

# SCISSOR LIFT SOP

## ACRONYMS

- LOTO - Lockout/Tagout.
- PPE - Personal Protective Equipment.
- SOP - Safe Operating Procedure.
- EWP - Elevated Work Platform.

## PRECAUTIONS

- All operators must be trained and competent to operate Scissor Lift safely. Operator training should include:
  - Workplace induction
  - Safe operating procedures
  - Manufacturer's instructions
  - Correct use of fall restraint equipment
  - Nature of hazards
  - Fitting of PPE
  - Manual handling
  - Housekeeping
  - First Aid

## HAZARDS - What can cause harm?

- ▲ Machine roll-over
- ▲ Overhead power lines
- ▲ Fall from height
- ▲ Falling objects
- ▲ Manual Handling
- ▲ Poor housekeeping



*A suitable fall restraint device is in use on the Scissor Lift.*



## PPE



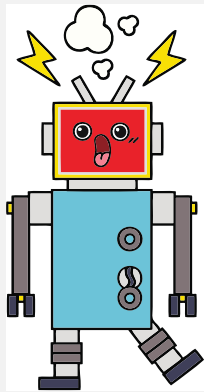
## PRE-OPERATIONAL INSPECTION

- Follow the pre-operational checklist in the manufacturer's operational manual, ensure:
  - Operating and emergency controls
  - Safety devices and limit switches
  - Tyres and wheels
  - Outriggers
  - Air, hydraulic and fuel systems for leaks
  - Guardrail systems
  - Engine oil level
  - Hydraulic reservoir level.

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### WORK AREA PRE-INSPECTION

- Ensure:
  - Sufficient space
  - Overhead hazards
  - The ground is firm and suitable (seek geographic reports if in doubt)
  - Placement will not cause traffic congestion
  - Adequate lighting (especially during night works)
  - The work area is barricaded from other machinery and access by pedestrians
  - Work area clear of obstructions guards in place and working correctly.



### MALFUNCTION

**If a malfunction is suspected, such as a sudden partial drop, all work must be suspended, and the scissor lift checked.**

### OPERATION

1. Operate in accordance with manufacturers' instructions
2. **Wear prescribed PPE**
3. **Startup:**
  - a. Pull out the emergency stop button on the control panel
  - b. Select "Platform" with off/platform/base select key switch
  - c. Enter the scissor lift
  - d. Pull out the emergency stop button on the platform control panel
  - e. Continue the task using the required buttons, levers and controller located on the operator console
  - f. Use high range in open travel areas. Use low range in tight areas
4. **Operation. ensure:**
  - ✓ Only one **designated person** should operate the controls (except in an emergency)
  - ✓ To be aware of pressures created when using tools and storage of equipment in the platform that may exceed the WLL
  - ✓ All loads must be stored in the platform perimeter
  - ✓ The entry gate is closed before elevating
  - ✓ All occupants must wear approved fall restraint device properly attached to designated platform anchorage points
5. **Shutdown Sequence:**
  - a. Lower the platform fully
  - b. Push the emergency stop buttons
  - c. On the operator console
  - d. On the base control

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- e. Turn the base key switch to off.

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Work at a safe distance from all powerlines. Call your local utility service to identify the voltage of powerlines before beginning work.

### DO NOT

- ✗ Do not exceed the working height of the unit
- ✗ Do not stand on handrails
- ✗ Do not lean/reach out of the platform
- ✗ Do not use ladders in the platform
- ✗ Do not use EWP on scaffolds etc.
- ✗ Do not exit platform once elevated
- ✗ Do not drop tools & equipment over the side
- ✗ Do not anchor or attach EWP to a permanent structure while working at height
- ✗ Do not use EWP to push or pull other objects
- ✗ Do not use damaged or malfunctioning equipment
- ✗ Do not use as a crane or lifting device
- ✗ Do not Modify the EWP
- ✗ Do not enter the elevating assembly when the EWP is elevated
- ✗ Do not climb down elevating assembly if the platform fails to lower
- ✗ Do not release yourself from the fall arrest device or open the gate until the platform is fully lowered and has come to a full

### EMERGENCY RESPONSE ELECTROCUTION/ELECTRIC SHOCK

*Call 000 immediately – DO NOT APPROACH THE VICTIM – Stay clear of electrical wires and equipment. Wait for Emergency Services to arrive, secure the area – keep others away.*

1. **DO NOT be the next victim** – if unsure of what to do and how to do it – **Call 000 immediately.**
2. Answer all questions and follow instructions given by the Emergency Services operator. DO NOT hang up until instructed.
3. **If possible, locate the main power shut off switch and turn power off**
4. If the power switch cannot be located, the victim can be pried or pulled from the circuit by an insulated object such as a dry wood board, piece of non-metallic material; **ONLY if safe to do so.**
5. Victims will require immediate medical response once removed from danger: check the victim for breathing and pulse, then apply CPR as necessary.
6. If a victim is still conscious after being shocked, they need to be closely monitored and cared for until trained emergency response personnel arrive.
7. There is a risk of physiological shock, so keep the victim warm and comfortable.
8. Shock victims may suffer heart trouble up to several hours after being shocked. The danger of electric shock does not end after the immediate incident.

## SCISSOR LIFT SOP

*stop.*

<b>HAZARD CHECKLIST (POWERED MOBILE EQUIPMENT)</b>	<b>Make, Model, ID No.:</b>
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Names of HSE Representatives/Workers involved:

Date:

	Y	N	NA		Y	N	NA		Y	N	NA
Risk assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger seat in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flashing lights functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Inspection conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator restraints available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracks aligned with no missing sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily logbook completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator restraints functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WLL displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction manual available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger restraints available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct attachment for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOP available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger restraints functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The attachment has sufficient WLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected/maintained within a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quick hitch engaged properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The operator has a licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS installed by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments suitable size for plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No unauthorised alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS meet relevant standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments are manufacturer approved OR deemed safe by competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intended for use as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments secured properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning devices installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locking pins in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning devices positioned for best effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe access/exit from the cabin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where passengers permitted, the passenger has the same level of protection as operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cabin clean, free of clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls located for easy access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Danger areas guarded:</b>				Cabin ventilated / AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe access/egress to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving motor parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear visibility from cabin windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speed Limitres installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTO shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Body of plant good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spotters used where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic hoses/valves etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tyres are the correct type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TMP developed & implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot engine/muffler parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tyres do not have cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOTO procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tyres have adequate tread depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where <b>"No"</b> is selected, check with the Supervisor.			
Operator seat in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tyres correct & equal pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				