

Scissor Lift Safety Awareness Course (GS600) Material

Introduction

Welcome to the Scissor Lift Safety Awareness Course (GS600). This training is for all individuals who work in scissor lifts as a part of their duties. This course is to provide a general overview of scissor lift safety so those individuals using scissor lifts will be prepared to work safely indoors and outdoors in various situations.

Disclaimer

It is your department's responsibility to provide operator training as necessary or coordinate with a reputable training agency to provide it. Individuals should be aware that, while UAB EH&S has scissor lift procedures, departments and manufacturers may have more stringent procedures in place. In those cases, the one with the most stringent procedures should be followed.

Please note, this course is **not** for those who will be using aerial lifts. Aerial lifts require a specific type of training. If you are in need of aerial lift training, please contact EHS.

Objectives

After completing this course, you will be expected to:

1. Identify and have in your possession your Department Safety Representative's (Rep) name, phone number, and e-mail address.
2. Use an anemometer (wind gauge) and a lightning detector properly and every time you go up in a scissor lift outside.
3. Demonstrate the proper use of a body harness and how to tie off correctly.
4. Perform and complete a Pre-Use Inspection Form each time you go up in a scissor lift (for the day) inside or outside.
5. Apply the rules and regulations as set forth by the University of Alabama at Birmingham (UAB) and Environmental Health & Safety (EH&S).

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Training

EH&S will offer general awareness training on lift safety. This online training should be taken at a minimum of every three years. Model and manufacturer specific training is also required and provided by departments.



Departments may choose to adhere to more stringent training requirements.

Lift Safety Program

Terms

**Scissor Lift
(also known as a lift)**

**Personal Protective
Equipment (PPE)**

**Department Safety
Representative (Rep)**

Definitions

Any powered, mobile device that has a work platform for personnel, which is mechanically raised vertically above the carriage using controls on the work platform

Any specialized clothing or equipment is worn by employees or students for protection against health and safety hazards associated with lift use

An experienced staff or faculty member that has appropriate lift experience and has been designated by individual departments as having supervisory responsibilities in regards to lift safety

Roles & Responsibilities

Environmental Health & Safety (EH&S)

EH&S will:

- Conduct periodic audits of the workplace
- Perform a program review and evaluation periodically
- Make revisions and updates that will promote continuous improvement

For further details, please consult EH&S.



EH&S has **final** authority over all safety issues and may halt operations or practices it considers an imminent danger at any time at its discretion.

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Departments

Departments appoint an individual as the Department Safety Rep who will work with EH&S. Each department shall:

- Ensure that the lifts that they rent or own are maintained by the manufacturer's specifications
- Provide lift-specific training
- Inform all users of any PPE requirements when working on the lift
- Maintain an accurate lift inventory
- Resolve any safety issues that arise during inspections or audits
- Maintain inspection reports
- Retain a current roster of all employees and students who are trained

Departmental Safety Representative

The Department Safety Rep has overall responsibility for training, compiling inventories of equipment, evaluation, and inspections.

The Department Safety Rep must:

- Enforce relevant University policies and practices
- Halt lift operations anytime there are unsafe operations
- Ensure operators receive model-specific training from competent operators/trainers
- Maintain an up-to-date inventory of all lifts used within the Department
- Perform annual self-evaluations in addition to periodic EH&S inspections (A written inspection report with findings and corrective actions will be prepared for each inspection.)



ALL corrective actions will be promptly addressed.

Inventory

Inventory includes:

- Documentation of the equipment
- Batteries and other equipment needed to run the lift
- All safety equipment – harnesses, tie offs, etc.
- Training records and certificates

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Employees and Students

Employees and students must:

- Comply with all applicable safety rules
- Wearing all required PPE (a safety harness must be worn every time a person goes up)
- Complete all University and Department required training

Lift Occupant

In some cases, lifts may be used to raise an employee or contractor. This person does not operate the lift but must abide by the following rules:

- Wear the appropriate PPE
- Follow all instructions of the lift operator
- Avoid hazards for people working or walking below the lift by a constant vigil of the space and items in the areas

Questions

Fall Protection

How can I prevent falls from a lift?

- Always wear fall protection on scissor lifts. Refer to model specific specifications for instruction on whether the lift requires a harness.
- Tie off to a secure anchor point that is not part of the lift itself, when feasible, when leaving the lift.
- Ensure guardrails and access gates are installed and in place **before** the raising lift.
- **Never** sit, stand, or climb on the guardrails of the scissor lift.
- Personal fall protection must be worn 100% of the time while operating the lift.
- Personal fall protection must be inspected before use before each use for defects and be worn correctly.

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Weather Conditions

How will I know when winds are too high, and that I should not be up?

Departments are required to use real-time weather data and purchase wind gauges for lifts **used outside**.

For wind, the required wind gauge (anemometer) is the **Ambient Weather WM-2 Handheld Weather Meter**.

Scissor lifts used outdoors must be lowered to ½ of their full extension if wind speeds reach 20 mph.

The University prohibits the use of scissor lifts outdoors when wind speeds reach 25 mph or more, or when there is a weather warning in effect for winds over 25 mph or other hazardous weather conditions.

What about lightning? How soon can I come down if it's lightning?

Departments are required to use real-time weather data and purchase lightning meters. EH&S recommends the Ambient Weather Strike Alert II.

If lightning is measured eight (8) miles away from the site, come down immediately.



IF AT ANY TIME, employees or students feel unsafe in lifts, they may make the decision to come down and cease the activity.

Work Area

What should I know about my work area? Are there any precautions – people, roads, electricity?

- Perform a Pre-Use Inspection and complete the Pre-Use Inspection Form before going up whether you are inside or outside. If something is wrong or doesn't seem right, immediately contact your Department Safety Rep. Do **not** go up.
- Check the work area to ensure that the ground is stable and suitable for the lift and will not create a hazard for you during travel or operation of the lift.
- Ensure that all equipment is secured inside of the scissor lift. Do not create a hazard for those working below the lift or to pedestrian traffic. All city, state, and federal laws concerning pedestrian traffic must be enforced.

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- Treat power lines, wires, or other conductors as energized, even if they appear to be insulated.
 - If you are up in a lift outside, you should be ten (10) feet away from electrical lines – depending on the voltage. The higher the voltage, the further away you need to be.
 - If you are inside, you should be three (3) square feet away from a circuit breaker.
- Watch for objects overhead both indoors and outdoors. Inside, you should ensure that you are away from ladders, entryways, exits, etc. If you must block doorways, you should have someone on the floor/ground to notify people and to help with exiting should an emergency occur.

The Details

Pre-Use Inspection

- Walk completely around the machine to ensure everyone and everything is clear of the machine **before the lift is started**.
- Complete the Pre-Use Inspection Form **before** the operation of any lift. This requirement applies at the beginning of every work period. If you need a copy of the Pre-Use Inspection Form, please contact EH&S.
- Report any safety defects (such as hydraulic fluid leaks, defective brakes, steering, lights, or horn, lights, cracked weld, structure damage or excessive wear, seat belt, back-up alarm, etc.) to the Department Safety Rep **immediately**. Do **NOT** use the lift.
- Attach a visible “**Out-of-Service**” tag or equivalent to the controls inside by the platform in a prominent location and give the key to the Department Safety Rep. Do **NOT** use the lift.
- Locate the **emergency down button** in case there is an emergency.



Pre-Use Inspection Forms should be kept at least two years. The completed forms should be submitted to the supervisor or Department Safety Rep.

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Conclusion

You have completed reviewing the course content for the Scissor Lift Safety Awareness Course (GS600). An assessment follows. 90% or higher is required to pass. You are allowed only **one** try. If you do not pass, you will fail the course and have to re-take it.

It's the employee's department's responsibility to provide specific equipment training to ensure employees understand how to operate the equipment and abide by the manufacturer's requirements.