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Reasons for Creating or Amending Document	New or Amended Process; Correction of Error or Omission				
Actual Change Details	<p>Section 3.1.1 Minimum Requirements for Spotters - removed "Based on risk assessment" from the initial sentence.</p> <p>Section 3.1 Updated requirements for entering/leaving EWP basket when elevated, including work platform location, working envelope of EWP</p>				
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1. INTRODUCTION

This procedure describes the requirements for the safe operation of elevating work platforms (EWPs). Elevating work platforms include, but are not limited to:

- Work Platform boom-type (WP)
- Scissor lifts

EWPs can include engineered additions to mobile equipment.

- Forklift work box refer to WesCEF Forklift Safety ([WCEF-PD-OHS-040-10](#))
- Crane work boxes refer to WesCEF Mobile Crane Safety ([WCEF-PD-OHS-040-09](#))

2. TRAINING AND COMPETENCY

Before work commences, all personnel shall be trained and assessed as competent to use equipment.

- Personnel operating all WPs shall hold a licence for persons performing High Risk Work in the operation of WPs.
- Personnel operating scissor lifts shall hold a licence for persons performing High Risk Work in the operation of WPs or a national competency standard qualification for the operation of scissor lifts e.g. RIIHAN301D - Operate Elevating Work Platform.
- Workers operating the platforms must be instructed in safe operating procedures for the particular brand and type of equipment.
- Where fall protection is required, personnel are to be Working at Heights trained as per WesCEF Working at Height ([WCEF-PD-R&S-0018](#)).

3. OPERATING REQUIREMENTS

3.1 ALL ELEVATING WORK PLATFORMS (EWP)

When operating an EWP ensure:

- a. A pre-start inspection of the machine must be completed and the results recorded in the machine logbook or equipment pre-start book prior to task commencement. If the machine is found to be faulty, then it shall be tagged "Out of Service".
- b. Only use the EWP for its designated purpose and within its designed operating limits of both reach and weight carrying capacity.
- c. A spotter is required at all times. Refer to 3.1.1 Minimum Requirements for Spotters.
- d. Consider the requirement for barricading.
- e. Personnel shall not enter or leave the platform when elevated except in an emergency, unless a Team Based Risk Assessment (TBRA) is completed. The following conditions are to be met:
 - TBRA shows that this alternative means of access is safer than all other alternative means of access.
 - The structural adequacy of the landing area has been established, and the landing area is clear.

- Where the work platform is located adjacent to the landing, the maximum gap between the platform and landing shall not exceed 100 mm. Consider securing the platform to a suitable point on the landing.
 - The work platform floor is capable of being located within 300mm vertically of the landing
 - Access and egress shall not take place unless a safety harness is properly worn and attached to a suitable anchorage on the structure.
 - An information tag shall be placed on the base controls of the EWP to indicate the equipment is in use and to caution against interference.
 - 100% hook up needs to be maintained while moving from one platform to another. To achieve this a double hook up is required, one hook up on each platform.
 - The working envelope of the EWP is at least 1.2 times greater than that required to access the landing (e.g. if the landing is positioned 10m vertically and 5m horizontally from the ground, then the work platform of the EWP shall be able to access a point located 12m vertically and 6m horizontally)
- f. Unless designed for rough terrain, the platforms should be used only on a solid level surface;
- g. The surface area should be checked for integrity to ensure there are no penetrations, obstructions or cavities which could cause uncontrolled movement or overturning (soak wells, drainage).
- h. The EWP shall not be operated on a grade or side slope, beyond the limits of the inclinometer, where fitted. Where no inclinometer is fitted, EWPs shall only be used on flat surfaces.
- i. No person other than the authorised operator shall travel upon the EWP whilst it is in transit.
- j. The operator shall not use High Speed range when the EWP is moving in reverse gear.
- k. The EWP shall not be used as a crane.
- l. The load in the EWP platform shall be distributed evenly.
- m. Personnel working from the platform shall keep their feet on the platform floor.
- n. Where the EWP is to stand in a poorly ventilated location, the area shall be checked for atmospheric contaminants and whether the exhaust gas represents a hazard.
- o. Not work closer than ten (10) metres to exposed, overhead power lines unless isolation requirements have been defined.

3.1.1 Minimum Requirements for Spotters

The spotter will:

- a. Be EWP trained and competent (refer to Section 2), and be able to operate the equipment from ground floor controls in the case of an emergency
- b. Be competent in observing, warning and communicating effectively with the EWP operator and other personnel in the work vicinity (this may mean the use of electronic communications, e.g. a two-way radio)

- c. Be located in a safe position to see and advise on hazards
- d. Be hazard and risk aware
- e. Be able to stop the work if necessary
- f. Not be located in an EWP
- g. Not be assigned to other duties (Note: if the work in the EWP involves hot works, the spotter can also act as the fire watch person for a maximum of one EWP only)
- h. Not be expected to observe more than one machine at a time, unless risk assessment determines the spotter will still be able to fulfil the above responsibilities

3.2 WORK PLATFORM (WP) BOOM-TYPE

When operating a WP, ensure:

- a. When travelling,
 - travel is restricted to creep speed only, when the basket is raised;
 - the basket shall be secured/ lowered and travel is permitted to sign posted speed or to conditions;
 - the operator of the WP shall face the direction of travel; and
 - an escort is required at all times.
- b. Fall arrest harness shall be worn at all times maintaining hook-up to the designated machine anchor points.
- c. Must not be used in winds that exceed the machine's wind speed design capability. The wind speed capability is to be placed on the compliance plate of the machine. If the capacity is less than 12 metres per second the machine is suitable for indoor use only. Wind speed must be locally measured with a suitably accurate anemometer.
- d. For the removal or placement of sheeting (such as roof or wall sheeting) the wind speed must not exceed five (5) metres per second.
- e. Secondary guarding, such as a pressure sensing device or physical barrier for the WP operator, must be fitted to the machine by 1 July 2021.

3.3 SCISSOR LIFT

When operating a scissor lift, ensure:

- a. Fall restraint shall be used at all times if any scissor lift sides are missing i.e. if handrails do not meet required standard for fixed platforms AS1657.
- b. Fall restraint may be required dependant on risk assessment and manufacture's instruction when all sides are present.
- c. Travel is permitted only at creep speed and whilst performing specific duties, not travelling between places of work.

4. CRANE WORK BOXES

The use of crane work boxes shall be limited to those situations where other methods of access or movement are impracticable. Please refer to WesCEF Mobile Crane Safety ([WCEF-PD-OHS-040-09](#)).

5. FORKLIFT WORK BOXES

The use of forklift work boxes shall be limited to those situations where it is necessary to lift personnel to perform tasks where it is not practical to use scaffolding or other devices. Refer to WesCEF Forklift Safety ([WCEF-PD-OHS-040-10](#)).

6. WORKING OVER WATER

Consideration should be given to modified control measures where personnel are required to work in a WP suspended over water. A TBRA must be conducted that assesses/considers:

- a. The appropriateness of maintaining 100% hook-up to the machine (i.e. in some circumstances it may be safer to unclip the harness lanyard from the machine),
- b. The need to wear water activated self-inflating personnel flotation devices (Level 100 or PFD Type 1), and
- c. A suitable rescue plan for retrieval and self-retrieval of personnel from the water.

7. REFERENCE MATERIAL

Key documents and forms associated with the Elevated Work Platforms include:

- WesCEF Working at Height ([WCEF-PD-R&S-0018](#)).
- WesCEF Mobile Crane Safety ([WCEF-PD-OHS-040-09](#))
- WesCEF Forklift Safety ([WCEF-PD-OHS-040-10](#))