ELEVATING WORK PLATFORM SAFETY PROCEDURE

Power-operated elevating platforms are used to provide access to work above or below ground level. These include scissor hoists, fixed crane baskets and vehicle extension arms. They are work platforms where the height of the platform can be adjusted using articulation, scissor mechanisms, telescoping booms or towers. The platforms can be vehicle mounted, self-propelled, towed or manually moved.

POSSIBLE HAZARDS:

There is a high risk of fatality or severe injury when operating Elevating Work Platform.

Possible injuries include:

- Crushing
- Electric shock
- Electrocution
- Trapping
- Burns
- Falls

SAFE WORK PRACTICES:

Before using an Elevating Work Platform always ensure that:

- The Elevating Work Platform is the correct type for the intended work.
- The operator has been trained to operate the particular type of machine.
- The machine will not be overloaded or used as a crane.
- It is set up on firm, level ground with all support legs fully extended. The load may need to be spread by using steel plates or heavy timbers under the pads.
- Employees are aware of the location of overhead power lines. The Elevating Work Platform must be at least 4 meters from power lines.
- The person in the bucket of the platform is wearing a safety harness with a lanyard attached to an anchor point inside the bucket.
- The lanyard is long enough to provide free movement to carry out the work safely.

REGULAR INSPECTION:

On a daily basis check that the following are correct and functioning:

- Tire pressure
- Brakes and brake fluid level.
- Fuel, water and oil levels
- Hydraulic lines for leaks and damage
- Supporting structure – must be sound and free from distortion or cracking.
- The powered mechanism for operating the platform
- All communication systems between the platform and the ground
- Emergency controls and safety equipment.
- If electrically insulated, that the insulated section is not bridged by any residue.

On a **monthly basis check** that the following are correct and functioning:
- All of the points as in the daily check list above.
- Work platform – an operational check
- Condition of the chassis, support structure, powered mechanism and platform
- Lubrication
- Other checks as specified in the manufacturer’s instructions
- Where a machine is electrically insulated, check that all fiberglass components and any hydraulic leads and communication cables contained within are clean.
- Work platforms: must be thoroughly examined and load tested after an incident, major repair or modification or otherwise at least every six months by a competent person.
- Ten-yearly inspections: all Elevating Work Platform require a major examination as per AS 2550.10: 1994 Cranes safe use part 10: Elevating work platforms.
- Log books or file records: owners of Elevating Work Platform should keep details of certification, repair, modifications, inspections and examinations.

**SAFETY FEATURES:**

- Work platforms should be fitted with an effective lock or brake or other means to hold the machine on the maximum slope it is designed for.
- Scissor-actuated machines must include a captive chock within the scissors mechanism in order to prevent the trapping of people.
- Self-propelled machines must be equipped with a horn or audible warning device.
- Rotating shafts, gears, sprockets and any other dangerous parts must be guarded.

**Platforms and guardrails**
- Platforms must be fitted with sidewalls or guardrails.
- The floor of the platform should be non-slip.

**Machine controls**
- All controls should be clearly marked in readable English or in symbols.
- Machines must be fitted with two sets of controls: one on the platform and the other at ground or chassis level.

**Usage**
- Ensure that staff using Elevating Work Platform are trained in their safe operation and are advised of the likely hazards.
- Ensure there is a clear work area around the platform.
• Do not position the machine over people or allow people to walk under the working platform.
• The boom must be fully lowered before dismounting.
• If an un-insulated work platform comes into contact with live electrical lines, people in the personnel bucket should remain there and warn any others in the vicinity to stay clear. The safest course of action is to do nothing until the line is de-energized.

DO NOT USE Elevating Work Platform:
• On excessively sloping ground
• During periods of high winds.

Travel
• Manually propelled work platforms must never be moved while the platform is elevated.
• Self-propelled machines may be moved while the platform is elevated. Ensure that the route is firm and level.
• Only use ‘creep speed’ when the platform is fully raised.

Refueling Elevating Work Platform
• Shut down the machine before refueling.
• Ensure no one is smoking nearby.
• Do not refuel during an electrical storm.
• Ensure the fuel cap is closed and secure at all times.