

Permitted Equipment

Guideline

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Applies To: University of Michigan (U-M) employees and contractors utilizing U-M 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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As an employer, U-M 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 EHS procedure to obtain permits is included.

Permitted Equipment Guideline

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 regulations. Information from several regulations has been consolidated into this Guideline to meet the requirements for appropriate employee training, safe operation, and permitting. The EHS procedure to obtain permits is included.

Related Permitted Equipment Guideline Documents

- U-M Training Packet
 - Permitted Equipment Operators' Training Instructions and Performance Test Trainer's Instructions
 - Permitted Equipment Operators Request Form
 - Permitted Equipment Test (written permit test)
 - Permitted Equipment: Daily Inspection Checklist
 - Performance Test for Permitted Equipment
- Permit Renewal Package
 - Permitted Equipment Operators Request Form

Additional Resources

All referenced guidelines, regulations, and other documents are available in [Appendix A](#) of this document.

EHS approved Equipment Training Companies:

- [Cloverdale](#)
- [United Rental](#)

Responsibilities

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 evaluators/trainers to train departmental employees in the safe use of permitted equipment or contract with an EHS approved equipment training company.
- Assign resources to support the implementation of this Guideline.

Supervisors

- Provide information to EHS and the Designated Evaluator/Trainer regarding employees who have the potential to 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 a proper training evaluation 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.

Designated Evaluators/Trainers

- Be knowledgeable in the operation and types of Permitted Equipment in their department.
- Be familiar with all safety principles applicable to their operation; provide evaluation, training and testing to employees as required.
- Administer the Permitted Equipment test and review the answers with the employee to assure knowledge of equipment.
- Complete and submit the necessary paperwork to EHS for the permitting process.

Permitted Operators

- Comply with this guideline and operate Permitted Equipment in accordance with the training received.
- Report to your supervisor any job-related injury or illness, questions on health and safety, or any unsafe or unhealthy working conditions.
- Report to your supervisor any restrictions that could interfere with the operation of permitted equipment.
- Carry the issued permit with you at all times during operation of Permitted Equipment.

EHS

- Maintain records of training and permits of all operators and designated trainers.
- Issue permits to trained operators.
- Contact department 60-days prior to permit expiration for renewal.
- Review and revise this guideline as necessary.

Initial Procedures

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. The Designated Evaluator/Trainer downloads and prints the U-M Training Package. The Training Package includes the following documents:
 - [Permitted Equipment Operators' Training Instructions and Performance Test Trainer's Instructions](#)
 - Permitted Equipment Operators Request Form
 - [Written permit test](#)
 - [Daily Inspection Checklist](#)
 - [Performance Test \(Score Sheet\)](#)
2. The Designated Evaluator/Trainer conducts the training and administers the written and performance tests including review of the written responses to assure knowledge of safe equipment operation.

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3. Upon completion of all portions of the training and testing, the Designated Evaluator/Trainer completes and returns all of the necessary documentation, including the Permitted Equipment Request Form, to EHS-PermitEquip@umich.edu.

If all the information is correct and the employee satisfactorily completes the testing requirements, the permit will be issued and mailed to the department for distribution.

All operators must carry their permit during working hours and make it available upon request to department management, EHS staff, and MIOSHA representatives.

Permits are valid for 3 years from the date the documentation is initially completed by the operator and evaluator. EHS will maintain a database of all Permitted Operators and notify the Designated Evaluator/Trainer 60 days prior to permit expiration and initiate the permit renewal process.

Direct all technical and administrative questions to EHS-PermitEquip@umich.edu or call the EHS direct phone at (734) 647-1143.

Permit Renewal

Permits **must** be renewed every 3 years.

1. The Medical Surveillance Coordinator notifies the Designated Evaluator/Trainer about the Permitted Operators whose permits will expire in 60.
2. The Designated Evaluator/Trainer downloads the Permitted Equipment Request Form for completion for each Permitted Operator.
3. The Designated Evaluator/Trainer completes and sends the necessary documentation to EHS-PermitEquip@umich.edu.
4. The Medical Surveillance Coordinator issues and mails the permit for distribution, as noted in the Initial Permit section.

Refresher Training

Refresher training is required **if**:

- The operator is observed or reported to have performed unsafe operation or been involved in an accident or near-miss incident;
- An evaluation indicates a need
- Different type of equipment is introduced or workplace conditions change for the operator.

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.

Appendix A: Referenced 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

Glossary of Terms

TERM	DEFINITION
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.
Designated Evaluator/Trainer	A University of Michigan employee who has been appointed by the department to conduct training in the safe use of Permitted 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.
Occupational Health Services Clinic (OHS)	The University's occupational health clinic providing support and services for medical surveillance activities and injury and illness treatment.
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 EHS 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 EHS employee responsible for coordinating the permit process for EHS and the medical surveillance program.