

Contents

+ Contents	1
Functional Flowchart.....	1
+ Objective.....	1
+ Scope.....	1
Definitions	2
Responsibilities.....	2
OH&S Systems Manager	2
Station / Site Manager.....	2
Workers and contractors operating SCL owned or hired EWPs	2
Hazards	2
Equipment Specification/Design.....	3
Controls	3
Maintenance and Inspections.....	6
Routine Maintenance	6
Annual Inspection.....	6
Major Inspection	6
Training and Competency	7
Review	7
Links and References.....	7
Attachments.....	7
Attachment 1: Planning for Elevating Work Platform Use.....	7
Attachment 2: Elevating Work Platform Use Requirements.....	7
Attachment 3: Audit Checklist	7

Functional Flowchart

Not Applicable.

Objective

To provide a corporate standard that outlines SCL's procedure for managing the hazards associated with Elevating Work Platforms (EWPs).

Scope

This corporate standard applies to SCL employees and controlled contractors using EWPs, or any situation in which an SCL employee or controlled contractor is required to undertake EWP activities within a SCL operated and / or maintained site.

Amd Date 13/10/09

Definitions

Licensed Operator: a person who has the appropriate authority to operate a EWP (with a boom length greater than 11m), prescribed under the Qld Workplace Health and Safety Regulation 2008.

Elevating Work Platform (EWP):

- a telescoping device;
- scissor device;
- articulated device; or
- any combination thereof used to position personnel, equipment and materials at work locations above or below the base support surface. (Includes boom type elevating work platforms and scissor lifts).

Qualified Technician: a person who is recognised by the Australian Institute of Non-destructive Testing (AINDT), at Technologist or Technician level who also has adequate experience applicable to non-destructive examinations.

SWL: safe working load.

Worker: SCL employee or controlled contractor.

Responsibilities

OH&S Systems Manager

To maintain the currency and accuracy of the Elevating Work Platforms Corporate Standard reflective of legislative and corporate change

Station / Site Manager

To monitor the implementation of the Elevating Work Platforms Corporate Standard and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy the Corporate Standard

Workers and contractors operating SCL owned or hired EWPs

To comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures

Hazards

In relation to the operation of EWPs, a safe system is to be implemented to control risks to health and safety arising from hazards such as, but not limited to:

- contact with live apparatus or conductors;
- hitting or being hit by moving objects;
- exposure to fumes;
- overturning;
- persons being run over;
- poorly maintained EWPs / equipment; and
- falls and falling objects.

Amd Date 13/10/09

Equipment Specification/Design

1. All EWPs that are owned by SCL and/or operated on SCL sites are to:
 - be designed as per AS 1418.10 – Cranes, hoists and winches, Part 10: Elevating Work Platforms;
 - have had their design registered as required under relevant state WH&S legislation; and
 - have adequate anchorage points for safety harness attachment (boom type elevating work platforms only).

2. All EWPs that are owned by SCL and or operated on SCL sites are to have the following information clearly marked (as per AS 1418.10):
 - manufacturer's name, year of manufacture, model and serial number;
 - the rated load in kilograms (including each rated capacity configuration where applicable);
 - the rated load given as allowable number of persons and mass of equipment in kilograms;
 - the maximum allowable manual force in newtons;
 - either –
 - the maximum allowable wind speed in metres per second; or
 - where the EWP is designed or intended for use in non-wind conditions, a statement to this effect.
 - allowable special loads and forces, including supplemental loads, as applicable;
 - grade ability;
 - operating incline/maximum permitted chassis inclination;
 - cautions and restrictions of operations;
 - rating of insulation including:
 - the maximum rated phase-to-phase operating voltage,
 - where there is no insulation protection provided, the equipment is to be fitted with a duly signed warning sign at both control stations.
 - supply voltage rating;
 - EWP mass;
 - electrical hazard notice; and
 - number of the certificate of registration of registrable plant design.

Controls

1. When planning activities involving the use of EWPs the information detailed in Attachment 1 regarding planning for EWP use and selection of appropriate EWP is to be considered by a competent person and actions taken (e.g. controls implemented) where required.

2. Information about each EWP, such as manufacturer's instructions and specifications is to be made available to personnel operating EWPs.

3. Log books are to be maintained and kept on each EWP (or in a designated area), and are to be readily available.

4. Prior to using an EWP, a visual inspection and functional test is to be carried out including but not limited to, the following (as per AS2550.10 - Table 6.4.2):
 - platform and base controls;
 - emergency controls and retrieval system;
 - visual and audible alarms;
 - personal protective devices and anchorage points;
 - air, hydraulic and fuel system leaks;
 - cables and wiring harness for security and damage;
 - loose and missing parts;
 - tyres, wheels and brakes;

Amd Date 13/10/09

- placards, decals (i.e. sticker), warnings, control markings and operating manuals;
- outriggers, stabilizers and other structures;
- control descent devices where fitted;
- slew brake function;
- safety switches and interlocks;
- structural defects or damage;
- correct operation of drive and speed functions, including speed limiting devices;
- guardrail system including gates with self-closing action.

This visual inspection and function test is to be documented in the log book for the relevant EWP. Any safety-related problems are to be recorded, reported and resolved before the EWP is used.

5. Any malfunction or damage to an EWP or operational irregularities (e.g. abnormal noise / movement) is to be reported immediately to the relevant person (i.e. supervisor, site manager) recorded in the logbook for that EWP. The relevant person is to arrange for the inspection / repair of the EWP by a competent person (i.e. mechanic / qualified technician) as soon as practicable. The EWP is also to be tagged out with the relevant information tag, have its keys removed and is not to be operated until it is repaired, or until a competent person has deemed it safe for use.
6. The use of EWPs in Hazardous Areas is to be undertaken in accordance with [HBIRDPRO-#625195-Hazardous Areas](#).
7. The EWP is not to be operated on a slope that exceeds manufacturer's limitations. These exact limitations should be marked on each EWP.
8. If positioned / operated in a trafficable area (vehicular, pedestrian or otherwise), appropriate barricades and signage are to be erected to prevent pedestrian and / or vehicular traffic from coming into contact with the EWP.

Note: the specific distance will vary due to the type of work, specific nature of the EWP, location of the work etc. (refer to [Traffic Management – HB# 562513](#) and [Barricading and Restricted Access - HB# 659518](#) for further details).

9. EWPs are to be sited as per AS2550.10 – 2006: Cranes, hoists and winches – Safe Use Part 10: Mobile Elevating Work Platforms.
10. EWP's may only be operated by competent persons.
11. A boom-type EWP with a boom length of 11m or more is only to be operated by persons with appropriate authority.
12. EWPs are to be operated in accordance with AS 2550.10 – Cranes, hoists and winches – Safe Use Part 10: Mobile Elevating Work Platforms and specific manufacturer's instructions and requirements for safe loading. If in doubt, EWPs should not be operated, nor potentially hazardous tasks undertaken, until specific requirements have been determined to ensure safe operation.
13. While personnel are in the bucket of a boom-type EWP:
 - where anchorage points are fitted, a full safety harness that is attached to the anchor point is to be worn;
 - only the bucket controls are to be used (except in an emergency), and where practicable;

Note: Certain EWPs may not have controls fitted in / at the bucket (e.g. vehicle-mounted 'cherry picker'), in which case the person on the truck / ground would control / operate the EWP.

Amd Date 13/10/09

- where a person is wearing a fall-arrest harness, a competent person is to be available within visual / audible range and on the ground to operate the base controls and / or to assist in the case of an emergency (Note: where the EWP has a boom length greater than 11m, this person must also be a licenced operator.
- Where a harness is not worn, a competent person is to be located on the ground in the vicinity of the work, and / or is to be easily contactable (e.g. via radio) by the person who is operating the scissor lift in the case of an emergency.

Note: Safety harnesses are not recommended to be worn when operating a “narrow slab mounted scissor lift” type elevating work platform on firm surfaces (all tertian 4x4 models may allow the safe attachment as per the Work Method Statement).

- sitting or standing on the edge of the bucket is strictly prohibited. Persons are to stand on the floor of the EWP only. Persons are not to stand on handrails or items such as ladders, scaffolding or boxes.
- equipment or materials supported by the bucket are not to cause the safe work load of the EWP to be exceeded;
- all tools, equipment and lines are to be kept clear of the controls and the hinged points of the boom;
- no equipment or material is to be used which could reduce the effectiveness of the insulation or structural integrity of the EWP boom; and
- no persons are permitted under the bucket.

14. No person is to enter or leave the platform when elevated (except in an emergency) unless each of the following conditions are met:
 - an assessment of the risk indicates 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 / accessible;
 - the risk of falling from the landing area is considered and controlled;
 - where the landing is at the edge of a structure, the maximum gap between the platform and landing is not to exceed 100mm, the platform is to be secured (eg. tied) to a suitable point on the landing, and access is not to take place unless a safety harness is worn and attached to a suitable anchorage on the structure;
 - where the landing is an area away from the edge of a structure, the landing point is not to be less than 2m from the edge of the structure, where any potential fall is in excess of 1m;
 - the base controls are to be tagged to indicate the equipment is in use and to caution against interference.
15. Rescue of personnel from an EWP is to be undertaken in accordance with the manufacturer’s recommendations for the specific type of EWP, and in accordance with [HBIRDPRO-#560737-Falls and Falling Objects](#) (where applicable).
16. If any part of the EWP contacts live apparatus or conductors the operator is to:
 - warn all persons that the EWP is ‘live’;
 - immediately manoeuvre the non-insulated part of the EWP clear of the live apparatus or conductors (if possible);
 - if it is not possible to immediately manoeuvre the non-insulated part of the EWP clear of the live apparatus or conductors, all personnel are to be prevented from approaching the EWP until the apparatus or conductor in contact with the EWP are isolated;
 - if it is necessary (eg. due to fire) to leave the vehicle when it is ‘live’, **DO NOT STEP OR CLIMB OFF – JUMP WELL CLEAR OF EWP AND SHUFFLE** or hop, keeping feet together to avoid ‘step potential’.

Amd Date 13/10/09

- + + 17. EWPs
 - + ▪ (including loose components and accessories) are to be secured when being transported on a vehicle;
 - + ▪ are not to be transported on a vehicle whilst any person is on the work platform;
 - + ▪ are not to be modified.
- + 18. Repair of EWPs is to be undertaken by appropriately qualified and competent persons in accordance with the manufacturer's instructions and other relevant standards.

Maintenance and Inspections

Routine Maintenance

1. Routine / preventative maintenance is to be carried out on SCL owned EWPs as per manufacturer's specifications and AS 2550.10 – Cranes, hoists and winches – Safe Use: Elevating Work Platforms.
2. Inspections are to be carried out by a competent person at no more than three (3) monthly intervals unless the EWP is not in-service.
3. All safety related malfunctions and problems are to be corrected before the equipment is returned to service.
4. Details of all maintenance work, inspections and repairs for each EWP are to be recorded in the EWP log book and kept on the EWP (or at a designated location).

Annual Inspection

5. An annual inspection of all SCL owned EWPs is to be carried out by a competent person as per manufacturer's specifications and AS 2550.10 – Cranes, hoists and winches – Safe Use: Elevating Work Platforms, and is to include all routine (3-monthly) maintenance items.

Major Inspection

6. SCL owned EWPs are to have a major inspection after a maximum of ten (10) years service and every five (5) years thereafter and as per any specific manufacturer's specifications. The major inspection is to also include the items contained in Section 10.4, AS 2550.10 – Cranes, hoists and winches – Safe Use: Elevating Work Platforms (refer – [SCL Form: EWP Major Inspection Checklist](#)).
7. A competent person is to undertake all major inspections, using the [SCL Form: EWP Major Inspection Checklist](#) as a guide, and the location and date of completion of each major inspection is to be recorded in the EWP log book.
8. As part of the major service a 'non-destructive' examination is also to be carried out by a qualified technician as per [SCL Form: EWP Major Inspection \(NDE\) Checklist](#).
9. A register (e.g. electronic database, hard copy files, etc.) is to be established / maintained, and is to contain (as a guide) the manufacturer's specifications, identification, test results, inspection, maintenance and repair details for each EWP. Refer to [SCL Form: Mobile Plant Register](#).
10. Registration details for each EWP are to be maintained.

Amd Date 13/10/09

Training and Competency

1. EWPs with a boom length greater than 11m, are only to be operated by persons with appropriate authority as required by the Qld WH&S Regulation 2008.
2. Operators are to be trained and deemed competent in the safe use of EWPs, including rescue from heights / operator escape, safety harnesses and lanyards.
3. EWP [Familiarisation training checklist](#) is to be satisfactorily completed prior to workers operating each specific type of EWP.
4. Training is to be provided as per [HS055 – EWP Awareness Training Rationale – HB# 801838](#).

Review

This Corporate Standard is reviewed every 3 years and on an as needs basis (e.g. following legislative change, new information, relevant incident, etc.).

Links and References

[HBIRDPRO-#659518-Barricading and Restricted Access](#)

[HBIRDPRO-#560790-Electrical Safety](#)

[HBIRDPRO-#560737-Falls and Falling Objects](#)

[HBIRDPRO-#625195-Hazardous Areas.](#)

[HBIRDPRO-#623743-Elevating Work Platforms - EWPs - Awareness Training](#)

[HBIRDPRO-#801838-Elevating Work Platforms Awareness Training - HS055](#)

[SCL Form: Mobile Plant Register](#)

[SCL Form: EWP Major Inspection Checklist](#)

[SCL Form: EWP Major Inspection \(NDE\) Checklist](#)

[EWP Familiarisation Training Checklist](#)

Will need to include familiarisation packages/checklists

QLD Workplace Health & Safety Act 1995, Part 2, Part 3

QLD Workplace Health & Safety Regulation 1997, Part 3

QLD Plant Code of Practice, 2005

NOHSC National Standard for Plant

AS 1418.10: 2004 – Cranes, hoists and winches – Elevating Work Platforms

AS 2550.10: 2006 – Cranes, hoists and winches – Safe Use: Elevating Work Platforms

Attachments

[Attachment 1: Planning for Elevating Work Platform Use](#)

[Attachment 2: Elevating Work Platform Use Requirements](#)

[Attachment 3: Audit Checklist](#)

[Return To Top](#)

Amd Date 13/10/09

Attachment 1: Planning for Elevating Work Platform Use

1.

- The selection of the EWP;
- The setting up of the EWP;
- Ensuring that the supporting structure is capable of supporting the EWP;
- Appraising an existing EWP for suitability for use;
- Availability of competent personnel for all tasks;
- Availability of suitable equipment for the setting up, maintenance, operation and dismantling of the EWP;
- Monitoring the condition of the EWP and associated equipment;
- The maintenance, inspection and safe operation of the EWP and associated equipment;
- The preparation, availability and maintenance of instructions for the assembly, operation, maintenance and inspection of the EWP;
- Procedures to deal with reasonably foreseeable situations;
- Procedures to deal with reasonably foreseeable emergencies (including procedures for the evacuation of personnel from the EWP);
- Where an EWP is required to operate in or near buildings or structures, that there are sufficient clearances between the operational path of the EWP and the building or structure;
- Where EWPs are required to operate in or near buildings or structures, considering EWP loadings and access at the project design stage;
- Water flow;
- Weather conditions;
- Interface with members of the public, including pedestrians and vehicular traffic;
- All necessary precautions are taken if working near live electricity.
- Note: refer to [Electrical Safety – HB# 560790](#), for safe approach distances for electrical lines.
- Interface with local authorities where necessary to ensure that notification has been made and approval granted. (Where relevant)

2. Before selecting an EWP for a specific operation the following is to be considered:

- Working height and reach;
- Mass and bulk of materials, equipment and tools to be elevated;
- Required size and rated capacity of the platform;
- The need for load or moment limiting systems;
- Wind loading;
- Wheel and outrigger or stabiliser loadings imparted to the support surface;
- Need for puncture-proof tyres;
- Electrical insulating characteristics;
- Motive power;
- Environmental considerations (such as exhaust emissions and noise)
- Number of personnel required on the platform;
- Suitability for use on non-level and / or undulating surfaces (by the ability to level the chassis using outriggers) to within the rated operating slope;
- Ability to travel across rough terrain to work location;
- Ability to work in confined spaces;
- Tail swing, boom elbow swing;
- EWP dimensions;
- EWP mass;
- Outrigger and stabilizer base spread dimension; and
- Travelling characteristics.

Amd Date 13/10/09

- Attachment 2: Basic Elevating Work Platform Use Requirements**
1. If work is to be carried out on a sloped surface, the EWP bucket is to face the uphill position.
 2. When in the operating position:
 - Parking brakes are to be applied / wheels to be chocked
 - Stabiliser legs are to be down; and
 - EWP is to be in the lowest gear with the brake – locking device activate.
 3. Shock loads, caused by sudden movement of the bucket or by impact with structures are to be avoided.
 4. EWPs are not to be used as cranes.
 5. Persons are to stand on the floor of the EWP only. Persons are not to stand on handrails or items such as ladders, scaffolding or boxes.
 6. Tools and equipment are to be adequately restrained
 7. EWPs are to be driven forwards rather than reversed where possible.
 8. The area the EWP is to be used in is to be checked for proximity hazards prior to and during use of the EWP.
 9. The area the EWP is working in is to be clear of personnel, materials, equipment. Care is to be taken to avoid entanglement with ropes.
 10. Manufacturer specified SWLs are to be adhered to at all times.
 11. When an EWP is not in use, precautions are to be taken to prevent unauthorised use of the EWP.
 12. Where an EWPs is being reversed a spotter is to be used.

Amd Date 13/10/09

Attachment 3: Audit Checklist

Refer Word SCL Templates/Corporate Management/Audit Report Template for further explanation of Risk Levels/RootCauses.
 Complete page 1 of the Audit Report Template when the findings are to be entered into the ARD and combine with this table.

ARD ID#	STANDARD / OBLIGATION BEING AUDITED AND FINDING	RECOMMENDATION	RECOMMEND'N CLASSIFICATION	TARGET DATE	ACTION OFFICER	APPROVING OFFICER	GM	RISK LEVEL/ROOT CAUSE
Controls								
	Log books maintained & kept in EWP or designated area?		Please select:					RL: RC:
	All damaged / malfunctioning EWPs tagged out and removed from service until deemed safe by competent person ?		Please select:					RL: RC:
Equipment Specification								
	All EWPs designed in accordance with AS 1418.10 - Part 10?		Please select:					RL: RC:
	Following information marked on EWPs : Manufacturer's name, year, SWL, model & serial number?		Please select:					RL: RC:
Maintenance and Inspections								

Corporate Standard

Elevating Work Platforms (EWPs)

HB# 560719

Amd Date 13/10/09

ARD ID#	STANDARD / OBLIGATION BEING AUDITED AND FINDING	RECOMMENDATION	RECOMMEND'N CLASSIFICATION	TARGET DATE	ACTION OFFICER	APPROVING OFFICER	GM	RISK LEVEL/ROOT CAUSE
	Routine maintenance complies with AS 2550.10?		Please select:					RL: RC:
	Competent person inspects 3-monthly?		Please select:					RL: RC:
	EWP maintenance recorded?		Please select:					RL: RC:
	Competent person undertakes annual inspection?		Please select:					RL: RC:
	Competent person undertakes EWP Major Inspection using Checklist?		Please select:					RL: RC:
	Qualified Technician undertakes Non-destructive Examination (NDE) using Checklist?		Please select:					RL: RC:
Site Specific EWP Management								
	Mobile Plant Register maintained?		Please select:					RL: RC:
Training and Competency								
	ALL operators trained & competent?		Please select:					RL: RC:
Contractor Management								

Amd Date 13/10/09

ARD ID#	STANDARD / OBLIGATION BEING AUDITED AND FINDING	RECOMMENDATION	RECOMMEND'N CLASSIFICATION	TARGET DATE	ACTION OFFICER	APPROVING OFFICER	GM	RISK LEVEL/ROOT CAUSE
	EWP safe work procedures / standards reviewed?		Please select:					RL: RC:
	Contractors trained & competent ?		Please select:					RL: RC:
	Safety Plans / Safe Work Method Statements reviewed?		Please select:					RL: RC:
	EWP logbooks sighted & current?		Please select:					RL: RC:

Entered into ARD: _____ Name: _____ Signature: _____ Date: _____