



LAUSD-OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

JOB SAFETY ANALYSIS OPERATING A SCISSOR LIFT



General Precautions: There should always be two people working together when operating mechanical lifts. Harness, hard hat, eye protection should be worn at all times. Check the bubble level to ensure ground is level. Check weather conditions before use. Inspect the equipment against the checklist daily. Make sure the work area is demarcated and barricaded. The operations manual must be on the equipment at all times. Do not use less than 10 feet away from electrical power lines.

Note: It is important that one receives all the appropriate training required for each task before any work can be done.

Required Personal Protective Equipment (PPE)*
Hard hat, eye protection, harness, safety vest and work boots

Required Training
Operation of scissor lift, electrical safety, lockout/tagout, and fall protection.

*Additional training and PPE may be required depending on the scope of the activities to be performed with piece of equipment, including but not limited to eye and hand protection or electrical safety. All work areas must be demarcated and barricaded.

TASK	HAZARDS	CONTROLS
1. Loading the lift	<p>Exceeding load lift weight capacity</p> <p>Unstable load</p> <p>Using lift with other workers (Worker injury)</p> <p>Loading lift while in motion (Worker struck by equipment)</p>	<p>Do not exceed the scissor dock's load ratings. Do not exceed a rate of two feet per second when moving load across platform</p> <p>Ensure the load is stable prior to operating lift. Use equipment brakes, chocks, etc. to stabilize load.</p> <p>Keep all personnel clear of the lift while it is in operation. Be certain no part of any person or object is under any part of the lift before lowering the platform.</p> <p>Always carefully watch the platform and any load on it when the lift is in operation.</p> <p>Barricade the work area so that bystanders are not in the work zone.</p> <p>Do not load the lift while it is moving.</p>

2. Operating the lift	Load not centered Frayed/wet wiring Workers under lift	All loads must be centered on the deck. Make sure the lift is on level ground. Ensure wiring is not frayed or damaged prior to use. Keep lift controls dry. Never work under load deck. Keep clear of moving scissor leg mechanism. Do not pull hands, feet or objects under deck.
	Lowering/raising lift to wrong height Worker riding the lift	Monitor dock lift operation to ensure correct height. Use spotter if necessary. Do not stand, sit or ride on the lift.
	Pinch points Electrocution	Stay clear of pinch points created as the lift raises and lowers. Maintain mandatory clearances from overhead power lines. Barricade work areas. Insulate power lines. Look up and live (before and during operation).
3. Unloading the lift	Unstable load Lift plate guard lowers unexpectedly. Dock traffic, pedestrians, PIT and distractions	Ensure load is stable prior to unloading. Keep clear of plate guard when unloading the lift. Get assistance if necessary. Maintain control of lift at all times. Be alert to Powered Industrial Equipment and trucks. Be alert to pedestrians, dock traffic and the movement of equipment across the dock.
	Congestion on dock.	Use caution when operating the lift to ensure loading and unloading areas are clear and unobstructed. When leaving equipment unattended, turn it off, remove keys and secure the equipment.

I have received, read and understood the contents of this JSA and have also acquired the aforementioned required training.

NAME:	
DEPARTMENT:	
JOB TITLE:	
EMPLOYEE ID:	
DATE:	
SIGNATURE:	

For more information about this JSA, contact the *Office of Environment, Health and Safety* at LAUSD, 333 South Beaudry Avenue, 21st Floor, Los Angeles, CA-90017
213-241-3199 • <http://achieve.lausd.net/oehs>

Scissor Lift Inspection Checklist

Operator's Name:		Date of Inspection:			
Pre-use Inspection	OK	Repairs Needed	Job Site Inspection	OK	N/A
Ensure that operator's manual is on the lift			Check Ground Condition – uneven, holes, soft soil		
Check lift for visible damage			Check Slope		
Check for hydraulic leaks			Look for overhead obstructions		
Inspect belts and hoses			Observe environmental conditions- windy or unsafe weather (wind shall not exceed 20 mph)		
Inspect pins, banjo bolts and connections			Check surroundings for hazardous areas		
Inspect tires			Look for pedestrian or vehicular traffic		
Inspect limit switches			When necessary, define the work zone with barriers and restrict access		
Inspect platform and guardrails			Walk the path of travel the lift is going to move on		
Read the placard and decals and ensure that they are present and legible			Electrical hazards present		
Verify platform load is within the rated capacity					
Inspect the lift pothole mechanism					
Function Test	OK	Repairs Needed	Vehicle Components	OK	Repairs Needed
Position machine on a firm surface			Oil Level		
Deploy or position the outriggers			Fuel Level / Battery Charge		
Check the interlock display light and confirm they are all on			Coolant Level (Do not check while engine is hot)		
Confirm the machine is level by using the bubble level			Tire Pressure / Condition		
Push the e-stop button to the off position			Horn		
Use the drive function control – It shall not function			Gauges		
Use the lift function control – It shall not function			Brakes		
Pull the e-stop button to the on position			Lights		
Test the tilt alarm			Steering		
Check the drive function: forward and reverse			Back-up Alarm		
Check the lift function: up and down			Warning Lights		
			Battery Fluid Level		