

Safe Work Instruction - Elevated Work Platform

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must worn



Safety harness must be worn except on scissor lift type EWP



Foot protection must be worn



Hand protection must be worn



Walk-a-Round

POTENTIAL HAZARDS AND RISKS

- Crushing**
Crushing due to plant tipping or rolling over
Crushing due to material falling off plant
- Shearing**
Body parts sheared between items of plant
- Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
Injury from work pieces being ejected
- Other**
Injury from contact with moving parts
Injury due to fall from heights
Injury due to plant malfunction or misuse
Injury due to operating of plant in unsuitable weather conditions
- Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors
- Entanglement**
Entanglement in moving parts
- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Slip, Trips, Falls**
Slip, trip, fall from entry/exit of plant and slippery plant surfaces

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete a Working at Heights Risk Assessment Checklist
- ✓ Complete site specific risk assessment
- ✓ Ensure you have reviewed the Operators Manual
- ✓ Complete the appropriate pre-operational plant checklist and sign log book
- ✓ Check entries in the EWP log book to ensure maintenance has been carried out and any faults rectified
- ✓ Ensure you are familiar with plant operations and controls and hold the appropriate certificate of competency
- ✓ Check relevant personal protective equipment for damage and adjust for correct fit
- ✓ If travelling to a worksite, check coupling is connected to tow ball with locking pin and safety chain secured

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Ensure position of plant is satisfactory in relation to the task
- ✓ Set up on a firm, flat, level surface. Avoid soft ground and side slopes

- ✓ Set up an exclusion zone around EWP using witches hats and warning signs
- ✓ Check area is clear of personnel before lowering stabilisers
- ✓ Extend stabilisers fully using spirit level to ensure plant is level using hardwood sleepers under stabiliser plates
- ✓ Release travel locks
- ✓ Start motor to ensure it is operable
- ✓ Test emergency stop – push in the red emergency stop button to the off position and check that all ground and platform functions do not operate
- ✓ Ensure movement of boom will not bring any part of plant within the minimum approach distance of overhead power lines
- ✓ Sign the log book to confirm you have completed the pre operational safety check
- ✓ Check ground control levers in turn to make sure they are operating properly and smoothly prior to entering basket
- ✓ Check the Safe Working Load and do not exceed
- ✓ Attach lanyard to harness and anchor point in basket of plant
- ✓ Ensure a spotter is allocated to monitor the operator at least every 5 minutes
- ✓ Operate plant as per the manufacturer's instructions and identify any new hazards that may

arise, i.e. ground conditions changing due to subsidence

- ✓ When operating chainsaws from the EWP follow the appropriate SWMS. Be aware that starting a chainsaw inside the basket poses a risk of striking the basket frame due to its restricted space
- ✓ Be aware of changing weather conditions that may affect plant operators safety
- ✓ When working near power lines, you must at all times observe the specific legislated exclusion zone/s. If work is going to be conducted near power lines, inside the exclusion zone, a trained competent person should be assigned the role of safety observer, to signal & warn you if any part of the machine comes closer than the specified safe distance from the power lines
- ✓ Ensure basket is kept tidy while operating to reduce likelihood of tripping hazard
- ✓ Before lowering plant, operator is to ensure the area is clear of people. Lower the boom slowly and carefully

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Ensure plant is in good working order, walk around the machine and check for leaks or damage that may have occurred during the task.
- ✓ Check all harness, lanyard and other relevant safety gear before stowing for damage, tag equipment with a DO NOT OPERATE tag to warn others if any gear is faulty and advise supervisor and record details of fault/damage in EWP log book
- ✓ Ensure EWP stabilisers are clean and all tools, rubbish and other equipment is removed from the basket and stored correctly before proceeding to relocate plant
- ✓ Ensure hardwood packing is stowed
- ✓ Ensure travel locks are engaged and secure
- ✓ Ensure plant is left and charged in a safe place with hand brake secured and doesn't create any hazards. Charge plant at least 3 metres from ignition source

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not climb out of the plant while it is elevated
- ✗ Do not carry loads on the handrails
- ✗ Do not use without guardrails, mid rails, chain or bar in place.
- ✗ Do not stand on, sit or work outside of guardrails
- ✗ Do not move plant with its stabilisers extended
- ✗ Do not use plant in severe weather conditions
- ✗ Do not exceed exit platform once elevated or enter the elevating assembly when the EWP is elevated
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not use mobile phone while operating plant

*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.