

# SAFE WORK METHOD STATEMENT

## (Job Safety Analysis Worksheet)

### E –Series Slab Scissor Lifts

(Models: GS-1530, GS-1532, GS-1930, GS-1932, GS-2032, GS-2632, GS-3232, GS-2046, GS-2646, GS-3246, GS4069)



Picture of a typical  
Genie E-Series Scissor Lift

This Safe Work Method Statement is submitted to:

<b>COMPANY:</b>	<b>REFERENCE: SWMS-ELECTRIC-SLAB SCISSORLIFT</b>
<b>SITE ADDRESS:</b> <b>Contact:</b> <b>Mobile Number :</b>	<b>JOB DETAILS:</b> <b>Is designed for Elevating Personnel, Tools &amp; Equipment to work areas.</b>

This Safe Work Method Statement is approved by:

<b>NAME: (GENIE TM)</b>	<b>POSITION:</b>
<b>SIGNATURE:</b>	<b>DATE:</b> <span style="float: right;"><b>TIME:</b></span>
<b>PHONE NUMBER:</b>	<b>MOBILE NUMBER:</b>

This Safe Work Method Statement was prepared by:

<b>NAME: JOHN YANNAKOPOULOS</b>	<b>POSITION: CONSULTANT</b>
<b>SIGNATURE:</b>	<b>DATE: 01/02/10</b> <span style="float: right;"><b>TIME: 7AM</b></span>
<b>PHONE NUMBER: 0417669048</b>	<b>MOBILE NUMBER: 0417669048</b>

<b>JOB SEQUENCE</b> <i>(Outline each task to do the job)</i>	<b>HAZARD IDENTIFICATION</b> <i>(What can affect safety)</i> <b>ASSESS THE RISK</b> <i>(What could happen)</i>	<b>R I S K</b>	<b>CONTROLS THAT WILL BE USED</b> <i>(Safe Work Procedures)</i>
Operation of EWP ( Scissor lift Type)	<u>Commissioning, Installation, Erection &amp; Maintenance:</u> Operator not licensed, trained or qualified to Operate Machine could result in the machine being used in an unsafe condition.	4	<ul style="list-style-type: none"> <li>Operator must be trained and competent to use this equipment. eg: EWPAA “Yellow” Card- SL Category.</li> <li>If the Operator is not familiar with the specific make and model instruction is to be provided using the Manufacturer’s Operators Manual.</li> </ul>
Operation of EWP ( Scissor lift Type )	<u>Commissioning, Installation, Erection &amp; Maintenance:</u> Failure to consult logbook & conduct Pre-Operational Daily Checks may mean machine is being used in an unsafe condition.	4	<ul style="list-style-type: none"> <li>Prior to using EWP, Operator must conduct Pre-Operational Checks using the EWP’s logbook /Operators Manual as a reference.</li> </ul>

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Operation of EWP	<b>Crushing (Squashing):</b>  Tools or material falling from Platform.  Someone being crushed when slewing, raising or lowering Platform	3   4	<ul style="list-style-type: none"><li>• Barricade off work area and place warning signs.</li> <li>• Clear all personnel from the area before raising, lowering or slewing the Platform.</li></ul>
Operation of EWP	Person(s) in Platform being crushed between the Platform & overhead structure(s) if the Scissor Lift is driven under overhead structures on uneven ground or up & down kerbs or slopes etc.	4	<ul style="list-style-type: none"><li>• If working under overhead structures ie. under overhead steelwork, under a bridge, in a tunnel etc if the Scissor is to be driven on uneven ground or up/down a kerb or slope etc., remember the leverage factor and ensure ample clearance above the platform to cater for any unexpected amplified upward platform movement ie: centimetres of movement at ground level can result in metres of sudden unintended/unexpected Upward movement at the platform.</li></ul>
Operation of EWP	Body or limbs can be crushed if not kept clear of Scissor Lift Assembly.	4	<ul style="list-style-type: none"><li>• Operator Awareness-Never allows any part of body through, under or between Scissor arms.</li></ul>

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Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>• Prior to any operation carryout site inspection as part of the Safe Work Plan, Inspect the entire work area and all ground conditions where the machine will travel during operation.</li></ul>
Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>• Ensure load on platform is secure &amp; evenly distributed. Do not exceed Manufacturer's rated capacity.</li><li>• When elevated, drive only on ground capable of supporting its weight(no potholes or soft spots)</li><li>• Do not tie off the Platform to any fixed structure or plant, or use the platform as an anchor point for attaching rope, wire, etc...</li></ul>
Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>• Do not use, elevate or leave elevated in high winds that exceed the machines maximum wind rating ( ie:12.5 m/s )</li><li>• Do not attach "Sail Hazards" such as signs, banners, shade cloth etc..to the platform.</li></ul>
Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>• Do not perform work that will subject the boom to a side force greater than the machines rated side loading capacity (ie: 200N &amp; 400N) eg: pushing &amp; pulling on a fixed structure when working from the platform.</li></ul>

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Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>Overhanging loads such as pipes must not be lifted with the boom unless done so with a rack approved by the manufacturer.</li><li>NB: Overhanging loads can alter the boom's centre of gravity and cause it to tip over.</li></ul>
Operation of EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"><li>If fitted with an oscillating axle and the Scissor is on uneven ground and needs to be driven use extreme care.</li><li>If one or more wheels are not making full contact with the ground, exercise extreme caution and fully lower the platform(if safe to do so) then drive/reposition machine so all wheels make full contact with the ground again.</li></ul>
Operation of EWP	Parts of the Plant collapsing	4	<ul style="list-style-type: none"><li>Never allow any personnel to work underneath any part of the Boom.</li><li>Note: Do not walk or work under raised hydraulics.</li></ul>
Operation of EWP	Being trapped between the plant & materials, or fixed structures	4	<ul style="list-style-type: none"><li>Avoid congested work areas.</li><li>Remain within the confines of the lift platform when operating.</li><li>Ensure sufficient clearance between the platform and overhead obstructions.</li></ul>

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Operation of EWP	Operator(s) falling from Platform	5	<ul style="list-style-type: none"> <li>• Never use Ladders or Boxes to gain extra height.</li> <li>• Never stand on Handrails to gain extra height.</li> <li>• If Risk Assessment highlights the wearing of a Full Body Harness &amp; Lanyard the lanyard must be attached to the designated anchor point.</li> </ul>
Operation of EWP	Driving into bystanders/other workers	5	<ul style="list-style-type: none"> <li>• Ensure all safety devices such as audible and visual alarms are operating when the EWP is in motion.</li> </ul>
Operation of EWP	Unexpected movement of Plant	4	<ul style="list-style-type: none"> <li>• Clearly define the work area.</li> <li>• Keep all personnel clear.</li> </ul>
Operation of EWP	<p><b><u>Electrical:</u></b></p> <p>Electrocution from Overhead Power lines.</p>	5	<ul style="list-style-type: none"> <li>• Maintain mandatory minimum clearances from overhead power lines as defined by Regulatory Authorities.</li> <li>• Barricade off work areas.</li> <li>• Insulate power lines</li> <li>• Look Up and Live(before and during operation)</li> </ul>

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Operation of EWP	Electric shock from damaged extension cords when charging batteries or supplying power to the Scissor Lift.	5	<ul style="list-style-type: none"> <li>• Inspect cords &amp; plugs for nicks, cuts, damage &amp; test and tag date before use.</li> <li>• Ensure cords are protected from falling objects, pinch points, or pedestrians or other traffic. Do not pull cord around sharp edges or corners.</li> </ul>
Operation of EWP	Electric shock from damaged extension cords when charging batteries or supplying power to the Scissor Lift.	5	<ul style="list-style-type: none"> <li>• Do not use extension cords dangling over side of the platform. Where equipped, extension cord must be plugged into the plug located at the base of the machine, and then tools can run from the power outlet on the platform.</li> <li>• Do not overload electrical circuit ie.exceed 10amps</li> </ul>
Operation of EWP	Water near Electrical Equipment	4	<ul style="list-style-type: none"> <li>• Use weatherproof equipment/fittings outside.</li> <li>• If using a high pressure cleaning machine do not use near control boxes or other electric/electronic components.</li> </ul>
Operation of EWP	<p><b><u>Entanglement:</u></b></p> <p>Becoming entangled in moving parts</p>	4	<ul style="list-style-type: none"> <li>• Keep personnel clear.</li> <li>• Barricade off/designate work area.</li> <li>• Never wear loose fitting clothing etc...eg safety vest to be done up.</li> </ul>

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Operation of EWP	<b>Equipment not in Use:</b> Scissor Lift tipping or rolling over when unattended.	4	<ul style="list-style-type: none"><li>Do not leave the Scissor Lift fully elevated &amp; unattended as it could be exposed to excessive wind loads and other risks such collision with vehicular traffic.</li><li>If Scissor Lift must be left elevated &amp; unattended (security reasons etc) it must be assessed to do so.</li></ul>
Operation of EWP	Unauthorised Use.	4	<ul style="list-style-type: none"><li>Remove Ignition key (if fitted).Lock all cabinets/covers when leaving the machine unattended.</li></ul>
Operation of EWP	<b>Explosion:</b> Explosion of gases, vapours, liquids, dusts or other substances.	4	<ul style="list-style-type: none"><li>Do not use jumper leads(a spark may cause an explosion.</li></ul>
Operation of EWP	<b>High Temperature or Fire:</b> Batteries	4	<ul style="list-style-type: none"><li>The Operator must turn off machine before maintaining batteries.</li><li>Maintenance must take place in a well ventilated area.</li><li>Operator must ensure that there are no naked flames in the area.</li><li>DO NOT SMOKE.</li><li>Avoid spillage.</li></ul>

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Operation of EWP	Welding from Platform.	3	<ul style="list-style-type: none"> <li>• When gas/arc welding from Platform, cover Scissor Lift so that loose fragments don't hit machine especially the battery and hydraulic hoses as sparks can cause fire.</li> </ul>
Operation of EWP	Coming in contact with Hot parts	3	<ul style="list-style-type: none"> <li>• Keep clear of hydraulics.</li> </ul>
Operation of EWP	<p><b><u>Inclement Weather:</u></b> Exposure of personnel to inclement weather.</p> <p><b><u>Noise:</u></b> Exposure to noise.</p>	3  3	<ul style="list-style-type: none"> <li>• Do not Operate Scissor Lift in bad weather e.g. High Winds, Heavy Rain, Thunder and lightning etc.</li> <li>• As per Manufacturers Specs ie: 12.5 m/s.</li> <li>• Wear appropriate Hearing Protection.</li> </ul>
Operation of EWP	<p><b><u>Slipping, Tripping &amp; Falling:</u></b> Falling from Platform.</p>	4	<ul style="list-style-type: none"> <li>• Remain within the confines of Platform. Never sit, stand or climb on handrails.</li> <li>• If required, when in platform wear full body harness and lanyard assembly, always ensure it's attached to the specified anchor point.</li> <li>• Never use ladders or scaffolding on the Platform.</li> <li>• Never enter or exit the platform when elevated.</li> </ul>



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Operation of EWP	Slipping on Platform Floor	4	<ul style="list-style-type: none"> <li>• Ensure floor is kept clean, good condition and intact.</li> <li>• Avoid oil, grease and mud on boots on platform.</li> <li>• As practicable, maintain work platform/basket clear of rubbish and tools.</li> <li>• Always maintain a good foot and hand hold when entering or exiting the platform.</li> </ul>
Operation of EWP	Slipping & falling off Scissor Lift if standing on external components to gain better access eg stepping on axle for maintenance inspections etc....	4	<ul style="list-style-type: none"> <li>• Ensure steps and support surfaces are clean, in good condition and intact. Avoid oil, grease and mud on boots.</li> <li>• If appropriate, use solid construction/platform or fall prevention system such as another EWP or Platform Ladder etc, as long as using such a system does not create another hazard with a higher risk to the user.</li> </ul>
Operation of EWP	<p><b><u>Striking (Hitting):</u></b></p> <p>Bystanders/Other Workers may be struck when Scissor Lift is being driven.</p>	4	<ul style="list-style-type: none"> <li>• Operator training &amp; awareness. Ensure all safety devices such as audible and visual alarms operating when unit is travelling.</li> <li>• Erect Barricades and Signs for all work areas.</li> </ul>
Operation of EWP	<p><b><u>Suffocation:</u></b></p> <p>Suffocation due to lack of oxygen, or atmospheric contamination.</p> <p>Exposure to exhaust fumes, from other equipment in the vicinity especially if sited in a confined space.</p>	4  4	<ul style="list-style-type: none"> <li>• Use confined space procedures where applicable.</li> <li>• Operator/End User must ensure that the Scissor Lift is used in a well ventilated area.</li> <li>• If working in poorly ventilated areas monitor exhaust fumes at regular intervals.</li> </ul>

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#### Consequence Table

Consequence Rating	Injury	Financial Loss - Property damage	Environmental Damage	Other outcomes
Negligible	No Injury or First aid - Low-level, short-term inconvenience or symptoms. No measurable physical effects. No medical treatment.	0 - \$500	None	
Minor	Medical Treatment - Any incident that is beyond the scope of normal first-aid given for more serious injuries. Treatment by a doctor	\$500 - \$5000	Onsite release immediately contained	Notification to state regulatory authority
Moderate	Suitable Duties - Any work injury/illness incurred which results in a modified or alternate work program being established and the injury has not incurred any time lost.	\$5000 - \$10,000	Onsite release contained with outside assistance	Notice from state regulatory authority
Major	Lost Time Injury - Any incident where the employee is affected to such an extent that they are required to take time off from work for medical treatment and/or recuperation, and they are unable to perform any work on their normal work day(s).	\$10,000 - \$100,000	Off site release with no detrimental effects	Fine by state regulatory authority
Catastrophic	Fatality or >50% Fatalities	\$100,000 Plus	Toxic Release off-site with detrimental effects	Prosecution - Litigation

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Very Low	Low	Moderate	High	Extreme
Unlikely	Very Low	Low	Low	Moderate	Extreme
Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)

#### Risk Rating Action table

Risk Ranking	Required Action
<b>5- Extreme</b>	<i>Stop The Job – Significant &amp; Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated</i>
<b>4 - High</b>	<i>Consult with manager. Work cannot commence or continue until verification that control measures have effectively reduced risk severity ranking to as low as reasonably practical.</i>
<b>3 - Moderate</b>	<i>Consult supervisor. Additional control measures may be required to reduce risk severity ranking to as low as reasonably practical before the job can commence.</i>
<b>2 - Low</b>	<i>Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance</i>
<b>1 - Very Low</b>	<i>Risk tolerable. No further actions required.</i>

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*(Persons, Operators and Workers who will be involved in the Job Activity)*

PERSONS INVOLVED IN ACTIVITY	QUALIFICATIONS EXPERIENCE / LICENCES	SIGNATURE

**To be completed prior to Site Induction**

The personnel listed above have been made aware of and understand the procedures, hazards and control measures outlined in this Safe Work Method Statement. They will abide by the control measures outlined within this Safe Work Method.

*(Checklist of Items that may be required for the job activity)*

<b>WORKCOVER APPROVALS / CERTIFICATES</b>	All Operators of Boom Type EWP's that have a platform height greater than 11mtrs must hold a Prescribed Occupation Certificate-WP, EWPA "Yellow" Card –SL Category.
<b>CODES OF PRACTICE / LEGISLATION APPLICABLE</b>	QLD OHS Act 1995 & QLD OHS Regulation 1997 AS2550.10 Australian Standard "Safe use of EWP's". AS/NZS 1891.4:2000 Industrial Fall Arrest Systems and Devices 'Safe use'
<b>PLANT &amp; EQUIPMENT</b>	N/A
<b>MAINTENANCE CHECKS</b>	Pre-Operational Checks/Service Intervals as per AS2550.10
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
<b>GOVERNMENT REGULATIONS/PORT/POWER AUTHORITY PERMITS</b>	Check Local Requirements