

STANDARD OPERATING PROCEDURE

Elevated Work Platforms

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ELEVATED WORK PLATFORMS

						
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The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to operating Elevated Work Platforms (EWP).

2.0 SCOPE AND APPLICATION

- This document applies to all company heavy construction mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Not qualified and/or trained to operate elevated work platform (EWP):
 - Only competent and trained workers will operate elevated work platforms. Workers must have valid training tickets/qualifications prior to operating equipment.
 - Fall Protection qualifications must be valid when operating EWP.
 - Supervisors will ensure workers are trained and competent prior to operating EWP.
 - Ensure training meets site requirements prior to operating EWP.
- EWP malfunctioning and/or structural failure:

This includes the failure of any EWP component such as the base, hydraulic lifting arms or working platform. An EWP may suffer structural failure if it has been overloaded, damaged in transit, or during use and can occur without warning.

 - Pre-use inspection must be completed prior to use by a competent and trained worker.
 - Logbooks are required to be with the EWP and need to be filled out prior to operating EWP. Any deficiencies and/or damage must be reported to the supervisor.
 - Check ground/upper controls (manual and powered) including emergency stop switch and platform lower/lift switch for proper function.
 - Do not operate the EWP if it is found to be defective and/or damaged. Operator must remove from service, lock/tag it out, and report to the supervisor.
 - Ensure manufacturer's inspections and/or maintenance is completed when required.
 - Check manufacturers manual for cold weather ratings.
- Operating the EWP on unstable ground causing personal injury and/or equipment damage:
 - EWP operators will inspect ground conditions for soft and uneven areas prior to positioning EWP.
 - Ensure the EWP is on firm level ground as the counterweight will vary depending on the machine's position.

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- Always inspect the path of travel. Ensure there are no obstructions and/or hazards prior to operating EWP.
- Outriggers and/or stabilizers must be fully extended prior to operating the EWP. Use a spotter if required.
- Falling from elevations causing personal injury:
 - When operating the EWP always tie-off to the manufacturer's anchor points. Never tie-off to an object outside the basket. Anyone working at heights will conduct a fall protection plan (999C-F-011 Worker Fall Protection Plan).
 - Do not lean and/or climb outside the handrail of the EWP. Both feet must stay on the platform floor.
 - Ensure the gate is securely closed before moving the platform.
 - When performing tasks that involve high pressure (such as steaming, pulling or prying) workers must ensure both feet are secure on the platform floor and there are no obstructions that could cause tripping hazards. Always check manufacturer's manuals on side loading.
 - Use a lanyard short enough to prevent the worker from being ejected from the basket but still allow the worker to perform the work.
 - Mount and dismount the platform only when it is in the lowered position.

Note: If a worker is required to exit the platform while in the raised position; a JSA must be developed at the work site and the platform must be as close to the structure to ensure safe access egress. The FLRA card must identify the task to be performed and the risks associated with leaving the EWP while in the raised position. Always refer to the manufacturer's manual and/or site requirements.

- Electrocutation Hazards:
 - Do not operate EWP above overhead crane buzz bars. Maintain safe distance and always use "Lock Out Tag Out" (LOTO).
 - Do not position EWP near overhead powerlines. Maintain safe limits of approach.
 - Do not travel and/or position EWP on electrical cables (example: extension cords, welding cables). Clear the area and use a spotter when traveling.
 - Do not operate EWP during lightning storms.
 - Keep electrical cords clear of pinch points.
- Tip Over Hazards:
 - Always operate EWP on firm level ground.
 - Ensure the ground and/or floor can support the weight of the elevated work platforms. Watch for any shifting and always travel with the boom fully retracted.
 - Do not operate EWP on grating, place a steel plate over grating where required.
 - Do not travel over any objects while maneuvering EWP.
 - Do not overload equipment. Ensure operator(s) and tools do not exceed the rated load capacity of the equipment. Refer to manufacturer's manual for rating.
 - Do not overhang cords and cables unless the EWP is specifically designed for that use. Refer to the manufacturer's manual. Cords and cables should be coiled up in the basket and elevated to the work location then tied to the structure whenever possible to prevent side loading.
 - Do not tie fire blanket, plywood and/or other objects that could create a sail effect.

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- Do not operate EWP during high winds, always refer to manufacturers specification on wind speed ratings.
- Do not use the EWP as a crane to hoist and/or move material, unless the EWP is specifically designed for that use.
- Do not push and/or pull objects outside the basket.
- Be aware of your surroundings, watch out for side and overhead hazards.
- Ensure outriggers and/or stabilizers are fully extended prior to operating the EWP.
- Do not override safety features. When any of the safety devices are inoperable, the EWP must be lock/tag out of service so it cannot be operated.
- Once in position, disable EWP against unwanted operation by engaging the emergency stop button(s) or turning it off.
- Do not place the boom and/or platform against any structure.
- Contact and/or collision causing personnel injuries and/or equipment damage:
 - Use a spotter in tight/congested areas. If you lose sight of your spotter stop. (Follow 962C-SOP-008 - Signaling Equipment).
 - Use good communication and maintain eye contact with other operators.
 - The operator should always control the EWP. No ground-operated controls should be engaged while personnel are in the platform. In the event of an emergency, ground controls can be used by a qualified operator.
- Cluttered work platform causing tripping hazards and/or materials and tools falling from the basket:
 - Keep the EWP platform clear from tripping hazards.
 - Flag and tag the work area below the EWP (Follow 960C-SOP-004-Flagging and Tagging).
- Crushing, pinch points and line of fire hazards:
 - Flag and tag the work area and restrict traffic so only essential personnel are present.
 - Spotters must be used in tight congested areas. Never allow a spotter to position in a pinch point and/or line of fire situation. Use good communication and maintain eye contact.
 - Never work and/or swing the EWP basket over people and/or equipment.
 - When performing the EWP inspection never place body parts in rotating, crushing and/or pinch points. Conduct a visual inspection of the EWP.
 - Ensure the counterweight is clear of obstructions before swinging the EWP.
 - Keep hands clear of pinch points while operating EWP.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOPs for the job)
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

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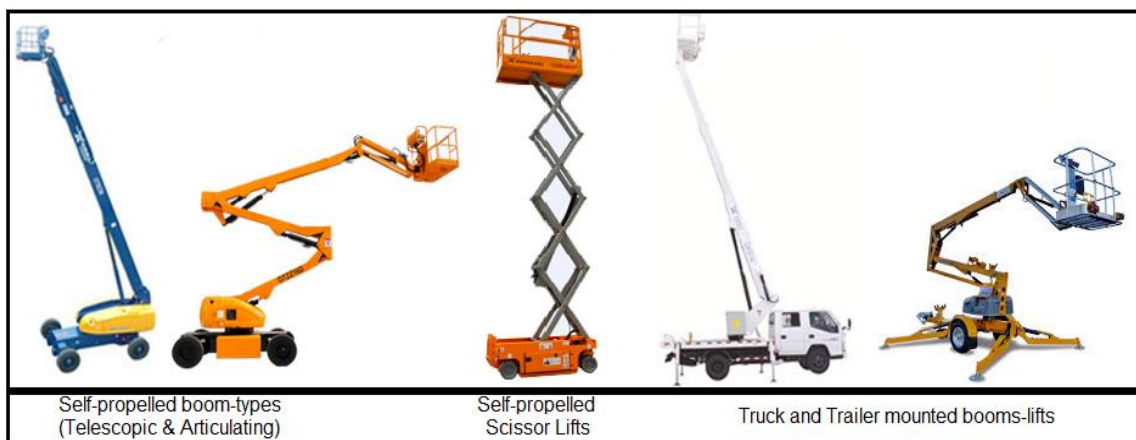
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5.0 DEFINITIONS

5.1 Elevated Work Platform (EWP)

An EWP is a device used to support a platform in which personnel, equipment and materials can be elevated to perform work. While EWPs come in a range of different configurations, the general types of EWP include:

- self-propelled scissor lifts
- self-propelled boom-type (Telescopic and Articulating booms)
- truck-mounted
- trailer-mounted



5.2 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.3 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees, and third-party processors.

5.4 HSE

Refers to the Health, Safety & Environment department

6.0 PROCEDURE

- (a) Ensure operators are certified/qualified to operate EWP and Fall Protection equipment. Ensure the training certificates are current and have not expired.
- (b) Supervisor will determine the right EWP for the task (example: size, type, weight capacity, inside/outside, what type of fuel).
- (c) Supervisor and workers will discuss the task and plan the safest way to approach the work. During that time workers will complete an FLRA card to identify hazards in the area (examples: powerlines, obstructions, ground conditions, congested work area ext.).

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- (d) Workers are responsible to update FLRA cards as conditions change (example: new worker, scope, weather, equipment, hazards).
- (e) Inspect the EWP for any damage and/or deficiencies. Operator is responsible to ensure log book is filled out prior to use. The Worker must notify the supervisor if any damage and/or deficiencies are found during the inspection.
- (f) Inspect fall protection equipment and attach connecting components to the manufacture's anchor points (see operator's manuals for specific anchor points).
- (g) Flag and tag the area surrounding the EWP to warn other workers of overhead hazards. Ensure tools and Materials are secure in the basket.
- (h) EWP operator is responsible to calculate the weight of all tools, material and personal going into the basket.
- (i) EWP operator is responsible to maintain a clean and clutter free work platform.
- (j) After the task is complete clean up the work area, park the EWP in a safe location and remove all flagging.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP**, and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- 960C-SOP-004 - Flagging and Tagging
- 962C-SOP-008 - Signaling Equipment
- 950C-C-016 - Fall Protection Code
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 9 Sections 138 to 161 – Fall Protection
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 23 Sections 346 – 348 Elevating Work Platforms

9.0 APPENDICES

- There are no appendices.