WORKING ON SITE

1. Stay aware of what is happening all around. Do not assume that other persons will get out of your way.
2. Operate all controls smoothly and carefully to avoid sudden movements of the platform. Remember that any movement of the machine or elevating booms will be greatly magnified at the working platform. Sudden movements are potentially dangerous, and may damage the machine.
3. It is advisable to have a second person on site to act as a lookout, and to help if there is a problem and the emergency lowering procedure needs to be carried out. Never work single-handed on remote sites or in unoccupied buildings.
4. Make sure you apply the brake when stationary or the access platform may creep or roll without you noticing.
5. Avoid hazardous areas such as soft ground, trenches, slopes or overhead obstacles.
6. Never carry passengers on any part of the access platform.
7. Lower the platform, switch off, apply the parking brake and remove any key before leaving the access platform unattended.
8. If your equipment does not work properly, do not try to repair the access platform yourself, or experiment with different ways of using it. Never take risks.
9. If the platform that you have is not suitable for the work that you want to do, talk to the hire company. There are many different types of access platform available, and the hire company can undertake a site survey to identify the best platform for your job.

USING THE ACCESS PLATFORM

SETUP

1. First, check that the ground is level. It also must be firm enough to support the weight of the access platform, and the load from stabilisers or outriggers when the platform is elevated.
2. The equipment must not be positioned over or near to cellars, sewers, drains or any uncompacted ground which may collapse.
3. Extend all of the stabilisers and outriggers fully, and lock them into position. You may use suitable packing (such as timber offcuts) under stabiliser or outrigger feet to spread the load, or to protect the surface.
4. Level the machine using the manufacturer's levelling indicators, making sure that there is a proper load on all of the supporting stabilisers or outriggers. You will need to check this at regular intervals while the platform is in use.
5. Some machines have extending axles - these must also be extended fully and locked into position before the platform is raised. They must be set into the correct travel position and locked before any travel on the public road or any travel on site other than very short distances.
6. Check that your route is clear before moving off.

INSURANCE

1. Under the terms of hire, you are responsible for the safe custody of the machine. You should indemnify the hire company against loss or unreasonable damage such as vandalism. The best way to achieve this is by insurance.
2. However, the machine must always be secured against theft or vandalism by the hirer. Lock it up and remove a wheel or the battery to prevent unauthorised use or theft.
3. Some hire companies will offer insurance cover at an extra charge.
4. In addition, if any damage is caused to property belonging to a third party or involved in a highway accident, it is unlikely that normal insurance policies will give any protection.
5. If in any doubt about insurance cover, check with the Hire Company or insurer immediately.

BATTERY OPERATED ACCESS PLATFORMS

1. A battery operated access platform will be supplied by the hire company with fully charged batteries. Recharge the batteries at lunchtimes and overnight following instructions given on the machine or by the hire company.
2. Never smoke near the battery compartment as explosive gases are emitted during the charge and discharge cycles.
3. If the batteries are not kept charged the machine will stop.
4. Fully charged batteries will be adequate for normal use through an eight hour day. However jobs such as changing light bulbs which require many frequent elevations or movements of the platform will shorten the period during which the platform can be used before it requires recharging.
5. Do not use electric platforms inside drive-in chillers or blast freezers. Low temperatures adversely affect battery efficiency.
6. Do not use cutting, grinding or welding equipment above the power supply. It may cause a short circuit or fire.

(Continued overleaf...)

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Before Starting Work...

SAFE WORKING LOAD

1. Access platforms must not be used as a crane for lifting material.
2. The safe working load (SWL) is the maximum load that the access platform will carry. This includes persons, tools, equipment and materials. The SWL must never be exceeded. Trying to put more that the SWL onto the platform is very dangerous, and may cause the machine to overturn or collapse.
3. The SWL will be showing clearly on the access platform. This may also be shown in the form of a picture, showing the number of persons permitted on the platform. If only a weight is stated, you should allow 80 to 100kg for each person.
4. You will also need to allow for all of the tools, equipment and materials that you will be using, including any items that you may put on the platform when elevated, for example light fittings.
5. Level the machine using the manufacturer's levelling indicators, making sure that there is a proper load on all of the supporting stabilisers or outriggers. You will need to check this at regular intervals while the platform is in use.
6. Look for leaks in hydraulic lines especially in connections and flexible hoses.
7. Make sure the guards and interlocks are in place and work correctly.
8. You should also check the above items every day before using the equipment. It will have been supplied in good condition and ready to use by the hire company – you must make sure that it has not been damaged or altered since then.
9. If the equipment has flashing warning beacons, switch them on whenever it is in use.
10. Only essential persons should be on the access equipment. Never carry passengers on any part of the access platform.
11. Before you start work move into a clear area and carefully practice all the controls and elevation operations until you are familiar with them.

TRAVELLING/TOWING

1. Never operate a self – propelled access platform on any public road or highway unless the machine is taxed and insured, and complies with road traffic regulations. In addition, you must have an appropriate driving licence. Most self-propelled platforms available for hire are not intended for use on public roads. Check with the hire company.
2. Never tow or move the access platform with a flat tyre, as it will be unstable. Under the terms of hire, punctures and damage to the tyres (other than fair wear) are your responsibility.
3. Do not tow a self-propelled access platform unless you have been instructed by the hire company that it is safe to do so. Damage can occur to the transmission of some self-propelled units if towed.
4. Do not use a self-propelled access platform to tow anything else, even over short distances: it is not designed to tow loads.
5. Before moving around on site, check that the access platform is capable of travelling safely over the ground conditions on site. Lower the platform into the correct travelling position and if necessary lock the turntable or slew movement. Retract and lock in any stabilisers or outriggers.
6. Check that your route is clear before moving off.

WIND SPEED

1. The access platform must not be used when the wind speed exceeds that recommended by the manufacturer. This is frequently stated as a strong breeze, strong enough to set large branches in motion, or when umbrellas can be used only with difficulty.
2. Remember that wind speeds may increase quickly above ground height, and that large buildings can cause local gusting far greater than average wind speeds.
3. Take care when handling sheets and panels – they can act like sails and affect the stability of the machine.
4. On windy days, operators should wear warm clothing to protect themselves against chill.

OPERATORS

1. Only use this equipment if you are fully alert and able to concentrate properly. You must not use it if you are under the influence of drink or drugs. In addition you will need to feel confident and comfortable when working at height.
2. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use this access platform. Particular jobs or environments may require a higher level of protection.
3. You must wear a safety helmet (EN 397 or BS5240) when you are working at height. You must always wear a safety helmet when on a construction site.
4. Wear safety boots (EN345 or BS1870)/4972) or at least sturdy shoes when working with the access platform.
5. You should wear a reflective vest or similar high visability garment.
6. If your access platform is fitted with proper harness anchorage points, it is recommended that you should wear a full safety harness connected to the anchorage point.
7. The harness should be correctly attached to the anchorage point by either a fall restraint system; a short lanyard that prevents you falling off the platform; or a fall arrest system; a shock absorbing lanyard which stops your fall safely if you do fall off the platform.
8. Falls are usually caused by sudden unexpected movements of the platform, for example, when a wheel runs over a small pothole. This sudden movement is accentuated at the platform and can cause anybody who is not restrained to lose their balance and possibly fall.
9. Anybody who is working near the access platform will also need to wear appropriate personal protective equipment.

POWERED ACCESS PLATFORM

1. The working platform is not insulated, and must not be used for work on live electric cables.
2. The manufacturer's information about the height and reach of the access platform should be read and understood. Never try to gain extra height or reach by using steps, boxes, or other means. Never attempt to make any adjustment or alteration to the access platform to increase its range – this would be extremely dangerous.
3. Check the following items as soon as you take delivery of the access platform. Do not use anything found damaged – contact the hire company.
4. Check the tyres, tyre pressures and wheel nuts, brakes and steering. Check fuel, oils, water, hydraulic fluid and battery levels. Check lights and warning devices. Check for structural damage or defects.
5. Test the operating controls – both on the ground and on the platform.

WORK AREA

1. Do not use this powered access platform where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. To reduce the risk of serious or fatal injury from breathing toxic fumes, do not use an engine powered access platform inside a building or closed space unless the area is well ventilated.
3. Cordon off the whole operating area with suitable cones or barriers to make other people aware of a potential hazard.
4. This equipment should only be used on firm level ground, when working, take care to avoid soft ground, slopes, holes and trenches, drains and gullies, manhole covers, cellars and other areas that may collapse or objects that may damage the tyres.
5. Railway sleepers or similar heavy obstacles should be put about 2m (6ft) away from the edge of any trenches that you may need to go near,. They will stop you getting too close.
6. Check there are no tree branches, scaffolding, electric cables or anything else you may collide with while working at height.
7. If there are any overhead high voltage power cables near your work area, make sure that every part of the access platform is always at least 15m (50ft) away from the cables. Remember high voltages can jump across large gaps.
8. Walk around your work area and remove any sharp objects which could become embedded in the tyres.

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www.hse.gov.uk/construction

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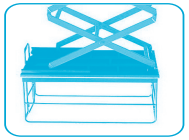
Powered Access

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.



It is important to read all of this leaflet BEFORE you use the powered access

1. Plan the use of Powered Access so that it can always be used safely.
2. If your access platform has an engine, remember that petrol or diesel fuel is highly flammable. Take care not to cause a fire or explosion.
3. This equipment is designed to provide a working platform at height for persons and their tools, up to the safe working load of the platform.
4. The action of this access platform can cause injury or damage is the equipment is not used in a careful and controlled way.
5. Do not try to use this powered access platform unless you are fully competent to do so. You must have had adequate previous experience, or a course of instruction from a responsible body.
6. Anyone working on moving mechanical plant on a construction site should have at least a current site safety awareness certificate.
7. A certificate of Training Achievement (CTA) or Construction Plant Operators is required on many construction sites. Training to achieve a CTA is available from CITB approved bodies. BS1870-4972; safety harness if appropriate, either a fall restraint system or a fall arrest system; high visibility vest or similar reflective garment.
8. You should not attempt to load or unload the machine from a truck or trailer unless you are fully experienced in doing so.
9. You should have at least the following items of personal protective equipment: safety helmet to EN397 or BS5240; sturdy shoes as a minimum, ideally, safety boots to EN345 or
10. This access platform must not be used by minors, or by anyone under the influence of drugs or alcohol.
11. This access platform is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

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