

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 072 – SCISSOR LIFT

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of scissor-type elevating work platforms at Illusions Australia.

Applies to approved indoor/outdoor scissor lifts used for access and work at height.

2. AUTHORISATION AND COMPETENCY

Only trained, competent and authorised workers may operate the scissor lift.

Where a specific licence or site verification is required for the plant/task, that requirement must be met.

Operators must understand controls, emergency lowering, platform capacity, ground conditions and exclusion zones.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- High-visibility clothing where mobile plant/traffic is present.
- Hard hat where overhead/falling-object hazards exist.
- Harness/restraint only where required by the manufacturer, site rules or risk assessment and connected to an approved anchor point.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pre-start inspection is complete.
- Guardrails, gate, controls, emergency stop and emergency lowering are functional.
- Tyres/wheels, pothole protection and structure are serviceable.
- Ground is firm, level and suitable for the machine.
- Overhead obstructions and electrical hazards are identified.
- Platform load is within capacity.
- Exclusion zone is established where required.

5. SAFE OPERATING PROCEDURE

1. Complete pre-start and function tests.
2. Enter through the gate and close it.
3. Keep both feet on the platform floor.
4. Drive at controlled speed with platform lowered where practicable.
5. Position on firm level ground and observe slope limits.
6. Check overhead clearance before elevating.

7. Elevate smoothly and keep body within guardrails.
8. Maintain separation from pedestrians and other plant.
9. Lower before travelling over uneven surfaces unless manufacturer permits otherwise.
10. Park lowered, isolate and charge/refuel under applicable procedures.

6. PROHIBITED PRACTICES

Workers must not:

- Climb or stand on guardrails.
- Use ladders, boxes or planks on the platform for extra height.
- Exceed platform capacity.
- Use as a crane or push/pull against structures beyond design limits.
- Operate on unsuitable slopes/soft ground.
- Bypass interlocks.
- Move the lift where overhead or pedestrian clearance cannot be maintained.
- Use near powerlines without required controls.

7. ENTRAPMENT AND OVERHEAD HAZARDS

Operators can be crushed between platform controls/rails and overhead structures.

- Look above before elevating or driving.
- Use a spotter where visibility is restricted.
- Keep hands/body clear of pinch points.

8. GROUND AND STABILITY

Potholes, slopes and weak surfaces can cause overturning.

- Assess floors/ground.
- Observe machine slope and wind limits.
- Do not elevate on unsuitable surfaces.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for alarm/interlock failure, hydraulic leak, unstable ground, structural damage, control fault or unsafe wind/weather.

Lower safely and isolate/tag defective plant.

10. SHUTDOWN AND HOUSEKEEPING

- Lower platform fully.
- Park on stable designated surface.
- Apply brake/isolate/remove key as required.
- Charge only in approved area.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Operator competency/authorisation is absent.
- Ground or overhead clearance is unsafe.
- Safety controls are defective.
- Platform load exceeds capacity.
- Required exclusion/electrical controls cannot be maintained.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 072 – Scissor Lift
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Prepared By	Aidan McDonnell
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