Introduction

Welcome to the Scissor Lift Safety (GS600) Policy Training Course. This training is for all individuals who work in scissor lifts as a part of their duties. This course is to provide general basic training, both online and live, so those individuals using scissor lifts will be prepared to work safely in and outdoors in various situations.

Disclaimer: It is your department’s responsibility to provide other training as necessary. Individuals should be aware that while UAB OH&S has a policy and procedures, departments and manufacturers may have more stringent procedures in place. In those cases, the one with the most stringent procedures should be followed.

Objectives

After successfully completing this course (the content and assessment here online and the live, hands-on class), you will be expected to:

1. Identify and have in your possession the name, phone number, e-mail address information of your Department Safety Representative (Rep)
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 correctly tie off in a scenario and during a live session.
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 in the University of Alabama at Birmingham (UAB) and Occupational Health & Safety (OH&S) Aerial Safety Lift Policy and Program.

Training Requirements

OH&S will offer general awareness training on a lift safety. This online training is required 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

#### Definitions

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<td><strong>Scissor Lift (also known as a lift)</strong></td>
<td>Any powered, mobile device that has a personnel work platform, which is mechanically raised vertically above the carriage by means of controls on the work platform</td>
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<tr>
<td><strong>Personal Protective Equipment (PPE)</strong></td>
<td>Any specialized clothing or equipment worn by employees or students for protection against health and safety hazards associated with lift use</td>
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<tr>
<td><strong>Department Safety Representative (Rep)</strong></td>
<td>An experienced staff member, graduate student, or postdoctoral associate or fellow that has appropriate lift experience and has been designated by individual departments as having supervisory responsibilities in regards to lift safety</td>
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#### Roles & Responsibilities

**Occupational Health & Safety (OH&S)**

OH&S, along with the Department Safety Rep, has overall responsibility for the program administration including the training, compiling inventories of equipment, evaluation, inspections, and audits.

OH&S will also:

- Conduct periodic audits of the workplace to ensure that this program is being effectively implemented
- Perform a program review and evaluation at least every two years
- Make revisions and updates that will promote continuous improvement

For further details, please consult OH&S.

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**Departments**

OH&S has **final** authority overall safety issues and may halt operations or practices it considered as an imminent danger at any time at its discretion.
Departments appoint an individual as Department Safety Rep who will work with OH&S.

Each Department shall:

- Ensure that the lifts that they rent or own are maintained in accordance with 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

**Department Safety Representative (Rep)**

The Department Safety Rep must:

- Enforce relevant university policies and practices
- Halt lift operations anytime there are unsafe operations
- Ensure that 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 OH&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

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 constant vigil of the space and items in the area

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 *prior* to the raising lift.
• *Never* sit, stand, or climb on the guardrails of the scissor lift.
• Personal fall protection will be worn 100% of the time while operating the lift.
• Personal fall protection must be inspected prior to use before each use for defects and must be worn correctly.

**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 use of scissor lifts outdoors when wind speeds reach 25 mph or more, or when there is a weather warning in effect for winds in excess of 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. OH&S recommends the *Ambient Weather Strike Alert II*.

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

**IF AT ANY TIME,** employees or students feel unsafe in lifts, they may make decision to come down and cease with 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.
- 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, entry ways, 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 prior to the operation of any lift. This applies at the beginning of every work period. A copy of the form has been added to the end of this document and on the OH&S website.
- 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, or 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 conspicuous location, and give the key to the Department Safety Rep. Do NOT use the lift.

• Locate the emergency down button is located in case of 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.

Conclusion

You have completed reviewing the course content for the Scissor Lift Safety (GS600) Policy Training Course. Next is an assessment. 90% or higher is required to pass. You make take the assessment one time. If you fail, you will fail the course and have to take it again.

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 manufacturers requirements.