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OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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SAFE WORK INSTRUCTION

Task Operation: USE OF ELEVATED PLATFORMS (Scissor Lift/Boom Lift)			Form SW 021 Rev A
Special Comments: This procedure is to be used in conjunction with any operating manuals or training relevant to the task. The operator of Elevated Work Platforms must be in possession of a current High Risk Work (HRW) Licence as required and issued by WorkSafe WA.			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution/Contact with live wires Asphyxiation (gas/petrol machine only) Falling objects/tools Falling	<ul style="list-style-type: none"> Check for overhead electrical hazards Ensure area is well ventilated Check equipment for serviceability; including warning devices Check for obvious hazards in area; firm and level ground, overhead obstructions (live cables) All tools and equipment on are properly secured 	   
Operation	Asphyxiation (gas/petrol machine only) Falling objects/tools Falling Collisions Crushing Electrocution	<ul style="list-style-type: none"> Ensure maximum lifting heights and weights are not exceeded All guard rails/access doors shall be closed before lifting commences An approved safety harness with lanyard secured to the proper attachment bar should be worn while operating the boom lift No person shall be permitted to get on/off the elevated platform when in a raised position Ensure warning devices are constantly operating All materials, tools and equipment taken on the scissor lifter shall be properly secured to prevent falling while operating The boom lifter shall be used as an access platform only, materials, equipment and heavy tools should not be carried Do not position ladders, steps or similar access items on the platform to provide additional reach 	
After Use Care	Strain Unauthorised Use	<ul style="list-style-type: none"> Restore equipment to safe condition Report any faults, or undue wear etc. to supervisor Ensure all removable operating devices (keys, control pads) are stored separately 	