

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

Operators must be licensed to operate this machine.

	Activities	Procedures	Hazards/Risks	Controls
1	Assess working conditions and conduct operational checks.	Observe the surrounding area for potential hazards that may pose danger while the EWP is being used. Implement appropriate controls where possible.	Slippery, uneven, soft surfaces or potholes, leading to loss of traction and stability, resulting in tipping or uncontrolled movement of the EWP or personnel or items falling off. This can lead to death, serious injury or significant damage to nearby structures and objects. Weather hazards, including strong winds, rain, storms and extreme temperatures. These can cause stability issues, reduced visibility, overheating of machine, frying of the electronic control systems or other issues, resulting in harm to others or damage to the EWP. Overhead powerlines, resulting in electrocution to those nearby. EWP could be	The operator is to assess any hazards that may cause danger when operating the EWP. Appropriate measures are to be taken accordingly depending on the nature of the hazards in the workplace. In some cases, operation of the EWP may be too dangerous and work is to be either postponed or carried out through alternate, safer methods.

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			tangled in the powerlines, resulting in significant damage and structural failure of the powerlines. This could lead to death or significant injury of those on the EWP or on the ground. Other potential hazards include people, buildings, trestles, stacked steel, trees, fences, trucks, other machinery, dangerous goods and other obstructions. These may contribute to an accident.	
		Operate EWP controls to ensure that they work correctly	EWP is not functioning properly. Unqualified operator(s).	Ensure you are licensed and experienced in the operation of the machine. No one who is unlicensed and untrained in the use of the EWP is to operate it. An exception for this can only be made in the event of an emergency where an unlicensed operator must use the ground controls to assist in a rescue. Operator is to be familiar with the instructional material for the EWP in the operator's manual prior to operation. Any decals, stickers or other information on the EWP is also to be considered prior to use. Check and test all controls including basic movements, reverse beeper and revolving light to ensure that they operate properly. Check the tyres to ensure tyre pressure is correct, they have even wear, no chunks are missing and that they are securely fitted on the vehicle.

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				Complete logbook daily checks and ensure that the EWP has been serviced at intervals required by a qualified individual. If the EWP does not operate properly, do not use it. It must be parked in a safe location. The key must be removed, the machine must be tagged out of use, the fault needs to be written in the logbook, and the supervisor must be informed. The Supervisor is to write any faults in the Works Diary. Repair is to be arranged, and the machine is not to be used until it has been authorised for use by a competent technician. Incompetent individuals are not to attempt to perform repairs on the EWP. Ensure that both the operator and someone on the ground is aware of the locations of the emergency stop buttons. These are to be used if power needs to be shut off from the machine in the event of an emergency. Nearby individuals 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.
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, resulting in death or serious injury to operator or nearby individuals. Overcrowding or accidental use of controls resulting in an accident. Objects being knocked off of the platform.	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. The EWP is never to be used as a crane for the purposes of lifting heavy materials, whether it be on the platform itself or using a sling. The maximum number of people on the platform is not to exceed the maximum occupant capacity as specified on the data plate.

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3	Use of safety harness.	Wear safety harness and hook onto platform correctly	Falling off the platform, resulting in death or serious injury.	Check the tag on the harness to ensure that it has been inspected by a qualified individual in the last 6 months. Visually inspect the harness before use for tears, abrasions, loose threads or any other damage. Faulty or damaged equipment is not to be used. Ensure that harness is worn correctly and is hooked onto the platform securely. Ensure the gate is securely closed prior to use. Do not lean over the edge of the platform.
4	Use of a spotter	Operator to use a spotter during movement to assist the operator in the awareness of people or hazards and to warn others nearby of the EWP in use.	Hazards that are unseen by the operator that may result in an accident.	Spotter is to be trained in the Retrieval & Rescue plan and the use of ground controls to bring the EWP down in the event of a breakdown or an emergency. The spotter must be able to communicate with the operator at all times and
5	Clearing the pathway	Check that the path of travel is clear and safe	Collision into people or objects in the surrounding area. Crushing people against walls or other objects.	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. Ensure that there are no obstructions to the visibility of the driver in the general vicinity, such as other objects or poor lighting. Clear obstructions as required or plan an alternate pathway if possible.

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			Ground surface may not be strong enough to hold the weight of the EWP. Sinking or ground splitting may result in tipping of the EWP or items falling out of the basket, resulting in death or serious injury to nearby workers or damage to surrounding structures or objects. Gradient of working area can cause tipping of EWP.	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. Ensure any grease or oil is removed from the intended path of travel, no obstacles are present, and lighting is adequate. Do not operate if the ground is unable to hold the weight of the EWP. Ensure that the ground surface is stable and level. Ensure that it does not exceed the maximum capacity of the boom lift as specified on the data plate.
6	Operating the platform	Constantly checking immediate surroundings to be aware of any dangers.	Collision or crushing of body parts.	Look in all directions before and during the movement of the platform to be aware of hazards, including potential pinch points. Stay a reasonable distance away from overhead hazards. Spotter is to ensure that no workers put any body parts or items in the lower crushing zone of the EWP, as the operator may suddenly lower the EWP without warning. Keep body parts away from all moving parts and do not stick them out of the platform while it is moving. Operate the platform at a slow speed when near other objects or structures.

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			Electrocution from overhead powerlines. Objects falling off of the EWP, hitting people or causing damage. Falls, resulting in death or serious injury. Suspension in midair, resulting in suffocation, suspension trauma bodily injury from, swinging into the EWP or other structures, or tipping of the EWP. Each of these can result in death or serious injury.	If EWP gets entangled in powerlines, try to break free if safe to do so, call for help, and exit if it is safe to do so. Tag out the machine, record the event in the logbook, inform the supervisor, and do not use the EWP again until it has been inspected and deemed suitable for use by a competent individual. The following is the minimum distance required to stay away from powerlines based on voltage. Contact the relevant electricity network operator to find out the voltage of any powerlines that are near the work area. Up to 132,000V = 3m Between 132,000V and 330,000V = 6m Above 330,000V = 8m Ensure that all items on EWP are secure and have limited risk of falling out. Ensure that individuals on the ground nearby are aware of your operations and are a safe distance away at all times. Operator is not to climb over or onto the platform handrails. Non-slip footwear is to be worn. Refer to Retrieval & Rescue Plan for procedure on what should be done if an individual is suspended in midair by their harness. Operator is not to attempt to get out of the platform if it is still raised in the air. Platform must be within a comfortable step distance of the ground before operator takes their harness off or attempts to step off of the platform.
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			Noise from EWP operations and the surrounding environment. Dizziness, nausea or other physical symptoms caused by working at a height or the swaying of the platform.	Class 5 hearing protection to be worn. Workers are to ensure that communication with others around is still possible through verbal or other means. Only operate the EWP at a height that you are comfortable using. Swap operators or make an alternate plan for work to be carried out if required to go higher than a height you are comfortable with. If you start to feel sick, steady the platform, anchor your body to the platform, stable your focus on a fixed object. If you still feel sick, lower the platform if safe to do so or ask someone on the ground to assist you in lowering it using the ground controls. Certain types of over-the-counter medication may be taken prior to EWP use to reduce motion sickness, however this must not impair your ability to operate the machinery in any way and must be approved by your supervisor beforehand. Try not to operate an EWP on an empty stomach if possible.
7	Use of EWP in suboptimal weather conditions	Assess the weather conditions to determine if the EWP is safe to be used	Rain or other weather creating slippery conditions for the operator. Windy conditions causing EWP to become unsteady or objects to fly off EWP.	Do not use the EWP when it is raining or other conditions have occurred which may have caused the platform to become slippery If rain has recently occurred, ensure that platform is sufficiently dried to lower the risk of slipping. Be aware of the EWP's maximum wind rating and do not drive it when wind levels exceed this. Do not carry loose materials on EWP with a large surface area that can be easily blown away by the wind.

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8	Leaving the EWP	When no longer operating EWP	EWP can move by unauthorised personnel or EWP can move without operator. Damage done to the machine, resulting in issues on next startup.	Never leave keys in the EWP while it is unattended and the manual handbrake is engaged. Do not park on a slope. Conduct post-operational checks to verify the EWP is still in good condition and that no damage was done to it during operation.
9	Refuelling EWP	Use the diesel pump and insert it into the EWP to refuel it.	Fires or explosions resulting in burns or other serious injury. Fuel getting on the floor, causing risk of harm from slipping. Fuel flowing into drains resulting in water contamination, damage to plumbing or environmental damage. Fumes from the fuel resulting in the inhalation of dangerous chemicals.	Keep away from all sources of ignition, heat and sparks. No smoking while refuelling or at other times when near other flammable or explosive chemicals. Ensure that there is a fire extinguisher nearby, and that nearby individuals understand what types of fires it is suitable for and know how to use it. Ensure spill kit is nearby and ready for use in the event of a spill. Do not refuel next to drains if possible. Wear non-slip safety boots. Ensure the area is well ventilated. Wear a mask if the area is not well ventilated to avoid breathing in fumes.



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- Personal Protective Equipment that must be used: hard hat, high visibility clothing, safety footwear, harness and lanyard, hearing protection.

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