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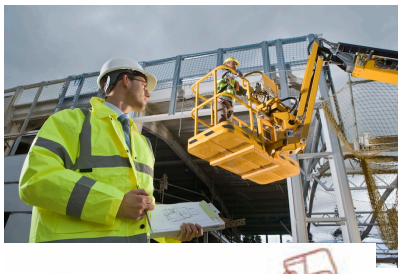
1.1 INTRODUCTION



This training course is based on the National High Risk Licence Unit of Competency **TLILIC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more)**

Any reference to the term, WHS regulations, refers to the appropriate Workplace Acts and Regulations in the state or territory that you are completing the course in.

1.1.3 HIGH RISK WORK AND WHS LEGISLATION

Under the WHS regulations a trainee is defined as a person who is enrolled in a course of HRW training, and **being supervised at a workplace (direct supervision) by a person with a current HRW licence for the work.**

Once you have completed your training and have been assessed, you will be able to make your application for a high risk work licence. **The application for a HRW licence must be made within 60 days of receiving a notice of satisfactory assessment issued by an assessor.**

1.2 PLAN WORK

It is important you are aware of the requirements relating to your work. Before you begin your tasks ensure you access the relevant documentation and plan your work. Ensure you ask questions of the relevant personnel at the worksite, if you have any questions relating to the tasks you are being expected to carry out.

Requirements relating to your work may include:

- Legislative and regulatory requirements.
- Your “Duty of Care” obligations.
- Safe Work Practices.
- Safe Work Method Statement.
- Preparation of an operational plan.

Sources of OHS information (types of WHS/OHS legislation, requirements and guidelines) may include, but is not limited to, the following:

- **OHS Acts**
- **OHS Regulations**
- **Australian Standards**
- **Codes of Practice/Compliance Codes**
- **Management plans**
- **Workplace OHS policy and procedures**
- **Manufacturer’s instructions**
- **Logbook**
- **EWP Data Plate**
- **Operations manual**

1.2.1 DUTY OF CARE

All personnel/workers* have a legal responsibility under duty of care under OHS/WHS requirements.

* Personnel/ Workers include:
- Employers/PCBUs and self-employed persons.
- Persons in control of the workplace.
- Supervisors.
- Designers.
- Manufacturers.
- Suppliers.
- Workers.
- Inspectors.

Your duty of care when at work include:
- **Take reasonable care of own health and safety**
- **Do not put others in any danger through own acts or omissions**
- **You must comply with workplace occupational health and safety requirements (i.e. follow safe work practices or follow workplace policies and procedures)**
- **Do not intentionally or recklessly interfere with or misuse resources, infrastructure and/or services provided by the employer at workplace for occupational health and safety**

This includes activities that require licences, tickets or certificates of competency or any other tasks that require relevant state and territory OHS/WHS requirements to be followed.

Responsibilities of an employer to ensure the health and safety of employees in the workplace include:
- **Provide and maintain a safe workplace**
- **Provide and maintain safe plant, equipment and structures** (including basic firefighting equipment, first aid)
- **Provide and maintain safe systems/procedures** for work (e.g. emergency procedures, housekeeping to ensure a clean, tidy and safe work area, measures to prevent bullying and harassment, safe waste disposal areas)
- **Provide facilities that are adequate for the employees and others** on site (site amenities, such as drinking water and toilets)
- **Provide instruction, training, supervision and information** for work to be undertaken safely, including any time you are required to use unfamiliar or new equipment
- **Take action or make arrangements to ensure all equipment, structures, plant and substances used on site are handled and stored in a safe way**

1.2.2 SAFE WORK PRACTICES

If you hold a HRW licence, your employer is expected to provide you with information on how to operate any equipment you may be unfamiliar with (e.g. when your employer purchases a new EWP). This may be, but is not limited to:

- **Information** about the equipment
- **Training** on the equipment
- **Supervision** when using the equipment
- **Instruction** on how to use the equipment

1.3 HAZARDS AND RISKS

1.3.1 RISK/HAZARD IDENTIFICATION

A HAZARD is the thing or situation that causes, or has the potential to cause, injury, harm or damage.

A RISK is the chance or likelihood of a hazard hurting you or somebody else or causing some damage. In other words, a risk is a:

- **possibility** of a hazard hurting you or causing injury
- **chance of** a hazard hurting you or causing injury
- **potential** of a hazard hurting you or causing injury

**HAZARDS CREATE RISK.
CHECK FOR HAZARDS.**

If you can remove or at least control a **HAZARD** you can reduce the **RISK** involved

Part of your job is to look around to see if you can find any hazards & implement appropriate risk controls, before you start using the EWP. You should always take your time and be methodical when identifying hazards.

Above head height – remember the EWP will be working well above your head!

- **Overhead hazards:**
  - Power lines.
  - Overhead service lines.
  - Obstructions.
  - Doorways
  - Roof beams
  - Lights
  - Trees.
  - Scaffolding.
  - Service pipes.
  - Bridges.
- **Weather:**
  - Lightning.
  - Storms.
  - Wind.
  - UV exposure
- **Poor lighting.**

Eye level – look around to see if there is anything in the way of where you want to move the basket.

- **Site hazards:**
  - Other workers.
  - Equipment and machines.
  - Facilities.
  - Other equipment.
- **Surrounding structures:**
  - Buildings.
  - Obstructions.
- **Dangerous Materials**
- **Pressure Washers**
- **Traffic**
  - Pedestrians.
  - Vehicles.
  - Other plant.

On the ground (and below) – Also make sure the path of travel is clear and can bear the weight of the EWP.

- **Ground conditions:**
  - Surface condition.
  - Spills.
  - Debris.
  - Slopes.
- **Underground conditions:**
  - Underground services.
  - Weight bearing ability.(suspended slab)
  - Recently filled trenches.

If the load on it is too heavy, irregular or not properly picked up/placed; or if the EWP operating surface is deteriorated or uneven or of varying gradient (slopes, ramps), the **EWP and platform may become unstable**.

Make a note of any hazard you identify in the area. Remember, a hazard can also be a situation so keep an eye on how the people around you are working too.

1.3.5.1 CONSIDER HAZARD/RISK CONTROL STRATEGY OPTIONS

The Hierarchy of Hazard Control is the name given to a range of control strategies used to eliminate or control hazards and risks in the workplace. It is important to understand what each level in the Hierarchy stands for and how they can be implemented into your work. The Hierarchy has 6 levels:

*"**E**very - **S**unday - **I** - **E**at – **A** - **P**izza"*

1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Measures	Use equipment to lower the risk level.
5. Administrative/ Safe Work Practices	Site rules, procedures and policies in an attempt to control a hazard.
6. Personal Protective Equipment	The least effective control. Use PPE and safety equipment while you carry out your work. This should be **selected at the planning stage** of your work; and **inspected and checked for its safety before and after performing any job.**

2.3 PRE-OPERATIONAL CHECKS

As the EWP operator, it is your responsibility to ensure the EWP is inspected and ready for use.

It is important that the EWP is inspected prior to commencing work as the inspection can **ensure** all equipment is **safe to use** and suitable for the task.

Refer to the manufacturer's manual and workplace rules for routine machine check procedures and documents such as inspection checklists. For an example of an EWP Inspection Checklist see Appendix 2A.

During your pre-operational checks:

- Ensure there are no safety tags on the plant – Only the person who put the tag on and a person who is authorised in accordance with workplace safety procedures are allowed to remove a safety tag. Unless you are authorised never remove safety tags from any plant or equipment.
- Inspect all fluid levels.
- Ensure there are no fluid leaks.
- Ensure signage, **data plate and any safety decals** are present and legible – These need to be **in place and readable** because of the following reasons:
  - **So that the EWP operator can find the information on the EWP safety features, capacity and capabilities.**
  - **To communicate emergency and standard operating procedures.**
  - **To communicate possible workplace hazards and/or risks**.

- Inspect tyre condition.
- Inspect outriggers and packing.
- Inspect EWP for any obvious signs of damage.
- Ensure that the logbook is present, up to date and all previous defects have been rectified.
- Inspect the boom/**jib/ superstructure for any structural damage – this can be indicated by:**
  - **Cracks in the boom, superstructure or welds.**
  - **Bends and/or twists in the boom or superstructure.**
  - **Visual rust from welds or joints.**
  - **Flaking paint.**
  - **Loose bolts.**
  - **Oil leaks.**
  - **Bolts are missing.**
  - **Pins are bent.**

2.7 GROUND SUITABILITY

The work area should be flat and able to stand the weight of the machine. If EWP operates on/around damaged or cracked bitumen or concrete, hard compacted soil, potholes, railway tracks, soft soil, trench covers, uneven surface, water impacted ground, backfilled ground:

- **EWP and platform may become unstable**
- **The EWP may tip over**
- **The ground may not support the weight of the EWP**

If it is not flat, or if it has a soft base or has been backfilled etc., you will need to relocate where possible, or make sure you have the required ground cover, such as steel plates and/or hardwood packing under outriggers, to control the hazards associated with loose or unstable ground. Please consult a competent person prior to setting up under these circumstances including getting ground reports from experts (Example - Appendix 4).

If you are required to **set up the EWP on a concrete slab** ensure that an engineer has inspected it and provided a report **(Engineer's report)** indicating that the **slab is capable of supporting the EWP and any other load on it.**