




SAFE WORK PROCEDURES

SCISSOR LIFT

SPECIAL INSTRUCTIONS:

- Persons should not operate a scissor lift unless they have been instructed in the precautions to be observed and the safe use of the machine.
- Specific operator requirements may apply on certain sites (such as mines, etc) – check local requirements with relevant authority.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Loss of power Loss of control Risk of falls Accidental movement	Ensure that the battery (or batteries) is fully charged before using the scissor lift for any working at heights. Check liquid levels (fuel, oil, coolant, hydraulic oil, etc) 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 ensure that unit cannot move when platform is extended. Ensure that guard fence and gate/s is secure and closes securely.	Do not use if battery power is low. Recharge battery before use. Top up liquids if levels are 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.
2. Travel	Instability	Reduce speed when traversing corners, rough surfaces or where visibility is restricted (eg, blind corners, etc). Platform should be lowered before moving unit even for short distances. Keep body fully within confines of platform when travelling.	Always travel at safe speed. Corner at slow speed only. Do not travel with platform raised. Ensure that gates on cage closed.
3. 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. Wear high-visibility garment . Prevent unauthorised entry. Wear head protection .
4. Working at heights	Instability Overhead obstacles Electric shock	Ensure that unit is on level surface (or is levelled with outriggers if working on uneven surfaces) before raising platform. Ensure that gates on platform guard rails are closed and locked in place. Do not reach out beyond confines of platform when working at heights. Do not “rock” unit when platform is raised. Exercise care when working close to roofs, ceilings or overhead structures Keep safe distance from overhead catenary wires and electrical installations, or have services isolated and locked out before starting work in vicinity.	Ensure that unit is parked on a stable, firm surface before raising. Do not open gates when elevated. Wear safety belt or harness . Avoid sudden or jerky movement. Wear head protection . Identify electrical hazards before commencing work.
<p>PRECAUTIONS: The following precautions are to be observed when operating or working in the vicinity of scissor lifts.</p>		<p>Access to work area</p>   	<p>Working at heights</p> 