



FREE STUDY GUIDE

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For use alongside supervised training

Scissor Lift

Self-propelled platform lift: safe access at height.



Theory knowledge. Practical preparation.

Pre-use checks, safe operation and revision with Little Cody.

STUDY & PRACTICE

How to use this guide

Scope. Self-propelled scissor lifts with the modes and extension deck demonstrated. This is a mobile elevating work platform (MEWP), not a goods-only lift, boom lift or forklift-mounted work platform.

Read alongside training. This original learner booklet supports supervised instruction. It does not replace the operator manual, workplace risk assessment, familiarisation or employer authorisation. Stop and ask if instructions conflict or anything is unclear.

Find your topic.

3 Training and responsibilities

4 Know your machine

5-6 Pre-use and functional checks

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LITTLE CODY'S REMINDER

These are study notes, not permission to operate independently.



STUDY & PRACTICE

Training comes first

Learn the right category. Training on one machine type is not automatic competence on another. Learn the controls, protection and limits of the exact model before work.

Apply it at your workplace. Supervised practice, task-specific instruction and familiarisation must cover the routes, loads or work, and local hazards. Your employer decides when you are competent and authorised for the work.

Be ready to operate. Report anything affecting safe performance, including fatigue, illness or impairing medication. Use required PPE. Never carry an unauthorised passenger or defeat a safety device.

Keep competence current. Ask for further instruction when equipment, work or risks change, or if you feel uncertain. Report incidents and near misses.

LITTLE CODY'S REMINDER

A certificate is evidence of training, not a shortcut around familiarisation.



STUDY & PRACTICE

Know your machine



Example machine only; not a condition or operating standard. Picture credit: page 24.

Identify these on your training machine:

- | | |
|---|---|
| 1. Platform floor and extension deck | 2. Guardrails, toe boards and entrance gate |
| 3. Platform control station | 4. Emergency stops |
| 5. Scissor mechanism and guards | 6. Chassis, wheels and pothole protection |
| 7. Ground controls and emergency lowering | 8. Battery/power source and charging connection |
| 9. Capacity, slope and wind-limit labels | 10. Outriggers/stabilisers, only where fitted |

STUDY & PRACTICE

Pre-use: look first

Before each shift/use. Follow the model and site checklist. Check the machine identity, instruction book, plate/labels and any required inspection status. A daily check does not replace maintenance or thorough examination.

Check guardrails, toe boards, entrance gate/latch, platform floor and deck locks. Inspect wheels, visible scissor structure, pins, guards, leaks, cables and labels from safe positions. Check ground controls and emergency-lowering access. Never put any part of your body beneath an unsupported raised platform or inside the scissor mechanism.

Record and report. Do not assume the previous operator reported damage. If a defect could affect safety, do not operate. Follow isolation and reporting arrangements.

LITTLE CODY'S REMINDER

Tag unsafe equipment: V.O.R. - Vehicle Off Road / Do Not Use. Follow the site isolation procedure.



STUDY & PRACTICE

Pre-use: test safely

Use the model checklist in a suitable exclusion area. Check control selection, steering/travel, braking, lift/lower, gate/protection functions, emergency stops and emergency lowering by the approved method. Learn the ground controls with the designated rescue person. Never create a tilt or entrapment hazard to test an alarm.

Keep the test controlled. Use an authorised clear area, low-risk conditions and competent supervision during training. Never bypass a protection device to see what happens.

Before moving off. Select the intended function/direction and make fresh observations. Use the enable/travel controls and any brake release only through the model-specific sequence taught by your instructor.

LITTLE CODY'S REMINDER

Select the correct function, observe, then use the taught enable/travel sequence. Automatic protection does not replace observation.



STUDY & PRACTICE

Know the operating limits

Add occupants, tools and materials, and keep within the platform rating and any separate extension-deck limit. Respect the permitted number of people and distribution of weight. Do not use the platform as a crane or add large sheets/banners that create wind loading unless expressly approved for the task and machine.

TOTAL

People + tools +
materials

DECK

Separate extension
limits

RATING

Occupancy /
distribution

Read the actual machine plate. No universal capacity.

LITTLE CODY'S REMINDER

If a rating, weight or limit is unknown, stop and check before proceeding.



STUDY & PRACTICE

Stability and surfaces

Confirm firm suitable support, local ground bearing capacity and the model's permitted slope. Covers, trenches, holes and dock edges may fail or overturn the lift. Indoor-only machines must not be treated as outdoor-rated. Apply the actual wind/environment limits; do not rely on a universal wind number.

Look at the route. Damaged floors, wet surfaces, debris, thresholds and unsuitable slopes can change control and support. Report problems and use an approved alternative.

Respect changes. A new attachment, load, platform configuration or route may need a different assessment and additional instruction. Never improvise counterweights or override limits.

LITTLE CODY'S REMINDER

Smooth controls cannot make unsuitable ground or an unsafe configuration safe.



STUDY & PRACTICE

People and observation

Keep people separate. Follow barriers, marked routes and site access rules. A horn, warning light or sensor does not give right of way.

Look before every movement. Check the direction of travel, side/rear swing and the movement path. Stop if the view or clearance is inadequate. Use a trained banksman only under the agreed safe system.

LOOK

All around

PLAN

Clear route

MOVE

Observe continuously

Stop whenever the view or clearance is inadequate.

LITTLE CODY'S REMINDER

If agreed communication or sight of a required banksman is lost, stop immediately.



STUDY & PRACTICE

Travel under control

Check route, overhead space, people and drop-offs before movement. Use the required stowed/travel configuration. Elevated travel is allowed only where the model instructions and site conditions permit it. Observe continuously and use smooth inputs; warning systems are not a substitute for suitable ground and clearance.

Adjust to conditions. Follow site speed rules and slow enough for visibility, load, surface and stopping distance. Approach doors, junctions and blind corners cautiously.

New direction, new observation. Do not rely on an earlier check. Stop before a change that the machine instructions require to be made stationary. Never operate controls while distracted.

LITTLE CODY'S REMINDER

Look in the direction you are moving; stop if you cannot see a safe route.



STUDY & PRACTICE

Choose and prepare the area

Plan the task. Select suitable reach, height, capacity and environmental rating. Check support and nearby vehicle movements with the responsible person.

Control the area. Establish the required exclusion arrangements for people and falling objects. Identify electrical hazards and the agreed safe clearances before work.

Prepare rescue. A trained, available ground person must know the relevant controls and response. Confirm communication and access; do not rely only on calling emergency services.

KEEP CLEAR ABOVE



Firm support - no people in mechanism

LITTLE CODY'S REMINDER

Check the support below and the hazards above before raising.



STUDY & PRACTICE

Raise and work safely

Secure the entrance. Use the designed gate and remain inside the guardrails. Configure the machine as prescribed before raising.

Watch the whole path. Keep clear of overhead trapping points, structures and electrical hazards. Move smoothly and stop if clearance is doubtful.

Use a safe stance. Stand on the platform floor, not rails, ladders or boxes. Reposition the machine instead of overreaching. Secure tools and materials as required by the task.

LITTLE CODY'S REMINDER

Never climb the rails to gain extra working height.



STUDY & PRACTICE

Decks and personal protection

Extension deck. Operate it only as the model allows. Check clearance, secure its lock and respect its separate capacity and occupancy limits.

Fall protection. A harness is not automatically required on every scissor lift. Follow the specific machine instructions, task risk assessment and site requirements. If required, use the specified system and approved anchorage with suitable training.

Other protection. Use task-appropriate PPE and keep the floor tidy. Do not attach yourself or the platform to an external structure.

LITTLE CODY'S REMINDER

Guardrails are protection, not a step or an anchorage chosen at random.



STUDY & PRACTICE

Lowering and rescue

Check below. Keep people, materials and your own limbs clear of the descending platform and scissor mechanism. Check the full path before and during lowering.

If an alarm sounds. Stop and follow the model's specified response. Never defeat a tilt, overload or other protective system.

If normal controls fail. Communicate with the designated ground person and follow the planned emergency-lowering/rescue sequence. Do not climb out at height or improvise repairs.

LITTLE CODY'S REMINDER

Know the rescue plan before you need it.



STUDY & PRACTICE

Parking and charging

Lower/stow the platform, retract and secure the extension deck and park on the authorised suitable surface. Secure against movement, switch off and prevent unauthorised use using the model's procedure. Keep emergency access and travel routes clear.

Charge safely. Use only the approved battery/charger combination and charging area. Follow the correct isolation and connection sequence. Keep ignition sources away and provide the ventilation required for the battery type.

Do not improvise. Only authorised trained people should service or change batteries. Report damaged connectors, leaking or unusually hot batteries. Follow the site emergency plan for smoke, fire or leakage.

LITTLE CODY'S REMINDER

Park safely before leaving the operating position, even for a short interruption, and remove the key. On keyless machines, log out or secure access as instructed.



STUDY & PRACTICE

If something goes wrong

Stop safely. Use the taught emergency response for the actual model. Keep people away from an unstable load, damaged machine or other danger. Do not attempt a movement that could worsen the situation.

Report and prevent reuse. Tell the responsible person what happened. Apply the site isolation/tagging procedure: V.O.R. means Vehicle Off Road. A tag does not replace necessary isolation.

Leave repair to authorised people. Do not search for hydraulic leaks with your hands, enter a mechanism or work beneath unsupported equipment. Return to service only after the authorised competent person confirms it is safe.

Know the emergency plan. Identify the alarm, first-aid and rescue contacts before starting. Follow the model-specific overturn/entrapment instructions taught during familiarisation.

LITTLE CODY'S REMINDER

A near miss or small contact still needs reporting.



STUDY & PRACTICE

Practical preparation

Demonstrate checks, site/ground assessment, rescue briefing, travel and positioning, controlled raising/lowering, overhead observation, safe stance, extension-deck operation where included, safe emergency-control demonstration and parking. No deliberate fall, entrapment or tilt hazard is part of a safe test.

Explain your decisions. Be ready to show why the load/work, route, machine and protection are suitable. If a task cannot be completed safely, stop and explain why.

Practise under supervision. Use agreed equipment, loads, heights and areas. Do not practise emergency situations by creating a real hazard.

LITTLE CODY'S REMINDER

The aim is safe, controlled work - not rushing to finish.



STUDY & PRACTICE

Ready for assessment

Confirm your scope. Ask which machine, configuration and practical exercises are included. Tell the instructor if a control or task is unfamiliar.

Theory at FLT Academy. The formal online test is supervised and unlocked by the trainer. Timing starts when you open it. Wait for the instruction to begin, and ask about the test rules beforehand.

Practical assessment. Listen to the briefing, make your checks and observations, and stop whenever safety requires it. The examiner explains the assessment rules; this guide is not a marking sheet.

Use the next pages to revise. Answer in your own words before checking the suggested answers. These are fresh study prompts, not copies of the live examination.

LITTLE CODY'S REMINDER

Ask now if you are unsure. Understanding matters more than memorising a phrase.



Check your understanding

1. What is included in platform load?

2. Is an indoor-only machine suitable outdoors on a calm-looking day?

3. Can a cover over a hole be accepted by appearance alone?

4. Who needs to understand ground controls?

5. When is elevated travel permitted?

6. How can you gain extra height above the platform?

Check your understanding

7. Is a harness compulsory on every scissor lift?

8. What must be checked before extending the deck?

9. What do you do when a protective alarm sounds?

10. Why check below before lowering?

11. Is calling emergency services the whole rescue plan?

12. May someone work beneath an unsupported raised platform?

Suggested answers

- 1.** People, tools and materials, within the platform and any separate deck/occupancy limits.
- 2.** Not unless its rating and manufacturer instructions permit that use; do not assume approval.
- 3.** No. Suitable load-bearing support must be confirmed.
- 4.** The designated trained rescue/ground person, as well as the operator's required familiarisation.
- 5.** Only when the model instructions and actual site conditions allow it.
- 6.** Do not climb rails or use ladders/boxes. Select or reposition suitable equipment through a safe plan.

Suggested answers

7. Not universally. Follow the machine, task assessment and site requirements; use a specified system and anchorage if required.

8. Permitted operation, clearance, deck limits and the locking arrangement.

9. Stop and follow the model-specific response, without bypassing the protection.

10. People or objects may be crushed by the descending platform or scissor mechanism.

11. No. Plan machine-specific rescue, communication, trained responders and access before work.

12. No. Maintenance access needs the authorised isolation and manufacturer support procedure, not routine operator improvisation.

COMPLETE WITH YOUR INSTRUCTOR

Your workplace notes

Machine make/model and training scope

Plate limits / load or occupancy / height

Approved routes, ground and environment

Required protection and daily checklist

Emergency, rescue and defect-reporting contacts

Instructor notes / points to practise

Sources and credits

Use the exact operator manual first. The sources below support general guidance, not approval of a particular task. Links were checked on 22 September 2026. Manufacturer examples describe only their own designs.

[HSE: Mobile elevating work platforms](#)

[HSE: Selection, management and use of MEWPs. GEIS6](#)

[IPAF: Fall protection in MEWPs \(H1\)](#)

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