

Likely Risk Issue	Who/what may be harmed? (Specific Persons)	What Is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Action Needs To Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Rollover of machine. Falling machine during operation	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 2 LOW	Operators to be verified as competent and must assess conditions <ul style="list-style-type: none"> • Only to be raised on level solid ground. Machine will cut out if surface is unlevel • Keep machine in lowered position when unloading from trailer or negotiating unlevel surfaces • Do not operate close to steep inclines or in sloppy material (refer to manufacturers specifications) • Scissor lift to be lifted only at designated lifting points • Check automatic shut off is in working condition at least quarterly during quarterly inspections 	Each hire
Electrical hazards	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 2 MEDIUM	<ul style="list-style-type: none"> • Operators to check all visible wiring is in good condition during daily inspections • Machine to have isolator engaged prior to charging • Wear appropriate PPE • Have an emergency plan. • Machine to be tested and tagged quarterly • Charging lead to be in good working order / tested and tagged • Do not operate machine in the rain or wet environment • Keep removable contScissor Lift out of the rain / wet environment 	Each hire
Collision and crushing	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> • Operators to check rotating beacon, horn and motion alarm devices in daily prestart • Look for bystanders before moving • Operator to use an observer to warn of persons, obstacles or other hazards • Isolate job area and park on level ground • Do not place any body parts inside moving parts at any time 	Each hire
Overloading	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> • Do not exceed SWL of platform. Machine will cut out in the case of overlading. 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L). The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.

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 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 and by a competent operator and in areas that are clear of obstacles.
- Work sites must be separated from normal traffic flow
- Plant must be fitted with and use an orange flashing lamp when in operation.
- Do not operate on slopes in excess of that approved by the manufacturer
- Scissor Lift operating and maintenance manual available at www.pagehire.com.au

TRANSPORT OF SCISSOR LIFT

1. Ensure loader or trailer has suitable ramps for safe loading
2. Minimise any slope by parking the loader or trailer facing truck downhill
3. Drive Scissor Lift slowly when loading or unloading
4. Retrain Scissor Lift from movement using tie down chains
5. Load and unload scissor lift in lowered position

OPERATING CONDITIONS

- Use ignition key to start and KNOW WHERE EMERGENCY SHUT-DOWN SWITCH IS
- Look in the direction you are travelling and watch out for other people and obey traffic rules and signs
- Use care when working near other machinery
- DRIVE UP AND DOWN INCLINES AND NEVER ACROSS. NEVER TURN **MACHINES ON A SLOPE**
- Exercise care when manoeuvring on sloping ground
- Be aware of wet, soft or loose edges
- Look behind when reversing

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
- Neutralise controls and turn off machine and brake will automatically be applied

- Check and report any damage
- Remove keys

INSPECTION AND MAINTENANCE

- Scissor Lift is to be inspected and maintained regular in accordance with manufacturer instructions
- Operator to carry out daily inspections of alarms, lights, beacon etc.
- Carry out service and maintenance
- Maintain a Scissor Lift logbook to be kept with the Scissor Lift.

The above instructions must be followed at all times If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements