*This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization’s policies and procedures as presented by your manager or supervisor.*

**Insert Agency Name**

**Scissor Lifts & Vertical Mast Elevated Work Platforms Model Policy**

**Purpose:**

The purpose of this policy is to provide the minimum requirements for the use of vertical mast and scissor lifts mobile elevating work platforms (MEWP). Vertical mast and scissor lift MEWP are characterized by work platforms that move vertically but remain over the chassis of the machine. This policy applies to both motorized and manually operated lifts.

**Definitions:**

*Work Platform*: The personnel-carrying component of an aerial lift, including the platform floor and toe board, guard rail system, and elevated controls.

*Chassis*: This section of a MEWP provides a mobile and stable base the supports the Elevating and Platform Sections

*Contractors*: Third party groups performing work on insert agency name assets.

*Elevating Section*: The section of a MEWP that moves the work platform vertically when operated from either the platform or chassis.

*Fall Arrest*: Any combination of an anchorage, connectors, body harness, lanyard, deceleration device or lifeline used to arrest a fall from any working level.

*Fall Protection*: Equipment and methods to both guard against the injurious consequences of a fall and to prevent a fall where possible. There are several types of fall protection including fall arrest systems, fall restraint systems, and guardrails.

*Fall Restraint*: A combination of equipment to prevent a user from reaching a point where a fall could occur from an elevated surface.

*Platform Section*: The section of a MEWP that provides a safe area for people, materials, and tools while working at heights.

*Scissor Lift*: A self-propelled elevating work platform (mobile scaffold, categorized by ANSI as Class 3A MEWP, which utilizes a scissor type framework for positioning the platform vertically.

*Spotter*: A person assigned to give direction to both the lift operator and 3rd parties while the lift is traveling to prevent contact, damage, and injury.

*Vertical Mast Lift*: a work platform, categorized by ANSI as Class 1A for push around models and Class 3A for self -propelled models, which utilized an extendable vertical column for positioning the platform vertically.

**Roles & Responsibilities:**

Insert name or title is the Program Administrator and shall be responsible for the maintenance of this program and shall be ultimately responsible for the implementation and adherence of this program in the insert agency name, its contractors, and its vendors.

MEWP Instructors are designated by the Program Administrator as having the necessary training and experience to instruct, train, and evaluate MEWP Operator candidates. Instructors shall faithfully deliver the insert agency name training for specified types of MEWP and conduct fair evaluations.

MEWP Operators are those who have successfully completed training and evaluation in a specific type of MEWP. Operators shall only operate MEWP types that they have been authorized to use. Operators are responsible for the pre-use equipment and work site inspection, safe operation of the scissor lift, the actions of passengers in the platform, and the proper storage of the lift after use.

All employees of insert agency name shall obey the instructions and safeguards of the Operators when working on or around scissor lifts. This includes requests to act as a Spotter from the Operator.

**General Operating Procedures:**

Only trained persons shall operate a scissor lift or vertical mast MEWP.

Before the MEWP is used, the lift and worksite shall be surveyed for hazards. Pre-use lift and work site inspection forms are provided in insert appendix number.

The agency should indicate whether the inspection form will be used as a guide or whether the inspection form must be completed in writing and how the form will be filed.

If a deficiency is identified during the pre-use inspection, the condition shall be immediately reported to insert name or title and describe how to report the condition. The lift shall be taken out of service and labeled at both the chassis and platform control panel as such. The key shall be under the control of insert name or title.

The MEWP shall not be used until the travel path and work site has been determined or made safe for the intended task requiring the scissor lift.

MEWP shall be set-up in accordance with manufacturer’s owner’s manual

1. The lift shall not be operated in any manner on grades, side slopes or ramps exceeding those for which the aerial platform is rated by the manufacturer.
2. When so equipped, outriggers or stabilizers and extendable axles shall be fully extended and placed on firm level surfaces or mats/pads as required by the manufacturer.
3. A safe work area shall be marked with cones and caution tape, or a similar manner, around the lift.

During each use, the operator shall:

1. Lift controls shall be operated in a smooth, controlled manner.
2. Maintain awareness for overhead obstructions and electrical conductors.
3. Ensure that the load on the platform and/or load lifting devices are in accordance with the manufacturer’s rate capacity. Loads should be evenly distributed on the platform.
4. Materials, tools, and other loads must be carried inside the platform guardrails unless using a manufacturer approved attachment.
5. If the MEWP is used outside of a building, maintain awareness of weather conditions

All body parts and equipment shall remain inside the platform while moving the equipment.

Operators and passengers shall maintain a firm footing on the aerial platform floor while working thereon. Operators and passengers shall not sit or climb on the edge of the platform or use planks, ladders, or the railings of the platform to gain a work position or as a climbing device to access other work levels.

Any overhead wire shall be considered to be an energized line unless it has been disconnected and is visibly grounded in the work area. Exact voltage shall be determined prior to working near live electrical lines.

Exiting and accessing an elevated platform is permissible only when it is determined to be the safest means of access to an elevated work area, and is allowed by the manufacturer.

1. The floor of the platform should be at the same level as the structure to be accessed.
2. 100% fall protection shall be maintained while exiting or entering an elevated aerial platform. The employee shall secure a second lanyard to an anchorage point outside the platform before disconnecting their lanyard from the platform anchor point and exiting always maintaining one point of tie-off.

Insert additional agency-specific procedures or safeguards to be used when using MEWP

**Fall Protection:**

Guardrails shall be in place and access gates properly closed per the manufacturer’s instructions while lift is in use.

Employees working in a man lift or a scissor lift MEWP shall utilize appropriate fall arrest or fall restraint systems. A full body harness, properly fitted to the wearer, shall be used with fall arrest or fall restraint systems.

It is recommended that lanyards used for lifts be as short as possible to restrain an employee from being thrown from the platform.

Employees shall remain tied-off until the work is finished and the platform has been safely lowered to the ground.

Only designated anchor points shall be used for fall protection. Anchoring to the guardrail, or an adjacent pole, structure or other equipment is prohibited while working from the platform.

**Moving and Traveling:**

When lowering elevated platforms, the operator shall inspect the area around the machine to ensure that no personnel, equipment, or obstructions are in the path of travel. If the area in the path of movement is not visible, the platform shall not be lowered until determined to be clear by a Spotter located at ground level

The use of a Spotter should be considered when:

1. The operator cannot see the path of travel.
2. A lift is working within 15 feet of live power lines.
3. A lift is traveling within 5 feet of stationary equipment, vehicles, or plant.

Insert additional agency-specific procedures or safeguards to be used when moving MEWP

**Fueling and Recharging Scissor Lifts:**

Refueling and recharging shall be performed in accordance with manufacturer's procedures.

The equipment shall be lowered to grade, parked, on a level surface and shut down prior to refueling or battery charging.

Fueling and battery charging shall be done in a well-ventilated area free from flame, sparks, or other hazards that may cause a fire or explosion.

Refueling shall be prohibited in any area where there is any primary source ignition (i.e. capable of igniting flammable vapors) work within 35 feet.

**Emergency Procedures:**

Rescue of Suspended Worker

The rescue of a worker whose fall has been arrested and is awaiting rescue while being suspended in their safety harness needs to be undertaken as quickly as possible for several reasons:

1. The worker may have suffered injuries during the fall and may need medical attention.
2. Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in “**suspension trauma**”.
3. Suspended workers may panic if they are not rescued quickly.

Call 9-1-1 immediately for all workers who have fallen and are suspended in their harness. Request police, fire, and EMS response.

All workers who fell and were suspended shall be transported to hospital for evaluation and treatment.

If a second elevating aerial or lift and authorized operator is available:

1. Ensure the second elevating work platform (EWP) has sufficient load capacity for two rescuers, the victim, and any rescue equipment. Two rescuers are needed if the victim is unconscious or otherwise unable to assist with their rescue.
2. Rescuers must wear fall restraint or fall arresting systems
3. When the worker is safely on the MEWP, reattach the lanyard to an appropriate anchor point on the platform
4. Lower the worker and begin first aid until the arrival of higher trained medical responders.

If the suspended worker can be reached from the floor or adjacent work surface:

1. If the worker is unconscious, two rescuers will be needed to lift the worker and release the lanyard from the body harness.
2. If the adjacent surface is more than 4 feet from a second adjacent surface, such as a rooftop, rescuers must be protected from falls
3. Carefully lower the victim to the surface and begin first aid

If the suspended worker is in an inaccessible area:

1. Most industrial ladders are not rated for rescues, that is the weight of two or more persons on the ladder. Ladders should be used with extreme caution. If the victim is unconscious, two rescuers and two ladders will be needed.
2. Specialized training, equipment, and rescuers will be needed.

Entanglement

Ropes or wires can be tangled up when raising or lowering a lift platform. If entanglement occurs, an operator can get caught up in these ropes. This can put the operator at risk of serious injury or fatality. If the scissor lift becomes entangled or stuck against a surface:

1. Stay inside the guardrail with both feet on the floor of the platform, and call for assistance.
2. Await removal from the platform by properly trained and equipped rescue personnel.

Equipment Malfunction

If there is a malfunction of the controls at both the upper and lower stations, follow these emergency lowering steps: or insert the specific instructions from the owner’s manual.

1. Check for obstructions
2. Locate the emergency lowering valve
3. Pull and hold the emergency lowering valve
4. Lower the platform until it's about 7 ft from the ground
5. Release the emergency lowering valve
6. Check for obstructions again

**Periodic Inspections, Maintenance, and Repairs:**

Annual inspection shall be performed by a manufacturer authorized technician.

A machine that has been involved in and accident, tip-over, contact with an energized electrical component, or entanglement shall be inspected by a manufacturer authorized technician before being used.

Maintenance shall be performed in accordance with the manufacturer’s recommendations.

Any problems or malfunctions that affect the safety or operation of a lift shall be repaired and functionally tested by an authorized technician before continued use.

**Training:**

Only personnel who have received general instructions regarding the inspection, application and operation of scissor lifts or vertical mast lifts, including recognition and avoidance of hazards associated with their operation, shall operate a scissor lift or vertical mast lift. Such items covered shall include, but not necessarily be limited to, the following issues and requirements:

1. Successful completion of MSI NOW *Scissor Lifts in Industrial and Construction Environments*
2. Review of manufacturer operating manual
3. Pre-use inspection
4. Responsibilities associated with problems or malfunctions affecting the operation of the aerial lift
5. Factors affecting stability
6. The meaning of warning and informational placards, decals, and labels
7. Workplace inspection
8. Departmental safety rules, regulations, and policies
9. Actual operation of the aerial lift. Under the direction of the trainer, the trainee shall operate the aerial platform for a sufficient period of time to demonstrate proficiency in the actual operation of the aerial platform
10. Proper use of personal fall protection equipment
11. Successful completion of the agency’s Scissor Lift

Operators who will use aerial or scissor lifts not owned by insert agency name shall become familiar with the specific equipment operation, receive an orientation from the service provider delivering the equipment, and review the instruction manual provided with the equipment before use.

Passengers in scissor lifts or vertical masts lifts shall receive instructions from the operator on routine and emergency procedures before elevating the platform.

Insert sample Pre-use Inspection form, Candidate Evaluation form, and other relevant documents as appendices.

Model forms are available on the MSI Forms & Documents webpage

<https://melsafetyinstitute.org/forms-checklists/>

**Review and update Record**

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