

**A Simple Guide for**  
**Scissor Lift Table Operators**

**Do you Operate or Own  
a Scissor Lift Table?**

**Are you confused by the legal  
requirements for Scissor Lift Tables and  
their maintenance?**



**Enclosed is a “jargon free” explanation of statutory  
legislation and recommendations that apply to  
scissor lift tables**



## Introduction

This guide provides some basic information and highlights your legal responsibilities in the use, maintenance and examination of scissor lift tables.

It is written in a simple question and answer format and is intended to be used as a basic guide to clarify current legislation that applies to Scissor Lift Tables and Scissor Lift Table manufacturers' recommendations.

**It is important that you refer to the relevant Regulations and Approved Code of Practice to familiarise yourself with your duties. (see useful reading section at the back of this leaflet)**

This guide has no legal status but is considered best industry practice and if followed would normally be regarded as sufficient to comply with relevant Health and Safety Law

## Now that I have a Scissor Lift Table what does the law require me to do?

- You should decide and record how you are to use the Scissor Lift Table safely.
- You should train the people who are to operate the Scissor Lift Table in its safe use.
- You should maintain the Scissor Lift Table so it is always safe to use. One way of doing this is to follow the manufacturer's instructions.
- You should have **regular thorough examinations performed by a competent person** and keep the reports for two years.
- You should keep records.

**These are all legal requirements.**



## What records should I keep?

Enforcement authorities may ask for any of the following records:-

- The manufacturer's handbook including the Declaration of Conformity
- Maintenance work and any repairs.
- A record of the past two years' thorough examinations.
- Records of staff training.

You should also keep your risk assessments and any other documentation including your Safe System of Work.

## What is my legal responsibility?

If you are an employer or self employed person providing lifting equipment for use at work, or you have control of the use of lifting equipment, then the Lifting Operations and Lifting Equipment Regulations (LOLER) will apply to you.

LOLER requires lifting equipment, including Scissor lift Tables, provided for use at work, to be strong and stable enough for the particular use and marked to indicate safe working loads, as well as being installed and positioned to minimise any risk.

The work should be planned, organised and performed by properly trained people. Scissor Lift Tables should be subject to ongoing thorough examination by a competent person. Records should be kept.

## What is a LOLER thorough examination?

This is a detailed examination of the Scissor Lift Table components to ensure that the Scissor Lift Table is safe for continued use.

## Who enforces LOLER?

Health & Safety Inspectors from the Health & Safety Executive (HSE) and Local Authorities enforce these Regulations.

## What is the difference between a LOLER examination and a Statutory Thorough Examination?

There is none, just a use of different terminology. LOLER is the actual legislation, a Statutory Thorough Examination, (which we will abbreviate to STE) is an examination referred to within LOLER.

## What happens if I don't carry out LOLER examinations?

You could be subject to enforcement action including being fined in a court of law. It is a legal requirement that you have a current report of thorough examination (STE) for Scissor Lift Tables.

## How often does my Scissor Lift Table need an STE?

It is a requirement of legislation that Scissor Lift Tables are regularly examined at a frequency of no more than 12 months apart for goods only lifts and six months for lifts elevating persons such as Loading Bay lifts.

## Who can carry out a thorough examination?

The thorough examination should be carried out by a person who is competent and impartial i.e. who has appropriate practical and theoretical knowledge as well as experience of lifting equipment and can recognise potential defects that might be a safety risk to people if the Scissor Lift Table continues to be used.



## Who decides if a person is competent?

It is your responsibility to ensure that the person carrying out the STE is competent.

## **As the operator with no technical knowledge how am I supposed to make that decision?**

Regardless of your knowledge, it is your legal responsibility to ensure that the competent person has the appropriate practical and theoretical knowledge. Assistance in finding a suitable competent person can be sought via your lift supplier or ALEM (Association of Loading and Elevating Equipment Manufacturers – [www.alem.org.uk](http://www.alem.org.uk)).

## **Does that mean I do not need to get my Scissor Lift Table serviced?**

No, you still need to have your Scissor Lift Table maintained. Scissor Lift Table maintenance and LOLER thorough examinations are not the same. The easiest way to understand the difference between the two is to compare the LOLER thorough examination to a vehicle MOT inspection.

## **How does an STE differ from a service?**

The competent person assesses the rate of deterioration of the equipment, identifies any defects, and certifies that the equipment is safe for continued use till the next inspection. No maintenance or repair work is done during an STE.

## **Can I carry out a service at the same time as a STE?**

The STE must be independent of the service. It would normally be carried out by a different person at a different time.

## **Who can maintain and repair my Scissor Lift table?**

Repairs should only be undertaken by suitably qualified persons using appropriate repair techniques and procedures. One way of doing this is to use a repairer approved by the manufacturer to ensure the Scissor Lift Table is maintained to a reliable standard i.e.. is in a sound mechanical and electrical state, safe to use and has all the safety features to ensure that accident risk is minimised.

## **How often does my Scissor Lift Table need servicing?**

Generally at least every six months, although this timescale may need to be reduced if the Scissor Lift Table is heavily used or damaged. Your Scissor Lift Table manufacturer should be able to advise.



## Does my Scissor Lift Table need weight testing?

The competent person should decide whether a weight test is required as part of the thorough examination.

## Do I need to carry out Risk Assessments?

Yes – the law requires operators to carry out risk assessments on the use of Scissor Lift Tables. This should be documented and cover all aspects of the use of Scissor Lift Tables – see useful reading section.

## What if I do not service and maintain my Scissor Lift table?

**It is your legal duty to maintain the Scissor Lift Table in a good, safe and workable condition. You should be able to demonstrate this to the enforcement authorities if required. If you do not then you could be subject to enforcement action, including being prosecuted even if you have not had an accident.**

### Best Practice Summary

- **Assess** – how you will use the Scissor Lift Table safety
- **Train** – those who are using the Scissor Lift table to do so safely
- **Service** – have your Scissor Lift Table serviced to keep it safe and reliable.
- **Examine** – get a thorough examination report every 12 months (six months for person carrying lifts such as Loading Bay lifts)
- **Record** – keep records of all the above.

### Useful reading

1. The Provision and use of Work Equipment Regulations 1998 (PUWER) and ACoP L22 ISBN: 0717616266
2. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and ACoP L113 ISBN: 0717624641
3. The Management of Health and Safety at Work regulations 1999 and ACoP (21) ISBN: 0110856252
4. The Health and Safety at Work etc. Act 1974 ISBN:0105437743
5. Five Steps to Risk Assessment (HSE) INDG163) (Rev2)
6. Managing Health and Safety – Five Steps to success (INDG275)
7. Simple Guide to the Provision and Use of Work Equipment (INDG291)
8. Using Work Equipment Safely (INDG229)
9. Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998 (INDG290)

Copies of the Regulations can be downloaded at [www.opsi.gov.uk](http://www.opsi.gov.uk).

The ACoPs are priced publications available from HSE Books or all good booksellers.

### Useful contacts

<b>ALEM</b>	<b>Association of Loading and Elevating Equipment Manufacturers</b>	<a href="http://www.alem.org.uk">www.alem.org.uk</a>
<b>HSE</b>	<b>Health and Safety Executive</b>	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
<b>SAFed</b>	<b>Safety Assessment Federation</b>	<a href="http://www.safed.co.uk">www.safed.co.uk</a>
<b>SOE</b>	<b>Society of Operations Engineers</b>	<a href="http://www.soe.org.uk">www.soe.org.uk</a>
<b>UKAS</b>	<b>United Kingdom Accreditation Service</b>	<a href="http://www.ukas.com">www.ukas.com</a>



This guide has no legal status but where reference is made to legislation, if this applies to you, compliance is a statutory requirement. As such, it is important that you refer to the Regulations and Approved Code of Practice, where appropriate, to familiarise yourself with your duties.

View our scissor lifts online at <http://www.esedirect.co.uk/s-140-scissor-lifts.aspx>: