



## STANDARD OPERATING PROCEDURE FOR ELEVATING WORK PLATFORMS

<p><b>Pre-requisite</b></p>	<p><i>All operators of the EWP must be trained in the use of the model of EWP they are operating.</i></p> <p><i>If the EWP has the capacity to go over 11 metres, the operator must be the holder of a National Licence to Perform High Risk Class WP, which is issued by Worksafe in WA. ( After 01/10/2007 OHS Certification has been replaced by a National Licence to Perform High Risk Work. WP Certificates of Competency and all other OHS Australia Certificates of Competency need to be replaced within 1 to 5 years, depending on when they were originally issued. )</i></p>
<p><b>1. Ensure EWP is in good operating condition</b></p>	<p><b>1.1 Pre-operating and after start checks.</b> Pre-operating and after start checks must be made in line with the operators manual. After walk around checks and engine checks have been made, operate all controls to their full extent from the ground.</p> <p><b>1.2 Check emergency controls.</b> Check emergency lowering devices. These may be in the form of a bleed valve or other lowering device, or an electronic over-ride running an auxiliary hydraulic pump.</p> <p><b>1.3 Log Book.</b> Check the entries in the EWP log book. Ensure maintenance has been carried out by the owner within the prescribed period of time. Check for entries of any faults, and that those faults have been rectified, or that those faults will not make the EWP hazardous to operate. Sign the log book to record that you have completed the pre-operating checks.</p>
<p><b>2. Check the area for hazards and put in hazard control measures</b></p>	<p><b>2.1 Overhead hazards.</b> Check above for any overhead hazards or obstructions. A few examples would be power lines, bus bars, cable trays, conveyors, machinery, roof beams, roof/ceiling.</p> <p><b>2.2 Surrounding hazards.</b> Check for hazards and potential hazards in the work area. A few examples would be traffic, pedestrians/other workers, machinery and other equipment, ladders, structures/buildings.</p>

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	<p><b>2.3 Ground hazards.</b> Check for hazards at ground level. A few examples would be soft ground, uneven ground, sloping ground, sumps and underground services.</p> <p><b>2.4 Any other hazards.</b> A few examples would be</p> <ul style="list-style-type: none"> <li>• Physical – noise, heat, sunburn/radiation, wind, weather, etc.</li> <li>• Chemical – liquids, vapours, gas, dust, etc.</li> <li>• Biological – bacterial, viral, animal, etc.</li> <li>• Psychological – stress, fatigue, harassment, anxiety, drugs, alcohol, etc.</li> <li>• Ergonomic – heavy items, awkward positions, poor design, etc.</li> <li>• Mechanical – lack of guards, sharp objects/equipment, etc.</li> </ul> <p><b>2.5 Hazard Control Measures.</b> Follow the Hierarchy of Hazard Control when dealing with hazards. Always follow this order when dealing with hazards.</p> <ol style="list-style-type: none"> <li>1. Eliminate</li> <li>2. Substitute</li> <li>3. Engineering/Isolation</li> <li>4. Administrative controls</li> <li>5. Personal Protective Equipment</li> </ol> <p><b>2.6 Traffic/Pedestrians.</b> When dealing with traffic and pedestrians that can not be eliminated from the work area, the best idea is to set up an exclusion zone around where the EWP is operating. Use witches hats, tape, signs and a spotter if possible.</p>
<p><b>3. Set up</b></p>	<p><b>3.1 Always set up on a firm, flat, level surface.</b></p> <p><b>3.2 Plan the lift.</b> Work out the order as to which boom/extension you will use. Use the telescopic function last when going up, and first when going down</p> <p><b>3.3 Check the SWL (Safe Working Load).</b> Add the weight of all people, tools and equipment. Conservatively compare this with the SWL of the EWP. Do not exceed the SWL. Always operate within the limits as per the operators' manual.</p>
<p><b>4. PPE</b></p>	<p><b>4.1 Fall Arrest Harness.</b> A fall arrest harness attached to a lanyard with a shock absorber must be worn. The person must be trained in how to inspect and use the harness correctly.</p>

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	<p><b>4.2 Rescue Plan.</b> Whenever any person is wearing a harness, a rescue plan must be in place. In the event that the person does fall and is stationary in an upright position in the harness for more than 5 minutes, <b>suspension trauma</b> can result. This is when the blood circulation to the legs is severely restricted. It can result in fainting, kidney failure, and/or death. A rescue plan for the EWP is as simple as having a spotter keeping an eye on the operator once every 5 minutes. In the event of an emergency, the spotter must know how to switch the controls to 'Ground Control' and lower the EWP from the ground. They must apply first aid, or call for first aid. Although it would be preferred that the spotter had an EWP ticket, this is not a requirement. However they must be trained in how to lower the EWP in the event of an emergency. The spotter is allowed to perform other duties while they are acting as a spotter.</p> <p><b>4.3 Other PPE.</b> Any other PPE that is to be worn would be dependant on the job being performed, and the Policies and Procedures in the workplace in relation to which PPE is required to be worn.</p>
<p><b>5. Perform task</b></p>	<p><b>5.1 Operate the EWP as per the manufacturer's instructions.</b> Operate the EWP as per the plan. Keep an eye out for any new hazards that may arise, or existing hazards that may change.</p> <p><b>5.2 Never attempt operations beyond your capacity or experience.</b></p> <p><b>5.3 Ensure the SWL is not exceeded.</b> When working on machinery or using tools, make sure that any extra pressure may be applied does not compromise the SWL. Be careful when placing tools or other items in the EWP that you do not exceed the SWL of the EWP.</p> <p><b>5.4 Ground conditions.</b> Monitor ground conditions at all times in case they may change.</p>
<p><b>6. After Operating</b></p>	<p><b>6.1 Post Operating Check.</b> When you have finished operating, walk around the machine checking for any leaks or damage that may have occurred during the task. Ensure the EWP is left in a safe place and doesn't create any hazards.</p> <p><b>6.2 Check your harness, lanyard and other safety gear before you put it away.</b></p>

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	<p><b>6.3 Operator Level Maintenance.</b></p> <p>Perform any operator level maintenance that you are authorised to conduct. This would include ensuring that the EWP is left in a clean condition, and all tools, rubbish and other equipment is removed from the basket/platform and placed in the correct place. Rubbish should be disposed of in an environmentally sensitive manner in accordance with site environmental guidelines.</p>
<p><b>7. Health and Safety</b></p>	<p><b>7.1 Not sure of anything?</b></p> <p><i>If there is anything that you are not 100% sure of, ask your supervisor or a competent person.</i></p> <p><i>“It is better to ask a silly question than make a silly mistake.”</i></p> <p><i>“The only silly question is the one you don’t ask.”</i></p> <p><i>“Nobody knows everything, and everybody knows something.”</i></p> <p><i>Never do anything for the sake of ‘getting the job done’.</i></p> <p><i>Your main aim at the start of every working day is to go home safely.</i></p> <p><i>If you get the job done, then that is a bonus.</i></p> <p><i>It is no good getting the job done if it is at the expense of your, or somebody else’s health or safety.</i></p> <p><i>It is very important to ‘get the job done’. If you don’t, there may not be any job. But it is much more important to go home safe and sound.</i></p> <p><i>You can always get another job, even in the worst of times. But you can’t get another hand or leg or spinal cord.</i></p> <p><i>Look out for “Number 1”.</i></p>
<p><b>Summary</b></p>	<ol style="list-style-type: none"> <li><b>1. Make sure the EWP is in a safe operating condition.</b></li> <li><b>2. Always wear a harness.</b></li> <li><b>3. Set up on firm, flat, level ground.</b></li> <li><b>4. Look out for hazards and potential hazards</b></li> <li><b>5. Don’t overload the EWP. Always operate within its parameters.</b></li> <li><b>6. Plan your work. Think about the task at all times.</b></li> </ol>

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