

Safe Work Instruction	Issue date: 01/05/09
<b>Elevating Work Platform</b>	Review date: 01/05/12

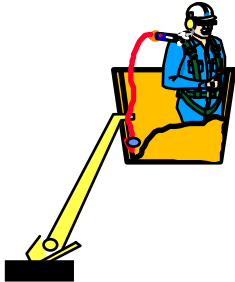
<b>Document no.</b> SMS-06-SW-0310	<b>Work description</b> Use of elevating work platform (EWP)		
	<b>Scope</b> Applies to all types of EWP, including boom type and scissor lifts		
<b>Review date</b>	<b>References</b> OHS Reg 2001 Chapter 5 AS1418.10 - Cranes, Hoists and Winches, Part 10 – Elevating Work Platforms AS2550.10 Cranes – Safe Use, Part 10 – Elevating Work Platforms AS1891 Industrial fall-arrest systems and devices <a href="#">SMS-06-GD-0225 Plant</a> <a href="#">SMS-06-GD-0403 Plant Risk Assessment</a> <a href="#">SMS-06-SW-0256 Fall Arrest Systems (Harnesses, Lanyards and Attachment Hardware)</a> <a href="#">SMS-06-GD-0372 Work on or Near Public Roads</a> <a href="#">SMS-16-SR-0057 Inspection and testing</a>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
	When used for electrical or track work a Controlled Descent Device (CCD) is to be in place. Safety harness and lanyard with energy absorber	Trained and competent in specific type of EWP. Training in use of harnesses. Training in emergency rescue. Training in self controlled descent device.	WorkCover certificate (WP) Boom type elevating work platforms (boom length exceeds 11 metres)
<b>Tools and equipment required</b>			
Elevating work platform, full body fall arrest harness and lanyard with energy absorber. Chinstraps for hardhats, and lanyards for tools and equipment may also be required.			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			

<b>Procuring EWPs</b>	When procuring an EWP you are to: <ul style="list-style-type: none"> <li>specify the provision of “Moxham” type Controlled Descent Device (CDD) equipment or certified attachment points for fitting “Moxham” type CDDs (for Electrical work track work)</li> <li>specify the provision of a mechanical bleed system to allow lowering of the EWP in the event of an emergency</li> <li>specify EWPs insulated in accordance with AS1418.10, if used for work in proximity to live electrical conductors</li> <li>make sure EWPs are provided with a log book, maintenance records and an operator’s manual</li> <li>make sure harnesses and lanyards comply with AS1891, and must have been inspected and tagged (or other record of inspection provided) within the previous 6 months (if not brand new). Refer requirements of <a href="#">Fall arrest systems (Harnesses, lanyards and attachment hardware)</a> SWI.</li> <li>make sure that EWPs comply with all manufacturers requirements, safety instructions, load limits,</li> <li>make sure that the EWP is sufficient for the task, e.g. reach, tail swing, mass, outrigger dimensions, rating.</li> </ul>
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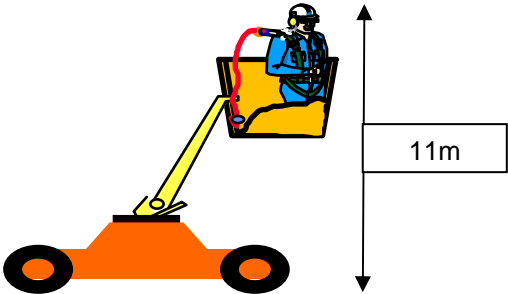
<b>Identify hazards</b>	Before using the EWP consider: <ul style="list-style-type: none"> <li>the type of surface (firm, loose, etc) and the slope</li> <li>excavations and embankments</li> <li>wind and other weather conditions</li> <li>position of obstructions and hazards (e.g. overhead power lines and structures)</li> <li>ventilation (if operating indoors)</li> <li>any other potential hazard to operating personnel and others in the vicinity.</li> </ul>
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<b>Setting up</b>	<p>When setting up EWP's for use:</p> <ul style="list-style-type: none"> <li>• before operating the EWP, the operator must carry out pre-operational inspections at the beginning of each work shift and before using the machine.</li> <li>• this inspection must be recorded in the EWP logbook</li> <li>• maintain and keep log books on each EWP and have them available for inspection</li> <li>• on roadways, legally park the vehicle and place the appropriate warning signs, lights and barricades in position. NOTE: Traffic controllers may be necessary</li> <li>• on roadways and other high traffic areas, use safety barriers (or equivalent protection, e.g. shadow vehicle) to protect the EWP from being struck by other vehicles and plant</li> <li>• put a traffic control plan in place and show location of barriers and traffic controllers – refer <a href="#">Work on or Near Public Roads</a> Guide</li> <li>• in highly trafficable area, consider extending the distance between EWP's to provide added protection to pedestrians and vehicles</li> <li>• do not operate EWP's on slope that exceeds manufacturer's limitations</li> </ul>
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<b>Harness</b>	<ul style="list-style-type: none"> <li>• All personnel in the platform (or basket) of a boom type EWP must wear a fall arrest harness (full harness) with leg straps and energy absorbing lanyard assembly, which is secured to an approved anchor point provided for this purpose.</li> <li>• Boom type includes self-propelled booms, knuckle booms, trailer lifts, cherry pickers and truck-mounted booms.</li> <li>• Fall arrest harnesses are not required on other types of EWP's such as scissor lifts or vertical personnel lifts unless a risk assessment indicates that they should be worn where a fall arrest harness is required the SWI for boom type EWP's applies.</li> </ul>	
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<b>Operating</b>	<p>EWP's are not be used within 3 metres of live electrical apparatus unless the requirements of the <a href="#">Plant</a> guide are implemented.</p> <p>Make sure that:</p> <ul style="list-style-type: none"> <li>• there is sufficient fall clearance for the fall arrest device to employ without workers hitting the ground or any other object</li> <li>• if working on a slope face the EWP bucket uphill</li> <li>• when EWP is in operating position <ul style="list-style-type: none"> <li>- parking brake must be applied</li> <li>- wheels must be chocked</li> <li>- EWP must be left in lowest gear</li> <li>- brake-locking device must be activated</li> </ul> </li> <li>• an EWP must not be used as a crane. If loads are to be moved in the bucket the following is to be in place: <ul style="list-style-type: none"> <li>- only loads or tools that can be safely handled by the operator</li> <li>- only loads that do not extend beyond the confines of the bucket</li> <li>- safe working load of EWP bucket must not be exceeded</li> </ul> </li> <li>• while working from EWP's, tools and equipment must be adequately restrained (eg using lanyards) so that they cannot be dropped onto anyone or anything below.</li> <li>• operators are to have chinstraps on hardhats</li> <li>• except in an emergency, only bucket controls are to be used while personnel are in the bucket</li> <li>• whenever a person is in an elevated bucket, a trained stand-by person must be available on the ground to operate the base controls</li> <li>• sitting, standing or supporting material on the edge of the bucket or handrail is not permitted</li> <li>• tools, equipment and lines are kept clear of controls and hinged points of the boom.</li> <li>• no equipment or material is used which could reduce the effectiveness of the insulation or structural integrity of the EWP boom</li> <li>• no persons are permitted under the elevated bucket</li> <li>• no persons are permitted to carry gas cylinders in the bucket</li> <li>• except in an emergency, no person leaves the bucket while it is elevated.</li> </ul>
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<b>Travelling</b>	<p>If required to travel an EWP the following precautions are must be observed:</p> <ul style="list-style-type: none"> <li>when moving the EWP the platform is to be lowered and outriggers retracted unless EWP is specifically designed to allow it</li> <li>passengers are not to remain on the lowered platform during movement unless EWP is specifically designed to allow it</li> <li>when an elevating work platform is travelling with the platform elevated, the operation should be carried out at manufacturer's designated creep speed, or not more than 1km/h when manufacturer's creep speed limit is not known</li> <li>the operator shall have a clear view of the base structure while travelling in the EWP platform</li> <li>travel with the platform elevated shall be only permitted on firm level surfaces free of undulations, obstructions and pot holes, except where otherwise specified by the manufacturer.</li> </ul> <div>  <p><b>Warning</b> Travel down a slope is more dangerous than travelling up, due to reduced longitudinal stability and the increased loading on the braking system of the EWP.</p> </div>	
<b>Shut down EWP</b>	<p>Follow this general sequence of events to shut down and stowing of EWP:</p> <ul style="list-style-type: none"> <li>lower the boom and place it in the rest/cradle</li> <li>exit the bucket and lock it to the carrier to prevent excessive movement</li> <li>outriggers/stabilisers must be retracted and locked in place</li> <li>remove all tools, gear, harnesses and lanyards from the bucket</li> <li>shut down the motor</li> <li>lock the control panel door.</li> </ul>	
<b>Inspection and maintenance</b>	<ul style="list-style-type: none"> <li>Maintenance, inspection and repair of EWPs is to be in accordance with AS 2550.1 and in accordance with the manufacturer's recommendations.</li> <li>Routine maintenance is to take place no longer than every 3 months: <ul style="list-style-type: none"> <li>based on the working environment</li> <li>based on the frequency and severity of use of the EWP while in service</li> <li>unless the EWP is not in service.</li> </ul> </li> <li>Annual inspections and maintenance are to be carried out by a competent person.</li> <li>Major inspection and maintenance are to be carried out after a maximum of 10 years service.</li> </ul> <p>Maintain inspections and test records in accordance with the <a href="#">Inspection and Testing</a> and <a href="#">Records Management</a> requirements.</p>	
<b>Modifications</b>	<p>Any modifications to EWP operation from the recommendations of the manufacturer or the relevant standards requires submission of design registration with WorkCover in accordance with the NSW OHS Regulation 2001 and in accordance with the <a href="#">Plant</a> Guide.</p>	
<b>Training/ Certification</b>	<p>Operator and others working with the EWP must be trained and competent:</p> <ul style="list-style-type: none"> <li>in use of the specific EWP</li> <li>in use of harnesses and fall arrest devices, including CDD.</li> </ul> <p>A WorkCover certificate of competency is required:</p> <ul style="list-style-type: none"> <li>if the boom is capable of elevating the basket higher than 11 metres above the ground</li> <li>if the machine that is capable of 11 metres or more is operating at lower height.</li> </ul>	
<b>Additional controls</b>		