

**Operation of Elevating Work Platform**

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| **Any person operating the controls of this Elevating Work Platform (EWP) or occupying the platform must be competent in its safe operation. Do not work alone – use a spotter.** |



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| **POTENTIAL HAZARDS*** Falls from height **◼** Weather conditions **◼** Crushing
* Slip/trip/fall **◼** Lack of adequate lighting **◼** Pedestrians
* Unsuitable ground surface (roll over) **◼** Sprains/strains **◼** Equipment failure
* Operator not competent/trained in the use of EWP
* Contact with live electrical power lines/underground services
* Obstructions (surface hazards/surrounding structures/vegetation)
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| **PRE-OPERATIONAL SAFETY CHECKS**1. Establish a barrier around your work area to make people aware that there is potential for injury from overhead and to take caution. Ensure you establish a clear communication strategy with your spotter.
2. Do not exceed rated load.
3. Wear PPE that is appropriate for the task e.g. safety glasses, enclosed sturdy shoes and head protection).
4. Do not commence operations without completing the pre-start check. Pay particular attention to all safety devices including emergency stop buttons and emergency lowering devices if so equipped.
5. **Do not use** if EWP is not working properly or if any part is damaged, worn or missing.
6. Inspect the worksite for obstacles around the work platform and in the path of travel such as holes, drop-offs, debris, ditches or soft fill. Check for overhead clearances. Allow for platform sway, rock or sag when establishing your work areas.
7. Electrocution hazard: this machine is not insulated. Maintain safe clearances from electrical power lines and contact with any electrically charged conductor.
8. Do not drive onto uneven soft surfaces or slopes when platform is elevated.
9. Do not use without guardrails, mid rails, chain or bar in place. Do not stand on, sit, or work outside of guardrails.
10. Do not raise platform in windy, gusty or stormy conditions.
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| **OPERATIONAL SAFETY CHECKS**1. Do not exceed working height of the unit. Do not:
* stand on handrails or lean/reach out of platform
* use ladder, scaffolding, or other devices to increase size or working height of platform
* exit platform once elevated or enter the elevating assembly when the EWP is elevated.
1. If the nature of the work requires access or movement beyond the limits of the platform guardrail, the worker:
* is to outfit themselves with an approved body harness; and
* tie off before proceeding with the task
1. Ensure all tools and equipment cannot be dropped over the side. Secure with lanyard or use a tool basket.
2. Never anchor or attach EWP to a permanent structure while working at height.
3. Never use the EWP to push or pull other objects or use as a crane or lifting device.
4. Never climb down elevating assembly if platform fails to lower.
5. Only one designated person should operate the controls (except in an emergency).
6. All loads must be stored within the platform perimeter.
7. Malfunction: if a malfunction is suspected, such as a sudden, partial drop, all work must be suspended and the equipment checked.
8. **[insert manufacturer start process here]**
9. **[insert manufacturer shutdown process here]**
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| **HOUSEKEEPING*** When finished, clear all tools and rubbish from the platform.
* Perform any post-activity inspections/maintenance as described in the operator’s manual.
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**Date of last review: Signature:**