

Scissor Lift

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance and WHS Duties	<ul style="list-style-type: none"> Lack of formal WHS management system addressing scissor lift use for accessing cool room tops Failure to clearly allocate PCBU, officer and worker duties for plant procurement, use and maintenance under WHS Act 2011 and WHS Regulations Inadequate consultation with workers, subcontractors and health and safety representatives regarding scissor lift risks and control measures Absence of documented policies for safe use of elevating work platforms (EWPs) in cold storage / cool room environments Non-compliance with relevant Australian Standards and manufacturer requirements for scissor lifts operated near cool rooms and at height 	High	<ul style="list-style-type: none"> Establish and maintain a documented WHS management system that specifically addresses scissor lift operations, including entry and exit to access cool room tops, in line with WHS Act 2011 and WHS Regulations Clearly define and document WHS responsibilities for officers, managers, supervisors and workers relating to plant safety, including acquisition, operation, inspection, maintenance and decommissioning of scissor lifts Develop and implement a formal Scissor Lift / EWP Policy that covers selection of equipment, authorisation to operate, use around cool rooms, working at height, exclusion zones and emergency response Ensure all scissor lift operations are risk assessed at a system level, with review and sign-off by competent persons and involvement of health and safety representatives where present Implement procedure to routinely review legal and standards requirements (e.g. WHS Regulations Part 4.5—, AS 2549.10, AS 1418.10 or successor standards) and update internal policies and procedures accordingly Embed WHS due diligence requirements for officers, including regular reporting on scissor lift risks, incident data, inspection outcomes and training compliance Require contractor and labour hire agreements to reference and align with the organisation's scissor lift and work at heights procedures for cool room roof access 	Medium
2. Plant Procurement, Suitability and Engineering Controls	<ul style="list-style-type: none"> Selection of scissor lift not suitable for cool room environment, floor loading or access constraints Scissor lift not rated for maximum working height or which requires unsafe step onto cool room top and re-enter platform Incompatible scissor lift features, outriggers or stabilisers for insulated panels, smooth surfaces or potential moisture/ice near cool rooms Lack of edge protection or physical barriers on cool room top leading to fall risk during transfer between lift and roof surface Insufficient consideration of combined loads (workers, tools, materials) when working at height No engineered access solution (e.g. dedicated platform, fixed ladder, guardrails) for routine access to cool room tops, leading to over-reliance on 	High	<ul style="list-style-type: none"> Implement a formal plant procurement procedure requiring engineering and WHS review before purchasing or hiring any scissor lift for use around cool rooms Specify technical requirements for scissor lifts used to access cool room tops, including safe working height, outreach, platform size, load rating, indoor use suitability and compatibility with existing floor surfaces Require confirmation of floor load capacity and cool room panel structural integrity by a competent person prior to approving scissor lift use to access cool room roofs Where regular access to cool room tops is required, prioritise engineered solutions such as fixed platforms, walkways, edge protection, and permanently installed access ladders, reducing the need to step between scissor lift and roof edge Ensure procurement documentation requires compliance with relevant Australian Standards and includes manufacturer documentation, load charts and operating limitations Specify non-marking wheels, appropriate stabilisation features and, where appropriate, rated indoor electric units rather than combustion engines in enclosed cold storage areas Include requirements for anchor points, guardrails, toe boards and compatible fall arrest systems where required by risk assessment Maintain a register of all scissor lifts approved for use in the facility, including details of where and how each unit may be safely used in relation to cool rooms 	Medium

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	standing on guardrails or unsafe body positioning			
3. Site Planning, Layout and Access to Cool Room Tops	<ul style="list-style-type: none"> Inadequate planning of access routes for scissor lifts to cool room areas resulting in collision with racking, cool room walls, doors, services or pedestrians Insufficient space, slab condition or level ground near cool room to safely position and manoeuvre the scissor lift for entry and exit at height No designated safe access points to cool room tops, leading to ad hoc positioning of scissor lifts close to unprotected edges Obstructions above or alongside the scissor lift (e.g. pipework, beams, sprinklers, electrical cables, refrigerant lines) increasing crush and entrapment risks when transferring on or off the platform Inadequate lighting and visibility in cool room approach areas and at the roof level, particularly where temperature and condensation affect visibility Poor segregation of pedestrian, forklifts and mobile plant areas where scissor lifts are positioned for roof access 	High	<ul style="list-style-type: none"> Conduct a formal site layout and traffic management review that specifically considers scissor lift movement and positioning near cool rooms and highway racking Designate and mark approved positioning zones for scissor lifts used to access cool room tops, with clear setback distances from edges and overhead obstructions Develop a site plan showing authorised scissor lift routes, parking zones, charging locations and exclusion areas and incorporate this information into inductions and training Ensure floor surfaces in scissor lift operating areas are level, capable of supporting the imposed loads, and kept free from snow, water, debris and damage that could compromise stability Install or upgrade fixed access systems (stairs, ladders, platforms and walkways) on cool room tops where feasible to minimise the need to step between scissor lift and roof edges Implement a traffic management plan with physical segregation (barriers, bollards, line marking) between scissor lift operating areas and pedestrian or forklift routes Install adequate lighting in approach routes and at intended access points, ensuring safe visibility for transfers between the scissor lift platform and cool room roof Require pre-use verification that overhead services have been identified, are clearly marked on site drawings, and that exclusion zones around them are documented in procedures 	Medium
4. Training, Competency and Authorisation	<ul style="list-style-type: none"> Operators using scissor lifts without formal training or verification of competency, particularly in accessing and exiting at height near edges Supervisors and planners not competent in assessing working at height risks associated with scissor lift use around cool rooms Lack of site-specific induction covering cool room hazards such as low temperatures, condensation, slip hazards and visibility issues 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> No formal authorisation process to restrict scissor lift use to competent and medically fit personnel Inadequate emergency response training (e.g. rescue plans, use of emergency descent controls, managing a fall or medical event at height) Failure to train workers on limitations specified in manufacturer instructions, including prohibition of climbing guardrails or leaning over to access roof edges 		[REDACTED]	
5. Procedures, Safe Systems of Work and Permits	<ul style="list-style-type: none"> Absence of a documented safe system of work for using scissor lifts to access and egress cool room tops Workers relying on informal practices such as stepping onto unprotected roofs, climbing guardrails or reaching beyond the platform to gain access No formal working at heights or permit system to control higher-risk tasks or non-routine access to cool room tops Inadequate definition of roles, communication protocols and task planning requirements when multiple workers are involved Failure to enforce lock out, isolation and exclusion procedures during maintenance or in case of malfunction of the scissor lift Lack of documented criteria for weather, temperature and environmental conditions (e.g. condensation, ice) under which scissor lift use for roof access must be suspended 	High	[REDACTED]	Medium
6. Inspection, Maintenance and Plant Integrity	<ul style="list-style-type: none"> Scissor lift mechanical or structural failure due to inadequate inspection, servicing or fault rectification 	High	[REDACTED]	Low

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	<ul style="list-style-type: none"> • Failure of guardrails, gates or platform components used for entering and exiting near the cool room roof edge • Malfunction of controls, brakes or emergency systems, increasing the risk of collision, entrapment or sudden movement when positioned near cool room walls or structures • Degradation of components due to cold environments, condensation or corrosive conditions not accounted for in maintenance schedules • Use of scissor lifts with known defects (e.g. unstable steering, hydraulic leaks, worn tyres) due to weak defect reporting and isolation processes • Unverified modifications or attachments (e.g. added gates, extensions, tool racks) affecting plant stability or compliance 		[REDACTED]	
7. Environmental, Thermal and Slips Management	<ul style="list-style-type: none"> • Condensation, water or ice on floors and on cool room tops causing slips and reduced traction for scissor lifts and personnel • Low temperatures in cool rooms impairing worker dexterity, concentration and reaction times when entering or exiting the platform • Fogging of eyewear or reduced visibility when transitioning between temperature zones, affecting judgement near edges and plant movement • Unexpected changes in surface grip between warehouse floors and cool room-adjacent areas affecting plant stability and stopping distances • Noise and ventilation issues in enclosed cold storage rooms impacting communication between operator, spotters and other workers 	High	[REDACTED]	Medium

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8. Traffic Management, Interaction with Other Plant and People	<ul style="list-style-type: none"> • Collision between scissor lifts and forklifts, pallet jacks or other mobile plant while positioning near cool rooms • Pedestrian workers, including pickers and cool room staff, entering scissor lift operating zones during elevation or while the platform is aligned with the cool room roof edge • Inadequate communication between operators, spotters and other plant operators in shared warehouse aisles or cool room access corridors • Reversing and turning movements in confined spaces near cool room doors leading to entrapment against walls or structures • Emergency egress routes from cool rooms obstructed by parked or operating scissor lifts 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
9. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> • Delayed or ineffective response to incidents involving falls, entrapment, mechanical failure or other emergencies at height • Lack of a documented rescue plan for a worker incapacitated on a cool room top or in the scissor lift platform • Emergency controls, including descent systems, not understood or not routinely tested under controlled conditions • Ineffective communication systems to raise the alarm in cool rooms or high-bay warehouse areas • Failure to investigate and learn from incidents, near misses and equipment failures involving scissor lifts and access to cool room roofs 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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			[REDACTED]	
10. Consultation, Communication and Continuous Improvement	<ul style="list-style-type: none"> Lack of worker input into the design of safe systems for scissor lift use and cool room roof access, leading to impractical or bypassed controls Poor communication of changes to procedures, plant, or layout that affect scissor lift operations Failure to review and update risk assessments and controls after incidents, plant changes or modifications to cool room infrastructure Inconsistent supervision and monitoring of compliance with scissor and working at height requirements 	Medium	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Low

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.