



## **GROUP SAFETY STANDARD 4**

# **ELEVATED WORK PLATFORMS (EWPS), INTEGRATED TOOL CARRIER (ITC) MOUNTED WORK PLATFORMS AND SIMILAR DEVICES STANDARD**

## **INDEPENDENCE GROUP NL**





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## 1. PURPOSE

The purpose of this Standard is to define IGO's requirements for the purchase and use of Elevated Work Platforms, Integrated Tool Carrier-mounted work platforms and similar devices.

## 2. APPLICATION

This Standard applies to all Elevated Work Platforms (EWPs), Integrated Tool Carrier (ITC) mounted work platforms and similar devices operated in IGO managed work places.

'Similar devices' include any equipment combination that is functionally equivalent with the definition of a EWP as defined in Australian Standard Australian Standard AS 1418 Cranes, hoists and winches. Specifically, any multi-purpose machine is considered functionally equivalent to an EWP when configured with a work platform, work basket or man-cage intended for raising, lowering and positioning personnel to and from workplaces located above the support surface.

Hereafter Elevated Work Platforms (EWPs), Integrated Tool Carrier (ITC) mounted work platforms and similar devices are collectively referred to 'EWPs and Functional Equivalents'.

## 3. MAINTENANCE

All EWP's are to be maintained in accordance with MSIR 1995 Part 6 Division 3, Australian Standards AS 1418.10, AS1418.5, AS 2550.1 – AS 2550.10 and IGO Standards.

## 4. EWPS AND FUNCTIONAL EQUIVALENTS

On IGO managed sites, all EWPs and Functional Equivalents must conform to Australian Standard AS 1418 Cranes, hoists and winches. Specifically, all combinations of ITC and man cage or workplatform must comply with Australian Standard AS 1418.10 Cranes, hoists and winches – Mobile elevated work platforms.

No machine shall be bought onto a IGO site that does not conform with AS 1418. It is the responsibility of the individual hiring or otherwise giving consent to the use of a third-parties machine on an IGO site to take reasonable steps to confirm the EWP's compliance with AS 1418.

**Note: For guidance on EWPs and Functional Equivalents currently used on IGO managed work places, refer to Appendix 1.**

All EWPs and Functional Equivalents must be registered with Work Safe Australia and display a work safe registration number.

**Note: It should not just be the work platform that is registered — the complete assembled machine (when configured as an EWP) should comply with AS 1418.10 and be registered as a complete functional unit.**

All EWPs and Functional Equivalents must be inspected by a competent person and deemed Fit for purpose before use on an IGO managed site. This specifically includes rented and other itinerant plant.

All EWPs and Functional Equivalents used underground must be fitted with devices to reduce the risk of individuals working in work platforms from being crushed against the backs. The crush zone for overhead protection shall be a minimum of 400mm, measured from the highest point of the work platforms hand railing or cage.

All EWPs and Functional Equivalent devices must be dual controlled thus enabling the lowering of the work platform from both within the work platform and from a position readily accessible from ground level. Under normal operation the lowering and raising of the work platform is performed by the person within the basket.

The use of EWPs and Functional Equivalent is a High Risk Activity and therefore must be subject to a Safe Work Procedure (SWP) or Job Safety and Environmental Analysis (JSEA).

The Operational Safe Work Procedure should be consistent with OEM Operators Instructions Manual and address the following High Risks associated with operating an EWP:

- Quick Hitches
- Restricted work areas - crushing
- Trimming with personal
- Fall Protection System
- Maintenance
- Emergency Procedures

All EWPs and Functional Equivalent must be operated in accord with original equipment manufacturer (OEM) instructions.

All persons must be trained and competency assessed in the use of the equipment prior to operating a EWPs or Functional Equivalent. Records of training and competency assessment must be kept.

All persons operating EWPs and Functional Equivalent devices configured as cranes (>3 tonne) or EWP (with boom length  $\geq$  11 metres) must have an appropriate High Risk Work licence.

All EWPs and Functional Equivalent must be fitted with a EWP 'Yellow Pouch'. The EWP 'Yellow Pouch' must contain:

- A. A EWP Log Book (also known as a Grey Card) (See Appendix 4)
- B. Operators Manual

**Note: Items A & B listed above must be stored in the equipment basket.**

The EWP pre-start inspection must be complete by the operator prior to use. Quick hitches must be maintained and checked before use as per Appendix 2.

EWPs and Functional Equivalent must be maintained in accord with OEM instructions. All maintenance work must be recorded in the Maintenance Logbook affixed to the EWP.

All EWPs and Functional Equivalent must be recorded in the site's Classified Plant Management Record Book in accordance with the IGO Classified Plant Management Plan.

The relationship between this IGO standard and Western Australian law is addressed in Appendix 3.

## 5. FALL PROTECTION SYSTEMS

A safety harness and lanyard incorporating a shock absorber complying with AS/NZS1891 shall be worn by all personnel on the platform of a EWP. The lanyard shall be kept to a minimum practical length and secured to an approved anchor point at all times.

## 6. DEFINITIONS

### **Work Platforms**

A fully enclosed mechanical device used to provide temporary access for people working at height

### **EWP**

Elevated Work Form.

### **High Risk Work Licence**

A licence registered with Work Safe Australia that authorises you to work with high risk equipment.

### **Regulators**

An official who works for the part of the government that controls a public activity by making and enforcing rules

### **Competent Person – Inspections**

A person appointed by the resident manager who has the knowledge, ability, skill to inspect Classified Plant

### **Competent Person - Operator**

A person who is appointed or designated by the employer to perform specified duties which the person is qualified to perform by knowledge, training and experience.

### **Anchor Point**

A engineered attachment point used to retain a operators harness

### **MSIR**

Mines Safety and Inspection Regulation

### **ITC**

Intergrated Tool Carrier

### **OEM**

Original Equipment Manufacturer

## 7. APPENDIX 1: NON-CONFORMING EWPS AND FUNCTIONAL EQUIVALENTS

1. As of 1<sup>st</sup> March 2016, no EWP and Functional Equivalent may be brought onto an IGO site unless it conforms to this standard. It is the responsibility of the individual hiring or otherwise giving consent to the use of a third-parties machine on an IGO site to take reasonable steps to confirm the EWP's compliance with AS 1418.
2. All EWPs and Functional Equivalentents being used on IGO managed sites, as at 1<sup>st</sup> March 2016, that are found not to conform with this standard must be subject to the following requirements:
  - a. Any IGO-owned, or permanent contractor owned, EWPs and Functional Equivalent must not be used (and tagged as Out of Service) pending the completion of the following:
    - (i) Completion of such works as required to have the machine conform to this standard, or
    - (ii) Subject to a risk assessment approved by the registered manager, the registered manager must issue a temporary exemption to this standard and implement a plan to replace or upgrade the non-conforming plant.
  - b. As of 1<sup>st</sup> March 2016 any Itinerant EWPs or Functional Equivalent (eg hired equipment) that does not conform to this standard must be removed from site.

As of 1<sup>st</sup> March 2017, without exception, all EWP and Functional Equivalentents must conform to this standard.

## 8. APPENDIX 2: QUICK HITCHES

Quick hitch devices present particular compliance and duty of care issues for duty holders and regulators. These devices are commonly found on , integrated tool carriers, telescopic handlers and other multipurpose machines. This article reminds duty holders of their legislative obligations and outlines the Department of Mines and Petroleum's policy and approach to quick hitches.

### 8.1 What are quick hitches?

A quick hitch or quick coupler is an engagement and latching device that allows attachments to be quickly connected to the boom of an integrated tool carrier (ITC), telescopic handler (telehandler) or other multipurpose mobile plant. Quick hitches are in common use throughout the construction and mining industries. The commonly used pin-system quick hitches connect to standard pivot pins (e.g. on bucket attachments), allowing for a wide range of attachments to be used. They may be categorised into three broad types:

- manual hitches - require the operator to leave the cab to manually latch and lock (with a pin or bar)
- semi-automatic hitches - have hydraulic latching with manual insertion of a safety locking pin by the operator
- fully automatic hitches - fully automatic or hydraulically operated latching and locking from the operator's cab.

### 8.2 Risks Associated with

When adequately designed, maintained and operated, quick hitches can be fit for purpose and safe to use. However, there is a history of incidents in Australia and overseas involving numerous types of quick hitch. The use of quick hitches on mobile plant, in particular, can be an issue when they are configured with:

- jibs for lifting suspended loads (i.e. functions as a crane)
- work platforms for lifting personnel above a support surface (i.e. functions as a mobile elevating work platform).

A missing or failed retaining pin or bar is a common theme of the incident reports. Operator competency and a lack of adequate inspection and maintenance are commonly identified as causal factors.

Quick hitches must be of the correct size, type and capacity for the machine and the attachment, and is otherwise fit for purpose and in serviceable condition?

The retaining or locking pin must always be available on the machine

All interlocks systems must be maintained and fully functional in accordance with OEM Specification.

**Note:** Loose pins or clips that may be easily misplaced should be attached to the quick hitch or otherwise retained in a suitable fashion.

**Note:** Avoid the ad hoc replacement of pins with substitutes (e.g. long bolts) and do not modify hitches and pins without the OEM's approval.

**Note:** The SWP or JSEA must describe the process for checking and ensuring that the attachment is correctly latched and locked before commencing work.

## 9. APPENDIX 3: WESTERN AUSTRALIAN STATUTORY REQUIREMENTS

In many instances, in Western Australia. Elevated Work Platforms, work platforms and similar devices are subject to regulation 6.1 of the Mines Safety and Inspection Regulation 1995, and must comply with Australian Standard AS 1418 Cranes, hoists and winches under regulation 6.3. Under regulation 6.34, certain types and capacities of cranes and hoists must be registered. Mobile elevated work platforms, whether telescoping boom, articulated boom or scissor lift type, are defined in regulation 6.1, as hoists for the purposes of the regulations. Any equipment that is functionally consistent with the definition of a mobile EWP is expected to comply with Australian Standard AS 1418.10 Cranes, hoists and winches – Mobile elevated work platforms.

In order to fully comply with the duty of care obligations in section 9 of the Mines Safety and Inspection Act 1994, IGO must manage and control the use of quick hitches to ensure any associated risks are as low as reasonably practicable. This includes the application of best practice to the processes of equipment selection (i.e. safety in design), operator training and competency assessment, testing, inspection and maintenance. Ignoring any of these aspects may compromise the safe working environment and expose employees to hazards.

In addition to the general duty of care obligations in section 9 of the Act (and in common law), the Mines Safety and Inspection Regulations 1995 contains specific regulatory requirements. In particular, all cranes and hoists are defined as classified plant in regulation 6.1, and must comply with Australian Standard AS 1418 Cranes, hoists and winches under regulation 6.33.

Under regulation 6.34, certain types and capacities of cranes and hoists must be registered. Mobile elevating work platforms (EWPs), whether telescoping boom, articulated boom or scissor lift type, are defined in regulation 6.1 as hoists for the purposes of the regulations.

### 9.1 Multipurpose machines configured as a Mobile EWP

When configured with a work platform or work basket intended for raising, lowering and positioning personnel to and from workplaces located above the support surface, any multi-purpose machine is functionally equivalent to an EWP and consistent with the EWP definition in regulation 6.1. This means:


- it falls under the definition of classified plant in the regulations, and Part 6 Division 3 applies
- compliance with AS 1418.10 is enforceable under regulation 6.33, and AS 2550.10 regarding the safe use of mobile EWPs may also apply under regulation 6.2(2)(a)
- regulation 6.37 regarding HRW licences is enforceable, and if the boom length is 11 metres or more then a WP class HRW licence is required
- under regulations 6.34(5)(f) and (i), plant registration is required for any scissor lift designed to lift people more than 2.4 metres or for any boom-type EWP. In this instance, the complete assembled machine, configured as an EWP, should comply with AS 1418.10 and be registered as a complete functional unit.

Note: It should not just be the work platform that is registered — the complete assembled machine (when configured as an EWP) should comply with AS 1418.10 and be registered as a complete functional unit.

The same reasoning applies to underground charging and Mobile Processing Units (MPUs) trucks with hydraulic booms (e.g. Hiab arms) fitted with work platforms.



10. APPENDIX 4: EXAMPLE OF EWP LOG BOOK



## 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**

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**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.

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**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 applicable):
Equip Make/Model:	Serial No:
<b>DATE OF MANUFACTURE:</b>	___ / ___ / ___
<b>DATE FIRST COMMISSIONED:</b>	___ / ___ / ___
<b>DATE OF LAST 'ANNUAL' INSPECTION:</b>	___ / ___ / ___
<b>DATE OF LAST 'MAJOR' INSPECTION:</b> <small>(Mandatory if EWP is over 15 yrs old)</small>	___ / ___ / ___

Above Information Verified by (Name and Signature of Owner or Owner's Representative):

Name of Person (Capital):	Signature:	Date: ___ / ___ / ___
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**Elevating Work Platform Association of Australia**  
www.ewpa.com.au

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