

SAFE WORK PROCEDURES ELEVATING PLATFORM VEHICLE



SPECIAL INSTRUCTIONS:

1. A Class WP licence for high risk work is required to operate an elevating platform with a boom greater than 11 metres.
2. Persons should not operate an elevating work platform unless they have been instructed in the precautions to be observed and the safe use of the machine.
3. Carry out safety checks as listed in manufacturer's instructions before use of machine, or check log book for inspections on hired-in equipment.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Loss of power Loss of control Risk of falls Accidental movement	Check liquid levels (fuel, oil, coolant, hydraulic oil, etc.) before operation, and ensure that vehicle battery is fully charged before using machine. Check all controls for correct operation before commencing use. Check all movements before commencing – should be smooth and steady. Check operation of brakes, stops, outriggers, etc. to ensure that unit remains steady when boom is extended. Ensure that bucket is sound and that gate is secure and closes securely. Ensure that suitable safety harnesses are available and that anchor points in bucket are in sound condition.	Top up liquids if levels are low. Check top and bottom controls. Do not use if movements “jerky”. Do not use if brakes or stops do not prevent all movement of unit. Check operation of gate latch. Safety harness must be worn by persons in bucket and attached to anchor points at all times.
2. Safety harnesses and fall arrest devices	Failure of components Incorrect use and fitting Suspension trauma	All safety harnesses and lanyards must comply with AS/NZS1891.1 <i>Industrial fall-arrest systems and devices – Safety belts and harnesses</i> . All persons required to use a safety harness must receive instruction and training in their use before they use the equipment Suitable procedures to rescue a person in the event of a fall must be developed and implemented to minimise risk of suspension trauma.	Faulty or out-of-date equipment must not be used . Harnesses must be fitted correctly for safety in use. Other persons on site must be instructed in rescue procedures.
3. Travel	Instability	Check path that machine will be traversing to ensure adequate clearance and that surface will not cause machine to become unstable when travelling. Ensure that boom is retracted and lowered for travelling. Reduce speed when turning corners, on rough surfaces or where visibility is restricted (e.g., blind corners, etc.). Boom should be lowered wherever practicable before moving unit. Travel at slow speed only when persons are in bucket, or bucket is raised.	Remove obstacles and cover voids, drains, etc. Check for clearance for boom. Always travel at safe speed. Corner at slow speed only. Avoid travel with boom raised unless necessary to perform task.
4. Security of worksite	Collision Falling objects Unauthorised use	Use barricades, traffic cones and signs, etc., to prevent collision of other plant or vehicles working in vicinity with EPV. Isolate and tag out travelling overhead cranes in area where EPV is used. Prevent access of persons into vicinity of EPV when boom is raised. Lock out controls to prevent unauthorised operation when machine is unattended or stored.	Use signs barricades, cones, etc., to protect work area. Prevent movement of cranes. Prevent unauthorised entry. Prevent unauthorised use of EPV.

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5. Electrical hazards	Electric shock	<p>Inspect work area to identify location of overhead electrical installations.</p> <p>Do not use an uninsulated EPV for work on live electrical installations.</p> <p>Keep safe distance from electricity wires unless specifically authorised to access or carry out live electrical work. Observe safe clearance distances.</p> <p>Ensure that electric wires are de-energised or insulated with matting and identified with “tiger tails” before work commences.</p> <p>Post competent observer when operating in vicinity of live electric wires.</p>	<p>Keep safe distance from electric catenary wires unless authorised to carry out live electrical work.</p> <p>Ensure at least 0.5m clearance of tools or equipment from LV wires.</p>
6. Working at heights	<p>Instability</p> <p>Persons falling</p> <p>Overloading of platform</p> <p>Falling objects</p> <p>Fire risk</p> <p>Electric shock</p>	<p>Ensure that unit is on level surface (or is levelled with outriggers if working on uneven surfaces) before raising boom.</p> <p>Persons in EPV bucket must wear appropriate safety harness with a lanyard attached to an approved anchor point in the bucket which will prevent them falling from the bucket or on to any part of the machine.</p> <p>Do not over-reach out beyond confines of cage when working at heights.</p> <p>Do not “rock” unit when platform is raised.</p> <p>Ensure that access gates on bucket are closed and locked in place.</p> <p>Ensure that total load in bucket of EPV (including personnel tools and equipment, and materials) does not exceed the safe working load of the unit.</p> <p>Use lanyards, etc., to prevent tools and materials falling during use.</p> <p>Start powered equipment (e.g., chainsaws) outside of bucket.</p> <p>Keep safe distance from overhead catenary wires and electrical installations, or have services isolated and locked out before starting work in vicinity.</p>	<p>Ensure vehicle is parked on stable, firm surface before raising boom.</p> <p>Parachute type harness only to be worn – belts must not be used.</p> <p>Lanyards must be attached at all times.</p> <p>Do not open gates when elevated.</p> <p>Avoid sudden or jerky movement.</p> <p>Never exceed the safe working load of the EPV.</p> <p>Attach to secure anchorage point.</p> <p>Do not carry fuels in bucket.</p> <p>Identify electrical hazards before commencing work.</p>

PRECAUTIONS:

The following precautions are to be observed in areas where these procedures are carried out.

