

## Rubach Plasterers Pty Ltd SAFE WORK PROCEDURE

**Workplace:**

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**TASK/ OPERATION: Mobile Elevating Work Platform (MEWP) – Scissor Lift.**

**Overall Risk  
Rating After  
Controls**

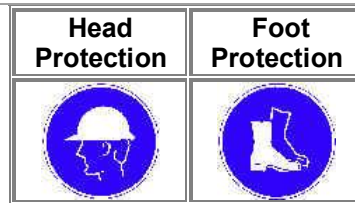
**4 Acute**

**3 High**

**2 Moderate**

**1 Low**

### Personal Protective Equipment



Safety footwear and head protection. (A hard hat shall be worn at all times while working in a scissor lift.)  
Safety harness and shock absorbing lanyard.  
Other personal protective equipment, (e.g., eye, foot, hand, clothing) shall be worn as required.

### Safety Notes

Main hazards include:

- Crushing
- Being struck by another vehicle
- Falls from height
- Unsuitable ground surface (roll over)
- Contact with live electrical power lines

Sequence of Job Steps	Potential Hazards Risks of Each Step	RB	Control Measures- Actions to be Taken	RA	Responsible Officer
		RB- Risk Rating before controls implemented	RA- Risk Rating after control measures implemented		
<b>Risk Assessment – Site Specific</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocutation</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Ensure work undertaken at construction sites complies with the requirements of the site (including induction cards, Safe Work Method Statements etc)  Conduct an inspection of the intended worksite to ensure: <ul style="list-style-type: none"> <li>· sufficient space</li> <li>· ground is firm and suitable</li> <li>· the placement will not cause traffic congestion</li> <li>· adequate lighting (especially during night works)</li> </ul> Do not undertake work in No Go Zones of electrical power lines unless de-energised/isolated from the power supply and evidence of the continuing isolation of the power supply is obtained.	1L	
<b>Pre-operational checks and set-up</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocutation</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Develop specific SWMS for task  Ensure work area is barricaded from other mobile plant. Place caution signs.  If required (such as roadside work) adequate traffic management is provided  Where work is undertaken in close proximity to power lines: <ul style="list-style-type: none"> <li>· trained spotters</li> <li>· personnel are trained and authorised to perform work (such as vegetation control)</li> <li>· use adequately insulated MEWP<math>\text{¶}</math>.</li> </ul>	2M	

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<b>Pre-operational checks and set-up</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Inspect before use. Ensure: <ul style="list-style-type: none"> <li>· equipment, including labelled controls and safety devices, present and working</li> <li>· complete log books</li> <li>· SWL is displayed</li> <li>· Tyres are not cracked/damaged and pressure is adequate</li> </ul> Be aware of environmental conditions: <ul style="list-style-type: none"> <li>· low visibility</li> <li>· overhead obstructions (such as ceilings)</li> <li>· hazardous atmospheric contaminants</li> <li>· confined spaces (carbon monoxide build-up)</li> <li>· heavy rain high winds.</li> </ul> <b>Note:</b> Work should not proceed in winds in excess of 12.5 metres per second (or as specified by manufacturer).  Ensure ground is not slippery, uneven, or sloped. Out-of-level limiting switches or alarms should be fitted  Ensure work bucket is clear of obstructions, guards are in place and working correctly.  Ensure suitable fall restraint device is available and properly attached to designated platform anchor points (if required).	2M	

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<b>Personnel</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Operator Training. Include: <ul style="list-style-type: none"> <li>· Operating manual/instructions</li> <li>· Specific SWMS</li> <li>· Nature of hazards</li> <li>· Traffic management plans</li> <li>· Emergency/rescue procedures</li> <li>· Correct use/fit of harness (if using)</li> </ul>	2M	
<b>Operation</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Follow manufacturers instructions and SWMS.  Ensure outriggers/stabiliser are placed as per manufacturers instructions.  Loads must never exceed the SWL  <b>Note:</b> Be aware of pressures created when using tools and from storage of equipment that may exceed the SWL.  Ensure entry gate is closed before elevating.  If required, wear approved fall restraint device properly attached to designated platform anchor points	2M	

Sequence of Job Steps	Potential Hazards Risks of Each Step	RB	Control Measures- Actions to be Taken	RA	Responsible Officer
RB- Risk Rating before controls implemented		RA- Risk Rating after control measures implemented			
<b>Operation (Continued...)</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Do not exceed working height of the unit. Do not: <ul style="list-style-type: none"> <li>· stand on handrails</li> <li>· lean/reach of out bucket</li> <li>· use ladders in bucket</li> <li>· use MEWP on scaffolds etc.</li> <li>· exit bucket once elevated</li> </ul> Never: <ul style="list-style-type: none"> <li>· Anchor or attach MEWP to a permanent structure while working at height</li> <li>· Use MEWP to push or pull other objects.</li> <li>· Use damaged or malfunctioning equipment</li> <li>· Use as a crane or lifting device</li> <li>· Modify an MEWP</li> <li>· Enter the elevating assembly when the MEWP is elevated</li> <li>· If platform fails to lower never climb down elevating assembly.</li> </ul> Ensure debris and stored materials do not pose a tripping hazard.  Ensure tools & equipment cannot be dropped over the side.  Only one <b>designated person</b> should operate the controls.  All work should be performed from within the scissor lift.  Maintain a firm footing on the platform floor at all times.	2M	

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<b>Operation (Continued...)</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Do not sit, stand, or climb on the platform guardrails.  All loads must be kept within the platform perimeter.  Avoid excessive horizontal forces when working on elevated scissor lifts to avoid tip overs.  <b>Malfunction:</b> If a malfunction is suspected, such as a sudden partial drop, all work must be suspended and the scissor lift checked.	2M	
<b>Travelling</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Does unit need to be driven in elevated position?  If yes, plan travel path. Ensure: <ul style="list-style-type: none"> <li>· ground surface is suitable (assessed by competent person)</li> <li>· no obstructions (power lines, scaffolding, pipes etc)</li> <li>· clear visibility in all directions</li> <li>· traffic management</li> </ul> Do not raise platform on slope or drive onto slope when elevated.	2M	

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<b>On completion</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocutation</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> <li>· Fire/explosion</li> </ul> Damage to equipment Legislation Breach	4A	Ensure that the work area is clear of workers, equipment, and other obstructions before moving or lowering the platform.  Lower platform, isolate controls and position in secure location  Re-fuel MEWP when the engine is shut down. Ensure no smoking or sparks in area. Battery charging must be conducted in a well-ventilated area.  Conduct an inspection of equipment for damage and report and faults.	2M	
<b>Maintenance</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocutation</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Follow manufacturers' instruction of maintenance schedule.  Consideration should be given to the following: <ul style="list-style-type: none"> <li>· number of hours of operation</li> <li>· time spent in transit</li> <li>· type of load bearing</li> <li>· age and history of unit</li> <li>· conditions of operation (such as corrosive or wet environments)</li> </ul> Maintenance undertaken by suitably competent persons.  Keep written maintenance records for the life of the MEWP	1L	

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<b>Emergency/ Rescue Procedures</b>	Personal Injury <ul style="list-style-type: none"> <li>· Electrocution</li> <li>· Crushing</li> <li>· Struck by mobile plant/vehicles</li> <li>· Falls from height</li> </ul> Damage to equipment Legislation Breach	4A	Ensure MEWP is fitted with an emergency retrieval device, controlled decent device and an escape-rescue facility  Ensure a written, rehearsed and resourced emergency response plan is in place  Whenever any person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes.  The emergency plan should include: <ul style="list-style-type: none"> <li>· use of a spotter</li> <li>· spotter to make visual contact with operator at regular intervals (approx every 5 minutes)</li> <li>· spotter trained in how to lower the MEWP in the event of an emergency</li> <li>· trained first aid providers must be available</li> </ul> a reliable means to contact Emergency Assistance (000)	2M	
<b>References:</b> OHS Legislation in all States AS 2550-10 . Cranes Safe Use - EWP WorkSafe Victoria EWP Checklist Publication Western Australia - Safety and Health Alert - (Revised) Accident involving a hunter scissor lift					

## Elevated Work Platform Pre-Start Procedure

- Oil leaks under the EWP.
- Tyre conditions, pressure and obstruction between wheels.
- Outriggers/stabilisers are raised.
- Hydraulic oil 3/4 full or to dipstick/view glass level.
- Lubrication (grease).
- Motor engine oil level, water in radiator/battery.
- Hydraulic hoses, fittings are not damaged, broken or leaking.
- Support gussets at knuckle joints for paint flaking or distortion (a sign of overloading).
- All load bearing parts - visual inspection
- Safety harnesses are attached in the work platform for each person who is to be elevated.
- Emergency descent equipment is secure in the platform (where fitted)

Start the motor and carry out the appropriate checks

- Brakes, steering
- Lights, horn
- Release slew lock pin.
- Alarm systems.
- Check safe working load of this EWP
- Outrigger operation
- Operation of controls
- Reverse beeper

**Operator:**

**Date:**

