

TOOL TYPE      **CHECKLIST**

LAST REVIEWED      **2/01/14**

GEOGRAPHY      **ALL**

SOURCE:      **OHS INSIDER**

## **ELEVATING WORK PLATFORM INSPECTION CHECKLIST**

### **BENEFITS**

Elevating work platforms, such as scissor and boom lifts, are useful pieces of equipment in the workplace. But if they're not in good condition and properly maintained, they can pose a danger to workers. That's why you should ensure that all elevating work platforms are inspected daily *before* workers use the equipment.

### **HOW TO USE THE TOOL**

Adapt this checklist for the requirements in your jurisdiction's OHS regulations on elevating work platforms as well as the manufacturer's requirements for the specific types of platforms. You also want to consult any relevant CSA standards for such equipment.

Require a supervisor, worker or other "**competent person**" to use the checklist to inspect elevating work platforms for defects or hazards that could make them unsafe to operate. Ensure that any identified safety issues are corrected or addressed before workers use the platforms.

### **OTHER RESOURCES:**

**[MODEL SAFE WORK PROCEDURE FOR POWERED AERIAL WORK PLATFORMS](#)**

**[SPOT THE SAFETY VIOLATION: Stay Safe on Aerial Work Platforms](#)**

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# ELEVATING WORK PLATFORM INSPECTION CHECKLIST

Date Inspected:	Time:
Equipment Inspected (including serial or ID number if appropriate):	
Inspected by (designated competent person):	

	YES	NO	COMMENTS
<b>BEFORE GETTING ON PLATFORM, INSPECT:</b>			
<b>Tires and wheels:</b> improper pressure, loose or missing lug nuts			
<b>Steer cylinder, linkage and tie rods:</b> loose or missing parts, damage and leaks			
<b>Hydraulic hoses, lift cylinders and connections:</b> leaks or loose connections			
<b>Fuel supply:</b> inadequate fuel			
<b>Filler cap:</b> damage or leaks			
<b>Hydraulic oil:</b> leaks or low fluid level			
<b>Battery:</b> low fluid level and low state of charge			
<b>Structural components (including scissor arms, outrigger arms and pads):</b> damage, broken parts and cracks in welds			
<b>Ladder or steps:</b> insecure attachment to platform, damage and debris, such as grease, mud and dirt			
<b>Beacon and warning lights:</b> missing and defective lenses or caps			
<b>Ground controls (manual and powered), including emergency stop switch and platform lower/lift switch:</b> improper function; damaged and missing control sticks/switches			
<b>Decals and warning signs:</b> illegible or inconspicuous			
<b>ON PLATFORM, INSPECT:</b>			
<b>Platform assembly:</b> loose and missing parts, missing or loose lock pins and bolts			
<b>Platform floor:</b> structural damage, holes or cracked welds and any dirt, grease or oil that			

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could create a skip-and-fall hazard			
<b>Operator's manual:</b> not in place or available			
<b>Extendable platform deck:</b> ease of extension/retraction and proper function of locking position of platform			
<b>Guardrails:</b> not in place or secure			
<b>Access gate:</b> missing parts, latch and locking capabilities			
<b>Fall protection anchorage points:</b> not secure or in place			
<b>Control mechanisms:</b> broken or missing parts			
<b>Emergency controls:</b> proper function, including stopping, descending, master OFF switch			
<b>Safety devices such as tilt and motion alarms:</b> proper function			
<b>Swivels:</b> freedom of rotation			
<b>Scissors:</b> smooth movement up and down			
<b>Brakes:</b> adequate stopping capabilities			
<b>Horn:</b> proper function			

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