



**PHONE:** (08) 8632 1032

**EMAIL:** sales@pirehire.com.au

**WEB:** www.pirehire.com.au

# SAFE OPERATING PROCEDURE

## SCISSOR LIFT

**Model – Skyjack SJIII3219**

The instructions recommended within this document apply to normal risk conditions. If the Scissor Lift is to be operated in a dangerous or hostile environment, the user/client hiring this equipment from Pirie Hire Pty Ltd is responsible for conducting an appropriate risk analysis, and applying suitable controls to mitigate those additional risks.

### GENERAL SAFETY

- This Scissor Lift can only be operated if it is a safe and sound operating condition by a competent operator.
- Always pre-start machine and complete logbook prior to operating.
- No drugs, alcohol or smoking is permitted.
- Ensure trailer is attached to vehicle before loading/unloading.
- Operator must comply with all load limits.
- Use approved lifting and tie down points, chains, and straps when securing to trailer.
- Ensure all alarms, levers and E-stops are working prior to use.
- Operator to wear appropriate PPE (safety footwear and Hi-Vis jacket).
- Restrain loads to the trailer correctly as shown below:





**PHONE:** (08) 8632 1032

**EMAIL:** [sales@pirehire.com.au](mailto:sales@pirehire.com.au)

**WEB:** [www.pirehire.com.au](http://www.pirehire.com.au)

## **OPERATING CONDITIONS**

- Carry out a visual inspection on wheels, controls, batteries, basket and hoses prior to use.
- Ensure you receive basic instructions on starting machine & operating functions.
- Make sure ground conditions are suitable to support machine and load.
- Do not drive machine with platform raised, unless on level ground.
- Do not exceed the maximum weight as specified by the manufacturer.
- Do not wear loose clothing or jewellery while operating machine.
- Use care when climbing in and out of machine. Always ensure an E-Stop is pressed before leaving the platform.
- Do not allow children to operate the machine, and always ensure area is clear when starting up in case of accidental movements.
- Ensure there is adequate turning room and space to manoeuvre machine in the work area.
- Sound horn when entering/exiting through a doorway or turning a blind corner.
- Never operate machine near overhead powerlines.
- Always park the machine on a flat slope.
- Never operate near observers or other people. Keep an eye out for blind spots.
- Load and unload on a flat level surface only, and always ensure trailer is connected to a vehicle.
- Check load limits prior to driving on bridges and ramps.
- Do not tie platform to an adjacent platform or structures.
- Do not use the machine as a lifting aid, crane or lifting device. Do not push or pull objects.
- Do not allow people on the ground to tamper with controls unless in an emergency situation.
- Ensure the gate on the basket remains closed at all times, unless the machine is at ground level and people are entering or exiting.
- Keep both feet firmly on the floor of the platform at all times. DO not stand on ladders, boxes or the basket.
- Do not use the machine as a ground for welding.
- Do not operate machine in windy conditions. Once wind reaches 12.5m/s machine must not be used.
- Be aware of pinch points on handrails when in use.
- Refer to operator's manual for all other requirements.



**PHONE:** (08) 8632 1032

**EMAIL:** sales@pirehire.com.au

**WEB:** www.pirehire.com.au

## **PARKING**

- Park where there will be no obstruction to vehicles, site personnel or access ways.
- Do not impede road traffic and post reflective warning signs where possible.
- Remove ignition key for safe keeping when not in use or unattended.

## **INSPECTION AND MAINTENANCE**

- If on extended hire, Scissor Lift and mechanisms are to be inspected regularly. Servicing and repairs are to be organised by Pirie Hire Pty Ltd.
- Operator to carry out daily inspections of wheels, batteries, controls and arms. Operator is to check, and top up fluid levels (batteries), as required also.
- If any damage is done to the machine, cease use and contact Pirie Hire Pty Ltd for inspection.

**The above instructions must be followed at all times. If any one of these instructions are not possible, contact the Pirie Hire staff immediately for assistance.**

**For a basic tutorial on the operation of a scissor lift, watch this clip:**

**<https://www.youtube.com/watch?v=tbYGaVuD4rl>**



**PHONE:** (08) 8632 1032  
**EMAIL:** sales@pirehire.com.au  
**WEB:** www.pirehire.com.au

## SCISSOR LIFT RISK ASSESSMENT

Risk Area/Hazard	Consequence	Likelihood	Controls
Scissor Lift crushing/striking somebody <ul style="list-style-type: none"> <li>Mobile Plant</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Set up an exclusion zone around machine while operating</li> <li>Communication where possible</li> <li>Do not exceed machine operating limits and specifications</li> <li>Operate to the weather conditions</li> </ul>
Machine contacting overhead powerlines or underground cables <ul style="list-style-type: none"> <li>Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Operator to assess area and use a spotter when overhead powerlines nearby</li> </ul>
Falling/slipping while climbing into cabin <ul style="list-style-type: none"> <li>Manual technique</li> </ul>	<ul style="list-style-type: none"> <li>Minor Injury</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely</li> </ul>	<ul style="list-style-type: none"> <li>Always use 3 points of contact when entering cabin machine</li> <li>Ensure machine is switched off when entering/exiting</li> </ul>
Machine tipping over <ul style="list-style-type: none"> <li>Stored energy</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Operate to the conditions and within the machines specified limitations</li> <li>Always drive machine up or down a slope, NOT along it</li> </ul>
Pinch points on basket handrails <ul style="list-style-type: none"> <li>Mobile plant</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Keep body and limbs inside basket at all times while moving around</li> </ul>
Falling from platform at height	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Use an approved harness when working at height</li> <li>Ensure personnel do not climb out of the secure platform area while in use</li> </ul>