

## SOP - Elevated Work Platform

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

This SOP 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. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must be worn



Safety harness must be worn



Foot protection must be worn



Hand protection must be worn

### 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

### 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 a DO NOT OPERATE 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 SOP refers to any machinery, equipment, appliance, container, implement and tool.**