

### Contractor Use of Bucknell owned man-lifts and forklifts

The following process shall be followed by any contractor or vendor requesting the use of Bucknell owned man-lifts, forklifts and other operator controlled equipment.

It is the recommendation of both the offices of Risk Management and Environmental, Health and Safety that all contractors provide their own man-lifts, forklift and other operator controlled equipment.

Said equipment would include, boom lifts, scissor lifts, bucket trucks and forklifts.

Should the vendor or contractor not provide their own equipment from those listed above and need to use Bucknell owned equipment then:

1. The vendor and contractor must furnish proof of proper training for the given equipment they are requesting to use. Such proof would include a company issued training card or attendance sheet from a qualified Company training.
  - a. A Bucknell trained employee will review equipment operations with the individual operating the equipment.
  - b. If the Bucknell employee feels as though the individual is not competent to operate the equipment they should report this to EH&S.
2. If the vendor cannot furnish proof of training or a certificate of insurance then they will not be permitted to use Bucknell owned equipment.
3. Individuals using lifts that require fall protection must provide their own. Use of the lifts without proper fall protection is not allowed.
4. Equipment cannot be utilized until the above conditions have been met.