

## Safe use of Elevated Work Platforms (EWPs)

### 1. Introduction

This SOP is for the safe use of Elevated Work Platforms. Before using this machinery, staff must be deemed as trained and competent and where required have the necessary accreditation.

### 2. Training requirement

Course	Internal or external	Unit Standards
Deemed competent in use of EWP	Internal	

### 3. Hazards that may be present

All hazards that can be identified needs to be included in the table below:

Hazard	Risk	Who is at risk	Risk rating	Control measures	Comments	Residue risk rating
Fall from height	Serious injury from fall	Operator	Very high	Ensure staff are trained and competent, do not extend out of working platform.		Low
Weather conditions	Injury from weather elements wind, rain, sun, etc	Operator	High	Ensure weather is suitable to complete work safely, if conditions become unsuitable stop work until safe.		Low
Equipment failure	Poorly maintained equipment	Operator	High	Ensure maintenance requirements have been kept up with and machine is tagged and in date. Pre-start checks completed.		Low

Hazard	Risk	Who is at risk	Risk rating	Control measures	Comments	Residue risk rating
Incompetent operator	Risk to self or others from unsafe operation	Operator / other building users	Very High	All operators to be deemed competent to operate EWP, where required accreditation has been gained.		Medium
Pedestrians	Entering work area striking EWP	Operator / other building users	High	Establish work area to prevent other building users from entering area.		Medium
Unsuitable ground surfaces	EWP tipping over from unsuitable ground surface	Operator	Very high	Ensure that correct equipment is used to suit ground conditions, if conditions are unsafe do not use machinery.		Low
Electric shock	Striking electrical power lines or contact with electrically charged conductor	Operator	Very high	Always be aware of overhead power lines or any other electric hazards to avoid. Ensure isolations are completed where necessary.		Medium

#### 4. Required PPE

- Safety boots
- Hi-vis gear
- Safety gloves if required
- Earmuffs if required
- Safety glasses if required

## 5. Other equipment required

- Hand tools
- Power tools
- Signage
- Cones and barriers

## 6. Step-by-step process

- 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.
- Do not exceed rated load.
- Wear PPE that is appropriate to the task (e.g. safety glass, enclosed sturdy shoes and head protection).
- 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.
- **Do not use** if EWP is not working properly or if any part is damaged, work or missing.
- 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.
- Electrocution Hazard: this machine is not insulated. Maintain safe clearances from electrical power lines and contact with any electrically charged conductor.
- Do not drive onto uneven soft surfaces or slopes when platform is elevated.
- Do not use without guardrails, mid rails, chain, or bar in place. Do not stand on, sit or work outside of guardrails.
- Do not raise platform in windy, gusty or stormy conditions.
- Have I informed others that may be affected by my work?
- Am I safe from other activities / tasks in the area?
- Do not exceed working height of the unit. Do not:
  - stand on handrails or lean/reach of out 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.
- If the nature of the work requires access or movement beyond the limits of the platform guardrail system the worker:
  - is to outfit themselves with an approved body harness; and
  - tie off before proceeding with the task.



*University of Otago*

*ISO45001 Occupational Health and Safety Management System*

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- Ensure all tools and equipment cannot be dropped over the side. Secure with lanyard or use a tool basket.
- Never anchor or attach EWP to a permanent structure while working at height.
- Never use the EWP to push or pull other objects or use as a crane or lifting device.
- Never climb down elevating assembly if platform fails to lower.
- Only one designated person should operate the controls (except in an emergency).
- All loads must be stored within the platform perimeter.
- Malfunction: If a malfunction is suspected, such as a sudden partial drop, all work must be suspended and the equipment checked.

## 7. Signed and dated

By signing below, you certify that you have read this safe operating procedure, that you understand how to correctly follow the procedure and that you have confirmed that the safe operating procedure is true and accurate.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Dated**

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