

## SAFE OPERATING PROCEDURE

### Task/Equipment Description: Elevating Work Platform – Boom Lift



#### Potential Hazards and Risks:

- Risk of falls
- Falling objects
- Loss of control
- Overhead obstacles
- Electric shock
- Instability
- Crush injuries
- Collision

**DO NOT use this equipment unless you have been trained in its safe use and operation.**

### Required Personal Protective Equipment (PPE)



High visibility clothing



Appropriate footwear



Eye protection



Gloves



Hearing protection



Hard hat



Safety harness

Other PPE (describe):

Close fitting, protective clothing

PPE dependant on task being undertaken

### NEVER

Never operate this equipment before being assessed as competent and/or without the appropriate licence/authorisation

Never use faulty equipment

Never operate without completing the pre-operational inspection

Never leave the machine running unattended

Never use the elevating work bucket in a manner that endangers others in the workplace

Never exceed safe working load (SWL) or maximum rated capacity of the bucket

Never use ladders, boxes or anything else to gain extra height or stand on handrails for any reason

Never use the boom lift if it is outside of test date, this should be displayed on a fixed label or plate

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## ALWAYS

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Ensure workers are licensed when operating boom-type elevating work platforms with a boom length of 11 metres or more

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Ensure that all specified PPE is worn including safety harness, safety glasses, steel cap boots and gloves

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Check that the surrounding work area is clear of obstructions, people and vehicles

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Ensure operator completes a pre-operational inspection

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Report any faults or incidents

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Exercise extreme caution when operating in the vicinity of overhead powerlines

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Review the operator's manual before use

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Remain within the confines of the lift bucket when operating

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Identify all hazards before commencing operation

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Ensure all safety devices such as audible and visual alarms are operating when the EWP is in motion

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Ensure the EWP is not used unless there is clear evidence that the EWP has been maintained and inspected in accordance with the manufacturer's recommendations

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Ensure all pre-operational, routine, periodic and major inspections are undertaken in accordance with the manufacturer's recommendations, or as otherwise required under health and safety legislation.

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Keep detailed records of any inspection, testing and maintenance for the period that the EWP is used

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Generate a Safe Work Method. These can be in the form of a Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA). A Job Safety Assessment Template is available on the Diamond Hire website

### **Perform a site assessment**

#### **ENGAGE YOUR MIND BEFORE USING THE LOADER**

**Assess the risks**

**STEP BACK - Take 5 X 5**

**Take 5 steps back**

**Take 5 minutes to reflect**

- Stop and think.
- Observe the work area and surroundings.
- Step through your mind what you are going to do.
- Think about what else is happening in the area or nearby.
- Identify what else could go wrong.
- Decide on control measures to prevent things going wrong.
- Make sure the hazards are controlled before starting work.

Think about the consequences to your quality of life, your income, your family, your children and everything you value. Are these things worth the risk of rushing or cutting corners? It's not just your life that could be affected – you may shatter the lives of the ones you hold dear.

**THINK SAFE ! ACT SAFE ! BE SAFE ! GO HOME**

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## Safe Operating Procedure:

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1. Pre-Operation – Safety Checks:
    - Use the manual as a guide as to what to check on equipment
    - Operator to complete a pre-operational inspection checklist and sign off on completion
    - Barricade off work area using cones, bollards and/or tape and display warning signs
    - Clear all personnel from the area before raising, lowering or slewing the bucket
    - Prior to any operation, carryout site inspection - inspect the entire work area including all overhead obstacles and ground conditions where the machine will travel during operation
    - Have any relevant services isolated and locked out before starting work
  2. Travel – Safety Procedure:
    - Operating speed is consistent with load, terrain and weather conditions and does not exceed the maximum recommended by the manufacturer
    - If working under overhead structures eg under overhead steelwork, under a bridge, in a tunnel etc or if the lift is to be driven on uneven ground or up/down a kerb or slope etc, remember the leverage factor and ensure ample clearance above the bucket to cater for any unexpected amplified upward bucket movement, remember - centimetres of movement at ground level can result in metres of sudden unintended/unexpected upward movement of the bucket
    - Always aim to have bucket as low as possible before movement
    - Keep body fully within confines of bucket when travelling
  3. Worksite – Safety Procedure:
    - Base controls should not be used when personnel are on the bucket, except in an emergency or for maintenance purposes
    - Do not operate lift in bad weather eg high winds, heavy rain, thunder or lightning etc
    - Prevent access of persons into vicinity of elevated work platform when bucket is raised
    - Ensure observer or assistant on ground does not work directly under the bucket
  4. Work at Heights – Safety Procedure:
    - Ensure elevated work platform is on a level surface before raising bucket
    - Ensure that gates on bucket guard rails are closed and locked in place
    - Before raising bucket, attach safety harness to anchor point - do not detach until bucket has been returned to the ground
    - Do not use, elevate or leave elevated in high winds that exceed the machines maximum wind rating
    - Avoid oil, grease and mud on boots, clean off before getting onto bucket
    - Do not reach out beyond confines of bucket when working at heights
    - Do not “rock” elevated work bucket when bucket is raised
    - Do not use ladders, boxes or anything else to gain extra height on the bucket
    - Exercise care when working close to roofs, ceilings or overhead structures
    - Keep safe distance from overhead catenary wires and electrical installations or have services isolated and locked out before starting work in the vicinity
    - Do not attach “sail hazards” such as signs, banners, and shade cloth to the bucket
    - Do not perform work that will subject the boom to a side force greater than the machine’s rated side loading capacity eg pushing and pulling on a fixed structure when working from the bucket
    - Overhanging loads such as pipes must not be lifted with the boom unless done so with a rack approved by the manufacturer. NOTE: overhanging loads can alter the boom’s centre of gravity and cause it to tip over
    - Never allow any personnel to work underneath any part of the boom or walk or work under raised hydraulics
    - Maintain mandatory minimum clearances from overhead power lines as defined by regulatory authorities
    - Never enter or exit the bucket when elevated
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5. Post-Operation – Housekeeping:

- Lower the bucket and switch off machine when work completed, remove the key (if fitted)
- Lock all cabinets/covers when leaving the machine unattended
- Maintenance must take place in a well ventilated area
- Leave the equipment and work area in a safe, clean and tidy state
- Ensure there are no ignition sources in the vicinity of equipment
- Immediately report any damage or faults
- Clean any oil, grease and mud off bucket
- Clear away rubbish and store tools securely