

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 025 – ELEVATING WORK PLATFORMS - GENERAL

1. PURPOSE AND SCOPE

Minimum requirements for general use of elevating work platforms (EWPs) at Illusions Australia.

Applies to scissor lifts, vertical lifts and boom-type EWPs; machine-specific SWPs, site SWMS and licence requirements also apply.

2. AUTHORISATION AND COMPETENCY

Operators must be trained, competent and authorised for the type of EWP.

Boom-type EWPs with boom length 11 metres or more require the applicable High Risk Work licence.

Operators must know emergency lowering, load limits and machine-specific controls.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- High-visibility clothing where mobile plant/traffic is present.
- Hard hat where overhead hazards exist.
- Harness/restraint equipment where required for the EWP type, manufacturer instructions, site rules or risk assessment.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pre-start inspection is complete.
- Ground/floor is suitable for machine weight and configuration.
- Overhead obstructions and electrical hazards are identified.
- Exclusion/traffic controls are established.
- Guardrails, gates, controls, alarms and emergency lowering are serviceable.
- Rated capacity will not be exceeded.
- Weather/wind is suitable.
- Travel path is clear of holes, edges, slopes and obstructions.

5. SAFE OPERATING PROCEDURE

1. Complete pre-start and function checks at low level.
2. Establish exclusion zone and traffic controls.
3. Enter through designated access and close gate.
4. Attach harness where required to the designated anchor point.
5. Position the machine on suitable ground.

6. Raise platform smoothly while checking overhead and side clearances.
7. Keep body within guardrails and both feet on the platform floor.
8. Travel elevated only where manufacturer instructions and conditions permit.
9. Maintain awareness of ground workers and plant.
10. Lower fully and park safely after use.

6. PROHIBITED PRACTICES

Workers must not:

- Climb or stand on guardrails.
- Use ladders, boxes or makeshift platforms inside the EWP.
- Exceed rated capacity.
- Use the EWP as a crane unless designed/approved.
- Operate on unsuitable ground or beyond wind limits.
- Bypass alarms/interlocks.
- Operate near electrical hazards without required controls.
- Exit an elevated platform unless specifically planned and authorised.

7. CRUSHING AND ENTRAPMENT

Platforms can trap occupants against structures.

- Plan overhead/side clearances.
- Use slow movements near structures.
- Use a spotter where required.

8. GROUND CONDITIONS AND TIP-OVER

Holes, edges, slopes or weak surfaces can destabilise an EWP.

- Inspect route and setup area.
- Maintain required distance from edges/excavations.
- Use outriggers/stabilisers as designed.

9. ELECTRICAL HAZARDS

EWPs can contact or approach overhead electrical conductors.

- Identify conductors before work.
- Maintain required exclusion distances.
- Use additional controls/authorisations where required.

10. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for alarm, instability, hydraulic leak, control fault, damaged guardrail, weather deterioration or unexpected movement.

Use emergency lowering where necessary and safe; isolate defective plant.

11. SHUTDOWN AND HOUSEKEEPING

- Fully lower/stow platform.
- Park on suitable level ground.
- Apply brake and isolate/remove key as required.
- Charge/refuel in designated manner.
- Complete required records and report defects.

12. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

13. STOP WORK REQUIREMENT

Work must stop where:

- Required competency/licence is absent.
- Ground/weather conditions are unsuitable.
- Electrical clearances cannot be maintained.
- Exclusion controls cannot be established.
- Any safety-critical control, guardrail or emergency system is defective.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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