

STANDARD OPERATING PROCEDURES

Scissor Lift

DO NOT use this equipment unless you have received authorization from the Shop Coordinator



Hard hat must be worn at all times.



Fall protection harness must be worn at all times.



Sturdy, closed-toe work boots must be worn at all times.



Eye protection must be worn.

Potential Hazards and Injuries

- Falling Objects
- Slips, trips, falls
- Crush Injury/Amputation
- Pinch points
- Electrocution
- Unstable load / Tipping
- Pedestrian / bystander injury

Pre-Operational Safety Checks

- Ensure the load is stable prior to operating lift.
- Check for obstacles around the work platform and in the path of travel such as holes, drop offs, debris, ditches and soft fill.
- Barricade the work area so that bystanders are not in the work zone.
- Use equipment brakes, chocks, etc. to stabilize lift.
- Ensure wiring is not frayed or damaged prior to use.
- LOOK UP AND LIVE** (before and during operation). Evaluate area overhead before raising lift. Only raise lift in areas that are clear overhead.
- Evaluate horizontal clearance to allow for platform sway, rock, or sag.
- Keep all extraneous personnel clear of the lift while it is in operation. Be certain no part of any person or object is under any part of the lift before lowering the platform.
- Ensure wheels, guardrails, and safety devices are in good condition. Report any faults and remove lift from service with tagging.

Safe Practices During Operation

- Always carefully watch the platform and any load on it when the lift is in operation.
- All loads must be centered on the deck. Make sure the lift is on level ground.
- Keep lift controls dry. Keep clear of moving scissor leg mechanism.
- Monitor dock lift operation to ensure correct height. Use spotter if necessary.
- Stay clear of pinch points created as the lift raises and lowers.
- LOOK UP AND LIVE** (before and during operation). Maintain mandatory clearances from overhead power lines. Barricade work areas. Insulate power lines.
- Keep clear of plate guard when unloading the lift. Get assistance if necessary. Maintain control of lift at all times. Be alert to Powered Industrial Equipment and trucks. Be alert to pedestrians, dock traffic and the movement of equipment across the dock.
- Use caution when operating the lift to ensure loading and unloading areas are clear and unobstructed.
- When leaving equipment unattended, turn it off, remove keys and secure the equipment.

Ending Operations and Cleaning Up

- Fully lower the platform.
- Push the emergency stop buttons.
 - On the operator console.
 - On the base control.
- Turn the base key switch to the off position.
- If you are finished with the Scissor Lift, clear all tools, debris, etc., from the platform.

DON'T

- ⊗ 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.