



Australian Boom & Scissor Lift Pty Ltd

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www.abslift.com.au

ABN 37 080 505 826

SAFE OPERATING PROCEDURE

ELEVATED WORK PLATFORMS (EWP)

Boom Lifts, Scissor Lifts & Vertical Masts

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REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE Item	Requirement
Hard Hat	As required
High-Visibility Vest	As required
Safety Boots	As required
Safety Glasses	As required
Fall Arrest Harness	Mandatory when operating boom lift
Gloves	As required

LICENSING & COMPETENCY REQUIREMENTS

License Requirements

- **Platform height $\geq$ 11 meters:** Valid WP High Risk Work License (National) required
- **Platform height $<$ 11 meters:** Yellow Card or equivalent competency certification required
- Operators must carry their license/card at all times during operation

Verification

- All operators must present valid credentials before commencing work
- Verify license has not expired and is appropriate for the equipment class
- Ensure operator has reviewed the specific manufacturer's manual for the machine being operated

PRE-OPERATIONAL REQUIREMENTS

Before Starting Work

1. Documentation Check



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- [] Complete the daily pre-start inspection checklist
- [] Confirm machine logbook is present and up to date
- [] Verify the machine is in-service with no outstanding defects
- [] Review manufacturer's operation manual (available at www.abslift.com.au)

2. Immediate Defect Reporting

- Report ALL faults or damage immediately to Australian Boom & Scissor Lift
- **Contact:** 1300 925 577
- Do NOT operate faulty equipment under any circumstances
- Tag out defective machines immediately

3. Operator Fitness

- Do not operate equipment if under the influence of alcohol, drugs, or medication that may impair judgement
- Ensure you are physically and mentally fit for the task
- Remove loose clothing, jewelry, lanyards and accessories that could become entangled

WORKPLACE HAZARD ASSESSMENT

Mandatory Site Assessment

Before operating any EWP, conduct a thorough site assessment and control or eliminate identified hazards:

Critical Hazards to Assess

Overhead Hazards

- Powerlines (maintain minimum safe approach distances - refer to AS/NZS 4836)
- Structures, beams, ceiling fixtures
- Tree branches and vegetation
- Suspended loads or cranes

Ground Conditions

- Surface stability
- Gradients and slopes (maximum 4 degrees for elevated travel)

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- Underground services (gas, water, electrical, communications)
- Potholes, debris, or uneven surfaces
- Load-bearing capacity of floors, ramps, or bridges

Environmental Factors

- Wind speed (cease operations if winds reach or exceed 40 km/h)
- Weather conditions (rain, lightning, extreme heat)
- Confined spaces
- Poor lighting conditions

Traffic & Pedestrian Hazards

- Vehicle movements in the work area
- Pedestrian access points
- Operating machinery nearby
- Implement exclusion zones with barriers/bunting

Falling Object Hazards

- Potential for dropped tools or materials
- Work being conducted overhead
- Ensure all tools and materials in platform are secured with lanyards

Stored Energy Hazards

- Hydraulic systems
- Compressed air
- Electrical systems
- Spring-loaded mechanisms

GENERAL SAFETY INSTRUCTIONS

Prohibited Actions**NEVER:**

- Operate equipment near pedestrians without establishing controlled exclusion zones
- Exceed the Safe Working Load (SWL) of the platform

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- Tie or attach the platform to adjacent structures or buildings
- Use the EWP as a crane, hoist, or pulling/pushing device
- Stand on ladders, boxes, railings, or any object within the platform
- Operate with platform gates open (except when entering/exiting at ground level)
- Lean out of the platform beyond the guardrails
- Drive with the platform elevated on slopes exceeding 4 degrees
- Use the machine as an earthing point for welding operations
- Allow modifications or tampering with safety devices
- Force controls if they become stuck or unresponsive

Required Actions

ALWAYS:

- Establish and maintain exclusion zones using barriers and signage
- Wear an approved fall arrest harness attached to the designated anchor point
- Keep all platform gates closed and latched during operation
- Maintain both feet flat on the platform floor at all times
- Use the platform controls (not drive functions) for fine positioning
- Engage slow speed mode before stopping or when visibility is limited
- Position the boom over the rear axle when travelling
- Deploy outriggers or stabilisers as per manufacturer specifications (where applicable)
- Travel with the boom in the stowed position and platform lowered
- Use spotters when vision is obstructed

FUEL & ENGINE SAFETY

Refueling Procedures

1. Stop the engine and allow it to cool completely
2. Ensure the area is well-ventilated and ignition sources are eliminated
3. NO SMOKING or open flames within 10 meters
4. Slowly loosen fuel cap to release pressure gradually
5. Avoid fuel contact with skin and clothing
6. Clean any fuel spills immediately before restarting
7. If clothing becomes saturated with fuel, change immediately
8. Securely tighten the fuel cap after refueling
9. Store fuel containers away from the work area
10. Never inhale fuel vapors

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Engine Operation

- Ensure adequate ventilation when operating in enclosed or semi-enclosed areas
- Be aware of hot surfaces on engine, exhaust systems, and hydraulic components
- Never operate with engine guards or panels removed
- Monitor engine temperature and oil pressure indicators

OPERATIONAL SAFETY PROCEDURES

Before Elevation

1. Load Planning

- Calculate total platform load (personnel + tools + materials)
- Verify total load is below the machine's SWL rating
- Distribute weight evenly across the platform
- Secure all loose items with tool lanyards

2. Fall Protection

- Don approved fall arrest harness
- Attach harness lanyard to the platform's designated anchor point
- Ensure shock-absorber is in working condition
- Verify rescue plan is in place (suspension trauma rescue within 5 minutes)

3. Communication

- Establish communication method with ground personnel
- Ensure emergency contact numbers are readily available
- Brief all personnel on emergency procedures

During Operation

Platform Positioning

- Use boom functions (not drive) for precise positioning near structures
- Approach work area slowly and carefully
- Maintain awareness of boom position relative to surroundings
- Never use the boom to push or pull against structures



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Travel Procedures

- Lower platform to travel height before moving
- Ensure boom is positioned over the rear drive axle
- Note: If boom is over front axle, steering direction is REVERSED
- Travel on grades at slow speed only
- Be conscious of extended stopping distances
- Check clearances before travelling under structures

Wind Conditions

- Monitor wind speed continuously
- Cease operations if wind speed reaches or exceeds 40 km/h
- Anticipate wind gusts in exposed locations
- Lower platform if winds increase unexpectedly

Emergency Situations

- If wheels lift off the ground, evacuate ALL personnel before attempting to stabilize
- Never permit ground-level tampering with controls during operation except in genuine emergencies
- Use ground controls only when operator is incapacitated
- Follow emergency lowering procedures as per manufacturer's manual

After Operation

1. Shutdown Procedures

- Return platform to ground level
- Stow boom to travel/storage position
- Park on flat, level ground
- Apply Park brake
- Lower/retract outriggers or stabilisers (where applicable)
- Shut down all power systems
- Remove ignition key
- Complete post-operation inspection

2. Housekeeping

- Remove all tools and materials from the platform
- Clean the platform of debris and spills
- Report any damage or operational concerns
- Secure the machine from unauthorised access



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ADDITIONAL OPERATIONAL REQUIREMENTS

Safe Working Load (SWL)

- The SWL includes the combined weight of all personnel, tools, and materials
- Typical SWL ranges: 230-450 kg depending on machine model
- Check the machine's rating plate before each use
- Account for dynamic loading when working

Rescue Planning

- Develop a site-specific rescue plan before commencing work
- Ensure rescue equipment is readily accessible
- Train personnel on suspension trauma and rescue procedures
- Aim for rescue within 5 minutes of a fall arrest event
- Have emergency services contact details immediately available

Spotters & Ground Personnel

- Assign spotters when operating near obstacles or with restricted visibility
- Maintain visual or radio contact with ground personnel
- Ensure spotters maintain safe distances from the EWP
- Never rely solely on spotters - operators maintain ultimate responsibility

Bridge & Ramp Operations

- Verify load capacity ratings before crossing
- Ensure ramps are rated for the machine's gross vehicle weight
- Inspect approach and exit angles
- Travel at reduced speed

Towing & Transportation

- Refer to manufacturer's manual for specific towing instructions
- Only qualified personnel should load/unload equipment
- Use appropriate rated chains, straps, and securing points
- NEVER lift with only 2 chains or attachment points



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- Verify transport vehicle capacity

Safety Foot Switch

- Only use your foot to activate safety foot switches
- Never use tools, blocks, or objects to bypass safety switches
- Report malfunctioning switches immediately

MACHINE-SPECIFIC CONSIDERATIONS

Scissor Lifts (6.5m - 30m)

- Suitable for vertical access on stable, level surfaces
- Maintain awareness of side-to-side stability limits
- Do not extend beyond platform guardrails
- Check for overhead clearance during full elevation

Boom Lifts (11m - 28m)

- Articulating and telescopic configurations available
- Greater reach and positioning flexibility
- More susceptible to wind loading - monitor conditions closely
- Understand boom envelope and movement patterns

Vertical Masts (7m - 12m)

- Compact footprint for tight spaces
- Typically limited to vertical movement
- Ideal for indoor applications
- Ensure adequate overhead clearance

Telehandlers

- Refer to separate Telehandler Safe Operating Procedure
- Do not use as an EWP unless fitted with approved personnel platform attachment



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REPORTING & ACCOUNTABILITY

Incident Reporting

All incidents, near-misses, and equipment defects must be reported immediately to:

- **Site supervisor**
- **Australian Boom & Scissor Lift: 1300 925 577**

Record Keeping

- Maintain complete pre-start checklists
- Document all defects found and rectification actions
- Keep logbooks up to date with operating hours
- Retain all service and maintenance records

Compliance Monitoring

- Management will conduct regular safety audits
- Non-compliance may result in disciplinary action
- Equipment may be removed from service for safety violations

ACKNOWLEDGEMENT

I acknowledge that I have read, understood, and will comply with this Safe Operating Procedure for Elevated Work Platforms.

Operator Name (Print):

Signature:

Date:

Supervisor Name (Print):

Supervisor Signature:

Date:



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For equipment hire, technical support, or safety inquiries:

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