

ELEVATING WORK PLATFORM SAFETY & LICENCE GUIDE



Training support material for:

TLILIC0005
Licence to operate a boom-type
elevating work platform
(boom length 11 metres or more)

Produced by:



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ABOUT THIS GUIDE

About this guide


The guide is a follow-up to your formal training.

Like all Easy Guides, this one uses plain words and pictures to help you remember what you learned in your formal training. So you can pass your test – and get your licence.

Good luck from the team at Easy Guides Australia Pty Ltd.

Note: This guide does not use the same wording as the Safe Work Australia Assessment Instrument.

Easy Guides training materials have been developed around Language – Literacy – Numeracy (LLN) principles.



How to use this guide

Use it in hard copy

This guide helps you prepare for the test at the end of the course. Study it carefully, and then ask a friend to help you practise. They can ask you each question, and then you give the answer. Writing down the answers can also help you remember them. This also helps you see what you still need to learn. Good luck!

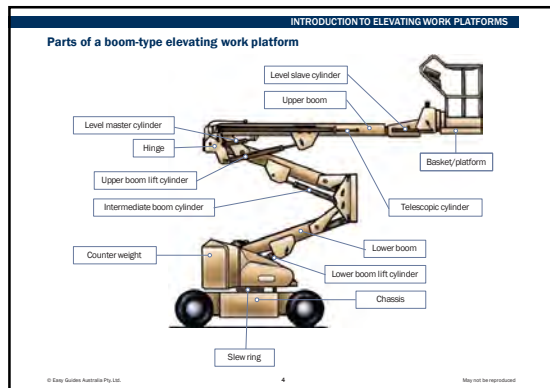
Or use it on screen

This guide also comes in a multimedia presentation, so you can use it on your computer or screen. The multimedia presentation is just like the guide and has exactly the same questions with the same short words and easy-to-understand pictures.

Trainers can use the multimedia presentation in class to help learners discuss questions. The trainer first shows the question and asks if anyone knows the answer. Next, the trainer will show the answer and discuss it with the learners.

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Plan work /task

Element 1



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PC 1.1
PLAN WORK / TASK

Work plan

A work plan, sometimes called a job plan, helps to organise the way the job is carried out. Each worksite will have its own procedures for developing the work plan. When a work plan is developed it must take into account things like:

What plant or equipment is needed.

What hazards there are, and how these will be controlled.

Laws, Australian standards, or manufacturer's instructions which must be followed.

Worksite rules and procedures.

The order of the tasks which need to be done.

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PC 1.1 PLAN WORK / TASK

Work plan

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<p>Workite rules and procedures.</p> 	<p>The order of the tasks which need to be done.</p> 	

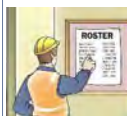

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PC 1.1 PLAN WORK / TASK


Job order

Work plans also help put the tasks of a job in the order in which they need to be done. This helps to work out:

<p>When certain plant or equipment will be on the site.</p> 	<p>What staff are needed to do certain tasks at certain times.</p> 	<p>The types of hazard controls you will need to set up before a particular type of work starts.</p> 
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For example, the work plan might tell you that, in two days, traffic controllers will be needed. This way, you can be ready to do your job alongside the traffic controllers.

You should discuss the job plan with your supervisor and workmates. Talking and asking questions helps everyone understand what they have to do. It also helps everyone to understand the hazards involved in the job and how these hazards will be controlled.







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PC 1.1, 1.5 PLAN WORK / TASK

QUESTIONS

Who might you talk to about workplace hazards before you start the job?

<p>Your supervisor or manager</p> 	<p>Workmates</p> 
<p>WHS/OHS representatives or safety officer</p> 	<p>Workplace engineers</p> 

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PC 17, 2.5 PLAN WORK / TASK

QUESTION 10

You need to communicate with people (such as workplace health and safety representatives) about hazards before you start work.

Why do you think it is important to do this?



QUESTION 11


You are using an elevating work platform (EWP) near uninsulated powerlines. Working near powerlines is very dangerous and can kill you. There are important rules that must be followed.

What are the minimum safe distance rules you must follow?

The minimum safe distance rules you must follow can be different for each state/territory.

A spotter may be used in some states to help you work closer to uninsulated powerlines.

Uninsulated means the powerlines have no cover. If you touch them you could be hurt or killed.



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PC 1.5 PLAN WORK

Overhead powerlines on poles (National Standard)

These are usually **Low Voltage**. This means powerlines of less than 133kV.

The information below is taken from the National Standard.

Always check the distances for your state or territory, as they may be different.

AS2550.1 Powerline distances

Powerline distances "Look up and live!"

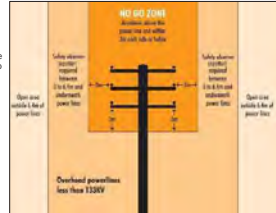
Always check overhead for powerlines and make sure you and any equipment or materials you are using do not come into contact with them.

The safe operating distances for working near powerlines are outlined on the following pages.

A **spotter** is required if you are working between 3 to 6.4 metres from distribution lines on poles.

The term **spotter** is defined as a safety observer who is a person competent for the sole task of observing and warning against unsafe approach to overhead powerlines and other electrical apparatus.

In some states or territories a spotter **must** be qualified.



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PC 2.5 PLAN WORK

Overhead powerlines on towers (National Standard)

These are usually **High Voltage**. This means powerlines of more than 133kV.

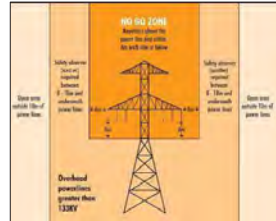
The information below is taken from the National Standard.

Always check the distances for your state or territory, as they may be different.

AS2550.1 Powerline distances

A **spotter** is required if you are working between 8 to 10 metres from transmission lines on towers.

The term **spotter** is defined as a safety observer who is a person competent for the sole task of observing and warning against unsafe approach to overhead powerlines and other electrical apparatus.



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PC 1.5 PLAN WORK / TASK





QUESTION 12
What are some ways you can work closer to powerlines than the minimum distances allowed?

You might be able to get permission from the electricity supply authority. They will provide help with working safely.

The power company may be able to turn off (disconnect) the power supply.

If you can't turn the power off, the power lines will need to be covered by insulation.

Use a spotter in the exclusion zone if you are allowed to in your state/territory.

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PC 1.1 PLAN WORK / TASK





QUESTION 13
You need to mobilise (move) an EWP with the platform raised for a short distance. What do you need to check first?

Ground conditions, hills and slopes

Wind speed

Vehicles, other equipment and people

Powerlines and other things near the EWP

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PC 2.13 PLAN WORK / TASK



Wind hazards

Wind is a common hazard when working on an elevating work platform. It can cause the boom to move uncontrollably, make objects fall from the platform or even make the EWP tip over.

Wind can also cause dust and debris to be blown around which can get into the operators eyes and affect vision.

If you are working and the wind speed exceeds the limit of the EWP – stop work immediately and bring the platform to the ground.

The wind speed rating of the EWP can be found by checking the data plate, operators manual or machines specifications.

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PC 2.13 PLAN WORK / TASK

QUESTION 14
What hazards (dangers) can happen when it is windy?

Uncontrollable boom movement

Tip over

Falling objects

Reduced visibility caused by dust and debris

Power lines can sway and cables could dislodge.







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PC 2.3 PLAN WORK / TASK

Personal Protective Equipment (PPE)

The best way to make the workplace safe is to take away hazards altogether. But often you can't do this. This is where Personal Protective Equipment (or PPE) can help.

PPE is clothing or equipment worn on the body to protect you from hazards. PPE will not take away the risk of harm altogether, but it will help keep you safe. Below are some examples of PPE.



Note: Before starting any work all PPE should be checked to make sure it is in good working order.

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PC 2.3 PLAN WORK / TASK

PPE Examples

Here are examples of how personal protective equipment can protect you and your work mates.

Safety shoes can protect your feet.

Safety helmet or hard hat can protect your head from falling objects.

Safety glasses or goggles can protect your eyes from harmful objects.

Dust masks can stop you from breathing in harmful substances such as gases.







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PC 2.3 PLAN WORK / TASK

QUESTION 15
 Before you start work
 You must select all safety equipment. This includes Personal Protective Equipment (PPE).
 When must you do this?




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PC 1.5 PLAN WORK / TASK

QUESTION 16
 Indoor hazards
 You have arrived on site and you are about to start using the EWP. There are hazards (dangers) you might run into when using the EWP.
 What are some examples of hazards that you must plan for indoors?

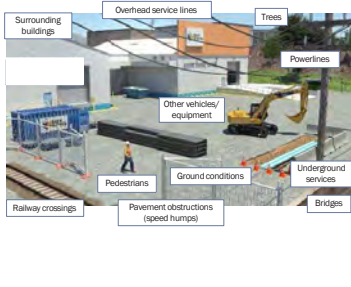


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PC 1.5 PLAN WORK / TASK

QUESTION 17
 Outdoor hazards
 You have arrived on site and you are about to start using the EWP.
 There are hazards (dangers) you might run into when using the EWP.
 What are some examples of hazards that you must plan for outdoors?



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