

VOC (SCISSOR LIFT)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
PLANT TYPE	Scissor Lift
PLANT MAKE / MODEL	
DATE OF ASSESSMENT	

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

QUESTION	C / NYC
1. List at least 4 things that you would inspect as part of a pre-start check.	
2. List at least 3 issues that that could impact the safety of the machine (e.g. overly worn tyres).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. List at least 2 safety features on this machine and their function.	

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<p>5. List 5 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p>	
<p>6. List any PPE requirements that may exist for this machine.</p>	
<p>7. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p>	
<p>8. Where should you park the machine and what should you do with the keys when you have finished?</p>	
<p>9. Describe any safety considerations for refuelling or recharging this machine.</p>	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PLANNING	
The trainee demonstrates how to obtain and apply job requirements in the planning process.	
The trainee demonstrates the process of assessing work site conditions and hazards and applying health and safety requirements to the planning.	
The trainee demonstrates the procedure for reviewing the Safe Work Method Statement (SWMS) for the scissor lift type, job, and work site requirements with relevant personnel.	
The trainee demonstrates the steps taken to select and check the serviceability of plant, tools, equipment, and personal protective equipment (PPE) before starting work.	
The trainee demonstrates how to identify, obtain, prepare, safely handle, and locate materials suitable for the work application.	
The trainee demonstrates how to confirm verbal and non-verbal communication signals with team members, supervisors, and other personnel on the work site.	
The trainee demonstrates the process of establishing and practicing a rescue plan, including the use of a fall arrest system, before using an scissor lift.	
SCISSOR LIFT ROUTINE CHECKLIST	
The trainee demonstrates the correct connection of the power source to the platform equipment in accordance with manufacturer specifications.	
The trainee demonstrates the execution of routine pre-operational equipment checks based on the operator manual or manufacturer specifications, along with the documentation of defect checks and scissor lift maintenance schedules in logbooks.	
The trainee demonstrates the proper start-up procedure by switching on the equipment and checking controls for correct operation and ease of movement.	
The trainee demonstrates the inspection of the scissor lift to ensure the presence and correct operation of emergency safety devices specified in the operator manual.	
POSITION SCISSOR LIFT	
The trainee positions the platform for the work application and engages stabilizers, if present, to establish the equipment base level in accordance with safe operating procedures.	
The trainee demonstrates places tools, equipment, and materials into the bucket or on the platform based on job application requirements.	
ELEVATE SCISSOR LIFT	
The trainee ensures the secure fitting of the fall arrest harness and connects the lanyard to the attachment point.	
The trainee operates scissor lift controls following manufacturer recommendations and elevates the platform to the designated work position.	
The trainee powers off at specified locations and engages locking devices as instructed in the operator manual.	

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The trainee conducts work in accordance with the job specification, operator manual, and health and safety requirements.	
SHUT DOWN AND LOWER SCISSOR LIFT	
The trainee operates the controls following manufacturer recommendations and lowers the platform to the down position.	
The trainee carries out shut-down procedures as per the instructions in the operator manual, ensuring the equipment is switched off.	
PACKUP AND CLEANUP	
The trainee ensures the work area is cleared, and materials are disposed of, reused, or recycled in accordance with legislation, regulations, codes of practice, and job specifications.	
The trainee cleans, checks, maintains, and stores the scissor lift, tools, and equipment following manufacturer recommendations and standard work practices.	
The trainee applies work completion procedures and notifies relevant personnel that the work is finished.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	