

# Safe Operating Procedure



## PPE Required



## EWP Scissor Lift

### Top 4 Safety Points

- Read and understand Safe Operating Procedure
- Only load and unloading whilst trailer is attached to vehicle
- Do not drive with the platform elevated on sloping or uneven ground above 4 degrees and avoid driving on lesser slopes
- Beware of uneven ground and power lines



### General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual ([www.flexihire.com.au](http://www.flexihire.com.au))
- Report any faults or damage to Flexihire 1300FLEXIHIRE
- Do not wear loose clothing or jewellery
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE as detailed
- Do not operate equipment under the influence of drugs or alcohol

### General Engine Safety

- **Refuelling** – Do not smoke, or introduce ignition source, always turn engine off and allow engine to cool first, relieve fuel pressure by loosening cap slowly, wipe clean any fuel spills prior to re-start, if fuel spilled on clothes change clothes, ensure cap is replaced & store fuel vessel away from work area
- Do not breathe fuel vapour & replace cap securely after fuelling
- Do not operate engine without adequate ventilation
- Beware of hot surfaces on engine & other parts

### Risk Assessment

- Assess the immediate work area for any hazards
- Control or eliminate all the risks associated with the hazards
- Hazards to check for that may require risk control-
  - ☐ Overhead power lines
  - ☐ Digging
  - ☐ Confined space
  - ☐ Traffic & moving machinery
  - ☐ Stored energy – air, hydraulic, electricity, pressure
  - ☐ Working at height
  - ☐ Falling objects
  - ☐ High Voltage
  - ☐ Any stored energy

### General Electricity Safety

- Ensure all electrical equipment has a current test tag within 3 months
- Do not operate equipment in or around water or damp environments
- It is recommended to use a safety switch to power this equipment
- Ensure the power lead is well stowed and do not present trip hazards
- Isolate the power by removing the plug prior to performing any work on the equipment including prior to changing leads or tools or bits
- Always uncoil power leads prior to use

### Operating Safety Instructions

Ensure operators of EWP's with a platform height of 11m or greater hold a WP – National Licence to Perform High Risk Class WP. For all other EWP's it is recommended to have a Yellow card or similar competence training	Always perform the pre-start functions in the EWP Log Book and ensure that the safety release is operable from the gr
Ensure the EWP has a log book on hand and check that it is in service and has no current service faults. Never use if the EWP has a fault	Use barricades to restrict pedestrian and traffic flow near the EWP
Check overhead hazards including powerlines and maintain minimum approach distances from all powerlines – see manual	Do not tie the EWP platform to an adjacent platform or structure
Check the ground where the EWP will be operated to ensure it is firm dry and free from obstructions and holes. Electric scissors should operate on sealed surfaces	Do not use the EWP lift as a lifting aid, crane or lifting or device. Do not use the boom to push or pull objects
Plan the work to be done	Do not allow anyone to tamper with the machine from the ground whilst in use unless under emergency conditions
Check the SWL (Safe Working Load) of the EWP and ensure the weight to be placed in the basket including the personnel is under the SWL	Ensure all gates on the basket remain closed at all times unless entering and exiting the basket from the ground
Do not drive with the platform elevated on sloping or uneven ground above 4 degrees and avoid driving on lesser slopes	Keep both feet or all persons in the basket firmly on floor at all times. Do not stand on ladders, boxes or the basket
Check the load limit of bridges and ramps before driving on them	Do not use the machine as a ground for welding
If the boom is in a position with one or more wheels off the ground, remove all personnel before attempting to stabilize	Do not operate the machine in wind conditions or with wind gusts equal or greater than 40KMPH
Use spotters and look out personnel when vision is obscured	Stow EWP, lower and park on flat level ground and shut down all power before leaving EWP.
Never use anything other than operators foot to engage the safety foot switch	Travel grades in slow speed only and beware of stopping distances in all speeds, switch to slow speed before stopping
Refer to manual for towing instructions	Refer to manual for lifting instructions but never lift with only 2 chains or slings.
If EWP is on a trailer, ensure trailer is attached to vehicle when loading and unloading	