

CENTRAL AUDIO VISUAL

Corporate | Conference | Concert | Hire and Production Services

Safe Operating Procedure

Scissor Lift

Introduction

Elevating Work Platforms are the safest way to work at height and eliminate most of the hazards associated with using ladders and manual work platforms such as scaffolding. EWP's present risks to health and safety when used incorrectly and without adequate training. This procedure aims to ensure that all workers are confident and competent in the operation of EWP's.

Personal Protective Equipment

					
Eye Protection	Gloves	Steel-toe Boots	Hard Hat	Hearing Protection	Face Protection

Risk Assessment

Hazard	Before Controls	After Controls
Falls from height	3A	2A
Equipment dropped on worker	3A	2C
Electrocution from exposure to power lines	3A	2B
EWP overbalance	2A	1A
Crushing hazard in scissor mechanism	2A	1A
Equipment damage by moving EWP	3C	2D

Risk Matrix		Severity				
		A Catastrophic	B Major	C Moderate	D Minor	E Insignificant
Likelihood	5 Very Likely	5A	5B	5C	5D	5E
	4 Likely	4A	4B	4C	4D	4E
	3 Possible	3A	3B	3C	3D	3E
	2 Unlikely	2A	2B	2C	2D	2E
	1 Rare	1A	1B	1C	1D	1E

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Risk Control Measures

- Never operate any plant that you are not trained to use
- Scissor lift operation requires a unit of competency
- Always use the plant in accordance with the manufacturer's specifications and this safe operating procedure
- Never work above people
- Use exclusion zones and a spotter if required
- Workers on the ground within any exclusion zone must wear a hard hat and steel-toe boots

Pre-operational checks

- Always follow the manufacturers specifications during pre-operational checks
- Follow the pre-operational checks on the front of the EWP logbook
- Check that the EWP has been routinely serviced
- Ensure all hoses, cables, mechanisms and guards are in good order
- Ensure that all safety features are operable, including emergency stops and emergency descent controls
- Check the battery water level
- If the EWP does not pass any pre-operational checks, do not use it
- Fill in the logbook before using the EWP
- Disconnect the power cable from the charger before operating

Operation

- When operating the EWP, always maintain an operational awareness of your surroundings
- Maintain safe distances from electrical power lines and apparatus
- Do not operate close to edges, such as loading docks or open pits
- Never raise the platform while on a slope, uneven or soft surface
- Do not drive onto a slope, uneven or soft surface while the platform is elevated
- Always ensure guards are in place and that doors are closed
- Do not raise the platform in windy or gusty conditions
- Never exceed the maximum safe working load of the EWP
- Do not sit or stand on guard rails and never override safety devices
- Never use a ladder, scaffold or other device to increase working height or reach
- Do not use any EWP as a crane

On completion

- Lower the platform completely and turn off the EWP before getting out
- Park the EWP in a suitable location, away from visitors and the general public
- Connect the power cable to charge the battery where practical
- Ensure the logbook has been returned to the pouch