

Operate a Scissor Lift

COMPANY

PROJECT / LOCATION

DATE

PREPARED BY

Set up, operate, move, and park an electric or rough-terrain scissor lift for overhead work inside and outside buildings. Follow the operating instructions for the lift being used.

Protective equipment

- Hard hat for overhead impact and falling-object hazards.
- Safety glasses with side shields.
- Work boots with slip-resistant soles.
- Work gloves for handling materials; keep gloved hands away from moving parts.

Before you start

- OSHA requires the employer to instruct each worker in recognizing and avoiding unsafe conditions. Confirm each operator is trained on this lift's controls, load limits, and emergency lowering.
- Inspect the lift and test its controls before use according to its operating instructions; remove defective equipment from service.
- Check the travel route and work area for weak surfaces, holes, slopes, traffic, electrical hazards, and overhead obstructions.
- Confirm the lift is suitable for the surface, planned load, and indoor or outdoor conditions, including wind.
- Identify a ground person who knows emergency lowering and confirm any fall-protection equipment required by the lift's instructions.

#	JOB STEP	HAZARDS	CONTROLS
1	Set up the work area and travel route.	Weak floors, holes, slopes, or soft ground can cause the lift to tip over. The moving lift can strike people in its path, and vehicles can hit the lift.	- Choose a route and work position on firm surfaces that can support the loaded lift. - Block access to holes, edges, and surfaces unsuitable for the lift. - Stay within the lift's surface and slope limits. - Separate the lift route from other traffic where possible. - Barricade the work area to keep people out. - Use a spotter when the operator cannot clearly see the route.

2 Inspect the lift and load the platform.	Failed controls, damaged guardrails, or faulty tires can cause unexpected movement, falls, or tipping. Overloading or poorly placed materials can destabilize the lift or create trip hazards.	- Remove a damaged or malfunctioning lift from service. - Check guardrails, the entry gate, tires, leaks, and safety devices using the lift's inspection instructions. - Test controls and emergency functions with the surrounding area clear. - Bring only the tools and materials needed for the work. - Keep workers, tools, and materials within the lift's rated capacity. - Secure materials and keep the platform floor and entry clear.
	Climbing the rails or entering a raised platform can cause a fall. Driving near walls or equipment can crush workers or bystanders.	- Lower the platform before entering or leaving. - Use the designated access steps and handholds. - Close the entry gate before operating the lift. - Clear people and obstructions from the travel path. - Keep hands and other body parts inside the guardrails. - Drive at a controlled speed and use a spotter in tight areas.
4 Raise the platform to the work position.	Beams, ceilings, or pipes can trap and crush workers as the platform rises. The lift, worker, or materials can contact energized wiring and cause electric shock.	- Position the lift away from overhead pinch points. - Check overhead clearance before and during raising. - Stop raising before anyone or any part of the lift contacts an obstruction. - Arrange to have exposed electrical hazards de-energized before working nearby. - Keep the lift and materials out of areas where electrical contact is possible. - Do not treat the scissor lift as electrical insulation.
	Overreaching, climbing rails, or using a ladder on the platform can cause falls or tipping. Dropped tools or materials can strike people below.	- Reposition the lift instead of reaching beyond the work area. - Keep both feet on the platform floor; do not use ladders or climb guardrails. - Move with the platform raised only when the lift's instructions allow it and conditions are suitable. - Use fall-protection equipment if required by the lift's instructions. - Keep people out of the area below the work. - Keep tools and materials secured inside the platform. - Do not balance materials on the guardrails.

6 Lower, unload, and park the lift.

The descending platform and closing scissor mechanism can crush hands or people below.

An unsecured lift or loose materials can cause unexpected movement or trips during cleanup.

- Clear everyone from beneath the platform and around the scissor mechanism.
- Keep hands away from the mechanism while lowering.
- Check the lowering path before operating the controls.
- Park the lowered lift in a designated area away from traffic.
- Shut down and secure the lift against unauthorized use.
- Remove tools, materials, and debris from the platform and access area.

Stop work and call the supervisor if

- Stop and call the supervisor if controls, guardrails, tires, or safety devices are damaged or do not work correctly.
- Stop and call the supervisor if the surface cannot safely support the lift or wind and weather are outside its operating limits.
- Stop and call the supervisor if electrical hazards or overhead obstructions cannot be avoided.
- Stop and call the supervisor if people enter the restricted area or the lift becomes unstable.

Sources: 29 CFR 1926.21, Safety training and education

Drafted with AI for review by a competent person. Clever Rook writes from the official regulation text it cites, but it doesn't know your site. Check it against your conditions and your company's safety program before use. Not legal advice.

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REVIEWED BY (COMPETENT PERSON)

REVIEW DATE

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