

SAFE WORKING GUIDELINES USE OF BOOM OR SCISSOR LIFTS

1. Introduction

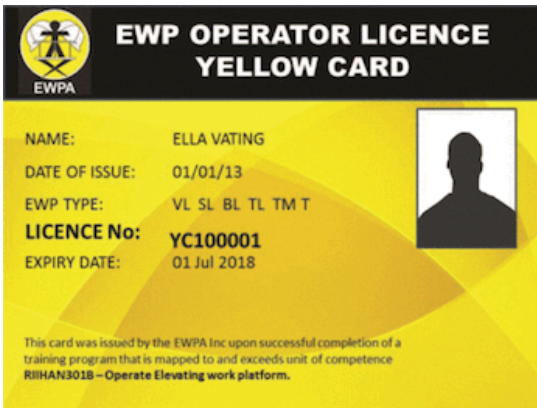
The objective of this procedure is to prevent the occurrence of injury and reduce the severity of injuries resulting from working with or near any plant and equipment by employees and subcontractors of Proline Building Commercial Pty Ltd.

2. Purpose

The purpose of this document is to provide suitable information for the identification, assessment and control of hazards associated with the use of a boom or scissor lift where there is a risk.

3. Definitions

Competent Person	A person who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly and safely undertake the tasks.
Licenced Person/s	Licence to operate over 11m



ELEVATING WORK PLATFORMS

Elevating Work Platforms (EWPs) include scissor lifts, cherry pickers, boom lifts and travel towers. There are battery powered and internal combustion engine types. Some are designed for hard flat surfaces only, while others are designed to be operated on rough terrain.

Safety considerations include that:

- workers operating the platform are trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as the safe use of fall-arrest equipment and emergency rescue procedures
- the platforms are only used as working platforms and not as a means of entering and exiting a work area unless the conditions set out in *AS 2550.10 Cranes, hoists and winches – Safe use – Mobile elevating work platforms* are met
- unless designed for rough terrain, the platforms are used only on a solid level surface
- the surface area is checked to make sure that there are no penetrations or obstructions that could cause uncontrolled movement or overturning of the platform
- the manufacturer's or supplier's instructions are consulted for information on safe operation
- persons working in travel towers, boom lifts or cherry pickers wear a properly anchored safety harness
- workers are licensed when operating boom-type elevating work platforms with a boom length of 11 metres or more.

FIGURE 9 An example of a boom-type elevating work platform. The safety harness and lanyard assembly are not shown for purposes of clarity. The lanyard should be as short as possible and should be attached directly to the designated anchor point on the EWP, not to the handrail.

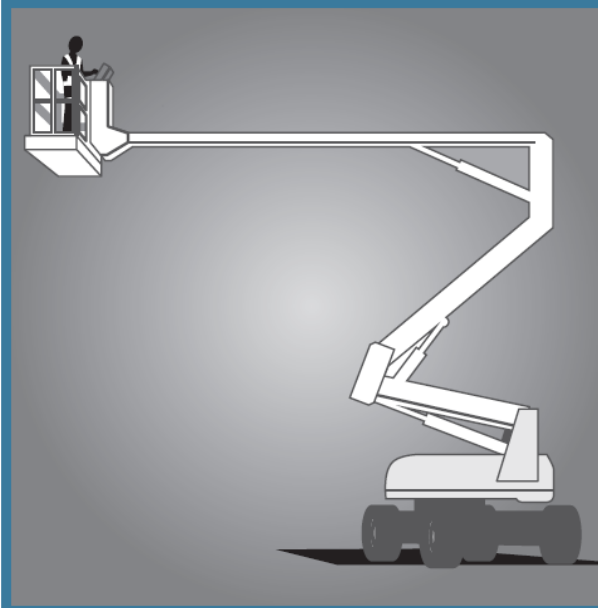
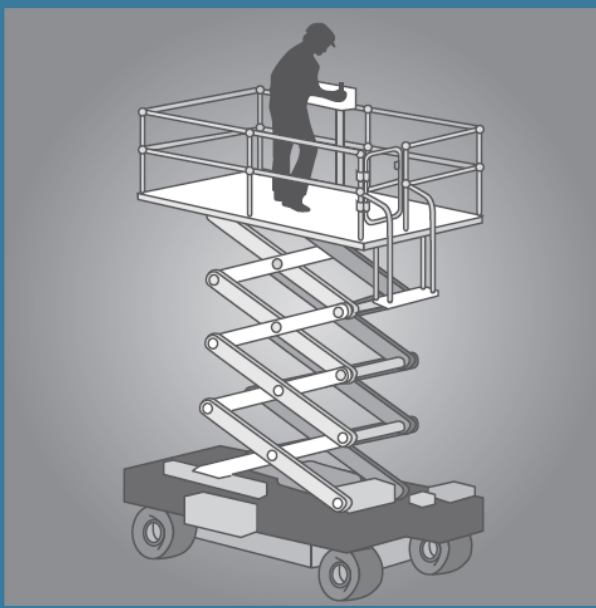


FIGURE 10 An example of a scissor-lift elevating work platform.



4. Procedure

4.1 Inspection of Plant – Daily Checks

All plant and equipment is to be checked daily by the designated driver/operator. If the plant or equipment is found to be unsafe, it must be removed from site and tagged for repair or disposal.

After starting the engine the steering and brakes and hydraulics on mobile plant and equipment will be checked before leaving the parking area to ensure they are operating correctly

The following checklist are to be completed and retained depending on the type of plant being used:

1. EWP Checklist Doc No: OHS0110

4.2 Training

Ensure a Safe Work Method Statement has been developed in consultation with the workers for the task, in which the Boom or Scissor Lift is to be utilised for.

Prior to use, ensure a Toolbox talk has been carried out in the use of this procedure. Ensure emergency contingency plan has been reviewed and altered where necessary for specific task location, document on Toolbox talk Record Form No: 015.

4.3 General Use

General Safety Instructions:

1. Ensure Safety Harness in good working order and attached at all times
2. Ensure mobile phone is charged and taken on board when boom / scissor in use
3. Ensure Suppliers telephone number available to use in an emergency
4. Ensure spotter below has been trained in use of controls
5. Ensure only licenced persons operate machine

4.4 Emergency Contingency Plan

In the event of an emergency follow the following steps:

1. Telephone machine supplier immediately to attend immediately
2. Telephone emergency services immediately 000 – Ambulance if person in immediate danger

5. Maintenance & Repair of Plant

All plant must be inspected, maintained and cleaned following the procedures provided by the manufacturer or by a competent person. Only a competent person may repair damaged plant. All safety features and warning devices must be maintained and tested regularly.

Plant must be made safe during inspection, maintenance, cleaning or repairing. Lock out tags must be implemented to prevent equipment being used during downtime. A copy of the maintenance checks / service history must be issued to the Site Supervisor for retention.

6. Storage of Plant

All plant and equipment must be stored in accordance with the manufacturer's specifications. Where possible, plant & equipment must be stored in locked containers out of the elements and away from thieves. No plant or equipment is to be stored in change or lunchrooms.

7. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from any working at heights activity, changes in legislation or if raised by an employees concern.

8. References

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- Managing The Risk of Falls – Code of Practice

9. Version Control

Date	Version	Owner	Comments
06.03.15	1	Michelle Murphy	For Issue
10.06.15	2	Michelle Murphy	Following Management Review Meeting
01.09.17	3	Michelle Murphy	General Review
01.06.18	4	Michelle Murphy	Change in legislation
01.12.23	5	Michelle Murphy	General Review