

SOP (SCISSOR LIFT)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Scissor Lifts					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input checked="" type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Falling hazard	<input checked="" type="checkbox"/>	Tip over	<input checked="" type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the scissor lift for any visible damage, leaks, or defects.
2. Conduct pre-start check as per manufacturer's guidelines.
3. Check the stability of the ground and ensure it can support the weight of the scissor lift.
4. Verify that all safety features, such as guardrails and emergency stop buttons, are functional.
5. Confirm that all controls and systems are operational by performing a test lift and lowering.

SAFE OPERATING PROCEDURE

1. Ensure personnel are competent and authorised.
2. Ensure personnel are fit for duty and not impaired by drugs or alcohol.
3. Do not use a mobile phone while operating.
4. Maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
5. Beware of uneven or sloping ground.
6. Use the provided harness and attach to the designated anchor point before ascending.
7. Operate the scissor lift smoothly, avoiding sudden movements or overloading.
8. Lower the platform completely and secure it before exiting the scissor lift.
9. Never carry people or lift loads over people.
10. Use only suitable gear and attachments.

POST-OPERATION PROCEDURE

1. Lower the platform to the ground and turn off the scissor lift.
2. Perform a final visual inspection for any damage or debris.
3. Secure the scissor lift and return it to the designated storage area.
4. Report any issues or incidents encountered during operation to the appropriate personnel.