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SCISSOR LIFT SAFETY & OPERATING PROCEDURES

All lift vehicles are required to rope off the area in which they are working using either YELLOW caution ribbon or RED danger tape, anytime there is danger that something could be dropped on a person below.

Yellow caution ribbon- is used to make people aware that there is potential for injury and to take caution. A person may enter the caution zone with your permission.

Red DANGER tape is used to ensure no one is to enter the hazardous area where there is greater potential for injury. No one should enter a Danger area once it is roped off.

Operators will display a professional attitude and will demonstrate the following skills:

1. Respect for personal safety.
2. Regard for safety of others.
3. Obey procedures at all times.
4. Demonstrate excellent work habits, efficiency and reliability.
5. Demonstrate respect for facilities and property.

It is wise to consider safety as top priority in any job we do. We depend on each other to be conscious of safety wherever we work. Practicing proper safety and operating awareness is an important way of ensuring each day will be an injury free day.

A. SCISSOR LIFT INSPECTION

1. Before beginning operation, ensure that the Scissor Lift has received its daily TPM. If it has not been performed, do so before beginning operation.
2. Inspect the condition of all safety devices including:
 - Emergency Stop Buttons.
 - Emergency Lowering Devices (if so equipped).

B. SAFETY

1. Any person operating the controls of the Scissor lift or occupying the platform must be familiar with these Safety and Operating Procedures.
2. Electrocution Hazard: This machine is not insulated. Maintain safe clearances from electrical power lines and apparatus. You must allow for platform sway, rock or sag. This work platform does not provide protection from contact with a proximity to an electrically charged conductor.

Voltage Range	Minimum Safe Approach Distance	
	Feet	Meters
0 to 300 V	Avoid Contact	
Over 300 V to 50 KV	10	3.05
Over 50 KV to 200 KV	15	4.60
Over 200 KV to 350 KV	20	6.40
Over 350 KV to 500 KV	25	7.62
Over 500 KV to 750 KV	35	10.67
Over 750 KV to 1000 KV	45	13.72

3. The National Safety Council reminds us that most accidents are caused by the failure of some individuals to follow simple and fundamental safety rules and precautions, common sense dictates the use of protective clothing when working on or near machinery. Use appropriate safety devices to protect your eyes, ears, hands, feet and body.

You as a careful is the best insurance against an accident. Therefore proper usage of this work platform is mandatory.

4. **Purpose of the Scissor Lift work platform:** Designed to transport and raise personnel and tools to overhead work areas.
5. The following points must be remembered when operating a 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, 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 or use as a crane.
- Do not use with tires that are not per manufacturers, specifications.
- **When using the Scissor Lift above or near an overhead hoist travel way, the overhead hoist must be locked out. If you are working near the orange duct-o-bars by the hoist travel rail, the main switch for the duct-o-bars must be locked out and checked for power by an electrician.**

**FAILURE TO AVOID THE ABOVE HAZARDS MAY RESULT IN
DEATH OR SERIOUS INJURY!**

C. 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.

D. 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.

E. SHUTDOWN PROCEDURE

1. Fully lower the platform.
2. Push the emergency stop buttons.
 - On the operator console.
 - 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.

No safety belt or harness will be required as long as:

1. *Work being done is limited to the perimeter defined by the guard rail.*
2. *That no worker will lean out or extend themselves beyond the limit of the guardrail at any time.*
3. *By stepping on the rails of their guard to increase their height or reach negate the protection offered by the guardrail.*

If for any reason the nature of the work requires access or movement beyond the limits of the platform guardrail system the worker shall;

1. *Outfit themselves with an approved body harness ; and*
2. *Tie off before proceeding with the task.*

TPM CHECKLIST FOR SCISSOR LIFTS

Week of: _____

Circle Time of Inspection: *A-Acceptable *U-Unacceptable	A	P	A	P	A	P	A	P	A	P	A	P
	M	M	M	M	M	M	M	M	M	M	M	M
	M		T		W		TH		F		S	
	A	U	A	U	A	U	A	U	A	U	A	U
1. Battery charge.												
2. Inspect for evidence of damage. (Report evidence of damage to your FLS).												
3. Tires: Visually inspect for adequate inflation, nicks and cuts.												
4. All guards in place												
5. Fire Extinguishers: Charged and functional.												
6. Platform Clean: No garbage, empty cans, misc. tools lying on the floor.												

Note: If any item from this inspection does not pass, do not use the Sky boom before contacting your immediate supervisor.

SCISSOR LIFT PRACTICAL SKILLS EVALUATION

Name: _____ **Employee #:** _____

Department: _____ **Date:** _____

Instructor/Trainer/FLS: _____ **Date:** _____

Instructions to the operator:

1. Before Practical Skills Evaluation: Review Safety and Operating Procedures.
2. Review the Practical Skills Evaluation to familiarize yourself with the skills, requirements and expectations.
3. Following the Skills Evaluation your instructor will go over the Practical Skills Evaluation to inform you of any concerns he/she may have.
4. Your instructor will sign your Skills Evaluation once they feel you have demonstrated your ability to operate the Scissor Lift safely.

	<u>Acceptable</u>	<u>Questionable</u>	<u>Unacceptable</u>
1. Operator must perform TPM (completing of the TPM Checklist is not required).			
2. Perform Scissor Lift Inspection.			
• Emergency Stop Buttons.			
• Emergency Lowering Valves.			
3. Perform Pre-Start Check.			
a) Reverse drive 12'.			
• Accelerates smoothly.			
• Shoulder checks (both sides).			
• Stops smoothly.			
b) Forward drive 12'.			
• Accelerates smoothly.			
• Stops smoothly.			
c) Maneuver Platform to vertical			

position (light/roof height).			
d) Return Scissor Lift to start location.			
e) Perform Shutdown Procedure.			

Signature of Operator: _____ **Print Name:** _____

Signature of Instructor/Trainer/FLS: _____
