



WORKING AT HEIGHTS – ELEVATED WORK PLATFORMS (LIFTS)

CHECKLISTS

SAFETY PRECAUTIONS

- Wherever possible, overhead power lines should be de-energized or insulated by the local utility.
- Before leaving the machine unattended, lock or otherwise prevent its unauthorized use.
- Keep platform load below maximum rated working load (RWL) — preferably below 2/3 of RWL.
- Make sure that all controls are labeled with action and direction.
- Keep guardrails in good condition and make sure that chain or gate at opening is secure before moving platform.
- Shut off power and insert required props before servicing machine or checking for problems.
- Never remove guardrails when platform is raised.
- Don't jam controls through neutral to reverse direction of movement or operation.
- Move control gradually, pausing slightly in neutral, for safer, smoother operation.
- Deploy stabilizers or outriggers according to manufacturer's instructions.
- Position boom in line with direction of travel wherever possible.
- Keep ground personnel away from machine and out from under platform or bucket.
- Never allow workers to walk the boom to get on or of the platform or bucket.
- Never try to move, push, lift, or free the machine by telescoping the boom.
- Make sure that extension cords are long enough to reach the expected platform height.
- Operators should know how boom orientation affects center of gravity and load on wheels as well as warning and caution signs on the machine
- Operators should know applicable regulations and location of all emergency controls
- Training must be provided for each make and model the operator will be using.

SAFETY AROUND POWER LINES

Always check for overhead power lines before moving the machine or the platform. Observe regulated limits of approach around live electrical wires and equipment:

VOLTAGE RATING OF POWER LINE

- 750 to 150,000 volts
- 150,001 to 250,000 volts
- over 250,000 volts

MINIMUM DISTANCE

- 3 meters (10')
- 4.5 meters (15')
- 6 meters (20')

SCISSOR LIFTS

- Check platform/ guardrails – Guardrails in place; control panel secured, access ladder in good condition.
- Check tires for inflation when applicable.
- Check level of hydraulic oil in reservoir.
- Check lug nuts on wheels.

- Check joints, pins, and bushings – lubrication; no loose or damaged bushings or pins.
- Check tire rod linkage – no loose or missing parts; no visible damage; tie rod end studs locked.
- Check batteries are fully charged – if electrically powered. If internal combustion engine, check oil/fuel.

- Check ground control panel - switches operable; no visible damage; placards secure and legible.
- Check hydraulic supply lines/cylinders – no leaks; no loose or unsecured hose; hose guards in place/undamaged.
- Check platform control panel – all controls operable; undamaged; placards secure and legible.
- If equipped with outriggers or stabilizers, check cylinders for leakage or cracks.

BOOM-TYPE MACHINE

- Check platform and guardrails – for loose or missing parts or visible damage. Lock pins in place.
- Check hose and cable guard on boom – properly secured; no damage to guards, hoses, and cables.
- Check drive motor and brake shields – securely bolted in place; no leaks or missing hardware.
- Check drive hub – no visible damage or evidence of leakage.
- Check tires and wheels – no cut tires; tires properly inflated; no missing lug nuts; no leaks; no rim damage.
- Check frame – no bends or other damage; no loose or missing hardware.
- Check fuel supply – adequate fuel, filler cap in place; no damage, leaks or spills.
- Check power track – no visible damage to hydraulic or electrical lines.
- Check boom pivot shaft – must be properly secured and lubricated.
- Check lift cylinder – rod end shaft properly secured.
- Check tie rods and linkage – no visible damage, loose or missing parts; no steering cylinder leaks.
- Check engine oil – full mark on dip stick with filler cap secured.

- Check ground control panel- - switches operable; placards legible; no visible damage.
- Check counterweight – properly secured.
- Check exhaust system – no leaks or damage.
- Check air filter – oil in bowl clean and pre-cleaner free of dirt.
- Check battery – proper electrolyte level; cables tight with no corrosion.
- Check hydraulic oil level – full on dipstick with all systems shut down and boom stowed.
- Check hydraulic oil filter – indicator at proper position with engine at full throttle and oil warmed up.
- Check turntable and pinion – evidence of lubrication; no loose or missing hardware or damage.
- Check boom – no visible damage; wear pads secure.
- Check platform pivots and cylinders – pins properly secured with evidence of lubrication; no cylinder leaks.
- Check platform control console – switches/levers secured; free to return to neutral position
- Check for loose or missing parts – no visible damage.

- Check extending axles – axle lock pins properly installed; no leakage; no loose
- or missing parts; no visible damage.

- Check placards. All placards and instructions must be secure and legible
- Tying-of – Workers must tie of to manufacturer’s specifications