protective gloves.</td>
</tr>
<tr>
<td>2. Exposure to objects with the capability to cut or abrade.</td>
<td></td>
</tr>
<tr>
<td>3. Exposure to unusually hot or cold objects.</td>
<td></td>
</tr>
<tr>
<td>Strike against, falling objects, electrical shock.</td>
<td>Standard Class B visor brim type hard hat</td>
</tr>
<tr>
<td>Fall from height.</td>
<td>Full body harness with a 6 foot shock absorbing lanyard attached to an approved anchor point. Note: Fall protection equipment is not required on the manual vertical lift.</td>
</tr>
</tbody>
</table>

I. **Training Requirements**

1. **Training**

Only personnel who have received training and possess a current certification regarding the inspection and operation of elevated work platforms, including recognition and avoidance of hazards associated with their operation, shall be permitted to operate an elevated work platform. Such items covered in this training shall include, but are not limited to, the following:

   a. The purpose and use of manuals.

   b. That operating manuals & the applicable ANSI standard are an integral part of the work platform and must be stored in the weather resistant compartment when not in use.
c. Provided an understanding of the need for and use of all mandated personal protective equipment.

d. Provided instructions on how to conduct a pre-use inspection.

e. Provided awareness of their responsibilities associated with problems or malfunctions affecting the operation of the platform.

f. Provided awareness of factors affecting stability.

g. Provided awareness of the purpose of placards and decals.

h. Provided instructions on how to conduct a workplace inspection.

i. Provided awareness of safety rules and regulations.

j. Provided instructions that only authorized personnel are permitted to operate elevated work platforms.

k. Provided the ability to recognize when pedestrian traffic is placed at risk and the appropriate steps to minimize these risks.

l. Under the direction of an independent certified trainer, the trainee shall operate the work platform for a sufficient period of time to demonstrate proficiency in the actual operation of the platform.

2. **Documentation**

The independent certified trainer conducting the training shall provide to all successful trainees a means to document the training. The documentation shall include the following information:

a. Name of the trainee.

b. Name of the entity providing the training.

c. Name of the certified trainer providing the training.

d. Clear evidence of the category of work platform covered (manual vertical lift, self-propelled scissor lift, bucket truck or boom-supported aerial platform).

e. Date of the training.

f. Trainees shall be made aware that the above documentation is valid for three years from the date of the last training.

3. **Record Retention**

The Office of Environmental Health & Safety shall maintain records of all training conducted for elevated work platforms for at least four years following the training.

VI. **Related Information:**

References:

  29 CFR 1910.66
  29 CFR 1926.451 thru 1926.454
- American National Standards Institute
  SIA A92.5 – 2006, A92.6 – 2006

VIII. **Responsible University Division/Department**
Vice President
Facilities Management Office
800 Lancaster Avenue
Villanova, PA 19085
610-519-4589

IX. **Responsible Administrative Oversight**
Executive Vice President
Office of the Executive Vice President
800 Lancaster Avenue
Villanova, PA 19085
610-519-4530
CONTRACT ADDENDUM

[For use of elevated work platforms by contractors who have contracts with Villanova]

This Addendum dated this _____ day of ________________, 20__, amends the Agreement (“Agreement”) dated ______________________ between Villanova University (“Villanova”) and ___________________________________ (“Contractor”).

In connection with the performance of services under the Agreement, Contractor desires to have its employees or approved subcontractors (collectively the “Workers”) use the elevated work platforms owned, rented or leased by the contractor, or owned, rented, or leased by Villanova (the “Elevated Platforms”). Villanova consents to such use on the terms and conditions set forth herein.

Intending to be legally bound hereby, the parties agree as follows:

1. Villanova may permit in its sole discretion, which permission may be withdrawn by Villanova at any time and for any reason, Contractor and its Workers to use the Elevated Platforms in accordance with these terms.

2. All use of the Elevated Platforms shall be in accordance with Villanova’s Policy for Safe Use of Elevated Work Platforms (the “Policy”), attached hereto and incorporated herein. Contractor acknowledges receipt of the Policy and agrees to require its Workers to abide by all rules specified therein. Contractor acknowledges that compliance with such Policy does not serve as a guarantee of Contractor’s Workers’ safety while using the Elevated Platforms. Contractor understands that if a Worker fails to abide by all prescribed rules or engages in conduct deemed unacceptable in the sole discretion of Villanova University, Villanova University may immediately terminate Contractor’s and such Worker’s permission to use the Elevated Platforms.

3. No Worker shall be permitted to use the Elevated Platforms unless they have provided to Villanova (i) proof of acceptable current training certification for such Worker, and (ii) a signed Release in the form of Exhibit “A” to this Addendum.

Contractor acknowledges that use or operation of, or presence on, the Elevated Platforms by Contractor’s Workers could expose them to hazardous conditions that may constitute an extreme risk to their personal health and safety. These hazardous conditions include the possibility of falling from a great height, extremely heavy machinery collapsing, defective machinery, uneven terrain, and exposure to wind and weather conditions. Contractor acknowledges that assumption of these risks could result in severe personal injury to Contractor’s Workers, including death. Contractor
hereby expressly and voluntarily assumes all such risks incurred by Contractor’s Workers use of or presence on such Elevated Platforms.

4. Contractor shall evidence Comprehensive General Liability Insurance at the minimum of $3,000,000 per occurrence. If driving automobiles onto campus in association with work, evidence of Automobile Liability Insurance at a minimum of $3,000,000 each occurrence is required. Note both Comprehensive General Liability and Automobile Liability Insurance coverage limits may be reached via an Excess or Umbrella Liability policy. In addition, Contractor shall evidence Workers Compensation and Employers Liability coverage as required by law. A Certificate of Insurance, naming Villanova University as Additional Insured evidencing the aforementioned coverage, shall be issued to Villanova University prior to the commencement of use of the aerial work platform.

5. In addition to any indemnification obligation in the Agreement, Contractor agrees to release, indemnify and hold harmless Villanova University, its agents, servants, students, officers, trustees and employees from and against any and all loss, damage, liability or expense, including attorney’s fees, including but not limited to all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by Contractor or its Workers or any third party, and all damages to property, caused by or arising out of or claimed to have been caused by or to have arisen out of the use of or presence on the Elevated Platforms by Contractor or its Workers, whether or not caused by the negligence of Villanova University, its agents or employees. Further, Villanova University will not be responsible for any physical damage occurring to property owned by Contractor or its Workers in connection with the use of the elevated Platforms.

6. In the event of any conflict between the indemnification terms of the Agreement and this Addendum, the terms of this Addendum shall prevail.

The parties agree to this Addendum as of the date set forth below.

CONTRACTOR: VILLANOVA UNIVERSITY

__________________________________________
By: _______________________________ By: _____________________________
Robert Morro, Vice President
Title: _______________________________ for Facilities Management
Date: _______________________________
Exhibit A

USE OF ELEVATED LIFTS
ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS AND RELEASE

Villanova University

User: __________________________

User desires to utilize the elevated work platforms owned, rented or leased by the contractor or owned, rented, or leased by Villanova (the “Elevated Platforms”) on the property of Villanova University. Certain potential risks to personal health and safety are associated with use and operation, or presence on, such Elevated Platforms. You should not use or be present on such Elevated Platforms unless you are willing to accept the associated risks.

1. Acknowledgment and Assumption of Risks; Health and Safety.

I understand and hereby acknowledge that my use or operation of, or presence on, the Elevated Platforms on Villanova University’s campus could involve exposure to hazardous conditions that may constitute an extreme risk to my personal health and safety. These hazardous conditions include the possibility of falling from a great height, extremely heavy machinery collapsing, defective machinery, uneven terrain, and exposure to wind and weather conditions. I acknowledge that my assumption of these risks could result in severe personal injury to me, including death. I hereby expressly and voluntarily assume all such risks incurred by my use of or presence on such Elevated Platforms.

2. Agreement to Abide by All Rules.

I understand that Villanova University has specified rules regarding the use of Elevated Platforms on its campus. I agree to abide by all rules specified, but I also acknowledge that compliance with such rules does not serve as a guarantee of my safety while using the Villanova owned, rented or leased equipment or the contractor owned, rented or leased Elevated Platforms. I understand that if I fail to abide by all prescribed rules or engage in conduct deemed unacceptable in the sole discretion of Villanova University, Villanova University may immediately terminate my ability to use the Elevated Platforms.
3. Training Certification.

I understand Villanova University requires all operators of elevated platforms to have a current training certification. I certify that I hold a current training certification to operate an elevated platform.


IN CONSIDERATION OF BEING ALLOWED TO UTILIZE OR BE PRESENT ON THE ELEVATED PLATFORMS ON THE PROPERTY OF VILLANOVA UNIVERSITY, THE UNDERSIGNED HEREBY RELEASES VILLANOVA UNIVERSITY, TOGETHER WITH ITS BOARD OF TRUSTEES, OFFICERS, AGENTS AND EMPLOYEES, (COLLECTIVELY THE “RELEASED PARTIES”) FROM ANY AND ALL CLAIMS AGAINST EACH OF THE RELEASED PARTIES ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY USE OF OR PRESENCE ON THE ELEVATED PLATFORMS, INCLUDING, BUT NOT LIMITED TO, LOSS OR DAMAGE TO PERSONAL PROPERTY AND ANY PERSONAL INJURY, INCLUDING DEATH. I RECOGNIZE THAT THIS RELEASE MEANS I AM GIVING UP, AMONG OTHER THINGS, RIGHTS TO SUE THE RELEASED PARTIES FOR INJURIES. I ALSO UNDERSTAND THAT THIS RELEASE BINDS MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, AS WELL AS MYSELF.

I agree that this document is to be construed under the laws of the Commonwealth of Pennsylvania. I acknowledge that I have read and understood the entire document and I have signed it knowingly and voluntarily.

_________________________________________  ______________________________  __________
Signature of User                      Name (Printed)                           Date
Villanova University
Department of Environmental Health and Safety
Policy and Procedure Manual

Subject: Safe Use of Elevated Work Platforms – APPENDIX II
Number: S33
Effective: 6-1-16
Revised: 10-16-17

Villanova University
Elevated Work Platform Use Permit

<table>
<thead>
<tr>
<th>Assigned To:</th>
<th>Employee or Contractor</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For:</td>
<td>Type of Work (describe)</td>
<td></td>
</tr>
<tr>
<td>Using:</td>
<td>Specific Equipment</td>
<td></td>
</tr>
<tr>
<td>At:</td>
<td>Location</td>
<td>Building</td>
</tr>
</tbody>
</table>

Pre-Operational Checks
1. Operational and maintenance manual in place Y/N
2. Pre-Operational inspection conducted Y/N
3. Operational conditions are satisfactory Y/N
4. Wind speed at __________ mph satisfactory (25 mph or less) Y/N
5. Assure that signs, red danger tape, barriers/fences and other means of diverting pedestrian traffic are in place prior to operating the platform. Y/N

Signed________________________ Date _______________

Forward Permit to the Office of Environmental Health & Safety.

Note:
1. This Permit must be completed daily.
2. This Permit is valid for only the date listed on the reverse side.
3. This Permit is valid for only the employee or contractor listed on the reverse side.
4. Forward all expired Permits to the Office of Environmental Health & Safety.

(FRONT)

(VILLANOVA UNIVERSITY)

Elevated Work Platform Use Permit

Note:
1. This Permit must be completed daily.
2. This Permit is valid for only the date listed on the reverse side.
3. This Permit is valid for only the employee or contractor listed on the reverse side.
4. Forward all expired Permits to the Office of Environmental Health & Safety.

(BACK)
Departmental Safety Contact

The Director of Maintenance, the Associate Athletic Director for Facilities & Operations, and the Director of Custodial Services have designated the below listed single point of contact for their respective area of responsibility to coordinate and control the use of elevated work platforms (each contact is referred to herein as the “Departmental Safety Contact”). These appointments are effective and current as the date of the latest revision to this Policy.

Facilities Maintenance:
   Maintenance – Richard Finizio
   Grounds – Hugh Weldon
   Custodial Services – Mickey Dittbrenner

Athletic Facilities:
   Athletics – Brian Anderson

Vasey Theater
   Theater – Jacob Rothermel