



EWPA



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Who are the EWPA?

- The Elevating Work Platform Association of Australia (EWPA) is the industries peak representative body in Australia
- Members include rental companies, manufacturers, suppliers, end-users, trainers and specialised support and service companies
- Consults with Australian Standards and State/Territory Regulators
- Current estimate of 60,000 EWP's in Australia





Areas for Improvement

- Application – Certain machines for certain sites
- Operator Training
- Hazard Information Guidance
- Maintenance
 - Operator Daily Safety Checks
 - Owner
- Compliant Machines – Grey Imports




In an effort to promote the safety of EWPs in Australia,
the EWPA has produced an:

EWPA Safe Use Information Pack



Part 1 - Pre Selection

➤ Prior to ordering an EWP consider the following:

|  ELEVATING WORK PLATFORM ASSOCIATION OF AUSTRALIA INC www.ewpa.com.au | | |
|---|-------------|--|
| EWP Safe Use Information Pack | | |
| PART 1 - PRE SELECTION SECTION: | | |
| This section provides information to assist in the planning process of using an EWP in relation to the application, site conditions, operator competence/training requirements and hazard evaluation. The assessment should be conducted by the person(s) responsible for the safe use of plant in their work place prior to the selection of an EWP. | | |
| SITE/LOCATION DETAILS | | |
| Company: | | |
| Site Name & Location: | | |
| Assessment Conducted by (Name): | | Date: |
| Position/Title: | | Phone No: |
| APPLICATION (Site Conditions): Provides information on the EWP types that are suitable for various typical applications eg surface conditions, indoor or outdoor use, suspended surfaces etc. | | |
| Considerations: | Tick | Recommendation: |
| EWP size (height, reach etc) | | Use an EWP that is adequate in terms of height and reach. NOTE: AS2550.10 provides guidelines relating to the possible requirement for a larger EWP if access/egress from the platform while elevated is a requirement of the job task. Access/egress at height should only be performed if a risk assessment indicates that it is the safest method |
| Rated capacity | | Use an EWP that can adequately support the required number of personnel (including an operator), tools and equipment. |
| Load dimensions | | Use an EWP that is large enough to carry any intended load inside the platform or on approved load carrying attachments eg pipe racks. |



Application

➤ Select the correct EWP

Consider the following:

- Size & Height required
- Load to be lifted – not to exceed EWP SWL
- Surface conditions – Slab, rough terrain
- Suspended floors – check EWP wheel load does not exceed max floor load
- Indoor/Out door Use – Exhaust fumes, wind ratings 12.5m/sec (45kph)



Training

- **All EWPs** - Operators must be trained and competent to operate an EWP e.g. Yellow Card
- **Boomlifts 11 mtrs or more** - Certificate of Competency (or licence) required
- **Emergency Procedures** - Personnel must be able to retrieve the platform using the controls at ground level in the event of an emergency





Hazard Evaluation Guidance

- **Proximity Hazards** - Structures, drop offs, overhead electrical wires
- **Surface Condition** - Rough terrain, underground services, recent excavations or back filled ground






Hazard Evaluation Guidance

- **Environmental** – Lack of ventilation, explosive or hazardous atmospheres
- **Working at Heights**
 - Refer EWPA Harness policy
 - Harness required for boom type EWP's
- **Tipping Hazards** – Exceeding maximum allowed slopes or SWL, exposure to wind or large surface area material being carried



Part 2 - Pre Acceptance

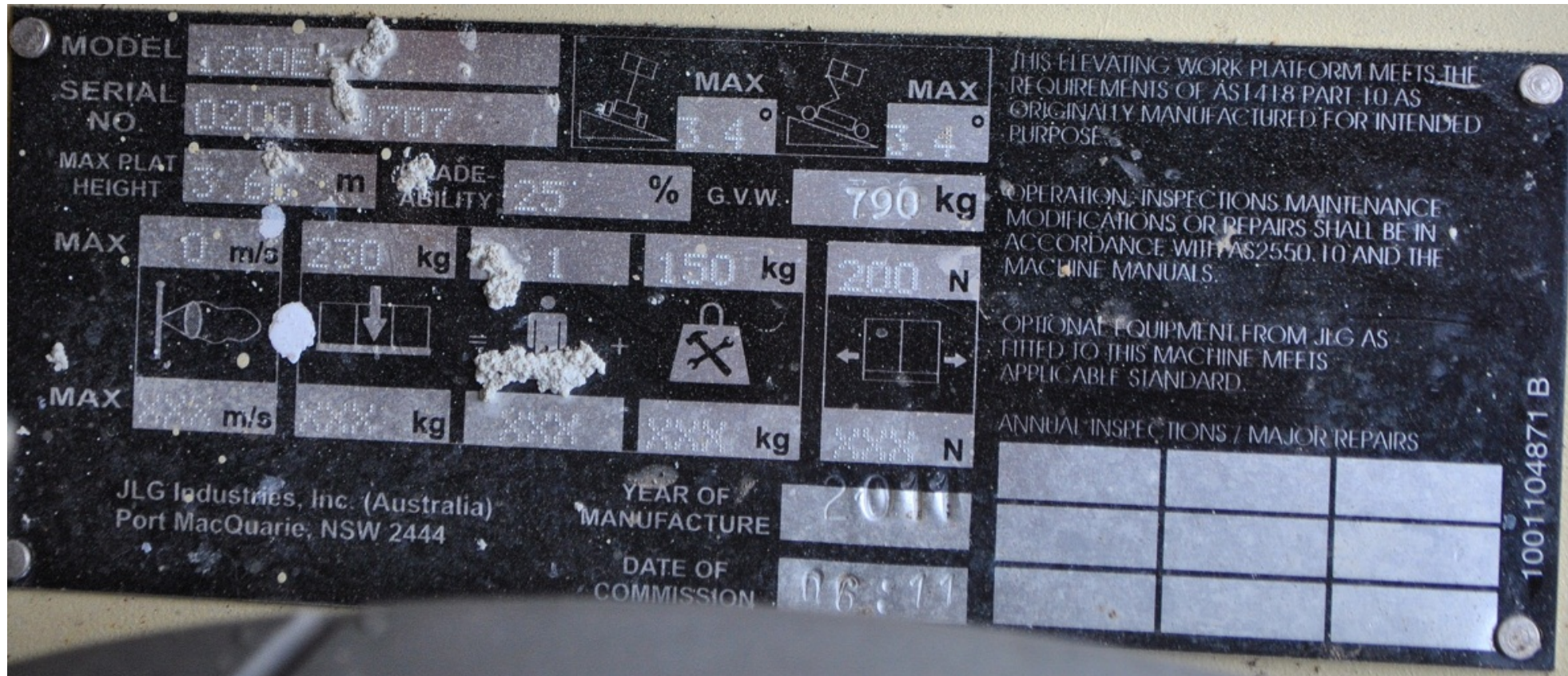
- Prior to accepting an EWP on your site check the following:

|  ELEVATING WORK PLATFORM ASSOCIATION OF AUSTRALIA INC www.ewpa.com.au | | |
|--|------------|-----------|
| EWP Safe Use Information Pack | | |
| <u>PART 2 - PRE ACCEPTANCE SECTION:</u> | | |
| <p>This section provides information to assist users in identifying that the individual EWP supplied to the users workplace has been designed and maintained to relevant Australian Standards and regulatory requirements.</p> <p>This section should be conducted by the person(s) responsible for the safe use of plant in their work place when the EWP(s) is supplied.</p> | | |
| SITE/LOCATION DETAILS | | |
| Company: | | |
| Site Name & Location: | | |
| Assessment Conducted by (Name): | Date: | |
| Position/Title: | Phone No: | |
| PLANT SUPPLIER DETAILS | | |
| Owner/Supplier (Hire Company): | | |
| Contact Name: | Phone No: | |
| PLANT DESCRIPTION | | |
| EWP Type (Please tick one) | | |
| Medical Lift | Crane Lift | Boom Lift |



Design & Standards Evidence

➤ AS1418.10 Compliance Plate





Attachments

e.g. Pipe racks, lifting devices

- Must be approved for use with the make/model EWP
- May change SWL and max Side Force



Markings

- SWL
- Max Side Force
- Wind Rating
- Lifting & Tie Down Points
- Electrical No-Go Zones
- Controls





| NOTICE | |
|--|---|
| Outdoor Use | Indoor Use Only |
| Maximum Allowable Wind Speed: 12.5 m/sec / 28 mph | Maximum Allowable Wind Speed: 0 m/sec / 0 mph |
| Maximum number of occupants: 1 | Maximum numbers of occupants: 2 |
| Maximum allowable manual force on platform: 45 lbs / 200 N. | Maximum allowable manual force on platform: 90 lbs / 400 N. |
| GS-1532 Maximum Platform Height: 15 ft / 4.6 m GS-1932 Maximum Platform Height: 19 ft / 5.8 m | |





Don't accept decals that can't be understood!



Documentation

- Manufacturers Operators Manual
- Logbook
 - Provision for operator to record operator daily checks
- Summary statement of last 'Periodic Inspection' (Annual)
- Summary statement of last 'Major Inspection' (after 10 years of service) or Enhanced Periodic Inspection (years 6 to 10)

Maintenance


➤
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3-Month Safety Checks - Reference Notes:

1. A 'Thorough Visual Inspection' includes checking all of the following:

- (i) The chassis, frame, scissor arms, masts, boom sections, outriggers, lift and tie down points, steering components, turntable, nuts, bolts, axles, drawbars, 'A' frames etc. – not bent, twisted, damaged, cracked, missing or loose.
- (ii) All pivot pin retaining mechanism(s). Ensure nothing loose incl. keeper plates, keeper pins, bolts, nyloc nuts etc.

| | | | |
|-----------------------|---|---------------------|--|
| 02. ENGINE OIL FILTER | * | 30. SAFETY CUT-OUTS | |
| 03. AIR FILTER | * | 31. BUSHINGS | |
| 04. FUEL FILTER | * | 32. ROLLERS | |

 1. Hydraulics may lower without warning and crush/shear limbs causing serious injury or death
... Approved safety props must be used when working under raised hydraulic or through scissor arms.

2. B+ Charging MEWPs may start without warning
... Isolate engine before commencing work.

14. Level Bubble(s) Condition (If fitted)

15. Chassis, Mast, Scissor & Boom Condition
incl. Pivot Pin Retaining Mechanisms Ok

SB

SA

16. Tie-down & Lifting Point Condition

17. Tyres, Steering Linkage, Wheels, Wheel Nuts, Ok

THIS CHECK LIST IS TO BE USED AS A GENERAL GUIDE TO MINIMUM MAINTENANCE SAFETY CHECKS ONLY. AS SUCH USERS SHOULD INFORM THEMSELVES OF THE MANUFACTURER'S INSTRUCTIONS SPECIFIC TO THE PARTICULAR PIECE OF EQUIPMENT WHERE POSSIBLE.

SIGNED: _____

* SEE OVER LEAF FOR 30, 60 AND 90 DAY MINIMUM SERVICE INSTRUCTIONS

Electric Machines - Charge/Batteries

(1) Inspected and recorded in logbook
(2) Checked a 'Pre-Use Check' log and recorded 'Y' or 'N'
(3) In Section 8 of Logbook (checked and recorded 'Y' or 'N')
(4) Recorded 'N' if recorded on the other side of sheet

Signature: _____



Evidence of Maintenance

☒ **EWP LOGBOOK**

When completed this Logbook complies with the requirements of AS2550.10 'Safe Use of Elevating Work Platforms'

IF LOGBOOK IS LOST, MISSING OR DAMAGED CONTACT OWNER OF Equipment FOR REPLACEMENT

See Inside Pouch For:


1. **EWP Logbook** for record of 'Operator Safety Checks' & 'Owner Routine Maintenance & Safety Checks'.
2. **Signed copies of summary statements of the last 'annual' and 'Major' Inspections.**
3. **Any other information required by regulatory authorities.**

See Below For:

Equipment Details, Date of Manufacture and dates of 'Annual' and 'Major' Inspections per AS2550.10.

EQUIPMENT DETAILS AND SUMMARY OF INSPECTIONS

| | | |
|--|-----------------------|--------------------|
| Owner of Equip: | Asset No (if applic): | |
| Equip Make/Model: | Serial No: | |
| DATE OF MANUFACTURE: | | |
| DAY / MONTH / YEAR | | |
| DATE OF LAST 'ANNUAL' INSPECTION: | | |
| DAY / MONTH / YEAR | | |
| DATE OF LAST 'MAJOR' INSPECTION: (Mandatory if EWP is over 10 yrs old) | | |
| DAY / MONTH / YEAR | | |
| Above Information Verified by (Name and Signature of Owner or Owner's Representative): | | |
| Name of Person (Capitals): | Signature: | Date: |
| | | DAY / MONTH / YEAR |


 **Elevating Work Platform Association of Australia**

Ref: NP/08, EWPA-4/08



Part 3 - Pre Operational Inspection

- Separate checklist (Logbook front cover)
- May be required by some users before using an EWP in their workplace

**ELEVATING WORK PLATFORM ASSOCIATION OF AUSTRALIA INC**
www.ewpfa.com.au

EWP Safe Use Information Pack

PART 3 - PRE OPERATIONAL INSPECTION CHECKLIST:
A following checklist is provided for users who require a separate itemised record of the Logbook Pre-Use Inspection (Safety Checks) conducted by the operator (or other site personnel) prior to using an EWP in their work place.
NOTE: The checklist is a copy of the 'Operator Daily Safety Checks' in the logbook and should not be used as a substitute when the user is conducting their daily pre-operational checks.

| SITE/LOCATION DETAILS | | |
|--|--------------|-----------|
| Company: | | |
| Site Name & Location | | |
| Name of Person Conducting Inspection: | | |
| Position/Title: | | Phone No: |
| Signature: | | Date: |
| PLANT DESCRIPTION | | |
| EWP Type (Please tick one) | | |
| Vertical Lift | Scissor Lift | Boom Lift |
| Make: | | |
| Model: | | |
| Plant No: | | |
| Serial Number: | | |
| BEFORE CHECKING /OPERATING MACHINE | Tick | Comments: |
| 1. Before checking/operating disconnect 240v power (battery charger/extension cords etc). | | |
| 2. Check manufacturers operating instructions (or equivalent) on machine and familiarise yourself with them before operating machine. | | |
| PRE START CHECKS | Tick | Comments: |
| 3. Visually check chain and cable mechanisms for slackness and damage. | | |
| 4. Chassis, scissor, boom sections, outrigger/stabiliser legs for cracks/damage/security (incl. keeper plates, keeper pins, bolts, nyloc nuts etc). Check level bubble(s) not damaged (as fitted). | | |
| 5. Tyres for correct inflation, steering linkages, tyres, wheels, wheel nuts, castors damage/security. NOTE: Most self-propelled EWPs have solid or foam filled tyres. | | |



Before operating an EWP

- Operator familiarisation - 'Get to know' the various controls of each model



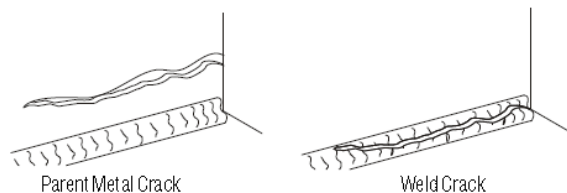
➤ Conduct pre start inspection per logbook and Operators manual

SECTION 2 - USER RESPONSIBILITIES, MACHINE PREPARATION, AND INSPECTION

Pre-Start Inspection


The Pre-Start Inspection should include each of the following:

1. **Cleanliness** – Check all surfaces for leakage (oil, fuel, or battery fluid) or foreign objects. Report any leakage to the proper maintenance personnel.
2. **Structure** – Inspect the machine structure for dents, damage, weld or parent metal cracks or other discrepancies.



3. **Decals and Placards** – Check all for cleanliness and legibility. Make sure none of the decals and placards are missing. Make sure all illegible decals and placards are cleaned or replaced.

4. **Operation and Safety Manuals** – Make sure the Operator and Safety Manual, ALL (ANSI markets only), and ANSI Manual (ANSI markets only) is enclosed in a resistant storage container.
5. **“Walk-Around” Inspection** – Refer to the Operator and Safety Manual.
6. **Battery** – Charge as required.
7. **Fuel** (Combustion Engine Powered Machines) – Add proper fuel as necessary.
8. **Engine Oil Supply** – Ensure the engine oil level is at the Full mark on the dipstick and the filler cap is closed.
9. **Hydraulic Oil** – Check the hydraulic oil level and add as required.
10. **Accessories/Attachments** – Refer to the Operator and Safety Manual of each attachment installed upon the machine for specifications, and maintenance instructions.




△ EWP SAFETY CHECK & ROUTINE MAINTENANCE LOGBOOK

Machine Make/Model: _____

Issue 6

△ Operator Daily Safety Checks:

To Ensure Your Safety, Operator Should Do All Safety Checks Below Before Using This Machine:



BEFORE CHECKING /OPERATING MACHINE:

1. Before checking/operating disconnect 240v power (battery charger/extension cords etc).
2. Check manufacturers operating instructions (or equivalent) on machine and familiarise yourself with them before operating machine.

PRE START CHECKS :

3. Visually check chain and cable mechanisms for slackness and damage (vertical lifts).
4. Visually check all fiberglass components for cracks especially where bonded to boom.
5. Chassis, scissor, boom sections, outrigger/stabiliser legs for cracks/damage/security.
6. Tyres for even inflation, steering linkages, tyres, wheels, wheel nuts damage/security.
7. Hydraulic hoses and fuel system for leaks / damage (look for puddles on ground).
8. All fluid levels (engine oil to main/aux engines, radiator, fuel and hydraulic tank etc).
9. Cables and wiring for damage.
10. Warning, operation, safety and SWL signs legible.
11. Condition of PPE (Personal Protection Equipment) i.e. harness(es), lanyard(s), energy absorber(s) etc. Ensure attachment points secure, no cracks/damage.
12. Handrails - no damage, handrails 100% secure, self closing action of doors working.
13. Check controls not damaged and return to neutral / central position when released.
14. Do any other pre start checks specified by the manufacturer in the operators manual.

OPERATIONAL CHECKS - MACHINE STARTED:

15. Check operation of
 - Emergency stop and deadman as fitted (machine should stop when deadman button or foot control is released).
 - Brakes/controls at ground/platform (fwd/rev/raise/lower/slew etc).

BEWARE! Some machines have a time delay before brakes apply.
16. Check operation of platform emergency descent and / or operator retrieval system (as fitted).
17. Check operation of flashing lights, motion & tilt alarms as per manufacturer in the operators manual.
18. Do any other operational checks specified by the manufacturer in the operators manual.
19. On completion of all (18) items above, record 'Operator Safety Check' in 'Section 1' of Logbook. Check 'Section 3' to confirm routine maintenance checks are up to date.
If equip was found to have any faults or problems - see procedure below.

FAULTY EQUIPMENT PROCEDURE:

1. Tag the equip with a DO NOT OPERATE tag to warn others that the equip is faulty.
2. Advise your supervisor of the faults with the equipment.
3. Advise the OWNER of the equipment that it is faulty and needs attention.
4. Record details of fault in 'Section 2 (Part A)' of this logbook.

IF YOU ARE UNCERTAIN ABOUT ANY OF THE ABOVE OR HOW TO OPERATE MACHINE, REFER TO MANUFACTURERS INSTRUCTIONS AND/OR CONTACT YOUR SUPERVISOR OR OWNER OF MACHINE



When operating an EWP:

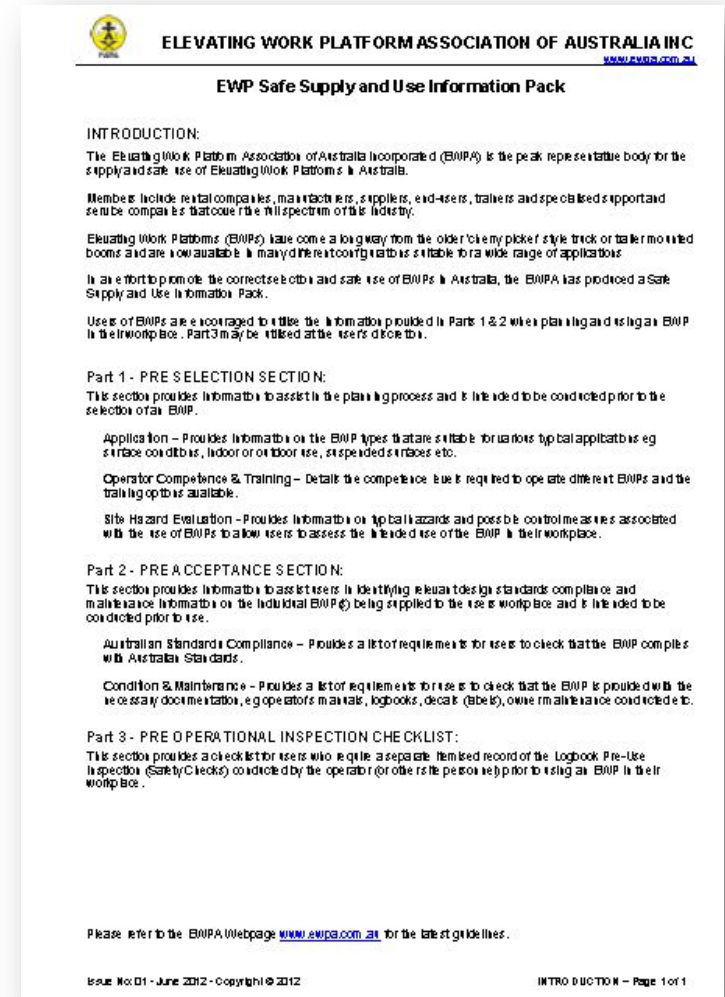
- Operator familiarisation - 'Get a feel' for the stopping times and travel distances of each function
- Utilise the primary speed controls (high/low drive, function speed select switches etc)



Summary



- 'Grey imports' - Buyer Beware!
- Pack includes:
 - Pre Selection guidance
 - ✓ Application
 - ✓ Hazard Evaluation
 - ✓ Operator Competence
 - Pre Acceptance guidance
 - ✓ Australian Standards compliance
 - ✓ Owner Maintenance records





**Working together
to prevent more
of this happening!**











EWPA

Available at
www.ewpa.com.au