

COMPANYNAME - SAFE OPERATING PROCEDURE - SCISSOR & BOOM LIFTS (EWP)

EWP's can cause serious and fatal injuries, especially when they are operated incorrectly or develop faults.

COMPANYNAME will ensure that all mobile plant are maintained as per the manufacturer's recommendations, workers are properly trained to operate the equipment and the machine is operated in a safe manner by authorised workers. This SOP shall be complied with to minimise the risk of harm and damage.

The following MISUSE of Elevating Work Platforms will be treated as serious misconduct.

Unauthorised person uses an EWP, failing to use the appropriate fall protection equipment as required by the **Risk Assessment** or worksite policy, using the EWP as a load lifting hoist without appropriate control measures, exceeding the maximum lift capacity, using the lift on a slope or surface exceeding the machine specifications, or workers standing on the handrail or using a ladder or other height increasing method on the platform, or using the machine in an unsafe manner.











Other Potential Hazards include but are not limited to:

Tip over, falls from height, dropped objects, incorrect use, unsafe acts, machine fault or failure, weather, exposure to moving parts, entanglement, impact, crushing and shearing, electricity, ergonomics, and slips, trips and falls.

SAFE OPERATING PROCEDURE

- All EWP operators must receive adequate instruction and demonstrate basic competency in operating the equipment. When **COMPANYNAME** is satisfied that a worker has adequate training and experience, the worker will be authorised to operate specific machines on a document separate to the training certificate, the **Safe Work Method Statement** or **Permit To Work** depending on the site.
- The SWMS/PTW must include a visual check of the worksite to ensure they do not have any uneven surfaces, drop-offs or holes, bumps, floor obstructions or debris, other surface and overhead hazards, or other workers and vehicles in the area and any other site specific potential hazards. Check the required height and select the correct machine for the job.
- Perform a pre-start inspection that includes a visual check of the platform floor, guardrails and toe boards. The inspection should ensure tires and wheels are in good condition, controls are clearly marked for function and hydraulics are not leaking and any other checks recommended by the manufacturer.
- Perform a function test – test the ground controls, emergency manual lowering control and platform controls, including emergency stops. Check steering and drive functions. Complete the inspection log book and report any faults.
- Check and wear the appropriate personal protective equipment as required on the SWMS/PTW. Ensure that workers are trained in the use of a full body harness and that lanyards are connected to appropriate anchor points.
- Create a temporary exclusion zone to keep people and vehicles from the area of operation. Never move the EWP in the raised position and especially near power lines unless the SWMS/PTW has addressed special precautions to be taken, including a Safety Observer. The local electrical power authority may need to be notified.
- Ensure load weight is evenly distributed on the platform, materials and tools are suitably fastened if required and the machine is never overloaded.
- Never climb or lean over the hand rail. Ensure there is a suitable rescue plan attached to the SWMS/PTW.

Personal Protective Equipment (PPE) required will depend on the type of machine and work being done. Refer to SWMS/PTW

				
Hearing Protection	Appropriate Footwear	Hard hat	Hi-visibility clothing	Sunscreen & protective clothing outdoors
				
Gloves	Face shield	Dust mask	Respirator	Full body harness