
Mobile Elevated Work Platform (Scissor Lift) Pre-Use Inspection Form

1.0 Objective & Intent

The objective of this SOP is to establish a mandatory pre-use inspection procedure for all mobile elevated work platforms (MEWPs), specifically scissor lifts, used within the cabinet and millwork manufacturing facility. This procedure is designed to identify and correct any mechanical, structural, or safety system deficiencies before the equipment is put into service, thereby preventing falls from height, tip-over incidents, crushing injuries, and equipment failure.

This SOP is required to comply with WorkSafeBC Regulations Part 13 (Ladders, Scaffolds, and Temporary Work Platforms) and Part 14 (Cranes and Hoists) as they apply to elevating devices, as well as CSA Standard B354.6 for self-propelled elevating work platforms. The specific risk mitigated is the catastrophic failure of a scissor lift due to undetected hydraulic leaks, structural cracks, or faulty safety controls, which could result in serious injury or fatality.

2.0 Operational Scope

This procedure applies to all maintenance personnel, production supervisors, and any authorized operators who will operate a mobile elevated work platform (scissor lift) within the cabinet and millwork manufacturing facility, including the main production floor, warehouse, finishing area, and outdoor loading docks.

This SOP covers all scissor lifts owned or leased by the company, regardless of manufacturer (e.g., JLG, Genie, Skyjack). It does not apply to boom lifts, personnel lifts, or fixed scaffolding. The pre-use inspection must be completed at the beginning of each shift or prior to first use of the day, and after any incident, repair, or suspected damage.

3.0 Hazard Identification & Mandatory PPE

- Fall from Height: Risk of falling from the platform if guardrails are damaged, gate is unlatched, or operator climbs on midrails.
- Tip-Over / Overturn: Risk of the scissor lift tipping due to uneven ground, overloading, wind, or sudden movement while elevated.
- Crushing / Pinch Points: Entanglement in scissor arms, pinch points at platform hinges, and crushing between the lift and overhead obstructions.
- Electrocution: Contact with overhead power lines or energized equipment while the platform is elevated.
- Hydraulic Fluid Injection: High-pressure hydraulic leaks can inject fluid into skin, causing severe injury or amputation.
- CSA-Approved Hard Hat (with chin strap if elevated)
- CSA-Approved Steel Toed Boots (with slip-resistant sole)
- High-Visibility Safety Vest (Class 2 or 3)
- Safety Glasses (Z87.1 rated, with side shields)
- Full-Body Harness with Lanyard (if platform height exceeds 3m or as per manufacturer instructions)
- Cut-Resistant Gloves (for handling inspection tools and checking for sharp edges)

4.0 Required Safety Equipment & Tools

- Manufacturer's Operator Manual (specific to the scissor lift model)
- Pre-Use Inspection Checklist (company-approved form or digital SafeDesk template)
- Lockout/Tagout (LOTO) Kit (with personal lock, hasp, and danger tag)
- Flashlight (for inspecting hard-to-see areas like hydraulic lines and under the chassis)
- Tape Measure (for verifying guardrail height and platform dimensions)
- Spill Kit (for containing any hydraulic fluid leaks discovered during inspection)
- Non-Contact Voltage Tester (to verify absence of electrical hazards near the lift)
- Wheel Chocks (for securing the lift on any incline or during inspection)

5.0 Step-by-Step Safety Procedure

1. Review the manufacturer's operator manual for the specific scissor lift model and confirm that all required pre-use inspection items are understood. Ensure the inspection checklist is available and that the area around the lift is clear of debris, tools, and personnel.
2. Perform a visual walk-around inspection of the entire scissor lift. Check for any visible damage, cracks, or deformation to the chassis, scissor arms, platform, guardrails, and tires. Look for signs of hydraulic fluid leaks (puddles, wet spots, or drips) on the ground or on components.
3. Inspect the platform and guardrail system. Verify that all guardrails (top, mid, and toe boards) are securely fastened and free of bends or breaks. Ensure the entry gate or chain closes and latches properly. Measure the guardrail height; it must be at least 1.1m (43 inches) above the platform floor.
4. Check all safety decals, warning labels, and load capacity placards. Ensure they are legible and securely attached. Confirm that the maximum platform capacity (rated load) is clearly displayed and that no unauthorized modifications have been made to the lift.
5. Inspect the hydraulic system. Check all hoses, fittings, and cylinders for signs of wear, abrasion, or leaks. Use the flashlight to examine hard-to-see areas. Verify that the hydraulic fluid reservoir is filled to the proper level as indicated on the sight glass or dipstick.
6. Test all controls and safety systems from the ground. Turn the key switch to the "on" position. Press the emergency stop button and verify that all functions stop immediately. Test the horn, the descent alarm (if equipped), and the tilt sensor (if equipped). Operate the lift up and down through a full cycle, listening for unusual noises or jerky movements.
7. Test the controls from the platform. With the lift fully lowered, enter the platform and close the gate. Operate the lift up and down using the platform controls. Verify that the lift moves smoothly and stops precisely. Test the emergency lowering function (manual or electric) from the platform and from the ground.
8. Inspect the tires and wheels. Check for proper inflation (if pneumatic), cuts, bulges, or excessive wear. Ensure wheel nuts are tight and that there are no missing lug nuts. If the lift is equipped with solid tires, check for chunks missing or separation from the rim.
9. Verify that all required safety equipment is present and functional. This includes the lanyard attachment point (anchorage) on the platform, the safety harness (if required), and any fall protection equipment. Ensure the LOTO kit is accessible and that the operator has their personal lock.
10. Complete the pre-use inspection checklist. Sign and date the form (digital or paper). If any deficiency is found, immediately tag the scissor lift as "Out of Service" using a LOTO tag, remove the key, and report the issue to the supervisor. Do not operate the lift until all defects are corrected and re-inspected.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.