



FLEXIHIRE
PLANT RISK ASSESSMENT
SCISSOR LIFT

FLEXIHIRE PLANT RISK ASSESSMENT.

PLANT:	SCISSOR LIFT
MANUFACTURER:	HAULOTTE
MODEL:	OPTIMUM 8 – 19FT ELECTRIC SCISSOR LIFT
YEAR OF MANUFACTURE:	2008
PLANT I.D NO.:	TBA
SERIAL NO.:	TBA
CAPACITY:	TBA
POWERED BY:	TBA
LOCATION:	QUEENSLAND
METHOD OF ASSESSMENT:	VISUAL AND OPERATIONAL
LOCATION OF ASSESSMENT:	174 EAST STREET, ROCKHAMPTON
DATE OF ASSESSMENT:	JULY 2008
ASSESSMENT UNDERTAKEN BY:	MANAGEMENT AND OHS MANAGER

RISK CLASSIFICATION METHOD: ALL RISKS IDENTIFIED ARE CLASSIFIED AS "HIGH"



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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
1	Persons could be injured or injure others when operating the plant without sufficient training, instruction, supervision and information.	Yes	An Operator's Manual has been provided by the manufacturer. Persons operating this plant must be familiar with the manufacturer's operating instructions and must be suitably trained in the safe operation of this plant.	Yes	Prior to Operation
2	Persons could be injured when adhering to a poor system of work in relation to the operation of plant.	Yes	A system of work adhering to the manufacturer's instructions should be formulated and complied with at all times.	Yes	Prior to Operation
3	Persons could be injured by the plant operating in poor conditions as a result of general wear and tear on components.	Yes	The scissor lift is accompanied by a Maintenance Record/Logbook. The operator is to be instructed to check the plant for faults prior to commencing works each day and if they are serious, report them immediately otherwise record them in the maintenance records logbook.	Yes	Prior to Operation
4	Persons could be injured if they were unable to stop the operation of the scissor lift in an emergency situation.	No - The manufacturer has supplied an emergency stop	The manufacturer has supplied an emergency stop button on the control panel mounted upon the platform. The operator must ensure that he/she is aware of the location of the emergency stop button on the scissor lift.	Yes	Prior to Operation



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		button.			
5	Persons could be injured if the plant which is known to be faulty and unsafe is operated.	Yes	A "DANGER DO NOT USE" sign should be attached to the plant by an authorised person, signed and dated. The operator should be instructed that while such tags are attached to the machine it must not be used until the tag is removed by a qualified mechanic.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable ? (Yes, No)	When are the controls measures to be implemented ?
6	Persons could be injured if the operator of the scissor lift is not familiar with the working environment.	Yes	The operator should be instructed to inspect the area where the scissor lift is intended to be operated prior to works commencing and enquire if there are any site specific requirements to be observed.	Yes	Prior to Operation
7	Persons could be injured if the operator is not aware of hazards and unsafe conditions which may result in accident or injury when operating the plant.	Yes	The operator should be trained in determining unsafe conditions and hazards that are relative to the plant's safe operation.	Yes	Prior to Operation
8	Persons may be injured if the operator does not understand the plant they are operating.	Yes	The operator must be trained to fully understand the plant and its operating instructions. Ensure that he/she reads and thoroughly	Yes	Prior to



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			understands the operation and instruction manual.		Operation
9	Persons could be injured if the operator performs duties which are beyond their responsibilities and capabilities.	Yes	The operators should be instructed not to carry out work that is outside their normal duties and report any matter of concern to their supervisor.	Yes	Prior to Operation
10	Persons could be injured if the plant was not confirmed to be safe in accordance with the requirements of the Statutory Authority by testing.	Yes	A compliance plate showing that testing that had been conducted in accordance with the requirements of AS 1418.10 1996 should be permanently fixed to the machine. Ensure that this plate remains on the plant and is kept clean and legible.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable ? (Yes, No)	When are the controls measures to be implemented ?
11	Persons could be injured if the plant has not been tested and inspected in accordance with manufacturer's instructions prior to works each day.	Yes	Instruct the operator or a competent person to check and test the machine in accordance with the manufacturers checklist and record the findings in the maintenance/logbook prior to commencing work each day.	Yes	Prior to Operation
	Persons could be injured if the plant has been		The operator should be instructed that any modification to the plant		



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12	modified from its original design.	Yes	should be approved by the manufacturer or some other suitably qualified engineer and that all relevant design information/computations must be retained and be available upon request by the appropriate authority.	Yes	Prior to Operation
13	Persons could be injured if the controls, instruction signs and warning decals are damaged in a hostile environment.	Yes	Instruct the operator to cover and protect the controls identification signs and warning decals if the plant.	Yes	Prior to Operation
14	Persons could be injured if the operator does not understand the instruction and warning plates and stickers mounted on the plant.	Yes	Ensure that all stickers, warning plates and instructions are clearly legible, and in English. International signs are not acceptable.	Yes	Prior to Operation
15	Persons could be injured if a plant that is not operating as designed by the manufacturer is used.	Yes	The manufacturer has provided an operators instruction manual. This manual prohibits such operation. Instruct operator to cease use of a malfunctioning plant and attach a "DANGER DO NOT USE" tag.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
16	Persons could be injured if a plant that has been tagged with a "DANGER DO NOT USE" tag is	Yes	The manufacturer prohibits such use. A "DANGER DO NOT USE" tag should be attached to the plant by an authorised person, signed and dated. The operator should	Yes	Prior to Operation



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	operated.		be instructed that while such a tag is attached to the machine it must not be used until the tag is removed by a qualified mechanic.		
17	Persons could be injured if a component of the plant fails or collapses.	No - The plant has been designed in accordance with a recognised published technical standard.		Yes	Prior to Operation
18	Persons could be injured if the plant did not comply with the relevant Australian Standard for its safe operation.	Yes	The plant has been tested for compliance with Australian Standard AS 1418.10 1996. A compliance plate displaying that testing that has been conducted in accordance with AS 1418.10 should be permanently fixed to the plant. Ensure that this plate is kept clean.	Yes	Prior to Operation
19	Persons could be injured if any of the safety devices are disabled.	Yes	The operator is to be instructed that safety devices are not be disabled and must be checked each day prior to works.	Yes	Prior to Operation
20	Persons could be injured if the plant is not tested in accordance with the Australian Standards checklist.	Yes	Instruct the operator to check and test the plant in accordance with the Australian Standards checklist and record it in the scissor lift maintenance/logbook.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures	When are the controls measures to be
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				practicable ? (Yes, No)	implemented ?
21	Persons could be injured if the controls are not clearly marked to show their correct functions.	No - The manufacturer has identified all controls with their functions placed beside them.	Instruct the operator to check that the identification of the control is legible and defines its specific action. Details of his/her inspection should be noted in the logbook.	Yes	Prior to Operation
22	Persons could be injured if the plant is started and / or operated by an unauthorised person.	Yes	Instruct all personnel that upon leaving the plant they should ensure that the plant is made safe and unable to operated by unauthorised personnel.	Yes	Prior to Operation
23	Persons could be injured while working upon or being close to moving mechanical parts while wearing loose fitting clothing.	Yes	Instruct the operator upon working the mechanical parts to wear close fitting clothing.	Yes	Prior to Operation
24	Persons could be injured while being close to mechanical or moving parts while having long hair.	Yes	Instruct the persons involved to wear a hair net or other restraining device during works with the plant.	Yes	Prior to Operation
25	Persons could be injured if plant was being operated in a poorly lit environment.	Yes	Instruct the operator that they must ensure that they have absolute clear vision in a properly lit workplace at all times.	Yes	Prior to Operation

No.	Hazard identification (Provide description of	Is there a risk?	Where there is a risk, describe the proposed control	Are the	When are the
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	possible hazard)	(Yes, No)	measures to be implemented	risk control measures practicable ? (Yes, No)	controls measures to be implemented ?
26	Persons could be injured if the operator is under the influence of alcohol or drugs.	Yes	Instruct the operator that operating the plant under the influence of alcohol or drugs is prohibited and a breach of company policy.	Yes	Prior to Operation
27	Persons could be injured if the operator's performance is inhibited by poor health or medication with side effects.	Yes	Instruct the operator that they must report to a supervisor if they are suffering from poor health and their safe operating ability may be inhibited.	Yes	Prior to Operation
28	Persons could be injured if the operator's performance is inhibited by excessive fatigue.	Yes	Instruct the operator to report to their supervisor if they are suffering from excessive fatigue and their safe operating ability may be inhibited.	Yes	Prior to Operation
29	Persons could be injured if the controls on the scissor lift were constantly operating.	No - The manufacturer has provided an "enable switch" on the side of the control console which is timed for approximately three (3) seconds.	The operator should be instructed in the use of the controls.	Yes	Prior to Operation



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30	Persons could be injured or injure others if proper records of repairs and maintenance are not recorded.	Yes	Instruct the operator to ensure that a maintenance logbook is provided for in this plant. Maintenance personnel are to maintain and issue records of all works.	Yes	Prior to Operation
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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable ? (Yes, No)	When are the controls measures to be implemented ?
31	Persons could be injured if unauthorised persons, equipment or vehicles move into the working area.	Yes	Instruct the operator that the plant's working area is to be designated and barricaded to limit entry to authorised personnel only.	Yes	Prior to Operation
32	Persons could be injured if the operator has their attention diverted from their duties.	Yes	Instruct the operator that they should not drink, eat, read or otherwise divert their attention from the operations while operating the plant.	Yes	Prior to Operation
33	Persons could be injured if tools or other items are left in the work area and foul access to the action of specific controls.	Yes	Instruct the operator to ensure that the platform or work area is clean and tidy and any tools or other items are properly stowed at all times.	Yes	Prior to Operation
34	Persons could be injured if the plant is operated on surface which may not sustain its weight.	Yes	Instruct the operator to check the ground conditions or structure loadings with a supervisor before operating the scissor lift.	Yes	Prior to



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					Operation
35	Persons may be struck on the head while operating on site.	Yes	Instruct all personnel to wear appropriate personal protective equipment whilst on site.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable ? (Yes, No)	When are the controls measures to be implemented ?
36	Persons could be injured if the scissor lift was subjected to structural, mechanical or corrosive damage and it was not noticed.	Yes	The operator should be instructed to carry out daily/weekly and monthly checks upon the plant as required. The results should be recorded in the logbook. The manufacturer and the Australian Standard have set out a routine of periodical checks that the operator must complete prior to use.	Yes	Prior to Operation
37	Persons could be injured if the scissor lift was operated by a person unfamiliar with this make and model scissor lift.	Yes	The manufacturer has provided a manual for Operating and Maintenance Instruction. Persons maintaining and operating the scissor lift should be provided with a copy of the manufacturer's	Yes	Prior to Operation



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			manual and should make themselves familiar with its contents.		
38	Persons may be injured if struck by a moving machine.	Yes	The area where the plant is operating should be isolated with limited access to authorised personnel only. All personnel should wear appropriate personal protective equipment and be competent.	Yes	Prior to Operation
39	Persons may be injured or crushed between this plant and other equipment or plant.	Yes	Suitable procedures are to be in place to prevent the risk of crushing. All personnel are to wear appropriate personal protective equipment and to be aware of other plant and equipment in the works area.	Yes	Prior to Operation
40	Persons could be injured if the control devices could remain in the "on" position.	Yes	The manufacturer has provided an "automatic return to neutral" upon release controls. The operator should be instructed in the use of the controls.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable ? (Yes, No)	When are the controls measures to be implemented ?
41	Persons could be injured by horseplay or inappropriate behaviour.	Yes	All personnel are to be instructed to behave responsibly and not to indulge in any unwarranted actions. All personnel are to be suitably trained and competent in the safe work procedures for this scissorlift.	Yes	Prior to Operation
	Persons could be injured if personnel are day		All personnel are to be instructed to stay alert and concentrate on the		



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42	dreaming and not concentrating on the task.	Yes	works at all times.	Yes	Prior to Operation
43	Persons could be injured in the controls of the scissor lift were jammed, taped or fixed in any position.	Yes	Instruct the operator to check the controls prior to commencing work and if they are stuck or do not move freely report the matter to the supervisor. Record the findings of the inspection in the logbook.	Yes	Prior to Operation
44	Persons could be injured if controls were operated while the authorised operator was absent.	Yes	The operator should be instructed not to permit persons to operate the scissorlift without their permission (emergencies excepted). Access to operation of the scissorlift by unauthorised persons is to be denied	Yes	Prior to Operation
45	Persons could be injured if the plant collides with other plant or equipment.	Yes	The operator should be instructed to travel at a safe distance from other plant and equipment when moving the plant. A suitable and safe travelling route is to be designated for the movement of plant on site. The travelling route should be designated for mobile plant only, with separate travelling routes for personnel and vehicles. All personnel are to be trained on the designated travel routes.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? ? (Yes, No)	When are the controls measures to be implemented? ?
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46	Persons could have their hands injured while carrying out tasks on the plant.	Yes	Instruct all personnel to wear suitable personal protective equipment including gloves. All personnel to be competent.	Yes	Prior to Operation
47	Persons could be injured if the control console became unstable and fell on the platform deck.	No - The manufacturer has provided a proper fixing for the control console to be fixed upon.	Instruct the operator to ensure that the control console remains in its designated place at all times.	Yes	Prior to Operation
48	Persons could be injured if the operator could not stop the machine in an emergency due to the failure of the upper control panel emergency stop button.	No - The manufacturer has provided a second emergency stop button at the lower control station.	The works should be supervised and a second person should be available to press the second emergency button on the lower control station.	Yes	Prior to Operation
49	Persons could be injured if the plant damaged underground hazards such as gas, electricity and water pipes or other buried objects.	Yes	Instruct the operator to inspect the ground where the scissorlift is to be operated. Appropriate engineering documentation should be obtained from the supervisor where necessary to determine that the ground conditions are safe.	Yes	Prior to Operation
50	Persons could be injured by a lightning strike.	Yes	All personnel should instructed to remain at a safe distance from the plant in the event of a lightning storm and make the plant safe.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control	When are the controls
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				measures practicable? (Yes, No)	measures to be implemented?
51	Persons could be injured if the scissor lift makes contact with live electrical conductors or powerlines.	Yes	The operator should be instructed not to operate the plant near 'live' wires. Appropriate measures should be taken to adhere to the "NO GO ZONE" recommendations. A warning notice should be attached to the plant.	Yes	Prior to Operation
52	Persons could be injured by live electrical conductors if the plant is operated in close proximity to them.	Yes	Instruct all personnel to adhere to the "NO GO ZONE" recommendations when operating the plant. Only trained and competent persons are to work with the scissorlift.	Yes	Prior to Operation
53	Persons could be injured if the plant is operated in close proximity to high power electromagnetic wave emitters e.g. radio or television transmitters.	Yes	Instruct all personnel to ensure that the site supervisor contacts the relevant authority or company and establishes safety prior to commencing works.	Yes	Prior to Operation
54	Persons could be injured if the scissor lift exceeds its safe working load.	No - The manufacturer has provided a W.L.L or S.W.L notice setting out the machines lifting limits.	Instruct the operator to ensure that the S.W.L is not exceeded. The weight of all people, tools, and materials must be considered at all times.	Yes	Prior to Operation
55	People may be injured if the hoist was being operated in excessive winds.	Yes	Instruct the operator that the scissor lift should not be operated in excessive winds. Works are to cease in excessive wind conditions that present a risk to health and	Yes	Prior to Operation



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			safety and inhibit the safe operation of the scissorlift.		
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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
56	Persons may be injured if the scissor lift is operating in close proximity to overhead power items.	Yes	Instruct the operator to ensure that the scissor lift is not operated in the vicinity of powerlines and that the scissor lift operation complies with the "No Go Zone" guidelines. Any works to be undertaken near powerlines should ensure that protective devices such as tigertails, signs and spotter are to be provided and have the power disconnected.	Yes	Prior to Operation
57	Persons could be injured if the operator ignores the S.W.L on the scissor lift.	Yes	The operator should be instructed not to exceed the S.W.L as described on the platform.	Yes	Prior to Operation
58	Persons could be injured if the scissor lift is operated upon a public thoroughfare, footpath or work's access way.	Yes	Instruct the operator to set up adequate guarding/barricades about the scissor lift in order to protect all persons from hazards.	Yes	Prior to Operation
59	Persons could be injured if the S.W.L on the platform extension is exceeded.	No - The manufacturer has determined the S.W.L for this configuration and an appropriate	The operator should be instructed not to exceed the S.W.L as indicated on the platform extension. Only persons familiar with this model scissorlift are	Yes	Prior to Operation



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		sign is attached.	to have access to the operation of the scissorlift.		
60	Persons could be injured if more than one person worked upon the platform extension and caused overloading.	Yes	Instruct the operator not to permit more than one person and his/her tools and equipment to be upon the platform extension while it is extended.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
61	Persons could be injured if the platform extension struck them before it is lowered.	Yes	Instruct the operator to ensure that the platform extension is free of all equipment etc and then retract it prior to lowering the main platform.	Yes	Prior to Operation
62	Persons could be injured if maintenance personnel do not understand the workings of the plant.	Yes	Only qualified personnel to maintain and service the plant. An operators and maintenance manual has been provided by the manufacturer. Service and maintenance personnel are to read and thoroughly understand the plant's operator's, instruction and service manual.	Yes	Prior to Operation
63	Persons could be injured if maintenance personnel are not qualified and competent to undertake maintenance and repairs on the plant.	Yes	Only qualified and competent personnel are to undertake repairs and maintenance on the scissorlift. All repairs and maintenance undertaken are to have a report issued indicating the nature of the work undertaken. This report is to be maintained as a record for the life of the scissorlift.	Yes	Prior to Operation
	Persons could be injured if repairs and		Maintenance and repairs personnel are to be instructed not to work on		



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64	maintenance are conducted whilst the plant is operating.	Yes	the plant while it is operating.	Yes	Prior to Operation
65	Persons could be injured if the platform extension struck them while it was being lowered.	Yes	Instruct the operator to ensure that the platform extension is free of all equipment etc and then retract it prior to lowering the main platform. No persons are to stand or work in the scissorlift's work area.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
66	Persons could be injured if the plant becomes unstable due to its supporting surface collapsing or deteriorating during repairs and maintenance.	Yes	Instruct the operator to park the plant in a safe location and if there is any doubt to seek the advice from their supervisor or an engineer.	Yes	Prior to Operation
67	Persons could be injured if the plant is disassembled.	Yes	Ensure that all machine guards are in place and the plant doors are closed before starting the engine.	Yes	Prior to Operation
68	Persons could be injured if the platform deck extension is not latched in place and	No - A spring type latch is provided to maintain the location	The operator should be instructed how to use the platform extension locking device and that it must be put in place	Yes	Prior to



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	the machine moves.	of the platform extension.	whenever the platform is extended.		Operation
69	Persons could be injured if the plant is not properly maintained and serviced.	Yes	A system should be in place for maintenance and repair. Only qualified and competent personnel to undertake maintenance and repair on the scissorlift. All maintenance and repairs are to have a full report issued. This report is to be maintained as a record for the life of the scissorlift.	Yes	Prior to Operation
70	Persons could be injured if the scissor lift is operated upon a surface or adjacent to a pit wall which may not sustain its operating weight.	Yes	The operator should be instructed to check with his/her supervisor or an engineer prior to operating on any area that does not have a solid level surface.	Yes	Prior to Operation
71	Persons could be injured if persons are smoking near the plant.	Yes	All personnel are to be instructed to refrain from smoking near the plant. "NO SMOKING" signs should be attached to the scissorlift.	Yes	Prior to Operation

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72	Persons could be injured in the event of a fire.	No - A fire extinguisher has been	Instruct all personnel on how to use the fire extinguisher.	Yes	Prior to Operation



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		provided.			
73	Persons could be injured if a scissor lift slips and/or skids in wet or slippery conditions.	Yes	Instruct the operator that appropriate tyres must be installed to suit specific workplace conditions.	Yes	Prior to Operation
74	Persons could be injured if the plant becomes unstable due to its supporting surface collapsing or being washed away.	Yes	The operator should be instructed to check with their supervisor or an engineer prior to operating on any area that does not have a solid level surface. The scissorlift should not be operated in conditions beyond it's capacity.	Yes	Prior to Operation
75	Persons could be injured if additional height reaching equipment (ladders etc) is used to provide additional reach for workers.	Yes	Instruct the operator to ensure that the scissor lift is positioned such that all work may be completed with both feet on the platform floor.	Yes	Prior to Operation
76	Persons could be affected and made unwell if operating the plant in a poorly ventilated area.	Yes	All personnel to be notified not to start the plant in a poorly ventilated area. Procedures are to be in place to ensure that the work area designated for operation of the scissorlift is safe and suitable. Poorly ventilated or confined spaces present a risk of exposure to fumes or a lack of oxygen. Workplace planning must consider and account for such conditions.	Yes	Prior to Operation

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				(Yes, No)	implemented?
77	Persons could be injured if the plant was being cleaned with substances that are flammable.	Yes	All personnel to be instructed not to use flammable substances to clean the machine. Only trained and authorised persons are to clean this scissorlift.	Yes	Prior to Operation
78	Persons could be injured if tools, rags etc are left in the engine compartment.	Yes	All personnel are to be instructed not to leave any tools, rags etc on the engine compartment. The operator should check the engine compartment after work has been conducted there-in.	Yes	Prior to Operation
79	Persons could be injured if the plant is started for use while a warning tag is attached.	Yes	The operator should be instructed not to start or use the plant when a warning tag is attached. Access to the operation of faulty or unsafe scissorlift is to be denied.	Yes	Prior to Operation
80	Persons could be injured if the plant is started while a control device is engaged.	Yes	The operator should be instructed not to start the plant until they have checked that all levers and switches are in the neutral, off or safe position to start plant.	Yes	Prior to Operation
81	Persons may be injured if the plant becomes unstable due to being raised while it is upon a truck, trailer or float.	Yes	Instruct the operator not to raise the platform until the machine is set up upon a solid immobile surface.	Yes	Prior to Operation

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82	Persons could be injured if the plant was operated in inclement weather.	Yes	Instruct all personnel to cease works in the case of inclement weather.	Yes	Prior to Operation
83	Persons could be injured if an adequate work area was not designated for the plant and personnel.	Yes	Instruct all personnel not to commence works until an adequate work area has been designated for the plant and personnel. Suitable workplace planning is to consider and provide for the provision of an adequate and safe work area for the operation of the scissorlift.	Yes	Prior to Operation
84	Persons could be injured if the scissor lift is elevated while the chassis is not in a level position.	No - A tilt switch has been provided by the manufacturer.	Instruct the operator to ensure that the chassis is level before elevating the platform.	Yes	Prior to Operation
85	Persons could be injured or injure others if they conduct welding on load bearing parts without being authorised to do so.	Yes	Only authorised and competent persons may conduct welding on load bearing parts. All welding works undertaken are to have a full report issued of the work undertaken and this report is to be maintained as a record for the life of the scissorlift.	Yes	Prior to Operation
	Persons could be injured if unauthorised		All personnel to be instructed that unauthorised modifications to the		



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86	modifications are undertaken on the scissor lift.	Yes	plant are not to be undertaken under any circumstance.	Yes	Prior to Operation
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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
87	Persons could be injured or injure others if they fail to adhere to the manufacturer's instructions.	Yes	All personnel are to be instructed to adhere to manufacturer's instructions at all times. All personnel should be familiar with the manufacturer's instructions prior to working with this scissorlift.	Yes	Prior to Operation
88	Persons could be injured if the scissor lift travels on an excessive gradient.	Yes	Instruct the operator to ensure that the scissor lift platform is in the stowed position when climbing or descending a gradient of which must not exceed 25%.	Yes	Prior to Operation
89	Persons could be injured if the scissor lift attempts to travel on or across a side slope while the platform is elevated.	No - A tilt switch is provided to cease lifting operations after the maximum angle is reached.	Instruct the operator not to attempt to travel on any slope or incline in excess of 3 degrees with the platform elevated.	Yes	Prior to Operation



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90	Persons could be injured or injure others if they slip from a soiled scissorlift.	Yes	Ensure that the scissorlift is kept clean at all times and personnel are to refrain from climbing on the scissorlift unless necessary and wearing suitable personal protective equipment.	Yes	Prior to Operation
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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented ?
91	Persons could be injured if the machine is not made level and its position maintained.	No - The manufacturer has provided levelling jacks on each corner.	Instruct the operator to ensure that all the levelling jacks are down prior to elevating the platform and that the jacks base pads are set over a level/solid area prior to activating the jacks.	Yes	Prior to Operation
92	Persons could be injured if the platform of the scissor lift is raised while the machine is located upon an incline in excess of 3 degrees.	No - A tilt switch and alarm has been provided to cease lifting operations after the maximum angle is reached.	Instruct the operator not to attempt to travel on any incline in excess of 3 degrees with the platform elevated.	Yes	Prior to Operation



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93	Persons could be injured if the scissor lift attempted to climb an incline at high speed.	No - A tilt switch alarm is provided to cease lifting operations after the maximum angle is reached.	The operator should be instructed that while ascending a grade they should only do so using low speed and with caution.	Yes	Prior to Operation
94	Persons could be injured if unsecured accessories slip and fall from a loading surface.	Yes	All accessories are to be made secure and safe prior to and during works.	Yes	Prior to Operation
95	Persons could be injured and suffer hearing loss due to defective noise insulation or inadequate personal protective equipment.	Yes	Personnel to undertake checks each day to ensure that noise insulation on the plant is adequate. All personnel to wear suitable hearing protection, (ear muffs, ear plugs) during works.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
96	Persons could be injured if the operator uses the controls in an abrupt manner.	Yes	The operator should be instructed to use the controls slowly and gently. Operators are to be suitably trained and competent.	Yes	Prior to Operation
97	Persons could be injured if the access ladder is subjected to structural damage and it was not	Yes	The manufacturer has provided an access ladder. The operator should be instructed to check that the access ladder	Yes	Prior to



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	noticed.		is not damaged and if it is to attach a "DANGER DO NOT USE" tag.		Operation
98	Persons could be injured during access and egress for the unit.	No - Foot plates are non skid and suitable hand holds are provided.	The operator should be instructed to ensure that the foot plates and hand holds are clean and free from dirt and grease at all times.	Yes	Prior to Operation
99	Persons could be injured if they attempt to exit the platform should the power source fail to function.	No - An emergency lowering device has been provided at ground level.	The operator should be instructed how to operate the emergency lowering device.	Yes	Prior to Operation
100	Persons could be injured if the safety gear was serviced and maintained by an incompetent person.	Yes	The manufacturer has provided a proper maintenance manual and spare parts book. Only qualified maintenance personnel are to service this scissor lift.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
	Persons may be injured or injure others if they		All personnel should be instructed, trained and familiar with the		



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101	fail to adhere to the procedures formulated for use of this scissorlift.	Yes	procedures in place for use of this scissorlift. Personnel who have any doubts as to the procedure in place should consult their supervisor.	Yes	Prior to Operation
102	Persons could be injured or injure others if their hands slipped off the controls.	Yes	Instruct all personnel associated with the use of the scissorlift to ensure that their hands are dry at all times.	Yes	Prior to Operation
103	Persons could injure their feet if loose items fell on them.	Yes	Instruct all personnel to wear suitable safety footwear at all times. All tools and equipment are to be safely stowed at all times and personnel are to take due caution during all works to ensure safety.	Yes	Prior to Operation
104	Persons could be injured if the operator's vision is impaired by sunlight or bright lights that are in close proximity.	Yes	Instruct all personnel to wear protective glasses or some other form of eye protection. Shields, curtains or guards can be used as an alternative where practicable and safe to do so.	Yes	Prior to Operation
105	Persons could be injured if distracted by noise.	Yes	Instruct personnel to wear ear muffs or some other form of suitable hearing protection. Workplace noise levels should be kept at a safe and acceptable level to prevent the risk of noise exposure. Noise levels must not exceed 80 dBa over an 8 hour period. Where noise levels are excessive and elimination, substitution, isolation, or administrative controls are not practicable, suitable PPE must be worn by all persons exposed.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control	When are the controls
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				measures practicable? (Yes, No)	measures to be implemented?
106	Personnel may be injured or injure others by not being visible whilst on the work site.	Yes	Instruct all personnel to wear a high visibility reflective vest or some other form of suitable garment.	Yes	Prior to Operation
107	Persons could injure their hands or other parts of their body whilst carrying out tasks on the plant.	Yes	Instruct al personnel to wear suitable personal protective equipment whilst working on the plant and to be cautious at all times during works.	Yes	Prior to Operation
108	Persons could be injured if there was an earthquake during works.	Yes	Persons should be instructed to step away from the plant and cease works during such an event.	Yes	Prior to Operation
109	Persons could be injured when entering or leaving the scissor lift work platform when it is in the elevated position.	No - An emergency lowering device has been provided at ground level to permit the platform to descend in an emergency.	Instruct the operator to use an approved safety harness when entering and leaving the elevated work platform in an elevated position. The operator must ensure that the platform is within 300mm of the safe/secure structure that is being entered/exited.	Yes	Prior to Operation
110	Persons could be injured if they attempt to descend or ascend by means of climbing the scissor arms.	Yes	The operator should be instructed to ensure that no person climbs upon an elevated work platform's scissor arms.	Yes	Prior to Operation



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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
112	Persons could be injured if any part of the platform handrails are removed.	Yes	The operator should be instructed that the removal of any part of the handrails is prohibited.	Yes	Prior to Operation
113	Persons could be injured if they climb over the handrails.	No - The manufacturer has provided a drop bar type gate at the end of the platform.	The operator must be instructed to ensure that all persons only use the gate for egress and entry.	Yes	Prior to Operation
114	Persons could be injured if the gate is left open and provides an opening.	No - The manufacturer has provided a self closing bar type gate.		Yes	Prior to Operation
115	Persons could be injured if the entry drop bar gate is left open due to a malfunction of the sliding unit.	Yes	The operator should be instructed to check that the drop bar operates in a satisfactory manner. The results should be recorded within the logbook.	Yes	Prior to Operation
116	Persons could be injured if the guardrail system including the drop bar gate is in poor	No - Proper guards have been provided with a drop	Instruct the operator to visually check that the guardrails are not damaged and that the drop bar falls automatically. Details	Yes	Prior to



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condition.	bar type gate.	of their inspection should be recorded in the logbook.		Operation
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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
117	Persons could be injured by the unit tipping or rolling upon a poor surface.	Yes	The operator should be instructed to ask their supervisor for an Engineering Assessment of any operating surfaces that appear soft. Operators should be instructed to operate only on solid level surfaces within the capacity and the recommended uses of the machine.	Yes	Prior to Operation
118	Persons could be injured if the plant is driven up or down a ramp on an angle.	Yes	Instruct the operator that driving up or down a ramp on an incline is prohibited.	Yes	Prior to Operation
119	Persons could be injured if they are not aware that the plant is not electrically insulated.	Yes	The operator should be instructed that the plant is not electrically insulated.	Yes	Prior to Operation
	Persons could be injured if they climb upon		Instruct the operator that no persons are to climb upon the handrails.		



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120	the handrails.	Yes		Yes	Prior to Operation
121	Persons could be injured if some person ties or anchors the scissor lift to a nearby structure or vehicle.	Yes	Instruct the operator to always check the scissor lift before moving to ensure that the plant is not secured to another object in any way.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
122	Persons may be injured if planks are fixed onto the top or mid handrails.	Yes	Instruct the operator not to permit or secure planks or other flat materials to the handrails for any purpose.	Yes	Prior to Operation
123	Persons could be injured if the plant travels at high speed.	Yes	Instruct the operator to travel slowly and cautiously at all times.	Yes	Prior to Operation
	Persons could be injured if the machine's		Instruct the operator to travel slowly and cautiously at all times and look		



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124	wheel drops down a hole, strikes a bump or travels over debris and coverings that may conceal a hole or other hazards.	Yes	ahead for ground faults.	Yes	Prior to Operation
125	Persons could be injured if the machine travels under an overhead obstruction.	Yes	Instruct the operator to travel slowly and cautiously and be aware to avoid overhead obstructions.	Yes	Prior to Operation
126	Persons could be injured if the machine is towed at high speed.	Yes	The operator should be instructed that the maximum allowable speed for towing the machine is 16 km/h.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
127	Persons could be injured if the machine was turned at high speed.	Yes	The operator should be instructed to ensure that the machine is turned at a safe speed i.e. the sharper the turn, the slower the speed. Care must be taken at all times.	Yes	Prior to Operation



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128	Persons could be injured if the platform deck extension is not latched in place and the machine moves.	No - A spring type latch is provided to maintain the location of the platform extension.	The operator should be instructed how to use the platform extension locking device and that it must be put in place whenever the platform is extended.	Yes	Prior to Operation
129	Persons could be injured if the machine steering mechanism fails.	Yes	Instruct the operator to check the machines steering mechanism prior to operating the unit. Record the results in the maintenance logbook.	Yes	Prior to Operation
130	Persons could be injured if they in close proximity to the machine when it moves.	No - The manufacturer has provided a horn.	Instruct the operator to ensure that ground personnel are at least 2 metres away from the machine prior to moving.	Yes	Prior to Operation
131	Persons could be injured if the operator cannot see where the machine is going.	Yes	Instruct the operator not to travel the machine unless they have clear vision of the chosen path for the machine or has services of a competent guide.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures	When are the controls measures to
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				practicable? (Yes, No)	be implemented?
132	Persons could be injured if the machine travels down a grade at high speed.	Yes	The operator should be instructed not to drive an incline, grade or ramp in any other speed than "low".	Yes	Prior to Operation
134	Persons could be injured by stepping into the path of the scissor lift.	No - A horn has been installed.	The operator must be instructed to always expect the unexpected and be aware of all blind spots.	Yes	Prior to Operation
135	Persons could be injured if an unauthorised deck extension was added to the platform.	Yes	The operator should be instructed not to increase the size of the deck or platform in excess of the area provided by the manufacturer.	Yes	Prior to Operation
136	Persons could be injured if a heavy load was placed on one side of the platform.	Yes	The operator should be instructed to distribute the weight of the platform loads equally about the floor.	Yes	Prior to Operation
137	Persons could be injured if loads were hung from the handrails or the platform.	Yes	The operator should be instructed not to hang any load over the side of the machine at any time.	Yes	Prior to Operation



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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
138	Persons could be injured if the platform or the persons within were struck by an overhead crane.	Yes	The operator should be instructed to turn off the main crane isolator of any overhead crane working above the elevated work platform and remove the key from the switch block.	Yes	Prior to Operation
139	Persons could be injured if the machine was struck by another floor operating machine.	Yes	Instruct the operator to set up barricades in such situations where other plant is also operating in the area.	Yes	Prior to Operation
140	Persons could be injured by power tools hanging from the platform or handrails.	Yes	Instruct the operator to ensure that all tools are contained within the confines of the platform and that power tools are not hung from the handrail or platform.	Yes	Prior to Operation
141	Persons could be injured if tools and equipment fall from the scissor lift.	Yes	Instruct the operator to ensure that all tools and equipment are made safe at all times.	Yes	Prior to Operation
142	Persons could be injured if the elevated work platform is operated in strong winds or in draft prone conditions.	Yes	Instruct the operator to cease works in excessive wind conditions.	Yes	Prior to Operation



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No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
143	Persons could be injured if they are crushed between the moving elevated work platform and a fixed object.	No - A travel alarm will sound while the machine is travelling or ascending.	All persons operating this scissorlift are to ensure to inspect the work area prior to travelling, elevating or retracting	Yes	Prior to Operation
144	Persons could be injured if they are crushed between the moving elevating platform a fixed plant.	No - An audible flashing beacon has been installed to warn persons.	Instruct the operator to ensure that the audible flashing beacon is operative at all times and record the details in the logbook.	Yes	Prior to Operation
145	Persons could be injured by the elevated work platform failing to sustain its load.	Yes	Instruct the operator to conduct daily inspections of the elevated work platform and record the finding in the logbook. Any faults detected should be reported immediately to the supervisor.	Yes	Prior to Operation
146	Persons could be injured if struck by the upward movement of the elevated work	No - An audible flashing beacon has	Instruct the operator to ensure that the warning device is operative at all times.	Yes	Prior to



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	platform.	been installed to warn persons.			Operation
147	Persons could be injured if a piece of foreign material was placed or fell within the scissors prior to the elevated work platform descending.	Yes	The operator should be instructed not to set up the elevated work platform in an area where projecting pieces of material are located and that they should inspect the scissors to ensure they are clear of obstruction prior to lowering the platform.	Yes	Prior to Operation

No.	Hazard identification (Provide description of possible hazard)	Is there a risk? (Yes, No)	Where there is a risk, describe the proposed control measures to be implemented	Are the risk control measures practicable? (Yes, No)	When are the controls measures to be implemented?
148	Persons could be injured by fire when refuelling machines.	Yes.	Instruct the operator to ensure that there is clear access to the fire extinguisher. Ensure that the operator is trained in the correct use of the fire extinguisher. Only authorised persons are to refuel this diesel scissorlift.	Yes	Prior to Operation
149	Accident or injury may result if unauthorised attempt to charge the batteries on the scissor lift.	No – this is a diesel scissorlift	Only trained and authorised persons are permitted to undertake any form of inspection and maintenance on this scissor lift. Unauthorised access to the scissor lift is not permitted.	Yes	Prior to Operation



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150	Persons could be injured whilst the machine is being load or unloaded off a truck, trailer or float.	Yes	Ensure that the machine and mode of transport is safe and suitable prior to use. Ensure that personnel are competent to undertake works and due caution is taken during loading and unloading.	Yes	Prior to Operation
151	Persons could be injured if the machine was moved using a crane.	Yes	The operator of the crane must hold an appropriate Certificate Of Competency for the crane. Designated lifting points are identified and provided. Ensure that all personnel are trained and competent.	Yes	Prior to Operation
152	Persons may be injured if the weight of the machine exceeded the capacity of the crane attempting to raise or lower it due to information or the crane was not suitable.	Yes	Ensure that the weight of the machine is confirmed prior to lifting works and that a suitable crane is selected. All personnel are to be trained and competent. The works area must be barricaded and guarded to prevent unauthorised access.	Yes	Prior to Operation

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