



SCISSOR LIFT SAFETY PROGRAM

It is the policy of Tate Engineering Systems, Inc. to permit only trained and authorized personnel to operate scissor lifts. This policy is applicable to both daily operators and those who occasionally use a scissor lift. Tate Engineering Systems employees will not use customer equipment unless given permission from the appropriate personnel and are provided training on restricted areas of use, training on use, pre-use inspection verification, and have reviewed the operations manual for the lift. When lifts are rented to work at a client site, the rental company must review the safe operation of the lift with Tate Personnel and provide the operations manual for review.

SCOPE

The Occupational Health and Safety Administration's (OSHA) 29 CFR 1926.453 and 1926.454 rules and regulations apply to erecting, dismantling, fall protection, furnishing, and engaging in work on scissor platforms. Any temporary elevated or suspended work unit and its supporting structures used for supporting workers, material(s), or both are subject to the aforementioned rules and regulations.

PROCEDURES

These written scissor lift operation procedures establish guidelines to be followed, whenever any employee works with scissor lifts at this company. Branches that have workers using scissor lifts must adequately address the hazards associated with the use of this equipment.

Safety Hazards for Scissor Lifts

- The lift tipping-over or a worker falling off the platform if the lift is:
- Operated in unfavorable weather conditions (i.e. high winds, snow, sleet, hail or rain);
- Positioned on soft or unlevel ground or surfaces;
- Positioned on weak utility covers (i.e. sprinkler valve boxes);
- Overloaded with heavy objects;
- Used without guardrails;
- Driven on uneven, unstable ground, while the lift is in an elevated position; and
- Elevated and the brakes have not been properly set.
- Electrocution, if the lift makes contact with overhead electrical or power lines.
- Crushing, if the lift platform comes into contact with overhead structures (i.e. beams, ceilings, etc.)

Operator Training

One of the most important aspects in the safe operation of scissor lifts includes ensuring operators have received the appropriate training to safely operate the equipment. Only trained and competent workers should be permitted to use any scissor lift. To be effective, classroom-style instruction must be combined with a safe operational procedure demonstration.



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Training must also be specific to the type of scissor lift the employee will operate. Employers must stress the importance of workers to follow the established safe work practices and manufacturers' recommendations for operating scissor lifts safely.

Training must include the following elements:

- Employer's established safe work practices;
- Manufacturers' recommendations for safe operation;
- Hazards associated the scissor lift and worksite;
- Procedures for dealing with and reporting potentially hazardous situations; and
- Trainee demonstration of safe operational use of the lift.

Documentation of operator training must be maintained for a minimum of three years. Employers should retrain scissor lift operators as necessary. Operator retraining should occur as equipment or work conditions change. Additionally, retraining scissor lift operators is necessary if circumstances (e.g. near misses) lead the employer to believe operators do not have the skill set required to operate the equipment safely.

Regular Lift Inspections

Once on a jobsite and prior to its use, lifts must be visually inspected. Effective inspections are performed before each work shift and after any occurrence that could affect the structural integrity of the equipment. Foregoing regular scissor lift inspections has the potential to have life-threatening consequences.

Lift operators must walk around the equipment to ensure it is in good working order. Operators must also review all safety devices, emergency controls, fall protection equipment, the lift vehicle's tires as well as other critical components. If the lift is equipped with outriggers, they should be adequately inspected for wear and damage and used in accordance with the manufacturer's recommendations. Lift operators should report any equipment damage to their supervisor immediately. Unsafe equipment must taken out of service until repair immediately.

Work Area Inspections

Areas where lifts will be operated must also be inspected. During these inspections, operators must pay special attention to the following:

- Ground depressions and obstructions (i.e. drop-offs, debris, potholes, etc.); and
- Overhead obstructions (i.e. power lines, trees, pipes, building structures, canopies, etc.).

To ensure safety from electrocution and electrical shock hazards, operators must maintain a minimum clearance of at least ten feet from the nearest overhead power line.



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Adverse Weather Conditions

It is important to note, not all scissor lifts are rated for outdoor use. Employers must review the equipment's operator manual and recommendations to scissor lifts are operated according to the manufacturers' recommendations. When using scissor lifts that have been appropriately rated for outdoor use, operators must regularly monitor outside weather conditions. Potentially hazardous weather may include, but are not limited to the following conditions:

- Ice, hail or sleet;
- Rain;
- Snow; and
- Wind.

Employers must review the equipment's operator manual and ensure employees do not operate scissor lifts in adverse weather conditions.

Preventative Maintenance

All equipment, including scissor lifts, should be scheduled to and receive regular preventative maintenance to ensure it is in good working condition. Repairs should be made to equipment as needed. To ensure worker safety, equipment must be serviced in accordance with the manufacturer's recommendations. Using substitute parts or poor repair methods could result in equipment failures, and thus lead to serious injury or death.

Employers must consult and receive written approval from the equipment manufacturer prior to making any modifications to scissor lifts.

Scissor lifts are commonly used equipment, both in construction and general industry work. Although OSHA has answered many questions regarding the safety issues involving the use of this equipment, the OSHA regulations do not specifically address scissor lifts. Generally, OSHA treats scissor lifts as mobile scaffolds. There are three basic rules to keep in mind when using a scissor lift:

1. Only those employees approved or assigned by the manager may operate scissor lifts.
2. Read, follow and understand the manufacturers' requirements for using a scissor lift.
3. Scissor lifts are safe when used as designed, which means always follow Rule #1.



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SAFE OPERATION OF SCISSOR LIFT

1. Perform inspections according to the operator's manual before putting a scissor lift into use. Inspect the lift for tire inflation and tire damage, and check instruments for warnings.
2. Inspect the work area for holes and drop offs, trash, extension cords or anything that you may run over.
3. Check the legibility of operational controls, and remove any trash or clutter on the scissor lift work platform.
4. Check your work and/or travel area for any overhead obstructions. Exercise great care when traveling near sprinkler pipes, power lines, going under building structures or moving through doorways.
5. Reattach the safety chain immediately after getting on to the scissor lift.
6. Use only on level surfaces as the equipment was designed to be used. Driving into a hole or over an edge can cause the scissor lift to tip over.
7. Maintain a safe distance from the guard rails. Guard rails on elevated work surfaces are designed to keep people from falling over the edge. These guard rails will not withstand the force of a scissor lift being driven against them.
8. Do not stand on the guard rail or on a bucket, and do not use a ladder in a scissor lift. The guard rail system is your fall protection.
9. Find out and do not exceed the weight limit the scissor lift is designed to withstand.
10. Do not use a scissor lift as a material hoist or a personnel elevator.
11. Limit your work to the immediate area; traveling across the job site in an elevated position is prohibited.
12. Never store an oxygen or fuel cylinder on a scissor lift. When welding and cutting is done, the cylinders shall remain on the floor in a secured position.
13. Never use a scissor lift that has an incomplete guard rail. To prevent someone from accidentally stepping of the lift, a safety bar or chain is required to be used on the entry/opening of the lift.
14. Never climb out of a scissor lift onto racking, etc.
15. Before using a scissors lift, managers must instruct employees in the recognition and avoidance of unsafe conditions applicable to their environment.

FALL PROTECTION

When working from an elevated lift, a worker needs to be protected from falling by a properly designed and maintained guardrail system. **Guardrails and toe boards cannot be stood on.** If the worker leaves the safety of the work platform, or needs to lean over railing, an additional personal fall protection measures must be used and anchored to the building structure (rafters, beams, not pipe) and not to the scissor lift. If the client site requires fall protection to be worn while operating a scissor lift the lanyard must be designed to prevent exiting, or provide 100% tie off if exiting is required, anchor points inside the scissor lift must be installed or approved by the manufacture.