



TARONG ENERGY CORPORATION LIMITED
OCCUPATIONAL HEALTH & SAFETY PROCEDURE FOR
ELEVATED WORK PLATFORMS
OHS-PROC-101

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1. Purpose:

The aim of this procedure is to ensure that all employees are protected from potential hazards associated with the operation of elevating work platforms.

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2. Scope:

This procedure shall apply to all Tarong Energy employees, visitors, contractors and their employees.

3. Procedure:

3.1. Types of Mobile Elevating Work Platforms:

Mobile elevating work platforms can be divided into two main categories:

- Elevated Work Platforms purpose designed, which may include:
 - Cherry pickers;
 - Boom arms;
 - Scissor lifts;
 - Elevating work platform.
- Mobile Elevating Work Platforms which are engineered additions to mobile equipment, which may include:
 - Integrated tool carriers;
 - Forklift trucks;
 - Order picking forklift ;
 - Dog and Man boxes.

3.2. Registration:

Boom type elevating work platforms shall be of a registrable plant design under Workplace Health and Safety Queensland Regulation 1997 Schedule 4. A compliance plate shall be fitted to each Boom type EWP indicating that the equipment complies.

Man boxes and Dog boxes shall have a compliance plate fitted & prominently displayed in the cage which confirms the apparatus is of registered design as per AS1418.17- 1996 and the Workplace Health and Safety Queensland Regulation 1997 Schedule 4.

3.3. Inspections and servicing:

Elevated Work Platform:

- Each **EWP** has a Log Book which remains with the machine at all times.
- On the front of the Log Book is a pre-use **“Check List”** which shall be completed by the operator of the machine prior to its first use each shift.
- When the operator has completed the pre-use check, the date, time and task shall be recorded in the Log Book.
- The **EWP** shall also be inspected and serviced by competent persons at regular intervals as determined by the manufacturer.
- Details of this inspection and service are recorded in the back of the Log Book on the “Routine Maintenance and Safety Check” pages.

Man Boxes & Dog Boxes:

- A competent person shall visually inspect the crane man/dog box prior to its first use each shift to ensure all components are functioning correctly and are free from any noticeable wear or damage.
- Crane man/dog boxes shall be included in the site register of lifting equipment and be formally inspected annually by a competent person.

3.4. Mobile Elevating Work Platforms:

A continuous working record of the significant events concerning the safety of the Mobile Elevating Work Platform shall be kept and retained on the unit. The information shall include but not be limited to:

- Identification serial number;
- Date of last major inspection;
- Date of last 12 monthly inspection;
- Date of the last routine inspection (3 monthly);
- The logbook is to indicate pre-operational checks, which have been carried out prior to use or before the beginning of each shift. If the usage is daily then the logbook shall be filled out daily and signed by the operator;
- Limitations on use, action taken or repairs carried out to rectify any malfunction shall also be recorded;
- All faults shall be reported and rectified and recorded.

3.5. Limitations on Use:

The EWP shall not be used:

- If the Log Book is not available;
- If the machine has not had a recorded Routine Maintenance and Safety Check within the time schedules required by the manufacturer;
- If any fault affecting the safety of personnel / performance of the equipment is found during the pre-use checks;
- If the operator does not have a current WP Licence (for boom elevating work platforms of 11 metres or more).

3.6. Risk assessments:

When completing a risk assessment for the use of a **EWP** the following factors shall be considered:

- Potential failure characteristics of the machine.
- The manufacturers limitations on use including Safe Working Load (*SWL*) or Working Load Limit (*WLL*) and wind speed prohibitions.
- Environmental considerations, sloping ground, ground stability, proximity to electrical sources, potential for lightning strikes.
- Operator training & competencies.
- The possible requirement for a ground observer/ safety standby. Ground personnel shall be trained in the use of emergency retrieval systems.

(from AS2550.10; section 5.14 (d))

- Rescue plans.
- Safety observer will need to be certified operator if boom height is 11m or over.

3.7. Permit requirements:


A permit to work is not required for the use of a EWP unless the work being performed requires access to or potentially could result in the entering of an electrical exclusion zone as defined in the Electrical Safety Regulations 2002.


It is expected the requirements for the safe use of Mobile Elevating Work Platforms shall be incorporated into the JSEA for the task being performed. The Working with Heights Guide (Form T-1100) can be used to complement the JSEA process.

3.8. Use of Mobile Elevating Work Platforms:

The safe operational use of Mobile Elevating Work Platforms requires specific considerations including:

- The requirement that all persons shall stand on the floor of the platform at all times.
- The Mobile Elevating Work Platform shall not be used as a device to hoist or support any load in any manner unless specifically rated for that configuration by the manufacturer or competent person.
- Where the controls for the work platform are remotely located there shall be an agreed communication system between the operator and person in the work platform. Such controls shall be identified and documented in the JSEA/risk assessment.
- Mobile elevating work platforms which are boom type and have a boom length of 11 metres or more shall only be set up and operated by competent and authorised persons holding certification for the prescribed occupation (Refer *Workplace Health and Safety Queensland Regulation Schedule 5*).
- A safety harness complying with AS 1891 shall be worn by all personnel on the platform of a boom type elevating work platform and be secured to a suitable anchor point provided for the purpose.
- Safety harnesses are not mandatory for use on other types of elevating work platforms (i.e. scissor lifts) – the requirement for a safety harness shall be considered in the JSEA / risk assessment for the use of elevating work platforms other than boom type EWP's.

 Note: No work shall be conducted within 10 metres of any overhead power lines unless controlled by an approved **Permit to Work**.

 Note: No EWP is to be used that has control levers exposed to inadvertent external contact. A guardrail (or similar barrier) conforming to the requirements of AS1418.10 must be fitted.

If an Elevating Work Platform is set up on a roadway or an area where pedestrian traffic may be present:

- Appropriate barricading and warning signs or a spotter are to be used.
- When working above personnel access areas cannot be avoided, appropriate actions shall be taken to prevent objects falling from the basket or platform. Where practicable, all tools and other loose objects shall be secured with lanyards.

- If slewing is to occur, consider the possibility of collision with structures and ensure barricades or a spotter are correctly positioned and appropriate for the hazard present.

3.9. Access to and egress from the platform in the elevated position

Personnel shall not enter or exit the platform when elevated except in an emergency unless **EACH** of the following conditions are met:


- a) Risk analysis shows that this means of access is safer than all other means of access;
- b) The structural adequacy of the landing area has been established, and the landing area is clear;
- c) The risk of falling from the landing area is considered;
- d) The working envelope of the MEWP shall be at least 1.2 times greater than that required to access the landing, (e.g. if the landing is positioned 10 m vertically and 5 m horizontally from the support surface, then the work platform shall be able to access a point located 12 m vertically and 6 m horizontally);
- e) The work platform floor shall be able to be located within 300mm vertically of the landing (AS 2550.10: Section 5.9 (e));
- f) Where the work platform is located over the landing, the landing point shall be not less than 2m from the edge of the structure, unless a safety harness is properly worn and attached to a suitable anchorage, where any potential fall is in excess of 2m;
- g) Where the work platform is located adjacent to the landing, the maximum gap between the platform and landing shall not exceed 100mm, and access and egress shall not take place unless a safety harness is properly worn and attached to a suitable anchorage on the structure. When egressing from a MEWP, where the operator is required to wear a fall arrest harness, a double lanyard shall be used to achieve this result;
- h) The base controls shall be tagged to indicate the equipment is in use and to caution against interference.

Consideration shall be given to the resulting deflection that occurs when access and egress is performed at elevated positions.

Note: To avoid excessive deflection scissor lifts placed end on are preferred when the work platform is positioned adjacent to a landing.

3.10. Travelling a self propelled Mobile Work Platform:

- Travel with the platform elevated is only permitted on firm level surfaces free from undulations, obstructions and potholes unless otherwise specified by the manufacturer.
- If travelling with the platform elevated, the operation shall be carried out at the manufacturer's creep speed or at a maximum of 1 kph if the speed is not known.
- Gradients shall not exceed the manufacturer's limit or 5 degrees (1 in 12).
- The operator shall have a clear view of the base structure whilst travelling the **MOBILE WORK PLATFORM**.
- For travelling on power station roads, persons shall risk assess the need for a spotter or escort vehicle.

 Note: A truck mounted MOBILE WORK PLATFORM is not considered to be a self propelled elevating work platform.

3.11. Site-Designed Platforms Fitted to Mobile Equipment:

Where the mobile access platform is a site-designed platform fitted to mobile equipment, then, in addition, the mobile access platform shall be used only when it is fitted to the machine for which it was designed.

The additions shall be designed so that:

- If operation relies on attachments, only the correct attachment can be used.
- Any attachment will not accidentally disconnect while the platform is in service.
- Attachments are constructed to an appropriate engineering standard.
- Whilst carrying persons, the equipment shall not be able to eject them.
- The manufacturer's requirements for lifting people are strictly adhered to. This may include modifying the equipment to ensure it fails to safe, e.g. limiting switches, solid rubber tyres.

3.12. Routine Maintenance:

- The equipment owner is responsible for establishing a preventative maintenance program in accordance with the manufacturer's instructions and relevant Australian Standards.
- If the manufacturer's instructions are not available then the equipment owner is responsible for ensuring a maintenance schedule is developed. The owner may enlist the aid of a competent person to develop the routine maintenance schedule.
- The frequency of routine maintenance inspections shall not exceed 3 months for Mobile Elevating Work Platforms.
- The maintenance of dog boxes and man boxes shall be as per the manufacturer's instructions. As a minimum such equipment shall be inspected before it's first use in a shift and be included in annual inspections of lifting and rigging equipment. Where dog/man boxes are used repeatedly (e.g. specific project / overhaul) for extended durations, a risk assessment shall determine if additional routine inspections and maintenance is required.

3.13. Annual Inspections:

A competent person shall carry out annual inspections and maintenance not more than 12 months from the previous annual inspection. All additional items specified by the manufacturer (OR by the owner) together with the scheduled routine inspection items are to be included in the annual inspection.

Where the routine maintenance includes all of the additional items specified for the annual inspection, a routine inspection maybe designated and logged in the logbook as an annual inspection.

- On successful inspection, the authorised maintenance / inspection contractor shall issue a report of the inspection and approve the EWP for continued use.
- Where an issue or query exists from the inspection report it shall be forwarded to the RPE for review.

- EWP plant maintenance records shall be stored in accordance with the Tarong Energy Plant Inspection Management System.

4. Responsibilities:

4.1. Manager Operations:

The Manager Operations shall ensure there is a system by which all elevating work platforms entering site shall be of a registrable plant design under Workplace Health and Safety Queensland Regulation Schedule 4.

4.2. Coordinators

Shall ensure that all EWP's are:

- Recorded on a site register.
- Maintained and serviced in accordance with legislative requirements and manufactures specifications.
- Operated in compliance with this procedure.

4.3. Supervisors and Employees

Shall ensure that when using EWP's:

- All pre-start safety inspections are completed and logged prior to each use.
- The appropriate PPE required for its safe operation is correctly fitted and used.
- Only operated by competent and licensed personnel as required by legislation.
- All *EWP's* are operated in compliance with this procedure.

5. Training and Competencies:

Before any person commences any work from heights it shall be confirmed that they have current certification in the Tarong Energy Corporation's suite of working at heights competencies.

Mobile elevating work platforms which are boom type and have a boom length of 11 metres or more shall only be set up and operated by competent and authorised persons holding certification for the prescribed occupation (Refer *Workplace Health and Safety Queensland Regulation Schedule 5*).

Prior to a person operating a mobile elevating work platform which does not require prescribed occupation certification, persons must ensure they are familiar with the operational and safety requirements of the equipment. Such familiarisation shall include referring to the manufacturer's instructions and/or a practical familiarisation by a suitably trained person.

5.1. Records:

Training Records –The People Services Department is responsible for managing & maintaining all training records. All hard copy training documentation shall be forwarded to the training coordinator for data entry and filing.



Note: Record Keeping shall be in compliance Archival of Records Gov-Proc-07.

6. Statutory and Legal Considerations:

- Workplace Health and Safety Act 1995.
- Workplace Health and Safety Regulation (1997).

7. Health, Safety and Environmental Considerations:

Nil.

8. Definitions:

EWP	A telescoping device, scissor device, or articulated device, or any combination thereof used to position personnel, equipment and materials at work locations above or below the base support surface.
Certified EWP Operator	a competent person who has been issued with a certificate / licence to operate an EWP (with a boom length greater than 11m), prescribed under the applicable State / Territory health and safety legislative requirements
PPE	Personnel Protective Equipment
RPE	Registered Professional Engineer
Shall	Indicates that a statement is mandatory
Should	Indicates a recommendation
SWL	Safe Working Load
WLL	Working Load Limit

9. Reference Documentation:

AS 1891	Part 4 – Selection Use and Maintenance
AS 2550 part 1	Cranes, hoists and winches – safe use General requirements
AS 2550 part 10	Cranes, hoists and winches – safe use Mobile Elevating Work Platforms
AS1418.1	Cranes, hoists and winches – General requirements
AS1418.10	Cranes, hoists and winches – Elevating work platforms

Corp-ENG-07	Inspection of cranes, hoists and mobile lifting equipment
Corp-PTW-01	Corporate Permit to Work Manual
Gov-Proc-07	Archival of Records
OHS- PROC-100	Safe Working with Heights

10. Revision History:

Rev No.	Revision. Date:	Revision Description:	Author:	Approved. By:
0	31.07.2007	New Procedure	M Joy	J Judge