

Safe Operating Procedure

Elevated Work Platform (EWP)



PERSONAL SAFETY:



PRE OPERATIONAL SAFETY CHECKS:

- Before using any EWP personnel shall be trained and assessed as competent;
- Personnel operating an 11 meter boom lift EWP shall hold a high risk work license, in all other cases, the operator shall hold a yellow industry ticket;
- Where fall restraint is required to be worn, personnel are to be “Working at Heights” trained;
- A daily pre-start inspection of the machine is to be undertaken prior to operation and the results logged in the machine logbook or the equipment pre-start book/form. If the machine is found to be faulty, then it shall be tagged “Out of Service”;
- The EWP is only to be used for its designated purpose and within its designed operating limits of both reach and weight carrying capacity;
- A Risk Assessment is to be conducted to see if barricading, fall restraint or fall arrest equipment is to be utilised or a spotter is required for the task. If a spotter is needed he / she needs to be fully aware of any emergency procedures and the EWP’s controls;
- The surface area should be checked to make sure that there are no penetrations or obstructions which could cause an operational issue;
- Set up exclusion zones around the EWP work area (make use of a spotter if required).

POTENTIAL HAZARDS:

- Falls from the EWP;
- Tools, equipment or materials falling from the EWP;
- Mechanical failure;
- EWP tipping or over-turning (soft, unstable, uneven or sloping ground);
- Contact with live electricity and structures;
- Crush and entrapment;
- Non-qualified personnel operating and / or using the EWP;
- EWP striking personnel, vehicles or equipment;
- Fatigue Emergency;
- Working in poorly ventilated areas.

OPERATIONAL SAFETY PRACTICES (CONTROLS):

- When using boom type EWP Fall Arrest Harness is to be worn at all times;
- When using scissor lifts Fall Restraint Equipment is to be worn at all times if any sides are missing;
- When using a scissor lift with all sides in place, Fall Restraint Equipment will only be required if identified by a risk assessment or as required by the manufacturer;

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- When travelling in the raised basket creep speed must be maintained. Travel in lowered basket allowed at normal speed;
- EWP's should only be used as working platforms not as a means of access to and egress from a work area. A Risk Assessment will need to be completed if personnel are required to exit or egress from the raised platform;
- Unless designed for rough terrain, the EWP should only be used on a solid, stable and level surfaces;
- The EWP shall not be operated on a grade or side slope, beyond the limits of the inclinometer, if fitted. Where one is not fitted EWP's shall only be used on flat surfaces;
- Utilise a spotter for congested areas, blind spots, obscured vision and where there is potential for injury or damage to plant;
- No person, excluding the authorised operator shall ride upon the EWP when travelling;
- Before the EWP travels on any road, the boom shall be placed and secured in the stowed position;
- The operator of a travelling EWP shall face the direction of travel;
- The EWP shall only travel with the boom in line with the direction of travel;
- The operator shall not use High Speed range when the EWP is moving in reverse gear;
- The EWP shall not be used as a crane or as a support jack for equipment installation etc.;
- Personnel working from the platform shall keep their feet on the platform floor;
- When work above personnel access areas cannot be avoided, appropriate actions must be taken to prevent objects falling from the basket or platform. Tools and other loose objects shall be secured with lanyards;
- Where the controls for the work platform are remotely located, there shall be an agreed communication system between the operator and person in the work platform;
- If the machine has control levers exposed to inadvertent external contact, a guardrail (or similar barrier) conforming to the requirements of AS1418.17 must be fitted;
- Where the EWP is to work in a poorly ventilated location, the area shall be checked for atmospheric contaminants and whether the exhaust gas of the EWP represents a hazard. Other work area considerations, i.e. overhead piping/obstructions, contact with live apparatus or conductors, proximity to hazardous production materials/fumes, etc.;
- If the EWP is set up in a walkway or roadway, then appropriate barricading and warning signs shall be used;
- The EWP shall not be loaded and / or operated in excess of its rated capacity (SWL and wind speed prohibitions);
- The load in the EWP must be distributed evenly.

EMERGENCY

- Have a competent stand by operator who is familiarised in the use of the EWP ground emergency controls
- Apply on -going support and communication with the elevated operator
- Do not park the EWP against fixed structures which restricts access to ground emergency controls
- The operator must know where ground emergency controls are positioned.

HOUSEKEEPING:

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- Lower the EWP to the stow position for transport or parking up;
- Remove all tools, equipment etc. from the work platform;
- Park in a safe, firm, level and designated area (chock if required);
- Disable all the motions against un-authorized operation and ensure all necessary safeguards are implemented;
- Isolation switches shall be put in the "off" position and locked where this capability is required. Keys, if applicable, shall be removed and given to the Supervisor;
- Any defects shall be reported to the Supervisor as soon as possible.