



# Mobile Elevated Work Platform (High Risk) Work Instruction

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## Authority

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## History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document renumbered, supersedes WI-OHS-014
0.1	18/05/2018	Jackie Alfonso	Document transferred to the new SCEE WIN template.
0.2	12/06/2018	Anthony Gollan	Document revised with minor amendments
1.0	13/06/2018	Jackie Alfonso	For Publishing
1.1	11/03/2019	Anthony Gollan	Document amended to incorporate securing of cable ladder.
2.0	21/10/2020	Anthony Gollan	Document Reviewed
3.0	26/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review
4.0	01/03/2026	Anthony Gollan	Document Reviewed with minor amendments

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## 1 Purpose

To provide SCEE Workers with the necessary guidance and information to ensure that while working on MEWP's they will work in a safe and efficient manner.

This WI shall apply to all projects undertaken by SCEE and shall be observed by all personnel of SCEE without exception. In the event that client procedures dictate alternative methods the system providing the highest standard of protection shall be adopted unless otherwise mandated by client project management.

## 2 Definitions

Term	Definition
Control	A measure implemented with the intention of minimising risk. May target probability, consequence or a combination of both
Hazard	Anything that has the potential to cause injury, illness, damage or harm
MEWP	Mobile Elevated Working Platform
Risk	An uncertain event or condition that, if it occurs, will affect the achievement of objectives. It is measured in terms of likelihood and consequence
Risk Assessment	The process of risk identification, risk analysis and risk evaluation
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

## 3 Responsibilities

Role	Responsibility
Project Manager	<ul style="list-style-type: none"> <li>The Project Manager shall be responsible for ensuring resources are available to enable the implementation of this work instruction and for the accountability of person's responsibilities as defined.</li> </ul>
Site Manager	<ul style="list-style-type: none"> <li>Ensure full compliance with the requirements of this work instruction</li> <li>Ensure the effective implementation of this work instruction</li> </ul>
Worker	<ul style="list-style-type: none"> <li>Comply with the requirements of this work instruction.</li> </ul>
HSE Advisor	<ul style="list-style-type: none"> <li>Audit and monitor compliance with this work instruction.</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Ensure the application of this work instruction.</li> <li>Monitor compliance with this work instruction.</li> </ul>

## 4 Flow Chart

N/A

## 5 Action

MEWP operation has been assessed by SCEE as a **High Risk Work Activity**.

The statutory requirements regarding duty of care to both SCEE and its workers remain the first priority at all times.

All SCEE Workers involved in work that may necessitate the use of this WI should be made aware of it at SCEE inductions, or at least prior to the work commencing. It shall be the supervisor's responsibility to ensure that personnel asked to carry out the task are familiar with this WI.

At all times this WI and associated JHA makes all workers aware of the need to provide safe interactions and clear communications with other workgroups involved or working near the task.

Each worker directed to complete a task shall incorporate this WI into their scope of work and accompanying Job Hazard Analysis (JHA), and ensure that variables relevant to each task are recorded via risk assessment.

All MEWP's are to be operated in accordance with AS 2550.10 and the manufacturer's instructions. This includes the requirement to wear and secure a harness at all times whilst in the basket of the equipment, including when the equipment is moved.

All SCEE workers required to operate an MEWP, along with spotters, shall meet the following:

- (a) Hold a current Licence to Perform High Risk Work endorsed for the equipment they will be operating;
- (b) Have completed competency verification in relation to the equipment they will be using within the previous twelve (12) months;
- (c) Undertaken a safe working at heights course within the previous two years; and
- (d) Be familiar with and understand the operating instructions and emergency procedures for the equipment they will be operating, including the operation of ground controls.

Passengers who work in a MEWP along with a licensed operator are to have, as a minimum, current working at heights certification. A person in this capacity cannot operate the machine or be included in an emergency plan which involves operating the machine unless they have a license to operate the equipment and current VOC.

Prior to using an MEWP, a risk assessment should be conducted to assess the stability of the ground surface and to consider any hazards in the surrounding area and other adjacent works in progress.

A fall arrest harness and lanyard assembly, or inertia reel block assembly, fitted with an integral personal energy absorber should be used. An inertia reel block and lanyard should not be used in combination. The lanyard must be anchored to the appropriate point within the basket. The attachment method between the lanyard and the anchor point is to be at least double action. The attachment point, harness and lanyard must be inspected before each use. The requirement for the wearing of harnesses in scissor lifts shall be

determined on a site-by-site basis, considering both client requirements and manufacturers operating instructions.

Daily or by use pre-start checks should be completed and signed as complete in the relevant inspection entry area in the MEWP logbook provided. The operator should enter his license number and seek a supervisor to off the logbook. Any fault must be documented in the logbook and all relevant information passed to the site office so the fault can be rectified.

Before travelling with an MEWP, the intended route should be checked for suitability and possible hazards. MEWP's should travel under escort, or with a spotter, while on roads. Generally, the best position for an escort vehicle is behind the MEWP, to warn slower moving traffic coming from the rear. The walking spotter should be located in front of the MEWP where they are visible to, and can they see and communicate with, the operator in the basket. Operators should always position the boom in line with the direction of travel.

MEWP's should be trammed, boomed and slewed at an appropriate speed for the conditions and surrounding structures. When in the vicinity of plant, spotters or other mobile equipment they should be operated in slow or "turtle" mode. Care should be taken when descending whilst tramping as machines automatically change to turtle mode at height regardless of speed setting, and can automatically return to "rabbit" mode without warning when booms lower if the speed selector is still in rabbit position.

The gradient on which the MEWP travels, including loading ramps, should not be greater than the maximum gradient specified by the manufacturer. Note of caution: travel down a slope is more dangerous than travelling up, due to reduced longitudinal stability and the increased loading on the braking system of the MEWP. Extreme care should be exercised when travelling down a slope.

The operator should ensure that the MEWP is set up on firm and level ground and check level indicators for confirmation. Wheels should not be packed to facilitate levelling, wherever possible the ground should be made level using grader or loader. Once moved into position the MEWP operating area should be delineated by flagging, barricades and signage as required. A spotter is required to be in place for all MEWP activity if the task involves close proximity to entrapment and/or obstruction hazards when using or positioning the MEWP, and should not be positioned inside the drop zone unless specifically positioned there to assist the operator manoeuvre the basket into position. Dedicated spotters may only be required for certain times during the work and may not be needed for the entire duration of all MEWP activity, but in all circumstances there should be personnel close to the machine that can operate ground controls if required.

Persons should stand on the floor of the MEWP only, not on the mid or handrails or items such as ladders, scaffolding or boxes, either placed on the platform floor or the handrails.

An assessment of the likely wind conditions at the proposed location of work should be made. Operators should keep in mind that higher wind velocities might be experienced in narrow thoroughfares and between high buildings. Narrow type scissor lifts should not be used in winds exceeding 5 meters/sec, unless specifically rated higher by the manufacturer.

**Excerpt from AS 2550:10 - 2006 Section 5.9 Access to and from the platform in the elevated position:**

“Personnel should not enter or leave the platform when elevated (except in an emergency) unless each of the following conditions are met:

- a) Risk analysis shows that this means of access is safer than all other means of access.
- b) The structural adequacy of the landing area has been established, and the landing area is clear.
- c) The risk of falling from the landing area is considered and controlled.
- d) The working envelope of the MEWP is at least 1.2 times greater than that required to access the landing (e.g., if the landing is positioned 10m vertically and 5m horizontally from the support surface, then the work platform shall be able to access a point located 12m vertically and 6m horizontally).
- e) The work platform floor is capable of being located within 300mm vertically of the landing.
- f) Where the work platform is located over the landing, the landing point is not less than 2m from the edge of the structure, unless a safety harness is properly worn and attached to a suitable anchorage, where any potential fall is in excess of 2m.
- g) Where the work platform (scissor lift) is located adjacent to the landing, the maximum gap between the platform and landing does not exceed 100mm, and access and egress does not take place unless a safety harness is properly worn and attached to a suitable anchorage on the structure.

*Note: When egressing from an MEWP, where a person is required to use a fall arrest system and remain connected to an anchorage at all times, the MEWP should incorporate a double lanyard.*

- h) The base controls are tagged to indicate the equipment is in use and to caution against interference.
- i) The resulting deflection that occurs when access and egress is performed at elevated positions are assessed and allowed for.

*Note: To avoid excessive deflection, scissor lifts should be placed end on, when the work platform is positioned adjacent to a landing.*

Where tools and equipment are to be used there should be systems in place to prevent them from falling from the basket (drop sheets, buckets etc.). Tool lanyards should be considered first for any tools to be used outside the basket. This should also apply when moving any Mobile Elevated Work Platform whether elevated or not.

Elevating work platforms may be used for carrying materials and equipment as well as personnel and tools, providing that their total mass does not exceed the rated capacity of the elevating work platform and single point loadings are not exceeded. No part of the load should extend beyond the guardrails of the platform. Particular care is needed when lifting larger items such as sun cover, to ensure the load is within the basket area and that possible obstructions are assessed prior to elevating the platform.

If using the MEWP to lift cable ladder the authorized JLG attachment must be attached to the basket of the machine and relevant restrictions to basket capacity noted and followed, additionally cable ladder must be temporarily secured during the installation process to prevent the item from falling prior to the cable ladder being permanently fixed in its final location. The use of two people to install the cable ladder in difficult/awkward locations should be considered and risk assessed within the job specific JHA. No lifting of cable ladder is to occur on or above 125ft MEWPs or above as attachments are not authorised for these machines by the manufacturer. Alternative means of lifting shall be implemented.

An MEWP shall not be used as a device to hoist or support any load in any manner unless specifically rated for that configuration by the manufacturer or competent person.

MEWP's shall not be used to travel with freely suspended loads.

No person shall work in a MEWP until an appropriate Emergency Response Plan covering the work has been documented. The response plan shall specifically consider the rescue requirements for a person who falls and remains restrained in a harness at height, to ensure the person is suspended for the shortest possible duration (<10 minutes) prior to rescue, and shall also address the entrapment of basket occupants by surrounding structures. The ground controls featured on the type of machine used, and the operations possible when using these controls, shall be considered when developing Emergency Response Plans. The Emergency Response Plan incorporated into the JHA lists relevant contact details of Paramedics. The JHA should also indicate the team member who is First Aid Qualified.

## 6 References

*Documents, both internal and external, that are referenced within the content of this work instruction, including Australian and International Standards and legislation.*

Document ID	Document Title

## 7 Related Documents

*Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.*

Document ID	Document Title