



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 60.27: Scissor Lift Work Platform Program**

**DATE:** September 20, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure that training is provided for each employee who is required to operate a scissor lift work platform. The training will cover the safe operation and pre-use inspection of the scissor lift work platform.

**REVIEW:** This OP will be reviewed in September of odd-numbered years by the Assistant Vice President for Research (Environmental Health and Safety) with substantive revisions forwarded through the Associate Vice President for Research (Responsible Research) to the Vice President for Research.

**POLICY/PROCEDURE**

**1. References**

- ANSI/SIA A92.6-1999
- 29 Code of Federal Regulations, Part 1910.67
- 29 Code of Federal Regulations, Part 1926.451-453

**2. Responsibilities**

a. Department heads, directors, and administrators will:

- (1) Ensure that all provisions of the scissor lift work platform program are followed;
- (2) Provide funds to lease, purchase, and maintain work platforms; and
- (3) Retain verification of the employee's work platform training certificate in her/his personnel file.

b. Supervisors will ensure that employees:

- (1) Are scheduled for initial and periodic training as needed;
- (2) Receive training before starting work on the work platform;
- (3) Are competent to operate a work platform, as demonstrated by successfully completing the training program;
- (4) Only operate work platforms for which they have been trained; and

(5) Operate work platforms safely.

c. Employees will:

(1) Inspect and perform safety checks on the work platform before each use;

(2) Report any deficiencies found during pre-use inspections to supervisor;

(3) Operate work platforms safely to prevent injury or damage; and

(4) Not operate a work platform for which they have not been trained.

### 3. Procedures

a. Lifting and elevating the work platform **must** be done on flat, firm surfaces.

b. Outriggers must be used when the lift is raised.

c. The safety bar located inside the lifting mechanism must be used to prevent lowering of the scissor-type lift during maintenance.

d. **DO NOT:**

(1) Exert excessive side force while the work platform is elevated;

(2) Overload (the relief valve does not protect against overloading);

(3) Alter or disable limit switches;

(4) Raise the platform in windy or gusty conditions. (The manufacturer recommends not raising to full height or half height in windy or gusty wind conditions. **The manufacturer follows a 20 mph wind speed as a guide. The manufacturer recommends not raising the lift if the wind speed is 20 mph or greater.**)

(5) Elevate the work platform if it is not on a firm level surface; or

(6) Park the work platform on high traffic sidewalks that will impede foot traffic or wheelchair traffic

e. Safety Devices

(1) The guardrails must be upright and locked in place with locking pins.

(2) The safety bar must be used for inspection and maintenance.

(3) Do not reach through scissor assembly without the safety bar in its proper position.

(4) The operator must wear a personal fall arrest system to prevent movement past or over handrails. The personal fall arrest system will consist of a body harness with a lanyard attached to an anchor point to ensure a 100 percent no-fall situation. The anchor point on the floor must be used at all times when the lift is being used; this will prevent an

employee from being able to fall from the platform. The lanyard may not be hooked over the lanyard strap.

#### 4. **Operating Procedures**

- a. Operators must read and completely understand the operator's manual before being allowed on a work platform. The manual is located inside the side metal box of the scissor lift in a rain-tight pouch.
- b. Inspect and/or test for the following daily:
  - (1) Operating and emergency controls
  - (2) Safety devices and limit switches
  - (3) Tires and wheels
  - (4) Outriggers
  - (5) Air, hydraulic, and fuel systems for leaks
  - (6) Loose or missing parts
  - (7) Guardrail systems
  - (8) Engine oil level
  - (9) Hydraulic reservoir level
- c. Do not operate unless proper authorization and training have been received.

#### 5. **Operator Qualification/Training**

- a. Only trained and authorized personnel should use the work platform.
- b. Operators must be familiar with this OP before operating the equipment.
- c. As required, the dealer must provide appropriate training to equipment users.
- d. The dealer must provide means of evidence that training has been done. The training document will contain:
  - (1) Name of entity providing the training
  - (2) Name of trainer
  - (3) Specific statement that the training covered self-propelled work platforms
  - (4) Date of training
  - (5) Name of person receiving training

- e. The dealer will ensure that familiarization with all controls is accomplished upon each delivery of the platform.
- f. Individual university departments will retain records for four years on the persons trained, the person doing the training, and the name of the person receiving familiarization training upon delivery of the work platform.

**6. Workplace Inspection**

Before and during use, the user shall:

- a. Check the area for possible hazards such as, but not limited to:
  - (1) Drop-off or holes
  - (2) Slopes
  - (3) Bumps
  - (4) Debris
  - (5) Overhead obstructions
  - (6) Wind and weather conditions
  - (7) Presence of unauthorized persons
- b. Inspect all safety devices and PPE that will be used including:
  - (1) Full body harness
  - (2) Lanyards
  - (3) Emergency stop button
  - (4) Hand rails
  - (5) Entry gate
  - (6) Safety bar
  - (7) Outriggers