



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

JOB HAZARD ANALYSIS – ELEVATING WORK PLATFORM

Note: This is just a guideline. Every JHA and Risk Analysis must be designed for each specific EWP and each specific work area. A JHA is a never ending document. There will always be a better way to get the job done.

LIKELIHOOD	CONSEQUENCE			
	MULTIPLE FATALITIES (20)	SINGLE FATALITY (10)	LOST TIME INJURY (4)	FIRST AID INJURY (1)
DAILY / WEEKLY (15)	300	150	60	15
MONTHLY (8)	160	80	32	8
YEARLY (5)	100	50	20	5
10 YEARLY (2)	40	20	8	2
100 YEARLY (1)	20	10	4	1

LIKELIHOOD X CONSEQUENCE = RISK SCORE

DAILY / WEEKLY	The event is expected to occur daily or weekly, in most circumstances
MONTHLY	The event is expected to occur about once a month in most circumstances
YEARLY	The event is likely to occur about once a year
10 YEARLY	The event could possibly happen about once every 10 years
100 YEARLY	The event may only occur in exceptional circumstances, about once in 100 years



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RESIDUAL RISK SCORE

- 50 and over** = **High Risk:** detailed research, management planning required at senior levels
- 21 – 49** = **Moderate High:** management approval needed
- 6 – 20** = **Moderate Low:** responsibility must be specified
- 1 – 5** = **Low:** manage by routine procedures

Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
1.	Complete pre-start and after start checks	<ul style="list-style-type: none"> • Unsafe equipment • Damaged equipment • No records of checks been done • Damaged harnesses and / or lanyards 	300 (HIGH)	<ul style="list-style-type: none"> • Complete checklist/logbook when completing the pre-op checks • Report faults/problems that can't be rectified before work starts • Complete a check sheet or log book for harnesses and lanyards • Take care and think about the job you are doing at all times 	5 (LOW)
2.	Check emergency controls	<ul style="list-style-type: none"> • Emergency controls not working • Operator not familiar with emergency controls • Support staff / spotters not familiar with emergency controls • Incorrect response to hazardous or emergency situations 	300 (HIGH)	<ul style="list-style-type: none"> • Test all emergency functions • Familiarise all operators with emergency functions • Familiarise all support staff / spotters with emergency controls • Take care and think about the job you are doing at all times 	5 (LOW)
3.	Assess job requirements and work	<ul style="list-style-type: none"> • May not do job properly • EWP may not be suitable • May fail to identify hazards including ground conditions 	300 (HIGH)	<ul style="list-style-type: none"> • Check job requirements with supervisor • Weight of load including people and equipment is correctly estimated and within EWP capacity • Confirm job specifications and procedures on the JHA for the task • Obtain copy of site plans if needed • Do a JHA for the job to be done • Take care and think about the job you are doing at all times 	2 (LOW)



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4.	Get a copy of any site OHS policies and requirements, as well as manufacturer's instructions / operator's manual, or instructions developed by a competent person	<ul style="list-style-type: none"> • May contravene OHS policies and place people or company at risk • May contravene Environmental policies and place people, flora, or fauna at risk • May contravene Traffic Act and place people at risk • May not use equipment correctly 	300 (HIGH)	<ul style="list-style-type: none"> • Check policies with supervisor and obtain a copy if not certain • Ensure permits are completed if necessary • Report hazards/problems that can't be rectified before work commences • Get a copy of the operator's manual, or instructions developed by a competent person • Take care and think about the job you are doing at all times 	2 (LOW)



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5.	Plan work and set up for lift	<ul style="list-style-type: none"> • Workers not sure of job role • Procedures get missed • Job not done properly • Ground may not be suitable • EWP may not be set up correctly • Tools and equipment may fall out of the EWP, or cause a trip hazard • People injured /equipment damaged • Overload the machine • Rollovers • Crushing of people / objects • EWP (and parts of the EWP in blind spots to the operator) become jammed when operating • Damaged product • Damaged equipment 	300 (HIGH)	<ul style="list-style-type: none"> • Job roles clearly defined • Communication system agreed upon e.g. radio, mobile phone, hand signals, voice contact, etc • Check procedures with supervisor • Discuss the JHA for the task and confirm with all relevant personnel • Have the ground checked by someone with training or experience in that situation • Store smaller hand tools In a box or a basket, or use a tool lanyard • Operate by licenced personnel only who have had an induction on the EWP to be used • Select appropriate EWP for the job • Wear all necessary PPE identified for site requirements, and on the JHA for the task • Operate cautiously at a safe speed • Maintain footing on the floor of the platform at all times • Follow manufacturer's and site procedures including <ul style="list-style-type: none"> ✓ Make sure the EWP is in good operating condition ✓ Look out for hazards – Eliminate, Substitute, Engineer / Isolate, Admin, then rely on PPE (or a combination) ✓ Set up on a firm, flat, level surface ✓ Set up on a firm, flat, level surface ✓ Wear harness and lanyard correctly ✓ Don't overload the EWP – operate within the manufacturer's guidelines, understand the load chart • Complete and follow the work plan / JHA for the task • Take care and think about the job you are doing at all times 	2 (LOW)



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6.	Carry out elevation	<ul style="list-style-type: none"> Obstacles and hazards in the way 	<p>300 (HIGH)</p>	<ul style="list-style-type: none"> Operation of the EWP is checked as necessary to ensure a safe lift Follow the JHA for the task Take care and think about the job you are doing at all times 	<p>8 (MODERATE LOW)</p>
7.	Planned hazard control and strategies are implemented	<ul style="list-style-type: none"> Load too heavy Unplanned events/circumstances may occur Signals could be confused 	<p>300 (HIGH)</p>	<ul style="list-style-type: none"> Hierarchy of hazard control is followed when dealing with hazards <ul style="list-style-type: none"> A combination of the following, but the order of preference when dealing with hazards is to - <ol style="list-style-type: none"> Eliminate Substitute Engineer / Isolate Admin controls (Safe Operating Procedures etc.) PPE (as the last resort) Load is constantly monitored Contingency plans are used that minimise risk to personnel and equipment Take care and think about the job you are doing at all times 	<p>5 (LOW)</p>



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8.	Park and shut down equipment	<ul style="list-style-type: none"> • Unsafe area • Possible damage to equipment • Machine may be dirty, or loose tools or rubbish left in basket or on the floor • No log book records 	<p>60 (HIGH)</p>	<ul style="list-style-type: none"> • Park in a safe place • Follow manufacturer's and site procedures when packing up the EWP boom and outriggers / stabilisers if applicable • Leave the EWP 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. • Complete the post-op checks • Complete the log book at the end of the day if there are any damage or defects • Enter all other work you do in the log book • Take care and think about the job you are doing at all times 	<p>2 (LOW)</p>