

Safe Operating Procedure #18 – EWP (Boom Lift and Scissor Lift)

Operators must be licensed to operate this machine.

	Activities	Procedures	Hazards/Risks	Controls
1	Check EWP controls	Operate EWP controls to ensure that they work correctly	<p>EWP is not functioning properly</p> <p>Unqualified operator(s)</p>	<p>Ensure you are licensed and experienced in the operation of the machine. Check and test all controls including basic movements, reverse beeper and revolving light to ensure that they operate properly and check tyre pressure.</p> <p>Complete log book daily checks and ensure that the EWP has been serviced at intervals required by a qualified individual.</p> <p>Should the EWP not operate properly, do not proceed with operation until the Supervisor instructs you to. Supervisor must confer with Managing Director if EWP appears to be faulty and to document fault in Works Diary. Repair to be arranged.</p> <p>Ensure that both the operator and someone on the ground is aware of the locations of the emergency stop buttons. Individual on the ground should also be familiar with the use of the ground controls to be used in the case of an emergency and be trained in the Retrieval & Rescue Plan. Refer to the Retrieval and Rescue Plan for further detail of what to do in emergencies where the operator may be stuck in the EWP above the ground.</p>
2	Confirm safe working load of EWP	Make sure that the EWP is only carrying an amount of weight that is safe for it to hold	Failure, tipping, or damage done to EWP	After estimating weight to be placed onto the machine (including oneself), only proceed if the total weight is within the safe working load of the EWP.

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3	Use of safety harness	Wear safety harness and hook onto platform correctly	Falling off the platform	<p>Check the tag on the harness to ensure that it has been inspected by a qualified individual in the last 6 months.</p> <p>Visually inspect the harness before use for tears, abrasions, loose threads or any other damage. Faulty or damaged equipment is not to be used.</p> <p>Ensure that harness is worn correctly and is hooked onto the platform securely.</p> <p>Ensure the gate is securely closed prior to use</p> <p>Do not lean over the edge of the platform.</p>
4	Clearing the pathway	Check that the path of travel is clear and safe	<p>Collision into people or objects in the surrounding area</p> <p>Tipping or instability of EWP</p>	<p>Ensure that the path of travel is clear before operation and that workers nearby are aware of the movement of the machine and the intentions of the operator. Exclusion zone to be set up and all nearby workers are to stay out of the area.</p> <p>Ensure that there are no obstructions to the visibility of the driver in the general vicinity, such as other objects or poor lighting. Clear such obstructions as required.</p> <p>Check data plate so that you are aware of up to what incline the EWP can be used. Do not operate on a hill or incline that is too steep.</p> <p>Ensure that the ground surface is stable and level.</p>
5	Operating the platform	Constantly checking immediate surroundings to be aware of any dangers	Collision or crushing of body parts	<p>Look in all directions before moving the platform to be aware of hazards, including potential pinch points.</p> <p>Stay a reasonable distance away from overhead hazards such as power lines</p> <p>Keep body parts away from all moving parts</p>

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			<p>Objects falling off of the EWP, hitting people or causing damage</p> <p>Falls or risk of suspension in midair</p>	<p>Ensure that all items on EWP are secure and have limited risk of falling out</p> <p>Ensure that individuals on the ground nearby are aware of your operations and are a safe distance away at all times</p> <p>Operator is not to climb over the handrails on the platform.</p> <p>Refer to Retrieval & Rescue Plan for procedure on what should be done if an individual is suspended in midair by their harness</p>
6	Use of EWP in suboptimal weather conditions	Assess the weather conditions to determine if the EWP is safe to be used	<p>Rain or other weather creating slippery conditions for the operator.</p> <p>Windy conditions causing EWP to become unsteady or objects to fly off EWP.</p>	<p>Do not use the EWP when it is raining or other conditions have occurred which may have caused the platform to become slippery</p> <p>If rain has recently occurred, ensure that platform is sufficiently dried to prevent the risk of slipping</p> <p>Be aware of the EWP's maximum wind rating and do not drive it when wind levels exceed this.</p> <p>Do not carry materials on EWP with a large surface area that can be easily blown away by the wind.</p>
7	Leaving the EWP	When no longer operating EWP	EWP can move by unauthorised personnel or EWP can move without operator	<p>Never leave keys in the EWP while it is unattended and the manual handbrake is engaged.</p> <p>Do not park on a slope.</p>

- **Personal Protective Equipment that must be used: hard hat, high visibility clothing, safety footwear and harness**



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This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

Bundy No.	Name	Signature	Date