

SAFE WORK PRACTICES

3.4 SAFE USE OF MAN LIFT/SCISSOR LIFT

Safe Work Practices:

1. All operators must be trained and authorized to use this piece of equipment.
2. Operators of this equipment must understand the limitations, warnings, and operating procedures. The operator is also responsible for the maintenance of this machine.
3. The operator must read and understand the operating manual and the employers rules and regulations of being responsible and knowing his/her ability in operating this equipment. Ensure all safety equipment is in place and in good working order.
4. Always look for obstacles around the work platform and in the travel path including holes, soft fill, etc. Ensure there are not electrical cords and hoses with a diameter of more than ½”.
5. Always check your overhead clearances and power lines.
6. Ensure you are wearing the proper P.P.E. applicable to this equipment/station (ie. Hard Hat, Safety Boots, Personal Fall Protection, hearing protection and Safety Glasses when necessary).
7. Never wear loose clothing or any accessory such as scarves or rings, wrist watches. Things that may catch on moving parts.
8. Always know where your fire extinguishers and first aid emergency kit are located.
9. Walk around the vehicle prior to moving it, and carry out start up inspection.
10. When appropriate, sound horn when rounding corners or backing up.
11. Speed of travel must be a reasonable speed to ensure appropriate reaction time.
12. Always ensure your hands are free to use controls (eg. Don't drink coffee or smoke when on the platform).
13. Fill out inspection form daily when lift is in use.

General Procedures

1. Inspect the equipment for missing, damaged or unreadable safety signs. Check for broken, missing, damaged or loose parts. Check for pivot pins or damaged or missing retaining devices. Check the tires for cuts, bulges and pressure. Check the hydraulic system for leaks and damage. Check the platform for guardrails and gates and any other structural damage before you begin operation.
2. Ensure steps, railings, ladders and platform are free of debris.
3. After start up, recheck all gauges and lights. Check the audible and/or visual alarms.
4. Check all control functions, including the emergency stop.
5. Move slowly until you are certain everything is operating properly.
6. Know your work load. This must include your personal weight, tools and any other items on the platform.

7. Make sure you distribute the weight on the platform evenly before raising the platform and ensure nothing is interfering with the controls.
8. Avoid sudden starts, stops and turns.
9. When shutting down the machine, travel to a suitable parking area.
10. Place the platform in a stowed position.
11. Come to a full stop and place the controls in neutral.
12. Idle the engine for gradual cooling.
13. Shut off engine or electrical power.
14. Take necessary steps to prevent unauthorized use in accordance with the manufacturer's instruction manual.
15. Ensure your machine is cleaned of debris after use.

**IF AT ANY TIME THE OPERATOR IS NOT COMFORTABLE WITH THIS MACHINE
HE/SHE SHALL IMMEDIATELY NOTIFY THE SUPERVISOR.**