

SWMS Title:	Working with Elevated Work Platforms / Scissor Lifts	Description of Task / Activity:	Working with Elevated Work Platforms / Scissor Lifts
Partner Site:	All Partner Sites		
Qualifications Required		Training Required to Complete Work	
Refer to HR-PO-13 Licenses & Memberships Policy		Completion of City Team Member Induction Refer to HR-MN-007 Safety and Compliance Training Catalogue Refer to HR-MN-008 Technical Training Catalogue	
Plant/Equipment Required—Mobile or Static		Plant/Equipment Maintenance Checks Required	
Portable electrical tools and equipment. Portable hand tools. Ladder. PPE. Warning Barricades. Elevated Work Platform. Fall Restraint Safety Harness Kit (if applicable).		Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition. Complete EWP pre start operational familiarisation checklist prior to use.	
		Related WHS Legislation	
		Refer to HSEQ-FM-020 Compliance Obligation Register	
		In the event of an Emergency	
		Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.	
Developed / Reviewed by:	Gavin Reiske	Date	12/08/2022
Approved by:	Paul Nichols	Date:	07/12/2021

Minimum Required PPE (Personal Protective Equipment)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SEQUENCE/TASK DESCRIPTION <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	HAZARDS/RISKS <small>What can harm you—Hazards? What can happen—Risks?</small>	RISK LEVEL	RISK CONTROL MEASURES <small>List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.</small>	NEW RISK LEVEL	ACTION BY: <small>Person Responsible</small>
1. General Working Requirements	Nil		<ul style="list-style-type: none"> ▪ Sign in to site. ▪ Notify site/store management that work will be taking place in the area. ▪ Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition. ▪ Review weather conditions prior to work commencing and determine if it is safe to proceed. 		City Team Member /s

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			<ul style="list-style-type: none"> ▪ If solar array fitted on site, refer to Site Solar Array Layout Map and identify restricted access areas. ▪ Roof and Ceiling Space Work Permit is to be completed prior to the commencement of any work that requires access onto the roof / ceiling space. Permit also required when accessing Coles sites fitted with a solar photovoltaic (PV) system. <p>Special Note:</p> <ul style="list-style-type: none"> ▪ <i>If the access methods used control the risks of falls from heights such as the use of plant platforms, access ladders, handrails and designated walkways a permit is not required to be completed.</i> <p>Applicable to Coles Distribution Centres Only:</p> <ul style="list-style-type: none"> ▪ An EWP and Scaffold Work Permit shall be completed if using an EWP (includes Scissor Lift) or if the erection and use of scaffold is required. 		
2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic Damage or harm to environment such as plants, animals or habitat	13 Med (C3)	<ul style="list-style-type: none"> ▪ Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. ▪ Ensure distances to be travelled are minimised. ▪ Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present. ▪ Ensure work area and activities (including dust, fumes and noise) will not impact public, local wildlife, plant life, soil or waterways before commencing works. ▪ Organise safe removal of wildlife or protected/dangerous plants before commencing works where necessary. ▪ When working with knives or sharp objects cut resistant gloves to be worn. ▪ Hi/Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas. ▪ Hi/Vis safety vests to be worn at all times in Coles Express sites. ▪ Hi/Vis safety vests to be worn at all times in Coles Distribution Centres. <p>Identify need for Spotter. Spotter required;</p> <ul style="list-style-type: none"> ○ When moving EWP during trading hours that are accessible by other persons including partner team members and members of the public. <i>(Does not apply to Coles Distribution Centres).</i> 	6 Low (B2)	City Team Member /s

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			<ul style="list-style-type: none"> ○ When unable to secure / barricade work area to prevent entry of other persons including partner team members and members of the public. ○ When moving EWP across uneven / sloping surfaces. ○ When manoeuvring EWP in restricted spaces. ○ When moving EWP with restricted or obstructed view. ○ When operating unit in vehicle traffic areas. ○ When EWP edge protection railing is less than 1m from a potential crush hazards including ceiling grids, structural beams, door frames and meat rails, etc. ○ If working near pole mounted overhead powerlines within 3m is classified as a no-go zone and a spotter is required when working: <ul style="list-style-type: none"> ❖ (between 3–6.4 metres of pole-mounted powerlines or: ○ If working near tower or transmission overhead powerlines within 8m is classified as a no-go zone and a spotter is required when working: <ul style="list-style-type: none"> ❖ between 8–10 metres of tower or transmission powerlines). ○ Spotter not to undertake any other tasks whilst performing the role of a spotter. <p>Special Note:</p> <ul style="list-style-type: none"> ○ Spotter is to be a holder of a ‘Yellow Card’ or competent in the retrieval of the EWP platform using the controls at ground level or the Emergency Retrieval System. <p>Spotter must be used at all times on Coles Express sites.</p>		

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3. Unload from transportation and position onto designated area.	Unload from transportation and position onto designated area	17 High (D3)	<ul style="list-style-type: none"> ▪ Before unloading ensure that EWP is the correct machine for the work being undertaken. <ul style="list-style-type: none"> ○ Don't use diesel powered units inside a building ○ Ensure unit is correct type for the surface where the unit is being operated. For example: <ul style="list-style-type: none"> ▪ Solid ground ▪ Rough terrain ▪ Uneven or sloping ground ▪ When unloading from vehicle or trailer make sure no one is between elevated work platform and any vehicles or objects. ▪ Check for overhead hazards including roller doors, low ceilings gantries, beams, frames and electrical cables When moving EWP into position spotter is to be positioned in front to clear path and make sure nobody gets in front of EWP. ▪ Make sure all tools and equipment are properly secured before moving 	7 Low (D1)	City Team Member /s
4. Inspect work area before moving.	Crush injury due to overhead crush hazards when manoeuvring in restricted spaces and height restricted doorways. Crush/fall injury due to overturning of EWP or collapse of base structure.	17 High (D3)	<ul style="list-style-type: none"> ▪ Check for any obstacles both on ground and overhead before moving. ▪ Identify and establish work area no-go zones when working near overhead powerlines: <ul style="list-style-type: none"> ○ 3m clearance from pole-mounted powerlines or ○ 8 metres clearance from tower or transmission power lines. ▪ Make sure gross weight of machine is displayed on the elevated work platform. ▪ Compare safe working load (SWL) of base structure to gross weight of machine. ▪ Where unit is to be operated on a suspended floor, operator to check the weight of the EWP and consult Centre Management / Landlord / Lessor / Site Owner to verify that the suspended floor structure can support the weight of the EWP. ▪ Ground level remote controls are to be used when manoeuvring through restricted spaces and height restricted doorways. 	6 Low (B2)	City Team Member /s

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5. Visually check machine components.	Mechanical fault or broken components	12 Med (D2)	<ul style="list-style-type: none"> ▪ Familiarise yourself with operating instructions and procedures ▪ Perform the machine pre start check. ▪ If equipment was found to have any faults or problems, follow HSEQ-PR-006 Electrical Lock Out Tag Out and Restoration of Power Procedure and tag the equipment with a “do not operate” tag. ▪ Report fault to supplier and notify FOS/ROM or Facilities Manager. 	6 Low (B2)	City Team Member /s
6. Perform operational check if machine passes visual inspection.	Faulty machine operation	12 Med (D2)	<ul style="list-style-type: none"> ▪ Do operation check with machine started following manufacturer/supplier guidelines. ▪ Check equipment serviceability; including warning devices. ▪ When checking brakes be aware some machines have a time delay before brakes apply. ▪ If equipment was found to have any faults or problems, follow HSEQ-PR-006 Electrical Lock Out Tag Out and Restoration of Power Procedure and tag the equipment with a “do not operate” tag. ▪ Report fault to supplier and notify FOS/ROM or Facilities Manager. 	6 Low (B2)	City Team Member /s
7. Moving EWP / Scissor lift on site.	Asphyxiation (gas/petrol machine only) Falling objects / tools Falling Collisions Crushing Collision with workers, public or other plant Damage or harm to environment such as plants, animals or habitat Electric Shock Burn Injury	19 Ext (B5)	<ul style="list-style-type: none"> ▪ Check for overhead electrical hazards and confirm No-Go Zones when working near overhead powerlines. ▪ Make sure area is well ventilated. ▪ Check for overhead hazards including roller doors, low ceilings gantries, beams, frames, signs, cable tray, catenary wires and electrical cables. ▪ Make sure all tools and equipment are properly secured. ▪ When moving machine, operate at low speed only. ▪ Operator to make sure occupants of the machine are aware that they are going to move the platform. ▪ Operator to make sure everyone in the platform is clear of obstructions before moving platform. ▪ Adjust safety barriers as required when moving machine operating position. ▪ Organise safe removal of wildlife or protected/dangerous plants before commencing works where necessary. 	8 Med (C2)	City Team Member/s

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	Plant tipping or rolling over Snag, tangle or catch on any object	19 Ext (B5)	<ul style="list-style-type: none"> ▪ Make sure tilt alarm is fitted to make sure machine is not operated at dangerous angles. ▪ Do not exceed safe working load (SWL). ▪ Do not stand on guard rails. ▪ Do not lean out of the guard railing. ▪ Do not work outdoors in high wind. ▪ Do not operate on slope. ▪ Boom lift must be setup level. ▪ Never attach cables, electrical leads, hoses or similar to the platform. ▪ Never try to lift loads by attaching wires, cables or similar items to the platform. 	8 Med (C2)	City Team Member/s
	Lose control of elevated work platform Personnel being thrown from falling plant	19 Ext (B5)	<ul style="list-style-type: none"> ▪ Make sure safety rails are in place. ▪ Make sure self-closing gate is in place and functional and not jammed open. ▪ Make sure kickboards are in place. ▪ Ensure drop zone area below elevated work platform is barricaded off. ▪ Wear required harness in boom type EWP, (safety restraint.) ▪ When moving machine, operate at low speed only. 	8 Med (C2)	City Team Member/s
8. Moving scissor lift through doorways and openings.	Crush injuries as a result of contact with overhead hazards or other structures.	22 Ext (C5)	<ul style="list-style-type: none"> ▪ Make sure warning devices are constantly operating. ▪ When moving slab type scissor lifts through doorways and openings the operator shall lower the scissor lift completely, make sure that any occupants get out of the scissor lift before going through the opening. ▪ The operator shall make sure that sufficient clearance is available to go through the opening while standing before proceeding (200mm above head height). ▪ If there is not sufficient clearance above head height, exit machine and utilise remote control if available. 	9 Med (B3)	City Team Member/s

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9. Operation of EWP / Scissor Lift.	Asphyxiation (gas/petrol machine only) Falling objects / tools Falling Collisions Crushing Collision with workers, public or other plant Dangerous / combustible goods not secured on platform Plant tipping or rolling over Snag, tangle or catch on any object	22 Ext (D4)	<ul style="list-style-type: none"> ▪ Make sure gas or petrol machines are only used in well ventilated areas. ▪ Make sure maximum lifting heights and safe weigh limits are not exceeded. ▪ All guard rails / access doors shall be closed before lifting commences. ▪ An approved safety harness with lanyard secured to the proper attachment bar should be worn while operating a boom type lift. ▪ No person shall be permitted to get on/off the elevated work platform when in a raised position. ▪ Make sure all warning devices are constantly operating. ▪ All materials, tools and equipment taken on the elevated work platform lifter shall be properly secured to prevent falling whilst operating. ▪ The elevated work platform shall be used as an access platform only, heavy materials, equipment and heavy tools should not be carried. ▪ Be aware of leads and hoses when lowering /lifting elevated work platform. ▪ Do not secure cables, electrical leads, hoses or similar to the platform ▪ Do not stand on guard rails. ▪ Read material safety data sheet before use of hazardous products. ▪ When finished store materials according to material safety data sheet. 	9 Med (B3)	City Team Member/s

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10. Performing work task in EWP / Scissor Lift.	Electric shock Crushing Injuries Overhead hazards Falling Objects Plant tipping or rolling over Snag, tangle or catch on any object	18 High (C4)	<ul style="list-style-type: none"> ▪ Use battery operated power tools where possible. ▪ If power tool must be used make sure they are tested and tagged before use. ▪ Make sure an earth leakage circuit breaker or residual current protected power box is used. ▪ Never attach cables, electrical leads, hoses or similar to the platform. ▪ Cables, electrical leads, hoses or similar must be completely removed from the EWP prior to moving to prevent accidental entanglement. ▪ Wear gloves, safety glasses hearing protection and safety footwear. ▪ Tools and equipment should be secured. ▪ Make sure area below elevated work platform is barricaded off. 	6 Low (B2)	City Team Member/s
	Persons falling from EWP platform Slips, trips or falls Manual Handling	18 High (C4)	<ul style="list-style-type: none"> ▪ An approved safety harness with lanyard secured to the proper attachment bar should be worn while operating a boom type lift. ▪ Do not stand on guard rails. ▪ Do not attach leads or cables to elevated work platform. ▪ Do not position ladders, steps or similar access items to provide additional reach. ▪ All guard rails/ access doors shall be closed before lifting commences ▪ No person shall be permitted to get on/off the Elevated work Platform when in a raised position. 	6 Low (B2)	City Team Member/s
	Exposure to fumes	13 Med (C3)	<ul style="list-style-type: none"> ▪ Always ensure extraction fans (where fitted) and ventilation systems are operating whilst working near warehouse ceilings, fumes can accumulate in ceiling voids and in areas close to the roof where there is minimal air circulation and ventilation. 	2 Low (B1)	City Team Member/s
11. After use care.	Falling objects / tools Falling Crush Injury	18 High (C4)	<ul style="list-style-type: none"> ▪ Restore equipment to safe condition. ▪ If loading onto trailer or removing from site make sure tow vehicle is securely attached to trailer and safety chains are fitted before loading. ▪ When loading onto trailer / vehicle make sure no one is between elevated work platform and any vehicles or objects whilst its being moved. ▪ Make sure unit is secured to trailer or vehicle by using chains through the anchor points. ▪ Make sure all removable operating devices (key control pads) are stored separately. 	6 Low (B2)	City Team Member/s

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12. Parking and cleaning EWP / Scissor Lift on site.	Personal Injuries Dangerous / Combustible goods not secured on platform	14 High (B4)	<ul style="list-style-type: none"> ▪ Make sure it is not blocking doorway or emergency exits when parked. ▪ Remove dangerous / combustible goods from elevated work platform and secure/store according to material safety data sheet. 	6 Low (B2)	City Team Member/s
13. Charging EWP / Scissor Lift.	Electric shock Dangerous / combustible goods not secured on the platform	14 High (B4)	<ul style="list-style-type: none"> ▪ Use RCD/ELCB protected power point or power box. ▪ Make sure leads are off floors and tagged. ▪ Make sure elevated work platform is in a well-ventilated area. ▪ Follow charger instructions. ▪ Wear safety glasses and gloves when checking battery water level. ▪ Restore equipment to safe condition after charging. 	4 Low (B2)	City Team Member/s
14. Completing the task – exiting the work area	Strains and sprains Slips, trips or falls In the event of an emergency, Store awareness of who is on site	13 Med (C3)	<ul style="list-style-type: none"> ▪ Remove tools and equipment from the work area and use correct manual handling techniques. ▪ Dispose of green waste and general waste at appropriate waste management and recycling centres or partner provided waste facilities. ▪ Clean up spills promptly and dispose of hazardous spill material at appropriate waste management facility. ▪ Ensure worksite is clean and tidy. ▪ Remove barricades. ▪ Ensure area is free from trip hazards. ▪ Sign out of site. 	4 Low (C1)	City Team Member /s

Induction Statement

I the employee listed below:

- Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.

Name	Signature	Date

Site Manager or Delegate	Signature	Date

Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the 'Safety Hazards' associated with each step.
3. Use the 'Risk Matrix' to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document 'Control Measures' used to control the risk, use the 'Hierarchy of Control' to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control			Risk Matrix																																																																				
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