



**#5-POWER ELEVATED WORK PLATFORMS-SAFE JOB PROCEDURE ( Final Oct./04)**

**1. PURPOSE:**

The purpose of this procedure is to explain the step-by-step instructions in the operation of a power elevated work platform. Power elevated work platforms are used to provide access to work above ground level.

**2. GENERAL:**

The power elevated work platforms are work platforms that may be adjusted by power means using articulation, scissors mechanism, telescoping boom or tower or any combination of these and which are self propelled, or manually moved, to provide access to work above ground level.

**3. SCOPE AND DEFINITION:**

**Operator:** A person who controls the movements of the platform.

**Outriggers (or stabilizers)** Devices used to support the base and improve its stability. These may be used to level the machine.

**Platform:** That portion of the equipment from which employees carry out their work.

**Safe Working Load (SWL)** The maximum weight the platform is designed to safely support under stated conditions.

**Stability:** The condition when the total restoring moments exceed the overturning moments.

**Toe-boards:** Vertical barriers placed at floor perimeters to prevent materials from falling off.

**Work platform:** The complete machine including the platform, lifting mechanism, chassis or vehicle as applicable.

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### **EWP**                      Power Elevated Work Platforms

One of the features of this equipment is the ability to lift materials, equipment and workers to the work area.

There is a risk of severe injury when operating EWP, possible injuries include:

Crushing

Electric shock

Electrocution

Trapping

Burns

Falls

Accident causes include:

- Lack of operator training on the model being used.
- Using the wrong machine for the job.
- Lifting materials improperly.
- Poor maintenance.

#### **4. PROCEDURE:**

##### **4.1 Operators:**

Operators must:

1. Operate the EWP safely and in accordance with the operating instructions and code.
2. Carry out daily maintenance checks.
3. Ensure that the SWL of the work platform is not exceeded.

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4. Ensure that they do not operate the machine so as to cause harm to themselves or any other person.
5. Never approach within the minimum approach distance of electrical conductors without the written consent of the utility distributor.

### 4.2 Daily checks by the operator:

Operators should check on a daily basis:

1. Tire pressure, if pneumatic tires are fitted , and that tires are undamaged.
2. That all brakes are working efficiently and the brake fluid is checked.
3. Fluid levels in EWP.
4. That the batteries are charged.
5. Hydraulic lines for leaks and damage.
6. That the supporting structure is sound and free from distortion or cracking.
7. That the power mechanism for operating the EWP is working properly.
8. That any communication system between the platform and ground functions correctly.

Operators should carry out other such checks as specified in the manufacturer instructions.

The operator must bring any faults to the supervisor's notice , to ensure that these are fixed before the EWP is used again.

### 4.3 Setting Up:

1. Before use , ensure that the EWP is set up with stabilizers or outriggers fully extended and leveled as specified by the manufacturer. Where necessary , use suitable metal or timber spreaders to provide a firm base.

The stated SWL of the EWP assumes that the machine is set up on firm ground and that the chassis of the machine has been leveled. It may overturn at a lesser load if these conditions are not met. Don't take chances with soft ground and an unlevelled machine.

2. When parking the EWP , apply the parking brake. Use the brake lock where this is provided.
3. Where the working area is in a public place, ensure that the EWP cannot be hit by other vehicles and is protected by barricades and warning signs. Also ensure that pedestrians do not have to walk under the platform. Exclude the public from the working area by the use of barriers where necessary. Where the EWP is to be working at nighttime, lights must be used to adequately illuminate the workplace and also to warn the travelling public.
4. Where the work area is close to fixed obstructions , the operator should check that outrigger settings are appropriate for the load to be carried, that clearances are adequate, and that there is no danger off any part of the EWP coming in contact with live electrical conductors or other obstructions.

#### 4.4 Operation:

1. Never exceed the SWL- the machine could overturn or the machine's components could be overstressed.
2. Never position the machine over persons or allow employees to go under the working platform unless it is essential to the operation, and on these occasions take special safety precautions. Don't start moving it unless the way is clear and will remain clear.
3. The platform must not be used as prop, tie or crane.
4. Never move the platform closer to overhead electric lines than listed herein.
5. The operators feet must always be in contact with the platform, if they are not, a safety harness should be worn fixed to the platform.
6. If any fault in the control system is suspected, operations must cease until the suspected fault is rectified.

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7. If an uninsulated EWP comes in contact with live electrical lines or equipment, persons on the platform should remain there and warn any other persons in the vicinity to stay clear. The safest course of action is to do nothing until the line is de-energized or help arrives. Only as a last resort should they attempt to jump clear.

If they decide to jump clear they should:

- A) If it safe to do so , operate the controls to break the contact.
- B) Warn all other persons to keep clear and call for assistance to de-energize the line: or
- C) If contact cannot be broken, and assistance is unavailable , as a last resort, leave the platform thus:
  - Switch off the motor and , if not already applied , apply brakes.
  - Remove any loose clothing.

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- Climb down to a point about a meter above the ground from wherever you can safely jump to the ground.
- JUMP so that you clear the platform BEFORE any part of you touches the ground.
- Fall away from the machine and not towards it.
- DO NOT retouch the machine until the lines are de-energized.

### 4.5 Travel

Where it is proposed to move a self-propelled EWP while the machine is elevated, ensure that the route chosen is firm and level before starting travel. During travel keep a safe distance from changes in slope, depressions, debris, buildings, overhead power lines and other obstacles. It is recommended that employees on the platform should wear safety harnesses fixed to the platform. The operator must always have a clear view of the ground.

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### 5. EQUIPMENT/MATERIAL REQUIRED

- a) The following information should be displayed in clearly visible permanent lettering on all EWP.
- Make, model , serial number and manufacturers name and address
  - Safe working load (SWL) in kilograms and the number of people.
  - Maximum platform height.
  - For electrically insulated machines, the working voltage.
  - Any special warnings, cautions or restrictions necessary for safe operation, i.e. where work platform has a variation of capacity for varying platform outreach or outrigger settings, the SWL for each location shown.
  - The instruction "Read manual for operating and servicing details".

EWP should be fitted with an effective lock or brake or other means to hold the machine on the maximum slope it is designed for.

Platforms must be fitted with side walls or guardrails.

The floor of the platform should be non-slip.

All controls should be clearly marked in readable English or in symbols..

Minimum distance from electrical conductors is 4 meters.



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### 6. SPECIAL CONSIDERATIONS (TRAINING):

#### Training:

- Personnel must understand and receive training on the basic limitations of the machine. This must be supplemented by specific instruction on basic items when the worker has not previously operated a similar model or machine.
- Workers must be given oral and written instructions before using the platform for the first time. Instruction must include items to be checked daily before use.
- Instructions must cover:
  - Manufacturers requirements
  - Load limitations
  - Hands-on demonstration of all controls

#### Regulations:

- Limitation of surfaces for which platform is designed.
- Must not be loaded in excess of its rated working load.
- Must be used on a firm level surface.
- Must be operated according to manufacturers written instructions.
- Must not be loaded in ways that affect stability or endanger a worker.
- It is recommended that the unit not be moved unless each worker aboard is protected by a safety belt attached to the platform.
- The devices must be checked each day before use.
- A log should be kept of all repairs, modifications and maintenance performed.