

This SWOP outlines the Metcash safe and approved work method for single person vertical mast elevating work platforms (EWP) such as Crown WAVE and JLG 10MSP

Key Hazards	- Overhead and mechanical crush risks - Falling from heights - Falling objects - Incorrect equipment for the task - Non- loadbearing surfaces (drain/pit covers etc)	- Sloping or unstable surfaces - Overloading - Mechanical failure - Collision with people and mobile plant - Weather hazards (outdoor use) - Overhead powerlines
Key Identified Controls	- Only trained and authorised personnel are permitted to operate plant - Check for uneven, damaged or non-load bearing work surfaces	- Check for overhead risks - Isolate work areas from plant and pedestrians - Keep area clear of pedestrians during use

PRIORITY ITEMS

- All operators must be trained in and familiar with the operation of each type of EWP being used
- All operators and supervisors must be trained in the lowering of the basket from height using override controls and manual lowering
- Review operator's manual during training and on a regular basis
- Never climb on the basket or use any item to gain additional height
- Keep limbs inside the platform during travel, lifting and lowering
- Check work area clearances above, on sides, and bottom of platform while driving and lifting or lowering platform
- Do not exceed the capacity of the machine
- Do not leave keys in machines or allow a person to operate the machine without authorisation

SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Conduct a prestart inspection as per operator's manual, check the machine functions correctly, look for damage, leaks, excessive wear and tear. Tag out any machines with faults and report to your supervisor or manager.	<i>Always refer to the operator's prestart requirements.</i>
When climbing into or from the machine: - check the platform is fully lowered prior to getting off or on - always maintain a stable and secure stance. - climb on and off the machine like a platform ladder, holding platform rails and checking footing before ascending or descending.	
Always observe site traffic management requirements when travelling through the site. Use slow speed settings in congested areas. Avoid extended travel while at height.	

SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Raising and lowering: - Check floor surfaces of work area before raising, do not work on slopes, near edges or drop offs, pits etc - Check for overhead obstacles including structures, power lines, electrical cables, sprinklers, overhead fans etc before raising - Do not raise platform directly underneath any beams or structures that could result in crush - Keep pedestrians clear of the area during raised operations - Never lower the basket while a person is near the machine (crush risk).	
Working while raised: - Manoeuvre as close to the work location as possible - Do not lean out of the basket, or climb on the basket rails to gain access or increased reach - Only stack the amount of product onto the platform that can be stored stably - Do not overload the platform or exceed weight limits - If using tools at height, a tether system should be used to prevent items being dropped - Barricade the work area if there is a risk of people entering the fall zone and materials falling.	
Other Requirements	• Emergency Lowering of an EWP: In the event of mechanical failure or an unresponsive operator at height, ○ Where practical use the basket override controls on the base of the machine – keep clear of crush risks during lowering ○ If override controls do not work; use the manual lowering device to lower the machine ○ Ensure any tools required for accessing manual lowering devices are available with the machine. • Electrical hazards: ○ Machines must not be used near live electrical sources. • Work other than stock picking or stocktake: ○ Where other work is conducted using the equipment, such as maintenance activities, a site specific JSA/SWMS must be undertaken and review by the site manager before the work commences.
Associated Documents	• EWP Operating manual for specific machine • Vertical Mast Type EWP Risk Assessment