

Safe Work Procedure: Using a Scissors Lift

Do not use the scissor lift unless you have been trained in its safe use and operation!

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	December 1, 2023	Annually

Potential Hazard	Risk level
Compression	Medium
Sharp points/edges	Low
Pinch points	Medium
Materials falling	High
Surfaces causing falls	Medium
Moving machinery	High
Electrical	Low
Combustibles/flammables	Low
Risk of falling	High
Other	

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Approved safety shoes • Any other PPE required by the hazard assessment for the job to be performed. 	<ul style="list-style-type: none"> • Proper training in the use of a scissor lift. • Operations manual. • Employer's safety rules and worksite regulations.

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

PRE-START CHECKS

1. Check for obstacles around the work platform and in the path of travel such as holes, drop offs, debris, ditches and soft fill.
2. Check for overhead clearances.
3. Make sure the batteries are fully charged. Disconnect battery-charging system from external power source.

START AND OPERATION

1. Pull out the emergency stop button on the control panel.



2. Select "platform" with off/platform/base select key switch.
3. Enter the platform.
4. Pull out the emergency stop button on the platform control panel.
5. Proceed with job using the required buttons, levers and controller located on the operator console.
6. The Scissor Lift is equipped with a high and low range for travel. It can be used in high range in open travel ways, but should be used in low range in tight areas.
7. If painting is being done while on the Scissor Lift, cover up the platform, handrails and controls to minimize overspray or splashing on the Scissor Lift.

SHUTDOWN PROCEDURE

1. Fully lower the platform.
2. Push the emergency stop buttons.
 1. On the operator console.
 2. On the base control.
3. Turn the base key switch to the off position.
4. If you are finished with the Scissor Lift, clear all tools, debris, etc., from the platform and plug the Scissor Lift in to recharge the battery.

Do not!

- Do not drive when the platform is elevated.
- Do not work alone on the scissor lift.
- Do not drive near drop-offs, holes, or loading docks.
- Do not raise platform on slope or drive onto slope when elevated.
- Do not raise platform on uneven or soft surfaces.
- Do not drive onto uneven or soft surfaces when elevated.
- Do not use without guardrails, mid rails, chain, or bar in place.
- Do not raise platform in windy or gusty conditions.
- Do not exceed rated load.
- Do not use if working platform is not working properly or if any part is damaged, worn or missing.
- Do not use near moving vehicles or cranes.
- Do not stand or sit on guardrails.
- Do not use under the influence of alcohol or drugs.
- Do not override safety devices.
- Do not raise platform while machine is on a truck, forklift, trailer or other device or vehicle.
- Do not use ladder, scaffolding, or other devices to increase size or working height of platform.
- Do not use with damaged tires.
- Do not attach ropes or chains to guardrails to use as a crane.