

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 if 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) for Construction Plant Operators is required on many construction sites. Training to achieve a CTA is available from CITB appointed bodies. 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 BS1870/4972; safety harness if appropriate, either a fall restraint system or a fall arrest system; high visibility vest or similar reflective garment. 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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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 uncompact 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.

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 than 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.

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.

Please store this leaflet safely. It may be required for further information



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- 1. Battery operated access platform will fully charge batteries. Recharge the fully charged batteries at lunchtime and overnight. Follow the 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 tents, canopies or plastic covers. Low temperatures adversely affect battery efficiency. Do not use cutting, grinding or welding equipment above the power supply. It may cause a short circuit or fire. (Continued overleaf...)

BATTERY OPERATED ACCESS PLATFORMS

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- 1. Never operate a self-propelled access platform on any public road or highway unless the machine is licensed and insured. 2. Never operate a self-propelled access platform on any public road or highway unless the machine is licensed and insured. 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, oil, water, hydraulic fluid and battery levels. Check for structural damage or defects. 5. Test the operating controls - both on the ground and on the platform. 6. Test the operating controls - both on the ground and on the platform. 7. Test the operating controls - both on the ground and on the platform. 8. Test the operating controls - both on the ground and on the platform. 9. Test the operating controls - both on the ground and on the platform. 10. Test the operating controls - both on the ground and on the 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.



Before Starting Work... Useful Reference Points • www.hae.org.uk/businessguard

WORK AREA OPERATORS

- 1. Do not use this powered access platform inside a building or closed space unless the area is well ventilated. 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. Cordons 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 proper harness anchorage points if it is your access platform is fitted with either a fall restraint system, a short, similar high visibility 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 a 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