





Safe Work Instruction	Issue date: 29/11/10
Portable Work Platform	Review date: 25/07/12


Document No. SMS-06-SW-1162	Work description This SWI describes the safe work practices for the use of a Portable (on wheels) Work Platform		
	Scope This SWI applies to the use of a portable (on wheels) work platform used to access carriages at the end of the road within a Maintenance Centre in RSD. This document does not cover the use of Elevated Work Platforms (EWP) or other powered work platforms This document does not cover the actual work being undertaken from the portable work platform. Refer to relevant SWIs for this information. This SWI does not include work being carried out under live 1500 Volt DC Overhead Wiring		
Review date 25/07/12	References <ul style="list-style-type: none"> NSW Act 2000 NSW OHS Regulations 2001 Rail Safety Act 2008 ASCC – National Standard for Manual Tasks 2007 SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms SMS-06-GD-0001 Guide to Manual Handling SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> High visibility vest or clothing Safety Footwear 	<ul style="list-style-type: none"> Site specific induction Manual Handling training RISI 	
Tools and equipment required			
Portable Work Platform Red Flag			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-SR-1479 OHS RISK MANAGEMENT.			
	Warning The following warnings apply throughout this SWI: <ul style="list-style-type: none"> Whilst mobile work platforms are on wheels, they can still be heavy and/or awkward to manoeuvre. To prevent injury never move a platform without assistance (minimum 2 persons required for this task). Always use a firm grip, keep back straight, bend knees and avoid twisting, bending or overreaching in accordance with manual handling training Always Verify Isolation has been achieved To prevent falls always ensure that handrails and chains are secure before commencing work The use of long tools or equipment (particularly metallic) on a mobile platform under live 1500 Volt DC Overhead Wiring could lead to serious injury or death from electric shock. This SWI does not include work being carried out under live 1500 Volt DC Overhead Wiring Never work on a train without the correct isolation, including the placement of a Red Flag in accordance with SMS-12-OI-0886 Red Flagging Trains in Stabling Yards, Depots and Maintenance Centres. Refer to relevant work SWIs for isolation requirements. If in doubt, contact your Line Manager before proceeding 		

Portable Work Platform



Figure1 – Mobile Work Platform

Positioning platform	<p>Confirm the train is secured</p> <p>Inspect the platform before use for “Out of Service” tags, damage, missing handrails and/or chains</p> <p>Ensure all wheel locks are released</p> <p>Ensure that the path that the platform will take is free from obstruction</p> <p>With assistance, roll platform into position</p> <p>Lock wheels before proceeding further</p>
	<p>Warning</p> <ul style="list-style-type: none"> • This step requires considerable manual handling and requires a minimum of two people • If any guard rails or chains are missing or damage is evident, do not proceed with the work, attach an “Out of Service” tag in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out, and notify your Line Manager as soon as practicable
Accessing the platform	<p>As necessary, remove handrails and/or chains to enable access to the work (e.g. to access end of train)</p> <p>Place tools and equipment onto platform</p> <p>Lower access steps</p> <p>Unhook safety chain</p> <p>Access platform</p> <p>Replace safety chain</p> <p>Raise access steps</p> <p>Check handrails and/or chains are secure before proceeding with work</p>
	<p>Warning</p> <ul style="list-style-type: none"> • Avoid climbing the access steps whilst carrying tools or equipment • Never work at an unprotected edge. Falls, even from low heights, can cause serious injury • Always check that handrails and chains are secure before proceeding with work
Working from platform	<p>Undertake work, as required</p> <p>If at any time you cause or notice damage to the work platform report it to your Line Manager</p> <p>Maintain good housekeeping whilst working. Ensure that you do not create slip, trips and falls hazards by placing your tools and equipment in walking areas</p> <p>Clean up any spills immediately.</p>
	<p>Warning</p> <ul style="list-style-type: none"> • Always work within the protection of the platform • Never stand or lean against the handrail or chain • If any guard rails or chains are missing or damage is evident, do not proceed with the work, attach an “Out of Service” tag in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out, and notify your Line Manager as soon as practicable
On completion of work	<p>Place tools and equipment to one side (accessible from a standing position next to the platform)</p> <p>Replace any previously removed handrails and/or chains</p> <p>Lower access steps and unhook the safety chain</p> <p>Exit platform</p> <p>Replace safety chain and raise access steps</p> <p>Retrieve tools & equipment</p>

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Stowing Portable Work Platform	<p>Ensure all wheel locks are released</p> <p>Ensure that the path that the platform will take is free from obstructions</p> <p>With assistance, roll platform into stowage position</p> <p>Lock wheels to prevent unexpected movement</p>	
	<p>Warning</p> <ul style="list-style-type: none">• This step requires considerable manual handling and requires a minimum of two people• Whenever manually handling, use a firm grip, keep back straight, bend knees and avoid twisting, bending or overreaching• Never store equipment that is damaged, attach an "Out of Service" tag in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out, and notify your Line Manager as soon as practicable• Never store the platform without first replacing all chains and handrails correctly	
<p>Additional controls</p> <ul style="list-style-type: none">• Additional controls may be required dependent upon the work that is being undertaken. Refer to relevant SWI.• If you identify additional hazards and / or controls relevant to this SWI, notify your Safety Facilitator or Line Manager as soon as practicable, so they can be noted and used to continuously improve this document		