

Georgia Tech	Scissors Lift Program		
Policy Name	Scissor Lift Safety	Version	1
Authorized By	29 CFR 1910.27; 29 CFR 1926.20	Date	6-17-2019

I. Purpose

The purpose of this program is to establish safety guidelines for faculty/staff who perform work on scissor lifts. Georgia Tech is committed to providing a safe working environment for all faculty/staff. All Faculty/Staff who work on or near scissor lifts will be trained on the hazards of working with lifts and the requirements of this program.

II. Program Responsibilities

Environmental Health and Safety (EHS)

Management has the following responsibilities:

1. To provide scissor lift and related equipment that is OSHA and ANSI compliant.
2. To identify faculty/staff who are affected by this policy and ensure that they receive the required training.
3. To identify required personal protective equipment to affected faculty/staff.
4. To ensure Georgia Tech. is operating in accordance with this policy by performing periodic reviews and audits.
5. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Manager/Supervisor

Supervisors have the following responsibilities:

1. To ensure that no person performs work on or near scissor lifts without receiving the required safety training.
2. To provide communication between faculty/staff and EHS on safety issues.
3. To ensure that faculty/staff have available and use all required personal protective equipment.

Faculty/staff

Faculty/staff have the following responsibilities:

1. To complete all required safety training prior to performing work on scissor lifts.
2. To wear all required personal protective equipment.
3. To immediately report any safety concern to the supervisor and EHS.

III. Definitions

For the purposes of this program, the following definitions apply:

Competent Person: One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to faculty/staff, and who has authorization to take prompt corrective measures to eliminate those hazards.

Qualified Person: One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

IV. Scissor Lift Requirements

Scissor lifts used in the workplace must be ANSI and OSHA compliant.

Georgia Tech Owned Scissor Lifts

Georgia Tech scissor lifts will be evaluated and authorized by EHS. Each vehicle will be specifically authorized for the type of work to be performed.

Rental Lifts

When a scissor lift is rented from another organization, they must adhere to GA Tech Scissor Lift Safety Program.

V. Training Requirements

Faculty/staff Performing Work on Scissor Lifts

Faculty/staff performing work on scissor lifts must be trained by EHS to recognize the hazards associated with the type of lift being used and to understand the procedures to control or minimize those hazards. The training must include:

1. The nature of electrical hazards in the work area.
2. The nature of fall hazards in the work area.
3. The nature of falling object hazards in the area.
4. The correct procedures for dealing with electrical hazards.
5. The proper use of scissor lifts and the proper handling of materials on lifts.
6. The maximum intended load and load carrying capacities of the lift.

Training Frequency

Faculty/staff must be trained before their first assignment to work duty and when:

1. Changes at the worksite present a hazard about which an employee has not been previously trained.
2. Changes in the types of scissor lifts, fall restraint, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.
3. Inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.
4. As directed by Georgia Tech.

VI. Personal Protective Equipment

All faculty/staff will be trained on the personal protective equipment that is required to perform their job safely. EHS will recommend all appropriate ANSI certified protective equipment before use.

Hard Hats

All faculty/staff are required to wear hard hats in any area where falling object hazards are present. Georgia Tech responsible departments will provide ANSI compliant hard hats to all faculty/staff. (See appendix for example)

Fall Restraint

Fall restraint PPE is required while operating scissor lifts in the upward position. (See appendix for example)

Falling Object Protection

If tools, materials, or equipment could fall from a lift and strike others, the area below the scaffold must be barricaded or a toe board must be placed along the edge of the scaffold platform. Paneling or screening must protect persons below when tools, materials, or equipment are piled higher than the top edge of the toe board. Alternatively, guardrail systems, canopies, or catch platforms may be installed to retain materials.

Other Personal Protective Equipment

Personal protective equipment will be made available to faculty/staff as the hazards dictate. A competent person will evaluate hazards to ensure that proper protection is provided.

VII. Scissor Lift Inspections

Scissor lift inspections must be completed by each responsible department. These inspections should occur in accordance with OSHA regulations and the manufacturers' documentation. Inspections must occur in the following situations:

1. Prior to every work shift.

2. Whenever faculty/staff cite concerns with the lift.
3. After any occurrence which could affect the lifts structural integrity.

VIII. General Safety Work Practices

Faculty/staff will adhere to the following general scissor lift safe work practices.

- Faculty/staff will never exceed the maximum intended load of the scissor lift.
- Any lift damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.
- Hard hats must be worn when exposed to overhead hazards.
- A safe distance from energized power lines shall be maintained.
- Ladders and other devices shall not be used to increase working heights on lift platforms.
- Lifts shall not be moved while raised, unless they adhere to the special requirements of the OSHA standard.
- Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.
- All electrical tools and equipment must have ground fault current interrupters or being part of Georgia Tech's grounding program.

IX. Special Requirements for Weather

The following special requirements apply to work on lifts during inclement weather conditions.

Snow / Ice Faculty/staff may not work during snowing conditions, unless the snow has stopped and all ice and snow has been removed from the work platforms.



High Winds Faculty/staff may not work during high wind in excess of 15 mph.

Lightning Faculty/staff are not allowed to perform work on lifts whenever lightning can be seen or thunder can be heard. Work on the lift should not resume for at least 30 minutes after the last lightning strike or thunder clap.

X. Program Evaluation

Georgia Tech’s scissor lift safety program will be reviewed on a yearly basis by EHS. EHS will evaluate the effectiveness of the program, and correct any deficiencies discovered. Faculty/staff will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the responsible departments to question the effectiveness of the program.

XI. Appendix

Type of PPE:	Picture example of PPE:
Hard hat	
Harness	
Lanyard	