

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Buildings	Leon Prevost Lorie Carriere	Gordon Howe	Nov. 12, 2013	June 7, 2017

HAZARDS PRESENT	EQUIPMENT (& PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Overhead hazards e.g. basketball nets, climbing ropes, etc. Electrical connections Tipping Hydraulic failure AC cord trip hazard 	<ul style="list-style-type: none"> Hard hat Two way radio Safety glasses Fire extinguisher Pylons Fall protection (harness, shock absorbing lanyard) 	<ul style="list-style-type: none"> Aerial lift training Fall protection training

SAFE WORK PROCEDURE

All lift vehicles are required to rope off the area in which they are working using either YELLOW caution tape or placing orange cones around the work area. Yellow caution ribbon- is used to make people aware that there is potential for injury and to take caution. A person may enter the caution zone with your permission.

Operators will display a professional attitude and will demonstrate the following skills:

1. Respect for personal safety.
2. Regard for safety of others.
3. Obey procedures at all times.
4. Demonstrate respect for facilities and property.
5. Only certified operators are operating the lift.

PRE-USE INSTRUCTIONS:

- Always wear hard hat and Personal Protective Equipment suitable for the work being done (safety glasses, gloves, hearing protection, dust mask/ventilator, ext.)
- Never exceed unit's load weight limitations, 500lbs (combined weight of operator, tools, parts, and other items)
- If working outdoors, do not use when winds exceed 20-25 mph.
- Never lend lift to other persons, especially non-divisional parties, even if certified/trained.
- Proof of training certificate must be available at all times while operating.
- Ensure fire extinguisher is charged and in place on work platform.
- This machine is not insulated. Maintain safe clearances from electrical power lines and apparatus. You must allow for platform sway, rock or sag. This work platform does not provide protection from contact with a proximity to an electrically charged conductor. Do not drive near drop-offs, holes, or loading docks.

Voltage Phase to Phase	Minimum Safe Approach Distance Feet	Minimum Safe Approach Distance Meters
0 to 300V	Avoid Contact	Avoid Contact
300V to 50KV	10	3.05
50KV to 200KV	15	4.60
200KV to 350KV	20	6.10
350KV to 500KV	25	7.62
500KV to 750KV	35	10.67
750KV to 1000KV	45	13.72

- Do not raise platform on slope or drive onto slope when elevated.
- Do not depend on the tilt alarm as a level indicator. The alarm sounds on the chassis only when the machine is on a slope.
- Do not raise platform on uneven or soft surfaces, drive onto uneven or soft surfaces when elevated, raise platform in windy or gusty conditions.
- Do not use without guardrails, mid rails, chain, or bar in place. Do not stand or sit on guardrails. Do not attach ropes or chains to guardrails or use as a crane.
- Do not use if working platform is not working properly or if any part is damaged, worn or missing.
- Do not use near moving vehicles or cranes.
- Do not use under the influence of alcohol or drugs.
- Do not override, alter or disable safety devices or limit switches.
- Do not use batteries that weigh less than the original equipment. Batteries are used as a counterweight and are critical to the machine stability. Batteries must weight 65lbs each.
- Do not raise platform while machine is on a truck, forklift, or other device or vehicle.
- Do not use ladder, scaffolding, or other devices to increase size or working height of platform.
- Do not use with damaged tires or use with tires that are not per manufacturers, specifications.
- Do not drive over 0.5 mph/0.7 km/h with the platform raised.

FAILURE TO AVOID THE ABOVE HAZARDS MAY RESULT IN DEATH OR SERIOUS INJURY!

A. SCISSOR LIFT INSPECTION

1. Before beginning operation, ensure that the Scissor Lift has received its pre use inspection. Please use the inspection checklist at the end of this procedure. A pre operational safety inspection must be completed **prior to each use**.
2. Conduct a function test by testing and inspect the condition of all safety devices including:
 - a) At the Ground Controls:
 - Test the emergency stop buttons :
 - Test the up/down functions
 - Test the auxiliary lowering / manual lowering devices (if so equipped).
 - b) Platform Controls:
 - Test the emergency stop
 - Test the Horn
 - Test the function enable switch
 - Test the Up/Down Functions
 - Testing the Steering

- Test the drive and braking
- Test limited drive speed
- Test the tilt sensor operation
- Test the pothole guards

B. PRE-START CHECKS

1. Inspect the worksite. Check for obstacles around the work platform and in the path of travel such as holes, drop offs, debris, ditches and soft fill. Prior to setup of the unit, inspect the area and ensure that there are no overhead hazards or ground hazards. Set up a 10 foot perimeter around the unit and ensure the area is free from hazards.
2. Check for overhead clearances.
3. Ensure the batteries are fully charged.
4. Don fall protection equipment (harness and 6 ft. shock absorbing lanyard), hard hat and safety glasses.
5. Ensure you have a communication device such as a cell phone or radio. Place the communication device in an area (chest pocket) that can be accessible while wearing a harness. **DO NOT** place your phone or radio into a front or back pants pocket.
6. Notify the secretary / custodian that you will be using the lift and the location you will be working in.

C. START AND OPERATION

1. Load all tools and materials onto the platform. Ensure you do not exceed the load limit of the platform (500lbs).
2. If extending / retracting the platform, complete this operation before mounting / raising the platform.
3. Mount the platform using the access ladder. Close the bar across the entrance after mounting the platform.
4. Attached your lanyard to the anchor point on the platform.
5. Turn the key switch to platform control.
6. Pull out the emergency stop button on the control panel to the “on” position.
7. Proceed with job using the required buttons, levers and controller located on the operator console. Conduct all work from within the guardrails. **DO NOT** stand on the guardrails or climb over the guardrails.
8. The Scissor Lift is equipped with a high and low range for travel. It can be used in high range in open travel ways, but should be used in low range in tight areas.
9. If painting is being done while on the Scissor Lift, cover up the platform, handrails and controls to minimize overspray or splashing on the Scissor Lift.

D. SHUTDOWN PROCEDURE

1. Select a safe parking location. Fully lower the platform.
2. Turn the key switch to the off position and remove the key to secure the unit from unauthorized use. Push the emergency stop buttons.
3. Disconnect your lanyard from the anchor.
4. If you are finished with the Scissor Lift, clear all tools, debris, etc., from the platform.
5. Plug the platform in to recharge the battery.
6. If storing on any type of incline, chock the wheels.

E. EMERGENCY RESCUE PLANS:

1. Call for help.
2. State your name, which school you are in and your location within or outside the school. Tell them a worker has fallen and to call 911. This may be your direct custodial supervisor or it may be the secretarial staff of the school. If in-school two way radios have been used the secretarial staff must call 911 and then the custodial supervisor.
3. The custodial supervisor must respond to the call for help and verify who has called 911.
4. Notify the divisional safety and health officer of the fall.
5. In the event of a platform lowering malfunction, the unit is equipment with a manual lowering cable. Pull the handle to manually lower the lift.
6. All workers involved in a fall **MUST** go to the hospital for treatment.
7. If the worker has fallen; is hanging from a fall protection system, attempt to rescue by erecting a ladder beneath the worker and have the worker attempt a self-rescue. If the worker has suffered an injury that makes a self-rescue impossible. Fire / paramedic services will be required to rescue the worker.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 8, Musculoskeletal Injuries
 - Part 12, Section 12.3, Hearing Protection
 - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
 - Part 20, Vehicular and Pedestrian Traffic
 - Part 25, Work in the vicinity of Overhead Electrical Lines
 - Part 28, Section 28.1; 28.2; 28.45-28.47
 - Part 35.0 WHMIS
 - Part 36.0 Chemical Biological Substances
- Operators Manual

PRE-USE INSPECTION CHECKLIST

Operator:		Date:		Hour Meter:	
Location / Building;			Department:		
Unit No: 01	Model: GS-2632	Serial #: 52704 Unit #: 76078040	Load Capacity: 5600 lbs	Lift Weight: 500 lbs	Lift Height: 32 ft
1. Safety Precautions		Status ok no n/a	2. Check Operation		Status ok no n/a
Windy conditions – less than 20-25mph		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Horn – ensure it works		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Personal protective equipment – hard hat, fall protection, safety glasses must be worn and fall protection secured to the anchor point.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Gauges – check for operation & lights		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pedestrian / traffic – barriers, tape, signs must be in place		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Brakes - must be working with no rolling		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Wheel chocks – must be present and used if manually releasing the hydraulics or working on a slight incline.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lights, warning lights, beacons – are operational		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Working surface – must be level		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Steering – move wheels 90° to the L & R; move lift forward and backward		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Power lines or electrical source- must be > 10feet away		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hydraulic power unit, reservoir, hoses, fittings – check for damage / holes		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Load Limits – must be less than 800 lbs and not exceeded		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Backup alarm or warning buzzer – back up the unit to ensure the alarm / buzzer is working		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Owner’s manual – must be legible & stored inside container located on the platform.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Electrical components – check all cables & wiring for deterioration / fraying		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conduct site inspection – remove any hazards in the area		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Vehicle Inspections		Status ok no n/a	4. Platform Lift Inspection		Status ok no n/a
Hydraulic oil level checked		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lift & travel controls and switches - from the ground raise the lift up high enough to release the safety bar. Install the safety bar.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Battery water level – open battery compartment and open the battery’s to view the water level. Add water if required to the level indicated		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cylinders & manifolds – check for leaks and fraying on wires once the lift has been elevated. Lift the lift and remove the safety bar.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Coolant level checked		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Emergency Release – use the release to lower the lift back down to the ground.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Check the lift and surrounding area for leaks		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Placards, decals & control ID labels in place		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conditions of wheels/tires		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Handrails, guardrails, safety gate and pins - (on the extension) are all in place & free from dents/ damage		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Battery & charger in place; properly connected / not leaking		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Platform deck , extension and toe-boards – check for damage		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Check entire machine for cracks in welds or dents or damage to machine; all pins are in place, bolts fastened, latches closed.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tires / wheels – check for tears / gouges / chunks missing		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Operators compartment – check for cleanliness		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pothole protection – check that it works by raising and lowering the lift.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments for any boxes checked as “NO”					
Operator’s Signature:					

IF THE SCISSOR LIFT FAILS ANY PART OF THIS INSPECTION, REMOVE THE KEY AND REPORT THE PROBLEM TO YOUR SUPERVISOR. PHOTOCOPY THIS INSPECTION REPORT AND SEND TO DONNA HANCOX AT FACILITIES.