

ELEVATING WORK PLATFORM (EWP) USE AND ACCESS GUIDELINE

1.0 PURPOSE & SCOPE

The purpose of this Guideline is to ensure that Elevating Work Platforms (EWP) owned by Australia Pacific Airports Melbourne (APAM) are used in a safe manner. It is to ensure that all persons who use APAM owned EWPs are protected from the hazards of working with EWPs and to ensure that members of the public and other staff in the vicinity are safe from the hazards associated with EWP operation.

This Guideline applies to all direct APAM staff/employees, service providers, and third parties who operate APAM owned EWPs.

2.0 DEFINITIONS

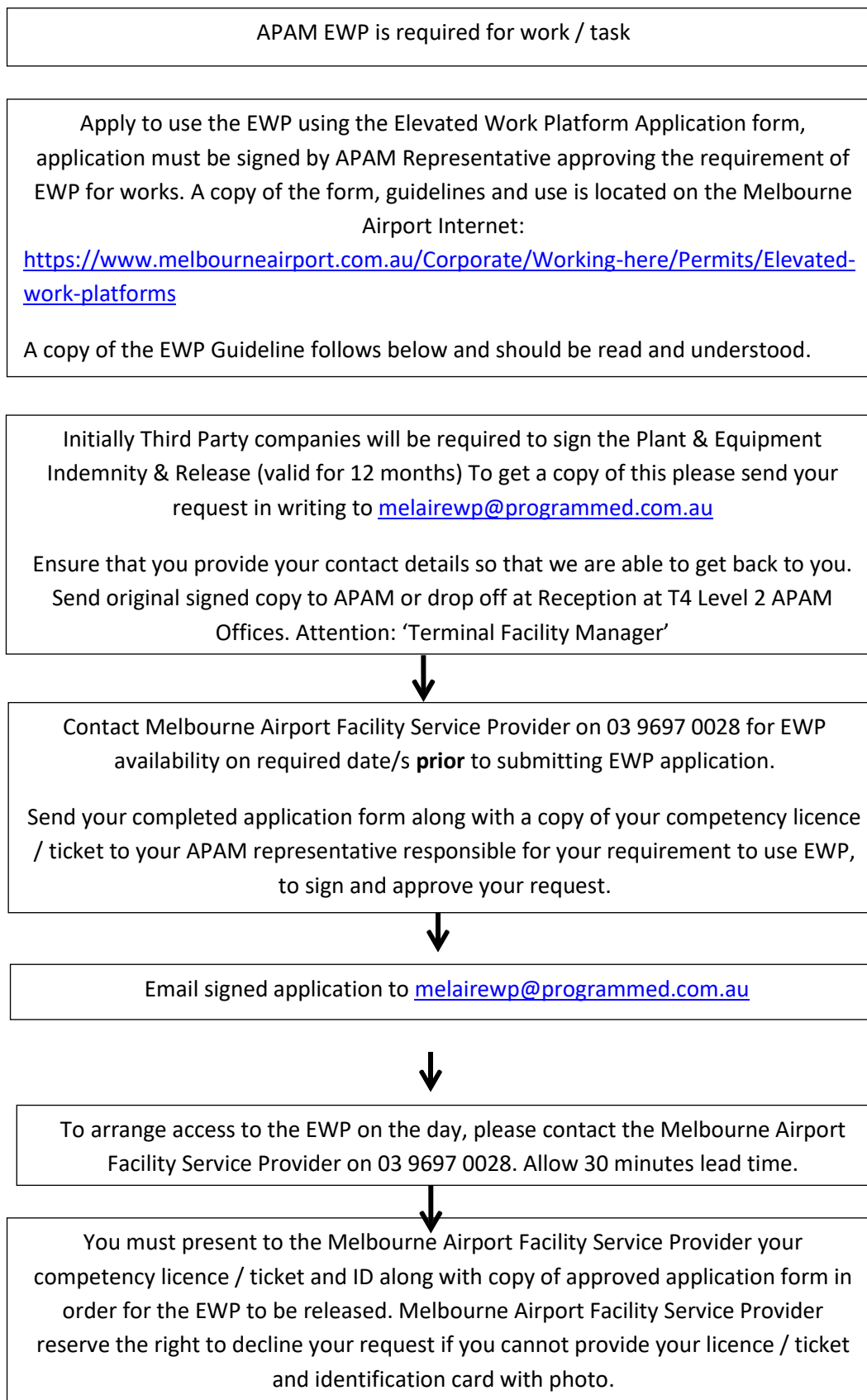
Competent Person means a person who has, through a combination of training, education and experience, acquired appropriate knowledge and skills enabling that person to perform correctly the specified task.

EWP means Elevating Work Platform. This includes, but not limited to, Scissor Lifts, Boom Lifts, Star 10 and 12, and the Lift Pod.

ADA means Airside Driver Authority. An ADA is required by all personnel who operate/drive any vehicles/plant/equipment on the airfield unescorted.

3.0 ACCESS TO AN EWP

In order to use an APAM owned EWP the following process must be followed in order to avoid double-booking of the EWP and to meet safety requirements.



4.0 ROLES & RESPONSIBILITIES

4.1 APAM Management

The Critical Assets Manager is responsible for ensuring the following:

- A plant risk assessment is completed for all APAM Owned EWPs and is available for viewing to all users.
- EWPs are maintained in accordance with the plant manufacturer specifications.
- Any repairs are carried out by a suitably qualified person and in accordance with the plant manufacturer specifications.
- Documentation for safe use and operation is provided.
- Any person intending to operate the equipment have provided evidence of competency for use of the EWP. Refer to table in section 8.0.
- Original signed copies of Indemnity Forms kept by Terminal Facility Manager

4.2 APAM Direct Staff/Employees

Direct APAM employees who use EWPs are responsible for ensuring the following:

- A request for EWP can be sent using the current form below directly to Melbourne Airport Facility Service Provider, with Manager approval **allowing 48 hours notification**:
- [https://www.melbourneairport.com.au/getmedia/fb4f6f05-3d08-42e0-87db-0647762096f6/elevated-work-platform-application-\(-fillable\)-Programmed.pdf.aspx](https://www.melbourneairport.com.au/getmedia/fb4f6f05-3d08-42e0-87db-0647762096f6/elevated-work-platform-application-(-fillable)-Programmed.pdf.aspx)
- For URGENT works APAM Staff will have priority over other planned works by contacting Melbourne Airport Facility Service Provider of the urgency.
- All operators must be suitably trained and/or ticketed in the operation of the plant.
- Operate the plant the way in which it is intended as per manufacturer's operating manual.
- Operate in accordance with any APAM developed SOP.
- It is APAM employees responsibility to ensure that they operate in accordance with the Occupational Health and Safety Act and Regulations.
- The operator must ensure that their operation does not put any other person at risk (e.g. if in doubt, STOP and seek help).
- Each operator must complete the daily pre-start check prior to using the plant for the first time (daily). For example, just because another operator completed the check earlier in the day this does not exempt the next operator from undertaking the check.
- The operator must not operate an EWP that is found to be unsafe (e.g. a fault/something wrong was identified during the pre-start check). If the operator comes across a fault, this must be documented in the pre-start check and the plant must be tagged out using a Danger Tag. The fault must be reported immediately to the Melbourne Airport Facility Service Provider.(Programmed)
- The operator must not attempt to fix/rectify any faults themselves.
- The operator must not interfere or disengage any safeguard fitted to the plant.

4.3 APAM Service Providers

APAM Service Providers who use APAM owned EWP's are responsible for ensuring the following:

- Initially Third Party companies will be required to sign the Plant & Equipment Indemnity & Release.
- The operator/s must apply to use an EWP using the Elevated Work Platform Application. The application must be approved by an authorised APAM representative who has approved the work to be carried out or the APAM department responsible for the area before any EWP can be used.
- The operator must present to the Melbourne Airport Facility Service Provider with their competency licence and photo ID along with approved EWP Application Form in order to gain access to the EWP. The operator must also notify the Melbourne Airport Facility Service Provider upon completion of their work.
- All operators must be suitably trained and/or ticketed in the operation of the plant.
- It is the APAM Service Providers responsibility to ensure that they operate in accordance with the Occupational Health and Safety Act and Regulations.
- Operate the plant the way in which it is intended as per manufacturer's operating manual.
- It is the Service Providers' Responsibility to undertake a task specific risk assessment incorporating a SWMS and/or the use of a SOP, in relation to operating an EWP, prior to starting work and implement control measures as required.
- The operator must ensure that their operation does not put any other person at risk (e.g. if in doubt, STOP and seek help).
- Each operator must complete the daily pre-start check prior to using the plant for the first time (daily). For example, just because another operator completed the check earlier in the day this does not exempt the next operator from undertaking the check.
- The operator must not operate an EWP that is found to be unsafe (e.g. a fault/something wrong was identified during the pre-start check). If the operator comes across a fault, this must be documented in the pre-start check and the fault must be reported immediately to the Melbourne Airport Facility Service Provider. The operator must remain with the plant until a Melbourne Airport Facility Service Provider arrives.
- The operator must not attempt to fix/rectify any faults themselves.
- The operator must not interfere or disengage any safeguard fitted to the plant.

4.4 Third Parties

Third Parties who use APAM owned EWP's are responsible for ensuring the following:

- Initially Third Party companies will be required to sign the Plant & Equipment Indemnity & Release.
- The operator/s must apply to use an EWP using the Elevated Work Platform Application. The application must be approved by an authorised APAM representative who has approved the work to be carried out or the APAM department responsible for the area, before any EWP can be used
- The operator/s must notify the Melbourne Airport Facility Service Provider in order to gain access to an EWP prior to using it. The operator must present to the Melbourne Airport Facility Service Provider their competency licence and photo ID along with approved EWP Application Form in order to gain access to the EWP. The operator must also notify the Melbourne Airport Facility Service Provider upon completion of their work.
- All operators must be suitably trained and/or ticketed in the operation of the plant.
- The operator/s must operate the plant the way in which it is intended as per manufacturer's operating manual.
- It is the third parties' responsibility to ensure that they operate in accordance with the Occupational Health and Safety Act and Regulations.
- It is the 3rd party Responsibility to undertake a task specific risk assessment incorporating a SWMS and/or the use of a SOP, in relation to operating an EWP, prior to starting work and implement control measures as required.
- The operator/s must never work alone, in order to use APAM owned EWP's all third parties must undertake work in pairs as a minimum.
- Operator/s must not operate or drive an EWP through a public area without a suitable escort to manage the public.
- The operator must ensure that their operation does not put any other staff member or a member of the public at risk (e.g. if in doubt, STOP and seek help).
- The operator/s must complete the daily pre-start check prior to using the plant for the first time (daily). For example, just because another operator completed the check earlier in the day this does not exempt the next operator from undertaking the check.
- The operator/s must not operate an EWP that is found to be unsafe (e.g. a fault/something wrong was identified during the pre-start check). If the operator comes across a fault, this must be documented in the pre-start check and the fault must be reported immediately to the Melbourne Airport Facility Service Provider. The operator must remain with the plant until a Melbourne Airport Facility Service Provider arrives.
- The operator/s must not attempt to fix/rectify any faults themselves.
- The operator/s must not interfere or disengage any safeguard fitted to the plant.

5.0 Inspection and Servicing

APAM Owned EWP's are inspected and serviced on a quarterly basis; this is tracked by the APAM Service Provider. Inspection and servicing records are available with the Critical Asset Manager.

6.0 Barricades

Appropriate barricades shall be installed around the work area to protect both those working in the EWP and the people below / in vicinity of EWP. Barricades should be used to prevent people from entering the area where the EWP is being used. Barricades must also include a drop zone and accommodate for EWP movement.

7.0 Using EWP's on the Airfield

It is a standard APAM requirement that anybody who drives on the Airfield unescorted is to have an Airside Driver Authority (ADA). This applies to all plant and/or equipment that is driven (not only vehicles), therefore, to use any of the EWP's located airside you will require an ADA (level 2 or 3). If you do not have an ADA you have the option of organising an escort.

8.0 Competency

In order to use an APAM owned EWP you must be able to provide evidence of competency. The below table outlines the minimum training requirement / competency for each EWP. If you do not have the required competency as listed below you will not qualify to use an APAM owned EWP.

EWP Type	APAM Staff Competency Requirement	Contractor Competency Requirement	Third Party Competency Requirement
Scissor Lift	Yellow Card (SL) or equivalent	Yellow Card (SL) or equivalent	Yellow Card (SL) or equivalent
Boom Lift	High Risk Work Licence (WP)	High Risk Work Licence (WP)	High Risk Work Licence (WP)
Star 10	High Risk Work Licence (WP)	High Risk Work Licence (WP)	High Risk Work Licence (WP)
Star 12	High Risk Work Licence (WP)	High Risk Work Licence (WP)	High Risk Work Licence (WP)