

SAFE USE & OPERATION OF ELEVATING WORK PLATFORMS

CUSTOMER DECLARATION FORM

This customer checklist and declaration ensures that person's hiring an Elevating Work Platform have been familiarised about the safe use and operation, any recommended safety equipment and related information. Please read and complete the declaration below:

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I **DO** require familiarisation in the safe use & operation of this Elevated Work Platform

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I **DO NOT** require familiarisation, as I have prior experience in the safe use & operation of this MEWP

EWP Type: _____

Model: _____

Brand: _____

- I understand the safe working load is _____ (kg) and I will not exceed this allowance.
- I am aware the maximum allowable wind speed while operating this machine is _____
- I have read the "Manufacturers Operating Instructions" & "Using Elevated Work Platforms Safely" booklet stored on the equipment, and will reference this information before use.
- I have sighted the operator log-book and received instruction on it use.
- I have read **the six-monthly safety certificate** that has been issued for this equipment and understand it expires on ____ / ____ / ____
- I have been shown how to use the safety devices (emergency lowering) and will ensure I have a Rescue Plan in case of in emergency while working at height.
- I understand the clearance requirements when working near overhead power lines.

CUSTOMER DECLARATION:

I believe I have received adequate familiarisation and supporting information to enable me to safely and properly operate the equipment listed above, and will ensure this information is passed on to any other person's operating this equipment.

NAME OF HIRER/OPERATOR _____

SIGNATURE OF HIRER _____ **DATE** _____

OFFICE USE ONLY:

STAFF NAME _____ TRAINED OPERATOR # (if appl.) _____

SIGNATURE _____ DATE _____ CONTRACT # _____

ELEVATED WORK PLATFORMS – INSTRUCTIONS FOR USE

Cherrypickers, Scissor Lifts, Telescopic Booms, Knuckle Booms & Self Propelled Lifts.

SAFETY FIRST!

If you are collecting the equipment for someone else please make sure this sheet is given to the equipment user to read. In accordance with Health and Safety in Employment Act requirements, this sheet should be given to the site supervisor if the equipment is being hired for use at a commercial worksite so that the information is available to all users. Rich Rigging recommend consulting the Worksafe New Zealand *Best Practice Guidelines for Mobile Elevating Work Platforms* prior to commencing any work and to help you understand your legal obligations when using access equipment.



Required Safety Equipment



PRE-START CHECKS & SAFETY

NOTE: This doc covers all “Elevated Work Platforms”

Read and familiarise yourself with the “USING ELEVATING WORK PLATFORMS SAFELY” booklet supplied with the machine and the manufacturer’s “OPERATORS MANUAL” Both are located in the machine operator manual case

You must have been instructed in the safe operation of the EWP you are using.

You must have signed the “Hire Contract” and “Safe Use & Operation of Elevating Work Platforms Customer Declaration Form”

You must ensure that the safe working load (SWL) is not exceeded at any time.

Always ensure the EWP is being used according to manufacturer’s instructions and in a manner that will not endanger other people or property.

Always report any faults or hazards to your employer or the owner of the EWP.

If the EWP you have hired is a towable item, the maximum towing speed is 90km/hr. Always disconnect it from the towed vehicle before operating.

Ensure the EWP is appropriate for the work being done

Ensure the EWP has a current “6 MONTH INSPECTION CERTIFICATE”

When working on floors and bridges, etc always ensure it is designed to carry the load of the EWP, operator, tools and materials

Daily checks must be carried out on the equipment and this must be recorded in the logbook.

GENERAL EWP SAFETY

Ensure you have been supplied with a full body harness (if applicable)

When the EWP isn’t in use, ensure it is parked in a safe place and secure it against unauthorised use

Do not leave the platform while raised Do not lift loads with the EWP

Do not use on a sloping terrain unless that particular EWP is designed to.

Be aware of overhead wires (minimum of four metres clearance), branches, beams and other overhead obstructions

Keep the worksite clear and allow for swing clearance

Do not use unit if there is a malfunction

Never exceed the wind ratings of the EWP

Keep the platform clear of oil, debris etc

Most EWP’s have two sets of controls (including emergency stops, when either is activated it will cut controls to all systems). One is on the platform and the other is at the base level. The base controls can override the platform controls.

WHEN OPERATING:

Fit full body harness (if applicable) as per instruction sheet given and secure harness to machine at attachment point marked on the machine.

Familiarise yourself with the controls.

Travel with the platform elevated only when the surface is firm, level and free from obstructions, jolting is magnified in the platform when it is elevated.

Carry out daily checks of wheels, tyres, fuel, water, battery and oil levels plus the sign of any leaks etc Always shut down the EWP before refuelling & never disable or modify any safety device & never act the fool on or around any EWP.