

ELEVATING WORK

PLATFORMS

NATIONAL CERTIFICATE OF COMPETENCY

ASSESSMENT INSTRUMENT 1995

Disclaimer

This publication contains information regarding occupational health, safety, injury management or workers compensation. It includes some of your obligations under the various workers compensation and occupational health and safety legislation that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts.

This publication may refer to WorkCover NSW administered legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws. Information on the latest laws can be checked at www.nsw.gov.au or contact (02) 9238 0950 or 1800 463 955 (NSW country only).

Cranes and Hoists

Elevating Work Platforms

ASSESSMENT

Part 1
Part 2

Performance
Oral/Written

June 1995

Contents

	<i>Page</i>
Assessor guidelines—general guidelines for Schedule B	i
Part one—Performance Assessment	1
Part two—Oral/Written Assessment	8
Assessment Summary	19

Assessor guidelines—general

1 Introduction

1.1 Scope

These general guidelines apply to all the assessment instruments for the certificates of competency prescribed by Schedule B of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment*.

Assessors should also be familiar with the publication *Assessment guidelines for National Occupational Health and Safety Certification Standard for users and operators of industrial equipment*.

1.2 Additional guidelines

Guidelines which provide additional specific information to certificate assessors are also included in each assessment instrument. Included, where appropriate, are specific instructions on the usefulness of training records (such as log books) and other certificates with overlapping competencies.

1.3 Evidence of competence

Evidence of competence is established in a number of ways. The methods used in the following instruments involve:

- assessment of practical performance
- written and/or oral answers to questions on underpinning knowledge.

2 Preparing for the assessment

2.1 Study the instruments

You need to read the assessment instruments and specific instructions carefully before beginning an assessment.

2.2 Confirm appointments

Prior to an assessment, you need to confirm the date, time and location of the assessment with the applicants and any other relevant people.

2.3 Equipment availability

The availability of equipment, materials and a suitable working area must be organised and confirmed, prior to the assessment.

2.4 Workplace factors

Because procedures and processes vary greatly between workplaces, it is important for assessors to plan their approaches to meet the requirements of the individual workplace.

Make sure you take the timeframe into account when planning the assessment and also make applicants aware of any time limits.

2.5 Selecting questions

Questions for the written/oral assessment should be randomly selected, either by hand or using the computer system, if applicable.

3 Conducting the assessment

3.1 Provide an explanation

Begin by explaining clearly to the applicants what is required of them. Check that applicants have provided (or have been provided with) the necessary tools and equipment.

3.2 Practical performance

Complete the performance checklist, as the applicant works through the required tasks. Wherever possible, this should be done in a normal working environment. Do not ask the applicant questions while he or she is performing a task, as this can be distracting, and may affect the time taken to complete the assessment.

If, at any time, the applicant is endangering himself/herself or others, stop the assessment immediately.

This indicates that the applicant is not yet competent and may require further training, before being reassessed.

Assessments should also be stopped, if equipment or property are likely to be damaged.

3.3 Knowledge

The knowledge assessment covers both oral and written exercises. The model answers provided with the knowledge assessment instruments are not necessarily exhaustive. Use your own judgement when scoring alternative answers.

3.4 Recording responses

Each item and question on the assessment forms you use is accompanied by a box. Assessors must complete every box as follows:



CORRECT PERFORMANCE/ANSWER



NOT YET ACHIEVED



NOT APPLICABLE

If a box is marked incorrectly, cross out the mistake, mark the correct response alongside, and initial the change.

4 Determining competencies

4.1 Assessment summary

A specific assessment summary is given for each certificate class. This is to be filled in and signed by the assessor, and countersigned by the applicant.

The original and duplicate are given to the applicant. The applicant provides the original to the certifying authority. The triplicate is retained by the assessor.

4.2 Competency requirements

In order for you to deem an applicant competent, he or she must have completed each section of the assessment to the standard required. You should note any time constraints when arriving at your decision.

The standard required for each instrument is specified in the specific guidelines and/or on the summary page at the end of each assessment.

In the case of a repeat assessment, the assessor can decide to apply the whole or only part of the assessment.

4.3 Additional comments

Where an applicant fails to meet the standard of competence, you should add a written comment on the Assessment Summary, which briefly explains the problem.

Advice to the applicant, on the appropriate remedial action should also be included. This will also assist the certificate assessor, in the event that the applicant undergoes future reassessment.

Likewise, if an applicant demonstrates outstanding or remarkable performance, this should be noted.

4.4 Further investigation

As a certificate assessor, it is your role to determine whether or not an applicant has achieved the standard necessary for the certifying authority to be able to grant a certificate of competency.

Whenever you are unsure of the applicant's performance or knowledge or performance, ask additional questions, and obtain additional evidence, before making your final decision.

National OHS Certification Standard

Cranes and Hoists

Elevating Work Platforms

Performance Assessment

June 1995

ELEVATING WORK PLATFORMS

Assessor Guidelines - Specific

1. The assessment performance comprises 13 items covering the following operating areas -
 - 1) Pre-operational checks
 - 2) Site/job planning
 - 3) Set up EWP
 - 4) Operate EWP
 - 5) Shut down EWP

The applicant must undertake all performance items. All critical components must be demonstrated/ answered correctly. An assessor must use his/her discretion in assessing competence of non-critical items, at least 75% being ticked for a competent person.
2. The answers provided are only typical of this type of equipment, eg. In shutdown, the sequence varies between different types of EWP.
3. The assessment should be conducted in an area -
 - 1) With sufficient space to operate freely, without obstruction.
 - 2) With desirably undisturbed and level ground.
4. The applicant should provide (or be provided with) appropriate personal, protective equipment and clothing.
5. The applicant should demonstrate the use of a load chart, if the EWP being used for the assessment has one. Further questions on load charts are included in the knowledge sections.
6. Item 12 on mobiling of an EWP must be asked, even if the EWP being used cannot be mobiled.

PRE-OPERATIONAL CHECKS:

1. Demonstrate what pre-operational checks you would make before you start the EWP (as if it is the first time you have used it).

- Oil leaks under the EWP.
- Tyre conditions, pressure and obstruction between wheels.
- Outriggers/stabilisers are raised.
- Hydraulic oil 3/4 full or to dipstick/view glass level.
- Lubrication (grease).
- Motor engine oil level, water in radiator/battery.
- Hydraulic hoses, fittings are not damaged, broken or leaking.
- Support gussets at knuckle joints for paint flaking or distortion (a sign of overloading).
- All load bearing parts.
- Notice which contains:-
 - (i) manufacturers name, year of manufacture, model, serial number
 - (ii) SWL (SWL must be known)
 - (iii) cautions and restrictions of operation
 - (iv) operating instructions plate(s) adjacent to controls
 - (v) supply voltage ratings
 - (vi) weight of EWP
 - (vii) electrical hazards warning label
- Height for work.
- Truck handbrake is on.

- PTO not engaged.
 - Safety harnesses are attached in the work platform for each person who is to be elevated.
 - Emergency descent equipment is secure in the platform (where fitted).
2. Start the motor and carry out the appropriate checks
- Brakes, steering
 - Lights, horn
 - Release slew lock pin.
 - Outriggers/stabilisers depending on ground conditions, packing may be necessary.
 - Attach harness.
 - Self closing action of platform gate is working.
 - Foot switch to ensure operation
 - Automatic levelling device.
 - SWL - at driving positions.
 - Alarm systems.
3. What is the safe working load of this EWP?
The applicant should indicate the SWL on the EWP used in the assessment.
4. Demonstrate the use of the load chart on this EWP (where applicable).
Load chart interpreted correctly.

5. What is the function of the service log book?
It explains the service maintenance carried out and any defects found and repaired.

6. Produce the service logbook and explain critical entries.
Log book produced and explained.

SITE/JOB PLANNING:

7. Show what you would do when carrying out a daily visual inspection of the emergency descent device (EDD) (where fitted)?

• *Check that the EDD is in place.*

• *Ensure that the safety release clip/s are in place and has not been tampered with.*

• *The warning signs and instructions are in place and readable.*

8. Show where you operate the bleed down emergency descent valves on this EWP (where fitted).
Emergency descent valves identified.

SET UP EWP:

9. Set up and prepare your EWP as if this was a new site.
People who are required to operate EWPs in the course of their duties must, before going aloft, ensure that:-

(i) *The position of the vehicle, is satisfactory in relation to the task to be undertaken.*

(ii) *The parking brake has been firmly applied.*

(iii) *For EWPs without outriggers/stabilisers, one pair of wheels have been chocked. For EWPs with outriggers/stabilisers the front wheels have been chocked. Heavy timbers may be required beneath outrigger/stabiliser pads where they may damage a surface, or if the surface is soft or uneven.*

(iv) *Wheels and outriggers/stabilisers where fitted, are on a sound footing. Avoid soft ground, side slope or other conditions which may affect the stability of the unit.*

(v) *The area is clear of personnel before lowering the outriggers/stabilisers.*

(vi) *Warning signs at the front and rear have been placed at least 50 metres but not more than 150 metre from the vehicle and that adequate barriers or road marker cones have been positioned along the side of the vehicle. Road marker cones must be arranged to keep traffic clear of the area to be swept by the elbow of the boom.*

(vii) *Rotating flashing lights have been set in motion.*

(viii) *Spring lockouts, where provided, have been fully engaged.*

(ix) *All personnel are clear of the path of the basket and the booms whilst the basket is being lowered to the entry position.*

(x) *That movement of the boom will not bring any part of the EWP within the minimum distance from live overhead conductors as specified.*

Note:

The following question to be asked after EWP has been set up.

10. What points shall be considered when setting up for the correct use of outriggers/stabilisers?

- Fully extend all outriggers/stabilisers and engage locking pins.
- Set up on stable level work surface.
- Avoid backfilled trenches or excavations.
- Set traffic signs and barriers (flashing light on nearest outrigger/stabiliser to traffic).
- Place pig-sty packing under outriggers/stabilisers to distribute weight over a larger area.

OPERATE EWP:

11. Demonstrate the sequence of events involved in raising, telescoping, slewing and lowering the boom.

- Assess task requirements, height, radius and any workplace hazards.
- Ensure that EWP is set on solid/stable foundation.
- Extend outriggers/levellers fully.
- Place pig-sty packing under outriggers/stabilisers to distribute load over larger area.
- Place in basket any tools/gear required for task.

- Ensure all persons engaged in working with the EWP are provided and wearing personal protective equipment (PPE) ie safety harness for person/s working in basket; safety helmets and goggles, respirators, suits depending on task.

- Switch mode of operation to basket (ground controls used for emergency).

- Ensure access and exit from basket is suitable and safe.

- Attach harness.

- All controls and motions are identified and explained.

- Check all operations are functioning correctly.

- Fold out boom/extend boom, hinge or knuckle type/telescopic type.

- Operate all motions from ground eg. raise, lower, slew, telescope.

- Operate all motions from basket.

- All motions smooth.

Note:

The following question is to be asked, after operation demonstrated.

12. If you are required to mobile an EWP, what precautions must be observed?

- If possible retract boom sections and lower basket to create stability.

- *Never mobile with boom extended on rough or uneven ground which could cause instability to the EWP.*
- *Ensure path to travel is clear of obstructions, bricks etc.*
- *Where required, level basket by the level controller.*
- *Keep a good watch out for people at ground level.*
- *Ensure all warning devices are operating.*
- *Check that the turntable lock is engaged.*
- *If the unit is fitted with axle lockouts that the lockouts have been activated.*
- *Check that tyres are inflated to the correct pressure.*
- *Remove all tools/gear from basket and place in locker, store etc.*
- *Remove harness and lanyards, stow in dry suitable place.*
- *Shut down motor.*
- *Lock control panel doors.*
- *Isolate fuel supply (if required for specific EWP).*

SHUT DOWN EWP:

13. Demonstrate the sequence of events used in the shut down and stowing of this EWP?
- *Identify all obstructions and site hazards.*
 - *Lower boom.*
 - *Place boom in rest/cradle.*
 - *Disembark from basket.*
 - *Lock basket to carrier to prevent excessive movement.*
 - *Outrigger/stabilisers shall be retracted and locked in place.*
 - *Packing shall be stowed in the correct place on the carrier.*

Elevating Work Platform - Performance

RELATIONSHIP TO THE NATIONAL CERTIFICATION STANDARD

THE UNITS OF COMPETENCE

The items in the performance assessment are intended to assess the competencies of the applicant in the safe use of Elevating Work Platforms as described in Schedule B of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment*.

These are as follows:

- 1.0 Assess and secure equipment and work area.
- 2.0 Operate elevating work platform.
- 3.0 Set up and dismantle elevating work platform.

Each unit of competence is subdivided into elements of competence, for which performance criteria are prescribed. The questions in each section of the assessment cover the following competencies.

1. Pre-operational Checks

Performance Criteria 1.1.1, 1.1.2, 1.1.3, 1.2.6, 1.3.1, 1.3.2, 1.3.3, 2.1.3.

2. Site/job planning

Performance Criteria 1.2.1, 1.2.3, 2.1.2, 3.1.1, 3.1.2, 3.1.3.

3. Set up EWP

Performance Criteria 1.2.1, 1.2.2, 1.2.3 2.1.4, 2.2.2.

4. Operate EWP

Performance Criteria 1.2.1, 1.2.2, 1.2.3, 1.2.6, 1.3.1, 1.3.2, 2.1.1, 2.2.1, 2.2.2.

5. Shut down EWP

Performance Criteria 1.4.1, 1.4.2, 1.4.3, 3.2.1, 3.2.2.

THE RANGE STATEMENT

The performance assessment takes into account factors described in the range statements, including relevant standards and relevant State/Territory occupational health and safety legislation.

National OHS Certification Standard

Cranes and Hoists

Elevating Work Platforms

Oral/Written Assessment

June 1995

ELEVATING WORK PLATFORMS

Assessor Guidelines - Specific

1. The knowledge assessment consists of 49 questions, with 16 compulsory questions. The compulsory questions are identified under each operational area heading.

Operational area	No. critical questions	No. non-critical questions to select	Total questions selected
2	8	7	15
3	3	0	3
4	4	7	11
5	1	1	2
Total	16	15	31

Compulsory questions have part or all of the answers identified as critical. All critical components must be answered correctly, and at least 75% of other components answered correctly, for the applicant to be assessed as competent.

2. 15 questions from the other 33 questions are to be randomly selected (manually or by computer) with at least one question from each of the following operational areas -

- 1) Pre-operational checks (covered in performance assessment)
- 2) Site/job planning
- 3) Set up EWP
- 4) Operate EWP
- 5) Shut down EWP

The number of questions asked from each operational area, should be in proportion to the overall number of non-critical questions in each area, as follows -

3. The knowledge assessment may be given orally, or as a mixture of oral and written.
4. In the site/job planning section, the questions including compulsory questions are grouped in general subject areas.

PRE-OPERATIONAL CHECKS:

Covered in performance assessment

SITE/JOB PLANNING:

Questions 1, 5, 6, 7, 8, 9, 10 and 18 are compulsory

1. What safety equipment must be worn at all times by the person working in the basket of a EWP?

• *All persons working in the basket of a EWP must wear a safety harness (with training on how it is to be worn correctly, stored and maintained).*

• *Safety helmets.*

• *Rubber soled shoes.*

• *Goggles, respirators (to suit the task being performed).*

2. Why is it important to consult with relevant workplace personnel/OHS officers, before commencing work on sites?

To ensure that the EWP operator is aware of any workplace rules and procedures, developed in that workplace are adhered to.

3. What is the importance of co-operating with workplace rules and procedures?

The importance or co-operation with relevant statutory and workplace rules and procedures is in line with the obligations and duty of care of every person in the workplace.

4. Who would you consult with when planning the proposed work?

• *Owners of the building.*

• *Statutory Authorities where necessary.*

• *Local Councils.*

• *Site manager.*

• *Supervisors.*

• *Other trades personnel.*

5. What procedures should you follow in preparing an operational plan for an EWP?

Job requirements, priorities, workplace rules and procedures, identified hazards and hazard control measures.

6. What types of hazards would you consider for incorporation into your workplan?

• *Unstable ground surfaces ie recently filled excavations*

• *Any other personnel working above basket*

• *Powerlines*

• *Trees*

• *Overhead service lines*

• *Bridges*

• *Surrounding structures*

• *Obstructions*

• *Facilities*

• *Other equipment*

• *Dangerous materials*

• *Underground services*

7. What hazard control strategies would need to be included in the plan for the elevation procedures?
A hazard control strategy plan shall address the following areas:-

- *Task being performed.*
- *Any site hazards - trenches and filled ground; power lines; obstructions in the working radius of the boom, trees, scaffold, ladders; access and exit points.*
- *PPE required by EWP personnel.*
- *Warning signs.*
- *Barriers.*
- *Traffic controls.*
- *Lights/Lighting.*
- *Public safety.*

8. What precautions must be observed when working near overhead powerlines?
Never work closer than the minimum distance specified in AS2550. Ensure the EWP is correctly earthed and that barriers/barricades are erected around the work area for public safety. Safety helmets need to be worn. Traffic signs/cones should be placed around the work site.

9. (i) What is the minimum distance a EWP is allowed to set-up near overhead powerlines?
2 metres from distribution lines on poles, 6 metres from transmission lines on towers, closer if lines are covered.

(ii) If you want to work closer than these distances what can you do?
Must seek an exemption from the relevant authority.

10. How do you determine the allowable load of the EWP?
By adding weight of the gear and tools and personnel together and the answer must not exceed the SWL of the EWP.

11. When using solvents/chemicals from an EWP, what precautions must be observed when operating the EWP near surrounding buildings?
 • *Start near adjoining building, that way work will always proceed away from the building.*

• *If using solvents/chemicals, ensure they do not enter windows or intake registers for buildings air conditioning systems.*

• *Ensure barriers are placed outside the EWP planned working radius.*

12. When operating an EWP on a suspended floor of a building, what must the operator ensure prior to undertaking this work?

• *Ensure the slab/floor can support the EWP.*

• *Avoid other persons working in the area.*

• *Fence or barricade area of working radius.*

• *It may be required in the workplace to submit a work method statement prior to operating.*

13. (i) Can an EWP work over the top of the workplace facilities (such as crib sheds, toilet, offices, first aid facilities). *Yes, if necessary provide overhead protection of adequate strength. Avoid slewing or keep slewing to a minimum.*

(ii) What precautions must be observed prior to its operation? *Provide any necessary fencing/barricades in an area beneath the EWP's basket and ensure an alternative access/exit is provided. Stow tools/gear safely (where practical use lanyards).*

14. (i) Can an EWP be set up and work over recently backfilled soil? *No. Recently backfilled trenches and excavations shall be identified prior to the setting up of the EWP.*

(ii) If the outrigger/stabiliser is set on soft or unstable soil, what must the operator do? *If there are no other alternatives, such as relocating the EWP or compacting the ground, pig-sty packing, steel plates or sleeper mats can be placed beneath outriggers/stabilisers and EWP to give greater stability. Assessment of the ground conditions should be carried out by a competent person before setup.*

15. Would underground services such as electrical, water, gas, sewer, telephone have any effect on the positioning of the EWP?

Yes. The force exerted by the outrigger/stabiliser leg can cause damage to any underground services and/or ground collapse which could cause the EWP to over turn. The EWP if possible should be relocated or set up on steel plates, sleeper mats or extensive pig-sty packing.

16. Should an EWP be set up next to open trenches or excavations? What general rule/principle would apply regarding safe distances?

Note:

This rule may not be applicable to all soil types.

No. The EWP should not be set up close to an excavation as the weight of the EWP causes added pressure to the adjoining soil and can cause the excavation to collapse and result in the EWP overturning. As a general rule, the distance of the EWP from the edge of the excavation should be at least the same as the depth of the hole. In other words one metre of depth equals one metre from the edge (1:1).

17. When chemicals are being used from the basket of a EWP, what precautions must be observed? *Avoid having different classes of hazardous substances in the basket at the same time. Ensure material safety data sheets (MSDS) are provided by the supplier in case of spillage or emergency in the EWP. Use the appropriate PPE when using and handling hazardous substances (this information can be found in the MSDS).*

18. You are helping a workmate who is working above in the EWP's basket. The person faints and then disappears. What would you do?
Call out; if the person fails to answer, bring the platform down using the lower controls. Then call for or apply emergency first aid procedures.

19. What first aid facilities may be available to you at a work site?
The operators should make themselves aware of the position and availability of first aid facilities.

20. At what wind speed would you cease operation of an EWP?
As per manufacturer's specifications or operation manual.

21. What should be provided for EWP operations working at night or in darkened areas.
There should be sufficient lighting over the whole work area.

22. If the work takes longer than expected and natural lighting is fading, what steps/action should you take?
At the instance where natural lighting has faded to the point where it is unsafe to operate the EWP, inform the management that work will cease until artificial lighting has been set up.

SET UP EWP:

Questions 23, 24 and 25 are compulsory

23. If the ground in which you are required to set up the EWP up on is soft or waterlogged, what steps must be taken to assess the situation and if appropriate to improve the load distribution under the EWP?
Assessment of ground conditions shall be required to be carried out by a competent person. Steel plates, mats on timber pads or even concrete rafts will assist in distributing loads under the EWP.

24. You are working the EWP when you notice the machine seems to be leaning to one side. What would you do?
Lower the platform to the ground, check the outriggers/stabilisers to ensure stability. Outrigger/stabiliser may need re-packing. Check ground conditions before any attempt is made to elevate the platform.

25. An EWP is required to be set up on a level, clear site adjoining a four storey building. You are aware that the building has two floors of car park below ground level, what hazard can arise when working close to the building?
Request that a competent person check the ground conditions before the EWP is set up. It should be obvious that the ground abutting the outer wall of the building has been filled, whether it has been compacted is unknown. There is a possibility that ground collapse may occur causing the EWP to overturn or the weight of the EWP could add pressure to the soil which may crack the wall of the underground carpark.

OPERATE EWP:

Questions 27, 28, 29 and 39 are compulsory

26. When interference (tampering) is identified, to whom should the EWP driver report any faults?
To an authorised person.
27. If the EWP was to come into contact with the power lines, what must be done?
- *Remain in basket until power is disconnected.*
 - *Warn all other people nearby.*
 - *Try to move EWP away from conductors using basket control.*
 - *If you have to leave the basket in an emergency, use emergency descent device as trained where fitted.*
 - *Report incident to electricity supply authority (to check lines)*
 - *Machine checked prior to future use.*
28. What must be done with the safety harness upon entering the work platform?
It must be securely fitted to the person and clipped onto the anchorage point inside the platform.
29. Movements do not stop when the controller is brought to neutral. You stop the motion by releasing the dead man controller. Then what should you do?
Bring the basket down manually stop operating and report the defect to the authorised person for replacement or repair.
30. You are working at heights and the motor cuts out. How would you lower the platform?
- *Some older EWPs are fitted with a hydraulic accumulator which would give enough pressure to slew if needed, then lower the platform.*
 - *Newer EWPs are fitted with a battery actuated electric hydraulic emergency lowering device which when actuated will allow the platform to be lowered when the truck motor has stopped.*
 - *If other methods fail, there are hydraulic bleed valves which can be used for emergency lowering, there is also provision made for the boom to be slewed manually.*
 - *Up to two emergency descent devices may be present which are fitted to the outside of the work platform. These are only to be used in extreme emergency cases.*
31. What must be released before the platform can be raised?
The platform lock down strap must be released.
32. When should outriggers/stabilisers be lowered?
If outriggers/stabilisers are fitted, they should be lowered before the platform is used.
33. If platform vehicles are not fitted with outriggers/stabilisers how are they kept stable when working?
Some are fitted with spring lock outs; others are fitted with a bar which transfers forces across the machine.

34. What is the function of "dead man" control?
The "dead man" function acts as a safety device - no function will operate unless it is activated.

35. Would you use the "dead man" control as a means of stopping a movement?
No, not in normal use but if movements fails to stop when the controller is brought to neutral the "dead man" control can be released to stop the motion.

36. Why do EWPs have a second set of controls at the base?
In case of emergency, so that the base controls can be used to override the basket controls.

37. Where should the tools required to carry out a task be stowed in the basket?
They should be placed in a fixed or removable box/basket and not laying on the floor of the EWP's basket.

38. (i) On completion of a task where should all tools and associate gear be stowed?
They should be stowed/stored in a designated box/cage.

(ii) Why?
They could fall from the EWP during mobilizing and injure someone. They could impede safe access for EWP operator.

39. Explain the emergency descent device (EDD) procedure in sequence (where fitted).
• *Release the EDD safety release clip.*

• *Press the securing pin, to release the EDD.*

Note:
Ensure no persons are beneath the boom and particularly the basket when operating the EDD.

• *Attach EDD to the "D ring" on the safety harness.*

• *Disconnect the safety strap from the safety harness and climb to the outside of the basket.*

• *One hand to hold rope just below the EDD, the other hand to steady yourself by holding onto the basket, slowly transfer weight to the EDD.*

• *Release foothold from basket and transfer hand from basket to rope above the EDD.*

Note:
The hand holding the tail of the rope below the EDD should hold rope up to gain the maximum braking effect.

• *Allow the rope to run slowly through your hands as you lower yourself to the ground.*

Note:

By changing the angle at which the tail of the rope is fed into the EDD the speed of descent can be increased/decreased.

- Assistance during escape procedure; a ground attendant can halt the progress of a person escaping via the EDD by gently pulling the rope. Such assistance should be provided in an emergency and particular if the escaping person has been injured.

40. If you experience a failure of controls when working at a maximum height, what would you do?
Firstly call out to an assistant below to lower the basket to the ground. However if this method is not possible, it may be necessary to descend from the basket using the emergency descent device.

41. If the outrigger/stabiliser footplates sink into the ground or surface, what has the EWP driver failed to do prior to commencing work?
- Failed to assess properly any site hazards.
 - Failed to identify unstable soil - backfilled trenches or excavations.
 - Failed to use packing under outriggers/levellers to distribute load over a larger area.

42. If pig-sty packing continues to sink into the ground, what should be done to remedy this problem?
- Request assistance from a competent person regarding ground conditions.

- Relocate EWP if possible; or
- Relocate pig-sty packing, sleepers, steel plates to give a greater area of load distribution.

43. No outriggers/stabilisers are fitted and operation is on rubber. If sinking occurs what should you do? Retract the EWP boom and lower to the ground. Seek further assistance.

44. Can you mobile a EWP across the side of a hill? Give reasons for your answer.
Normally no - however if the slope is only 1° -2° it may be safe to travel the unit.

45. When mobilising an EWP up a hill should the boom and basket be facing up the hill or down the hill? Up the hill.

46. When mobilising an EWP with the boom elevated what speed would you travel at?
At creeping or extremely slow speeds.

SHUT DOWN EWP:

Question 47 is compulsory

47. What post operation checks are needed to be made for inclusion in a logbook report?

Visual checks:-

- *Check all hydraulic rams and lines, controls for leaks.*
- *Check boom for dents, cracks and welds.*
- *Check slew ring.*
- *Check basket.*
- *Outriggers/stabilisers, if fitted.*
- *Safety devices*

49. How/what must be considered when securing and stowing outriggers?

- *When stowing outriggers/levellers it must be as per the manufacturers specifications.*
- *Retract outrigger footplates.*
- *Retract outrigger beams.*
- *Lock in (if applicable with correct pins).*
- *Clean steel plate.*
- *Replace pig-sty packing either on carrier or place in a place where they do no cause a problem for access.*

Note:

Visual checks carried out on fibreglass boom sections require special attention. Any crazing of the external gel coat especially where the fibreglass is moulded over the steel boom segment should be reported to an authorised person.

48. You are working but feel the platform drop slightly, what would you do?

Cease work immediately and check for defects and set up.

Elevating Work Platform - Knowledge

RELATIONSHIP TO THE NATIONAL CERTIFICATION STANDARD

THE UNITS OF COMPETENCE

The items in the knowledge assessment are intended to assess the competencies of the applicant in the safe use of Elevating Work Platforms as described in Schedule B of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment*.

These are as follows:

- 1.0 Assess and secure equipment and work area.
- 2.0 Operate elevating work platform.
- 3.0 Set up and dismantle elevating work platform.

Each unit of competence is subdivided into elements of competence, for which performance criteria are prescribed. The questions in each section of the assessment cover the following competencies.

1. Pre-operational checks

Covered in performance assessment.

2. Site/job planning

Performance Criteria 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6, 2.1.2, 2.1.3, 2.1.4, 3.1.1, 3.1.2, 3.1.3.

3. Set up EWP

Performance Criteria 1.2.1, 1.2.2, 2.1.4, 2.2.3, 3.1.1, 3.1.2, 3.1.3.

4. Operate EWP

Performance Criteria 1.2.1, 1.2.2, 1.2.3, 1.3.1, 1.3.2, 1.3.3, 2.1.1, 2.2.1, 2.2.2, 2.2.3.

5. Shut down EWP

Performance Criteria 1.4.1, 1.4.2, 1.4.3, 3.2.1, 3.2.2.

THE RANGE STATEMENT

The knowledge assessment takes into account factors described in the range statements, including relevant standards and relevant State/Territory occupational health and safety legislation.

Catalogue No. **855** WorkCover Publications Hotline **1300 799 003**



WorkCover NSW 92-100 Donnison Street Gosford NSW 2250
Locked Bag 2906 Lisarow NSW 2252 WorkCover Assistance Service **13 10 50**
Website www.workcover.nsw.gov.au

ISBN 0 7310 5135 1 ©Copyright WorkCover NSW 1995. Production and printing by Salmat – 02 9743 8777