

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 6 of 2007

Policy Name: **Scissor Lift Use Policy**

Date Issued: August 13, 2007

Effective: August 13, 2007

Revised: Canceled Jan 2014

Review Date: N/A

Note, scissor lift has been sold and is no longer in service.

- I. PURPOSE:
 - A. The purpose of this policy and procedure is to provide for the safe operation of the 19' scissor lift owned by the fire district to prevent personal injury and damage.
- II. PROCEDURE
 - A. Anyone using the lift shall first review the operations manual each time the lift is used.
 - B. The lift shall be inspected for any obvious defects or damage.
 - 1) If any damage or defect is observed the lift will not be operated and a report shall be filed with the Board of Fire Commissioners.
 - C. When using the lift the safety harness and lanyard supplied with the unit should be worn by users. Since the lift is considered a scaffold, although movable and has the required safety railings, the harness is not **required** but **is suggested**.
 - 1) If used the safety harness and lanyard shall be inspected for obvious damage or defects prior to use.
 - 2) If the harness or lanyard is damaged or defective it shall not be used and the Board shall be notified.
 - 3) The lanyard shall be attached to only the tie off site provided by the manufacturer of the lift.
 - 4) The safety harness shall be donned in a manner prescribed by the manufacturer of the harness.
 - 5) The safety harness MUST be used if the occupant works above the toe board or above the normal height of the railings provided.
 - 6) It is recommended that during operation of the lift a ground based spotter be used during movement and operation.
 - D. Users of the lift shall observe all safety measures prescribed by the manufacturer of the lift as indicated in the instruction manual.
 - E. The instruction manual for the lift and the harness assembly shall be stored on the lift at all times.
 - F. Users of the lift shall exercise caution when operating the lift and not place themselves between the lift and a stationary object when moving the lift from the floor area.
 - G. The lift shall be moved in the slow speed position only.

- H. When transporting the lift, two straps shall secure the lift at the highest point to prevent tipping over.
- I. Any accidents while using the lift causing damage or injuries shall be immediately reported to the Board of Fire Commissioners.
- J. Storage of the lift shall be in a location as prescribed by the Board of Fire Commissioners.
- K. All switches shall be returned to the neutral position.
- L. The lift charging system shall be utilized only the day prior to the lift being used, keeping the lift in the charging mode at all times may overcharge the batteries.
- M. Maintenance of the lift shall be conducted in accordance with manufacturer's recommendations and only by trained technicians .

By Order of Board of Fire Commissioners – Stillwater Fire District
Anthony Ponzillo

Chairman Board of Fire Commissioners