Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Scissor Lift | | | | | | | | |
| Scissor Lift  http://www.gtindu.com/pages/products/images%20for%20web/electric-scissor-lift-52545.jpg | | | | | | **Potential Hazards:**  Exposure to moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, and slips, trips and falls. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Ensure operator is licensed to Perform High Risk Work – Working at Heights. * Perform Pre Start Check of all components and platform. * Report any faults to your supervisor. Do not operate lift if any faults are found and isolate scissor lift by using a Lock Out Tag Out system. * Ensure the area of operation is clear of debris and is stable and even. * Ensure all tools and materials are secured to the platform. * Temporarily fence off the area surrounding the lift to ensure that no one can enter the area during operation. * Ensure that harnesses are used and attached to appropriate anchor points.   2. Operation:   * Always move the lift in the lowered position to enable the operator to have a clear line of sight. * Do not lean out over rails of platform when working at heights. * Ensure the lift is rated to take the weight of the load including tools and the persons using the platform. * Ensure the load weight is evenly distributed on the platform. * Place sign on bottom control panel to prevent unauthorised movement or operation of machine while in use. * If fitted, depress ‘Dead Man’ button to prevent movement of machine   3. POST-Operation:   * Lower the lift. * Detach from anchor points. * Store in a suitable position. * Remove power cord from outlet. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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