EAST WEST ENGINEERING

INSTRUCTION MANUAL

Type WP
WORK PLATFORM

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ALL EAST WEST WORK PLATFORMS CONFORM TO AS/NZS 1554.1:2011, AS 2359.1 – 1995 & AS 2359.2 – 1985

EAST WEST ENGINEERING
A DIVISION OF ALLMESH ENGINEERING PTY LTD

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1) QUALITY POLICY STATEMENT

East West Engineering is an Australian Owned company in the Sydney suburb of Brookvale. We are Australia's leading manufacturer of forklift attachments, storage, waste containers and environmental protection equipment.

You are purchasing the highest quality products available and are guaranteed of the reliability of **East West Engineering** equipment.

2) GENERAL DESCRIPTION OF PRODUCT

Upon approval by relevant state authorities, work platforms are designed to safely perform "special tasks of short duration". Use of the type WP Work Platform is restricted to the purpose for which it is designed. EAST WEST ENGINEERING is not liable if this restriction is breached.

Manufactured strictly in accordance with AS 2359.1 – 1995, the type WP Work Platform is suitable for a maximum of two people. The Safe Working Load (SWL) is 250 kg. Weight of the type WP Work Platform is 115 kg. Two locking pins are supplied to prevent the Work Platform from moving off the fork arms. The Work Platform is fitted with an internally swinging spring-loaded door. The door is held in the closed position by a fixed stop and is locked via a bow latch.

Finish of all East West Engineering Work Platforms is either painted enamel or Hot Dipped Galvanised.

The actual load capacity of the Work Platform may be restricted by the load capacity of the Industrial Truck – refer to Section (4) under **"General Operating and Safety Procedures"** for **minimum** Industrial Truck capacities.

Note: The use of the words '**Forklift**' & '**Industrial Truck**' throughout these instructions both refer to '**Powered Industrial Truck**' as defined in AS 2359.1.

Type Data

To accurately identify the attachment and when ordering parts, please quote the ***Type*** and ***Serial Number***. This information can be found on the compliance plate situated on the Work Platform. Please refer *Fig. 8.1* and *Table 8.2*, codes "A" and "B" for more information.

WARNING: These Instructions **MUST be READ in FULL by the Forklift Operator** and all Operational & Safety Procedures and Risk Control Measures complied with before the use of this attachment.

3) METHOD OF ATTACHMENT TO FORKS

Before installation of the type WP Work Platform onto a Forklift, ensure that the fork arms are suited and set to the correct width.

The type WP Work Platform is supplied with the rear (top) frame wired to cage for ease of transport.

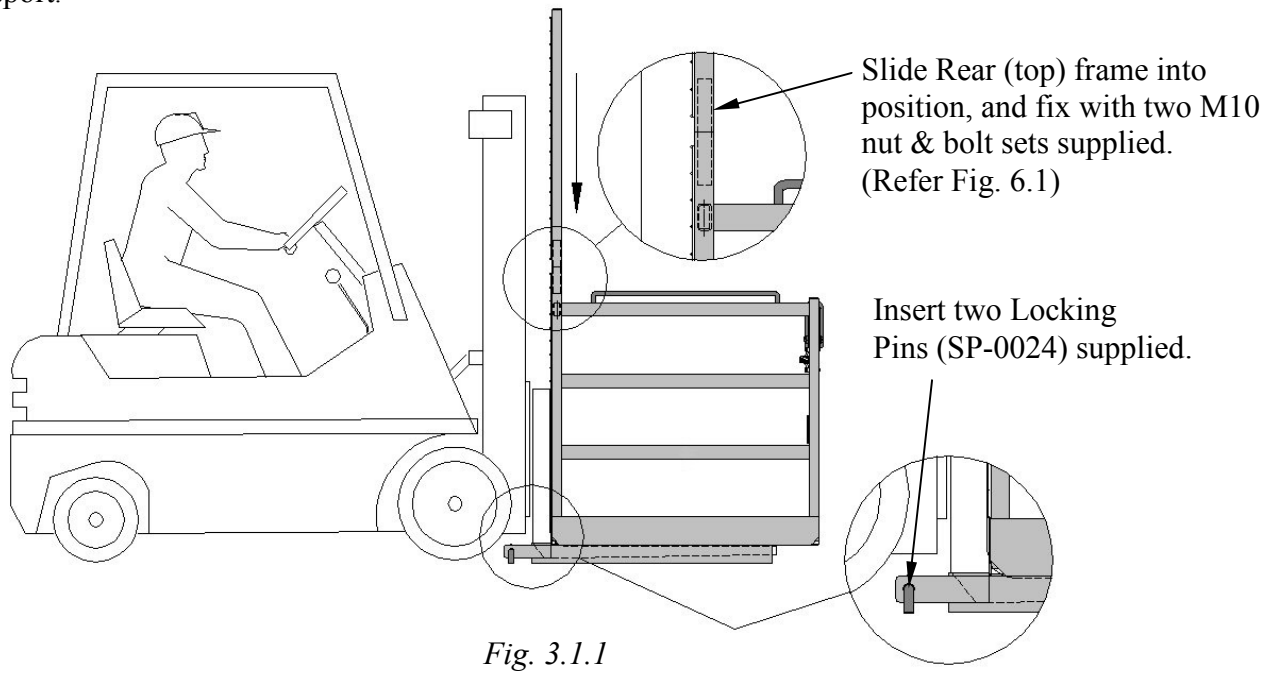

Fig. 3.1.1

To install the type WP Work Platform:

a) Unwire the rear (top) frame from its transport position within the cage.

b) Remove the M10 nut and bolt sets from the rear of the cage. Referring to *Fig. 3.1,* slide the tube spigots of the rear frame into the corresponding holes situated on the top rail at the rear of the work platform cage. Secure in position by replacing the two M10 nut and bolt sets into their original positions and tighten.

Note: If the rear frame is to be removed often, grease the spigot to prevent seizing.

c) Position the forklift with the fork arm engaged into the slippers as shown in *Fig. 3.1*. With the fork arm shank (vertical face) firmly against the rear of the WP Work Platform, slide the two locking pins supplied through the slipper.

d) **Before using the type WP Work Platform, the rear frame must be in position as stated above**.

WARNING: In accordance with Australian Standard AS2359.6, the following attachment information shall be added to the manufacturer's "Identification Plate" on the Industrial Truck;

- type of attachment,
- weight of unladen truck in working condition fitted with attachment,
- Capacity of truck and attachment combination at maximum elevation.

4) OPERATIONAL PROCEDURE AND SAFETY

Preliminary Safety Checks

A "Competent Person" shall inspect the action of the inward swinging, self-closing spring-loaded gate and bow latch on the Work Platform to ensure damage has not occurred and it swings and latches securely. Do not use the Work Platform if any of the components are damaged or not in safe working condition. A "Competent Person" shall inspect the "Slipper" locking pins daily to ensure that they are in safe working order.

The Operator shall check that the Work Platform has been correctly fitted in accordance with these Instructions before being used **[refer Section (3)].**

All signage must be strictly adhered to and checked to ensure that the compliance plate is not damaged and is legible.

General Operating and Safety Procedures

Forklift attachments can alter load centres and reduce the load capacity. The type of load to be handled in addition to the operating conditions must be considered when determining the actual working capacity for each application. Do not exceed the rated capacity of the Industrial Truck to handle the load.

Referring to AS 2359.1 clause 12.3.1, Industrial Trucks used to lift the type WP Work Platform must have capacities equal to or greater than;

- For a counterbalance truck – 1825 kg
- For reach trucks – 1095 kg.

WARNING: Any SWL noted on the Work Platform is a structural rating of the Work Platform only and makes no claim to the suitability of the Forklift. Actual load may be restricted to the suitability of the Forklift. Actual Forklift capacities must be obtained from the Forklift manufacturer.

The type WP Work Platform is only certified and warranted for operation within the design constraints and authority covered by these Instructions. Though continual operation beyond the extreme design rating may be within the platform structural rating, liability for its use under these conditions will rest with the Operator.

East West Engineering attachments shall not be modified in any way which affects the operation or performance except with the prior approval of East West Engineering. After any changes have been effected, appropriate alterations shall be made on the relevant nameplate and markings prior to placing the attachment back into service. East West Engineering must be notified of the changes to nameplates and makings with reference to the attachment serial number.

WARNING: In some states of Australia, the use of Work Platforms must be approved by the statutory Authority. The type WP Work Platform is designed to carry a maximum of two (2) people or a SWL of 250kg and is for approved use only.

Operator Qualifications and Authorization

The qualification of the operator shall be in accordance with AS 2359.2 clause 2.1 that covers age, physical disabilities, training, fluency of the English language for communication, adequate knowledge of this standard and conformance to the relevant Statutory Authority.

The Authorization of the Operator shall be in accordance with AS 2359.2 clause 2.3. This covers three sections of operating procedures as follows;

- **Section 3** that covers general operating procedure's as stated in the "Risk Control Measures – Summary" section (5), paragraph "Z)" below,

- **Section 4**, which cover procedures for particular machines i.e. elevating operator or automatically controlled industrial trucks,

- **Section 5**, which cover procedures for site conditions i.e. hazards, explosive and flammable atmospheres, pedestrian access, warning signs, warning devices, guards, lighting, noise levels, atmospheric pollution, service, ground and floor surfaces, inclines, aisles, loading docks, bridgeplates and dockboards and lifts.

5) RISK CONTROL MEASURES – SUMMARY

When handling loads, the Risk Control Measures outlined below in Sections (5) are to be observed by the Industrial Truck Operator to ensure all identified hazards relative to using this equipment are eliminated or controlled – **refer Appendix A for a detailed analysis**;

A) The Industrial Truck Operator requires a suitable forklift licence to cover both the Industrial Truck being operated and the Work Platform that has been fitted. Training in the safe use of the Work Platform shall be undertaken before use.

B) The use of the Work Platform shall be limited to those situations where it is necessary to elevate personnel to perform special tasks of short duration and where it is not possible to use scaffold or a specially designed device. The platform shall not be used for order picking, nor for production or stores types of activity.

C) Authorised personnel must perform the following pre-checks immediately prior to the use of the Industrial Truck in accordance with AS 2359.2 clause 3.1 and 6.4 and corrective action initiated where applicable;
   - Nameplate and markings regarding the Industrial Truck and Attachment capacities are to be read and acknowledged,
   - Condition of lift and tilt systems on the Industrial Truck to be checked,
   - Inspect all tyres for wear, condition and pressure if applicable,
   - Liquid levels of battery cell electrolyte, oils (hydraulic, engine, transmission and brake), cooling water and fuel to be checked,
   - All steering and brake controls, warning devices and lights to be checked for effective operation.

D) Gain assurance from a responsible person that the Industrial Truck and combination of attachments which are used to support the platform, comply with AS 2359.1 and that person has provided all information necessary to ensure that risks are eliminated or controlled.

E) Do not exceed the rated capacity of the Industrial Truck to handle the load. Trucks used to lift the type WP Work Platforms must have capacities equal to or greater than;
- For a counterbalance truck – 1825 kg,
- For reach trucks – 1095 kg.

F) The Industrial Trucks shall be used on a hard level surface. The area in which the attachment is to be used has been accessed as suitable for the task to be undertaken. There should be suitable clear space to safely use the Work Platform.

G) While lifting in an area subject to passing traffic, barriers or warning signs shall be used to prevent any interference.

H) Any stabilisers on the Industrial Truck shall be engaged prior to lifting.

I) The travel controls shall be in neutral with the park brake engaged.

J) The mast, if adjustable shall be set at vertical, NOT back tilted.

K) The Fork Arms shall be horizontal.

L) The controls, other than the tilt, lifting and lowering controls, shall be immobilised.

M) The Operator and every person to be elevated shall check the Platform is securely attached to the Forklift in accordance with these Instructions – **refer Section (3.1)**.

N) The Operator shall stay with the Industrial Truck controls at all times.

O) The Operator shall keep hands and feet clear of controls other than controls in use.

P) The Operator shall keep clear of overhead obstructions and in particular **MAINTAIN RELEVENT CLEARANCE OF ELECTRICAL CONDUCTORS.**

Q) Before any person is elevated or supported by the Work Platform, the Operator shall lift the platform to the required working height to confirm that all systems are functioning correctly.

R) The Operator shall lift and lower the platform in a smooth manner.

S) Elevated personnel shall stand on the floor of the platform at all times they are elevated.

T) Ladders or any other means shall not be used to gain extra height.

U) Whenever a person is supported by the platform, any manoeuvring of the Industrial Truck shall be minimised.

V) Ensure safety features are provided, visible and working effectively.

W) Ensure no unauthorised alterations to the equipment have been made that may cause risk.

X) Ensure regular maintenance, testing and inspections are carried out and recorded in accordance with the relevant Industrial Truck Manuals and these instructions **[refer Section (7)],** and corrective action initiated where applicable.

Y) If any of the equipment becomes unsafe, stop all usage until the risk is eliminated or controlled

Z) The Industrial Truck is to be operated in accordance with **AS 2359.2 Section (3)** and these Instructions where applicable.

WARNING: Failure to observe the above **Risk Control Measures** and those outlined in **Appendix A** could result in **SERIOUS INJURY or DEATH.**

6) PARTS LIST

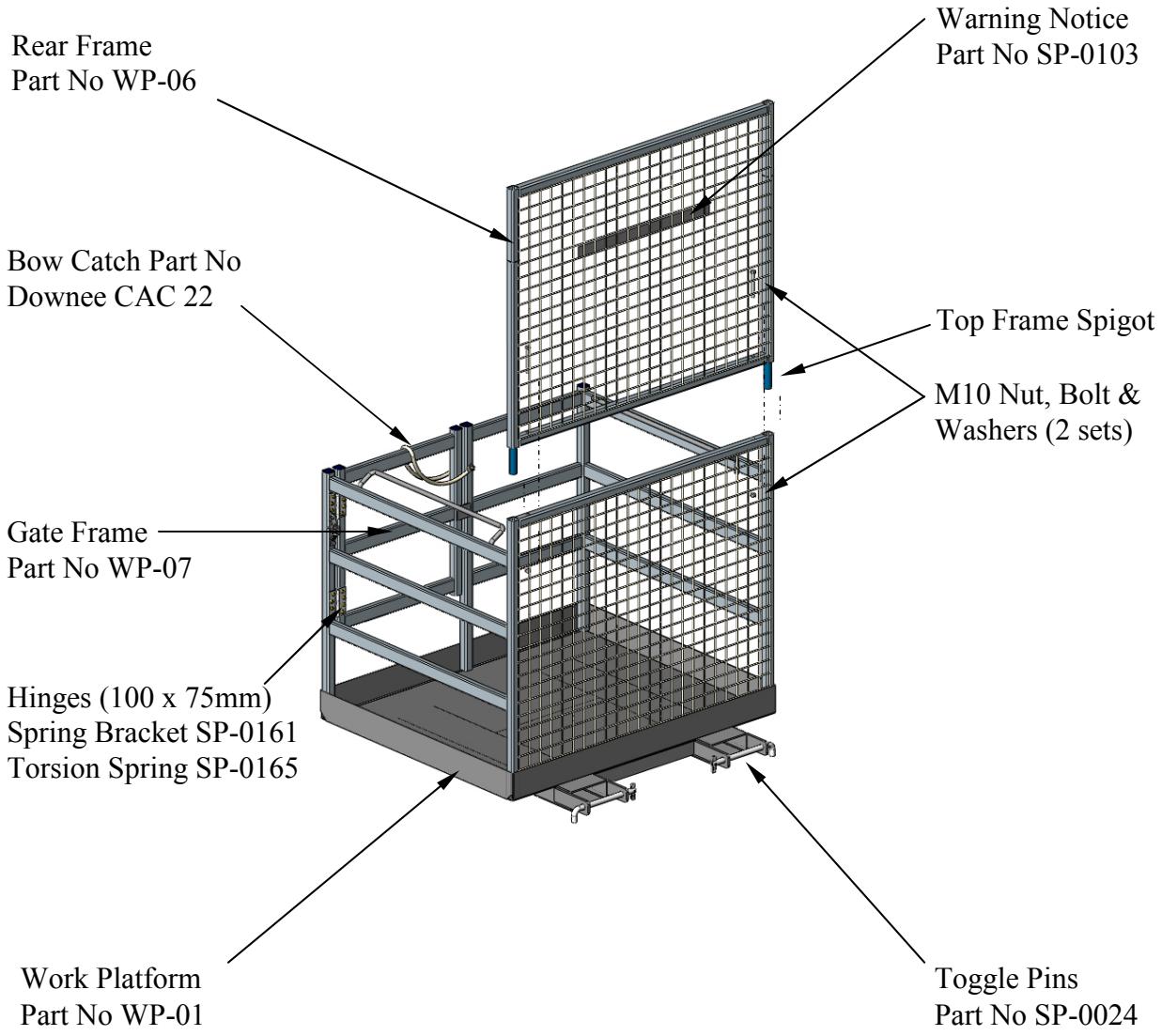

Fig 6.1

7) MAINTENANCE

Regular maintenance including Testing, Inspection and Cleaning should be carried out on the Work Platform to reduce the risk of potential hazards arising. The Work Platform should be cleaned and visually inspected by a "Competent Person" under adequate lighting conditions, before each shift, to ensure all components are functioning correctly and are free from any noticeable wear or damage. If components are considered worn or damaged, or if safety charts or labels are damaged or illegible, the Work Platform should be taken out of service and East West Engineering or an "Authorised Person" contacted for advice. Periodic testing may be required if any damage is noted, as this could be an indication of abuse or overloading. Regular cleaning makes identification of damage easier. Keep maintenance records to ensure safety checks are carried out.

Maintenance Schedule

	Maintenance Period					
Description	**Daily** or 8 Hrs	**Weekly** or 40 Hrs	**Monthly** or 160 Hrs	**3 Months** or 500 Hrs	**Annually** or 2000 Hrs	**Other**
Toggle Pins			GS			
Top Frame Spigot						GS if Req
Gate – Hinges/Catch	CI			T		
Gate – Spring/Brk	CI					
Work Platform	CI					

Table 7.1 (refer Fig. 6.1)

Maintenance to be carried out		
Maintenance Codes		**Lubricant to be used**
GS = Grease smear	**D** = Drain	**G** = Grease, Shell Alvania R2 or equivalent
GN = Grease at nipple	**R** = Replace	**H** = Hydraulic Oil Shell Tellus
CI = Clean and inspect	**T** = Tighten	**Ot** = Oil, Shell 20W/40W or equivalent
C = Check & fill oil to level	**N** = Note below	**Oa** = Oil, Shell Turbo T32 or equivalent

Table 7.2

8) COMPLIANCE PLATE INFORMATION

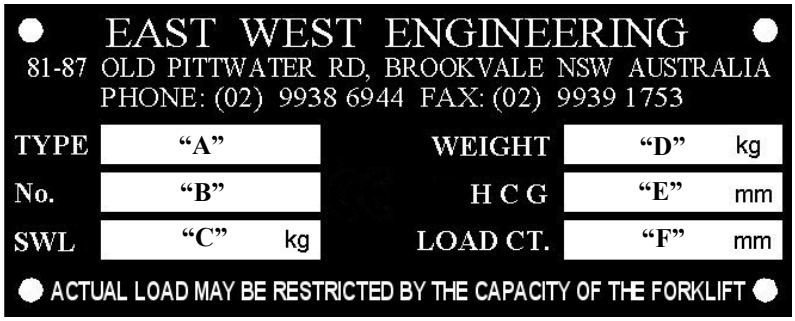

Fig. 8.1

A	Product Type	Refer "A", *Table 8.2*
B	Serial Number	Individually stamped
C	Safe Working Load	Refer "C", *Table 8.2*
D	Dry weight of the unit	Refer "D", *Table 8.2*
E	Horizontal C of G	Refer "E", *Table 8.2*
F	Load Centre	Refer "F", *Table 8.2*

COMPLIANCE PLATE MARKING						
Type	**"A"**	**"B"**	**"C"**	**"D"**	**"E"**	**"F"**
WP	WP	SERIAL No	250	115	550	600

Table 8.2

Load Center Interpretation

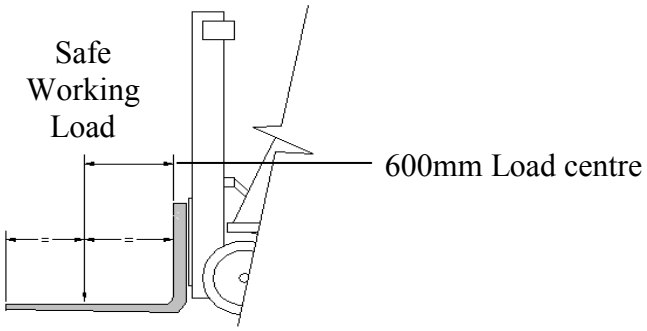

Fig. 8.3

Warning Notice

The Warning Notice (refer *Fig. 8.4*) must be legible and clearly visible to the personnel in the Work Platform as required by AS 2359.1 clause 12.3.2.(h). If damage occurs, contact East West Engineering for a replacement part.

NO MORE THAN 2 PERSONS MAY BE LIFTED.
WEIGHT OF PLATFORM 115KG.
THE LOAD INCLUDING PERSONNEL & EQUIPMENT
SHALL NOT EXCEED 250KG.
USE ONLY ON INDUSTRIAL TRUCKS HAVING A
CAPACITY OF 1825KG (COUNTERBALANCED) OR
1095KG (REACH TRUCK) AS APPROVED.
DO NOT USE IN PROXIMITY TO LIVE ELECTRICAL
EQUIPMENT.
FOR USE ONLY AS APPROVED BY STATE
STATUTORY AUTHORITY.

Fig. 8.4

9) CERTIFICATION INFORMATION

Certificate

Type WP Work Platform

We certify that the type WP Work Platform is rated to 250kg Safe Working Load (SWL) and is designed and fabricated strictly in accordance with relevant Australian Standards including those listed below –

AS/NZS 1554.1: 2011	Structural Steel Welding – Welding of Steel Structures
AS 2359.1 – 1995	Powered Industrial Trucks – General Requirements
AS 2359.2 – 1985	SAA Industrial Truck Code – Operation
AS 3990 – 1993	Mechanical Equipment – Steelwork
AS/NZS 4680: 2006	Hot Dip Galvanised (Zinc) Coatings on Fabricated Ferrous Articles

Signed on behalf of **EAST WEST ENGINEERING,**

Ron King
MANAGING DIRECTOR

10) TERMS of TRADE, CONDITIONS of SALE and WARRANTY STATEMENT

1. East West Engineering (EWE) products are to be used only as indicated. Misuse or misapplication may cause failure resulting in possible property damage or bodily injury.

2. It is the obligation of the user to ensure EWE products are used in accordance with appropriate Codes and System requirements.

3. All liability for EWE products performance is disclaimed and the warranty will be voided if any of the following conditions exist:
   3.1) the product is used beyond the published or stated rate load limit. Note: **ALL** ratings are for static conditions and do not account for dynamic loading such as wind, water or seismic loads,
   3.2) the product is not properly installed per published or stated instructions,
   3.3) the loading to the product is not vertical,
   3.4) the product is deformed or stressed in any way during fitting or installation,
   3.5) the product is used in a corrosive environment.

4. All safety regulations required by the user must be observed.

5. EWE products at the time of dispatch are warranted to be free of defects in material or workmanship. **NO OTHER WARRANTY EXPRESSED OR IMPLIED SHALL EXIST IN CONNECTION WITH THE SALE OR USE OF EWE PRODUCTS**. Claims for errors, shortages, defects or non-conformities ascertainable upon inspection must be made in writing within 15 days after buyer's receipt of products. All other claims must be made to EWE within 12 months of the date of shipment for products hydraulically operated and within 12 months for products without hydraulics. Products claimed nonconforming or defective must upon EWE's request promptly be returned for inspection. Claims not made as provided above and within the applicable time period will be barred. EWE shall in no event be responsible if the products have not been used in accordance with the specifications and/or recommended procedures. EWE will, at its option either repair or replace nonconforming or defective products for which it is responsible or return to buyer their purchase price. The foregoing states buyer's exclusive remedy for any breach of EWE warranty and for any claim, whether sounding in contracts, tort or negligence for loss or injury caused by the sale or use of any product. Without limiting the generality of the foregoing EWE shall in no way be responsible for any loss of business or profits, downtime or delay, labour, repair or material cost or any similar or dissimilar consequential loss or damage incurred by the Buyer.

6. Examine goods immediately upon receipt and advise any damage or shortage to carriers and ourselves within 15 days, otherwise no claim whatever will be considered. Provided advice is given within the prescribed time, we will make good any shortage and will repair or replace free of charge goods damaged in transit where we are responsible for delivery of the goods.

7. If goods are not received within 14 days from receipt of invoice please advise us in writing.

8. If any error is discovered in this invoicing please notify supplying branch at once for correction.

9. **Property and Payment:** – By acceptance of delivery and retention of the goods it is acknowledged that the property of the goods remains with EWE and that legal title thereto will not pass until payment is made but that nevertheless the goods are at your risk after delivery. In the event that payment is not made within 30 days of delivery, or other agreed terms, full licence and authority is given to EWE to enter any premises where the goods are stored and to recover possession of them. In the event of the sale of the goods prior to payment, the proceeds of sale belong to EWE.

10. **Terms of Payment:** – Unless credit has been arranged strictly net cash; if credit has been arranged payment must be made by the 25th day of the month, following the month appearing in the date on the front of this invoice.

11. **East West Engineering reserves the right to alter specifications, designs and prices without notification.**