

## SAFE WORK PROCEDURES SCISSOR LIFT



### SPECIAL INSTRUCTIONS:

1. A high risk work licence is not required to operate a scissor lift; however, operators of this plant should be assessed as competent by an RTO.
2. Specific operator requirements may apply on certain sites (such as mines, etc.) – check local requirements with relevant authority.
3. Carry out safety checks as listed in manufacturer’s instructions before use of machine, or check log book for inspections on hired-in equipment.

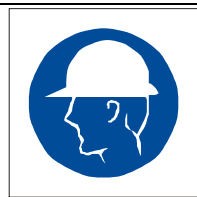
Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
<b>Operator competency</b>	Unsafe operation	Persons should not operate a scissor lift unless they have received formal training and are competent in the safe use of the machine and the precautions to be observed.	Operators should hold verification of competency in the use of scissor lifts issued by a RTO.
<b>1a.</b> Pre-start checks – all models	Hydraulic system failure Loss of control Risk of falls Accidental movement  Slips and falls	Check hydraulic fluid tank level before operation. Check all controls for correct operation before commencing use. Check all movements before commencing – should be smooth and steady. Check operation of brakes, stops, outriggers, etc to prevent uncontrolled or unwanted movement when platform is raised or extended. Ensure that guard fence and gate/s is secure and closes securely. Check for loose or missing bolts, leaks from hydraulic cylinders, hoses or connectors, damaged electrical wiring, damaged tyres, platform scissor arms. Ensure that platform floor is free from oil or grease, and remove loose objects.	Top up tank if fluid level is low. Do not use faulty equipment. Do not use if movements “jerky”. Do not use if brakes or stops do not prevent all movement of unit. Check operation of gate latch. Do not start until checks completed. Report any faults immediately. Keep platform clean and clear.
<b>1b.</b> Pre-start checks – electric models	Loss of power	Ensure that the battery is fully charged before using the scissor lift for any working at heights.	Do not use if battery power is low. Recharge battery before use.
<b>1c.</b> Pre-start checks – diesel powered models	Loss of power	Check fluid levels (fuel, oil, coolant, hydraulic oil, etc) before operation. Check battery fluid level regularly and top up with distilled water if low.	Top up fluids if levels are low. <b>Wear eye and hand protection.</b>
<b>2.</b> General precautions	Emergency procedures	Assistant(s) in platform should be instructed in how to lower the platform should the operator become disabled or unable to operate the machine. A person should be available to lower the platform from the ground control position in case of a problem on the platform.	<b>Normal use</b> – place key in lift position for platform control. <b>Emergency use</b> – turn key to ground control position.
<b>3.</b> Security of worksite	Collision  Falling objects	Use barricades, traffic cones and signs, etc, to prevent collision of other plant or vehicles working in vicinity with scissor lift. Prevent access of persons into vicinity of scissor lift when platform is raised. Observer or assistant on ground must take precautions from falling objects.	Erect barrier around work area. <b>Wear high-visibility clothing.</b> Prevent unauthorised entry. <b>Wear head protection.</b>
<b>4.</b> Travel	Instability	Inspect area where scissor lift is to be used, and remove any obstacles or debris, etc, from surface. Travel path should be free of holes or bumps. Do not use machine on soft or unstable surface, or on or across slopes greater than the permissible limit for the machine. Reduce speed when turning corners, on rough surfaces or restricted visibility. Platform should be lowered before moving unit to reduce overturning risk. Keep body fully within confines of platform when travelling.	Keep work area clear and clean. Avoid holes and bumps, or rectify. Travel at slow speed in lowered position on rough surfaces or slopes. Always travel at safe speed. Restrict travel with platform raised. Keep cage gates closed at all times.

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5. Working at heights	<p>Instability</p> <p>Overloading</p> <p>Risk of falls</p> <p>Overhead obstacles</p> <p>Electric shock</p>	<p>Avoid use of scissor lift in raised position in high wind conditions.</p> <p>Ensure that unit is on level surface (or is levelled with outriggers if working on uneven surfaces) before raising platform.</p> <p>Do not lift or suspend objects or equipment from guardrails.</p> <p>Do not carry more than permitted number of persons or overload platform.</p> <p>Ensure that gates on platform guard rails are closed and locked in place.</p> <p>Do not reach out beyond confines of platform when working at heights.</p> <p>Do not “rock” unit when platform is raised.</p> <p>Exercise care when working close to roofs, ceilings or overhead structures</p> <p>Keep safe distance from overhead catenary wires and electrical installations, or have services isolated and locked out before starting work in vicinity.</p>	<p>Check weather conditions before use.</p> <p>Ensure that unit is parked on a stable, firm surface before raising platform.</p> <p>Place loads inside platform to raise.</p> <p>Keep below safe working load.</p> <p>Do not open gates when elevated.</p> <p>Remain within confines of platform.</p> <p>Avoid sudden or jerky movement.</p> <p><b>Wear head protection.</b></p> <p>Identify electrical hazards before commencing work; provide spotter.</p>
6. Transport and maintenance	<p>Load/unloading with ramps</p> <p>Loading using winch</p> <p>Unloading with winch</p> <p>Entrapment</p>	<p>Check that ramps can carry weight of machine, and have non-slip surfaces.</p> <p>Ensure that ramps are effectively secured to tray or trailer during loading.</p> <p>Check that machine is fully folded, and that low travel speed is selected.</p> <p>Ensure machine and ramps are aligned, use cage controls to drive on or off.</p> <p>Secure machine to vehicle using tie downs secured to attachment points.</p> <p>Ensure chains are securely attached to attachment points before winching.</p> <p>Ensure that machine is out of gear, and park brake is in OFF position.</p> <p>Secure machine to vehicle using tie downs secured to attachment points.</p> <p>Release park brake, and lower machine slowly off tray using winch.</p> <p>Always refer to manufacturer’s manuals when carrying out maintenance.</p> <p>Secure means of preventing scissor frame from lowering must be used when working on machine – use provided stands or secure packing for support.</p>	<p>Refer to SWP Transport of Plant and Machinery.</p> <p>Do not load with platform raised.</p> <p>Travel at slow speed, avoid jerking.</p> <p>Engage park brake before travel.</p> <p>Take up load before releasing brake.</p> <p>Use winch to position machine.</p> <p>Engage park brake before travel.</p> <p>Keep clear when unloading machine.</p> <p><b>No unauthorised work or repairs.</b></p> <p><b>Do not place any part of body inside unsupported scissor frame.</b></p>

### PRECAUTIONS:

The following precautions are to be observed in areas where these procedures are carried out.



Additional protective equipment to be worn when checking batteries and handling fuel or other chemicals

