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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [x]  |
|  **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.
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| **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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