

RECORD OF TRAINING LOGBOOK

EWP - Scissor Lift

Verification of competency (VOC)



**RIIHAN301E -
Operate elevating work platform
(Scissor lift)**



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This material is only intended for use with a Scissor lift

This book can also be used as an evidence record of recognition of prior learning (RPL) and as evidence of formative assessment tasks

Contents

Training plan – On the job	3-4
Element 1 — Plan and prepare for operating an elevating work platform	9
Element 2 — Conduct work activities from elevating work platform	27
Element 3 — Carry out operator maintenance	41
Element 4 — Clean up	51
Record of training summary	57

1

Plan and prepare for operating an elevating work platform

PC 1.1

Compliance documentation

Compliance documentation includes legislation, Codes of practice, Australian Standards, Manufacturers manuals and specifications, and worksite rules and procedures. You need to understand these before you work.

Description of work/training performed

I accessed a copy of the worksite rules and procedures to learn about what is required when operating an Scissor lift on the worksite. I found out what qualifications I need to operate and the safe operating procedures.

I found out the work requirements of the job. When I knew what was required I checked the Scissor lift specifications in the operators manual to make sure it was the appropriate type of machine for the job. I found the Scissor lift we had was not appropriate for working in windy conditions so we had to change it for one with an appropriate wind rating.

I checked the Scissor lift logbook to make sure it had no faults recorded which had not been fixed. This also gave me information on what to do for my pre-operational checks. The logbook shows the Scissor lift has been regularly serviced and should not have any outstanding faults.

Date/time	No. of hours	Machine details	Supervising person
Date: <u>11 / 01 / 2015</u> Start time: <u>10</u> am pm	20 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Maximum Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scissor lift</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>
Date: <u>17 / 01 / 2015</u> Start time: am <u>2.30</u> pm	10 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Maximum Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scissor lift</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>
Date: <u>23 / 01 / 2015</u> Start time: <u>8</u> am pm	15 minutes	Make: <u>JLG Industries</u> Model: <u>34HA</u> Serial No: <u>855745 11 256</u> Maximum Capacity: <u>200</u> kg Maximum Height: <u>10.5</u> m Wind Speed: <u>30</u> kph	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Scissor lift</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u> Expiry Date: <u>26 / 01 / 2018</u>

Plan and prepare for operating an elevating work platform

- 1.1 Access, interpret and apply elevating work platforms documentation and ensure the work activity is compliant.
- 1.2 Obtain, read, interpret, clarify and confirm work requirements.
- 1.3 Select and wear personal protective equipment appropriate for work activities.
- 1.4 Identify and select any required tools and equipment, check for serviceability and rectify or report, verbally or in writing, any faults prior to commencement.
- 1.5 Perform pre-start and post-start inspections/checks.
- 1.6 Coordinate activities with others prior to commencement of, and during, the work activity.
- 1.7 Identify and address potential risks, hazards and environmental issues, and implement control measures.
- 1.8 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency.



1

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Description of work/training performed

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Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Maximum Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Maximum Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Maximum Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

1

Plan and prepare for operating an elevating work platform

PC 1.2

Work requirements

You need to understand what is required to do the job. Locate the work requirements and make sure you know what needs to be done.

If you don't understand ask your supervisor.

Description of work/training performed

Conduct work activities from elevating work platform

- 2.1 Stabilise elevating work platform.
- 2.2 Place tools and equipment into bucket/platform.
- 2.3 Use approved safety devices, ensure safety of personnel and surrounding site.
- 2.4 Act on or report, verbally or in writing, monitoring systems and alarms.
- 2.5 Recognise and respond to hazardous and emergency situations.
- 2.6 Complete work and shut-down in accordance with agreed work plan.



2

Conduct work activities from elevating work platform

PC 2.1

Stabilise scissor lift

Check the ground is okay to use the scissor lift before you set up. Ground conditions affect the use of outriggers and the need for packing. If you are working on a suspended floor make sure it can support the scissor lift. Use a spirit level if required to make sure scissor lift is level.

Description of work/training performed

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