

MOBILE VERTICAL LIFT SOP

ACRONYMS

LOTO - Lockout/Tagout.

PPE - Personal Protective Equipment.

SOP - Safe Operating Procedure.

WLL - Workload Limit.

HAZARDS

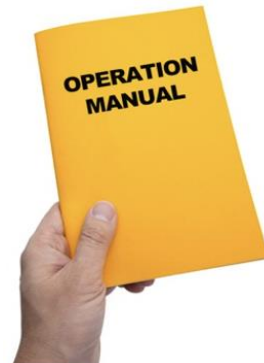
What can cause harm?

- ▲ Equipment roll-over
- ▲ Electricity-overhead power lines
- ▲ Fall from height
- ▲ Falling objects
- ▲ Crush & Impact injuries

MOBILE VERTICAL LIFT SOP

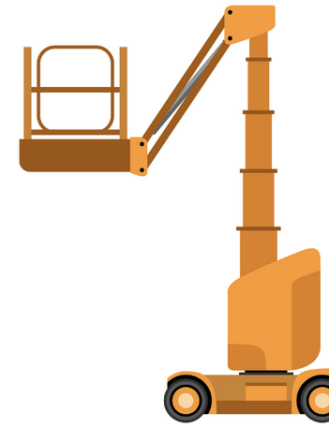
PRECAUTIONS

- All operators are trained and competent to operate a Mobile Vertical Lift safely. Operator training should include:
 - Workplace induction
 - Safe operating procedures
 - Manufacturer's instructions
 - Nature of hazards
 - Fitting of PPE
 - Manual handling
 - Housekeeping
 - First Aid



MAINTENANCE

- Follow LOTO procedures. Record service/repairs information in Maintenance Log
- Maintenance is conducted as per manufacturers' instructions and by qualified persons only.



PPE



PRE-OPERATIONAL INSPECTION

- Follow the pre-operational checklist in the manufacturer's operational manual, ensure:
 - Daily pre-operation inspection MUST be undertaken
 - Emergency Stop is operational
 - Test lifting and lowering function
 - Operation and maintenance instructions to be displayed on vertical lift
 - WLL to be prominently displayed on vertical lift
 - Vertical lift controls are in good condition and clearly marked
 - No signs of hydraulic fluid leaks
 - No signs of cracks or damage to vertical lift parts
 - All safety devices checked to be operational
 - Check tyre pressure

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- Decals are legible.

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OPERATION

1. Operate in accordance with manufacturers' instructions
2. Wear prescribed PPE
3. Position the lift on a firm, level surface. Ensure the surface support is adequate to withstand all load forces imposed by the machine
4. Perform function tests before use, test:
 - a. Ground controls.
 - i. Emergency Stop
 - ii. Hydraulic Return filter
 - iii. Machine functions
 - iv. Tilt sensor
 - v. Emergency controls
 - b. Platform controls.
 - i. Emergency Stop
 - ii. Horn
 - iii. Footswitch
 - iv. Steering
 - v. Drive and braking
 - vi. Oscillating axle (if fitted)
 - vii. Drive enable system
 - viii. Limited drive speed
 - ix. Emergency controls
 - x. Lift/Drive select function (if fitted)
5. Operate from the ground:
 - a. Turn the key switch to ground control
 - b. Pull out the red Emergency Stop button to the ON position
 - c. Fuel models: move the fuel select switch to the correct fuel position for the lift
 - d. Start the engine
6. Position platform:
 - a. Push and hold the function enable button, OR hold the function enable switch to either side
 - b. Move the toggle switch to the relevant markings on the control panel

PRE-OPERATIONAL INSPECTION



- Safety Harness. Conduct visual inspection before each use, inspect:
 - Belts
 - D-rings
 - Rivets
 - Tongue buckle
 - Friction buckle
 - Lanyard
 - Shock-absorbing packs

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- i. *Drive and steer functions are not available from the ground controls* ▪ Hooks.

7. Operate from the platform:

- a. Turn the key switch to platform control
- b. Pull out both ground and platform red Emergency Stop buttons to the ON position
- c. move the fuel select switch to the correct fuel position for the lift
- d. Start the engine

DO NOT press down the foot switch when starting the engine.

8. Position Platform:

- a. Press the footswitch down
- b. Slowly move the function control handle or toggle switch relevant to the markings on the control panel

9. Steering:

- a. Press the footswitch down
- b. Slowly move the drive control handle in the direction shown by blue or yellow triangles OR press the thumb rocker switch located on top of the drive control handle. Use the direction arrows on the platform controls and the drive chassis to identify the direction the wheels will turn



Work at a safe distance from all powerlines. Call your local utility service to identify the voltage of powerlines before beginning work.

10. Driving:

- a. Press the footswitch down
- b. Increase speed: Slowly move the drive control handle off centre. Decrease speed: Slowly move the drive control handle toward centre. Stop: Return the drive control handle to centre or release the footswitch. Use the direction arrows on the platform controls and the drive chassis to identify the direction the machine will travel. Machine travel speed is restricted when the booms is raised.

11. Driving on a slope:

- a. Determine safe slope grade
- b. Ensure the boom is below horizontal and the platform is between the circle-end wheels

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- c. Move the drive speed select switch to 'machine on incline' symbol
- d. Winch or transport the machine up or down the slope if the slope exceeds the maximum slope or side slope rating

12. End of shift:

- a. Park on a level surface, clear of obstruction and traffic
- b. Retract and lower the boom to the stowed position
- c. Rotate the turntable so that the boom is between the non-steer wheels
- d. Turn the key switch to the OFF position and remove the key to secure from unauthorised use.



HAZARD CHECKLIST (POWERED MOBILE MACHINERY)

Make, Model, ID No.:

Names of HSE Representatives/Workers involved:

Date:

	Y	N	NA		Y	N	NA		Y	N	NA
Risk assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger seat in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flashing lights functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Inspection conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator restraints available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracks aligned with no missing sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily logbook completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator restraints functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WLL displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction manual available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger restraints available				Correct attachment for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOP available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger restraints functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The attachment has sufficient WLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected/maintained within a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quick hitch engaged properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The operator has a license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS installed by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments suitable size for machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No unauthorised alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS meet relevant standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments are manufacturer approved OR deemed safe by competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intended for use as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments secured properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning devices installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROPS functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locking pins in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning devices positioned for best effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe access/exit from the cabin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls labelled correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The passenger has the same level of protection as operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cabin clean, free of clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls located for easy access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danger areas guarded:				Cabin ventilated / AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe access/egress to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving motor parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear visibility from cabin windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speed Limiters installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTO shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Body of machinery good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spotters used where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic hoses/valves etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels are the correct type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TMP developed & implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot engine/muffler parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels do not have cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOTO procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels have adequate tread depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where "No" is selected, check with your supervisor.			
Operator seat in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels correct & equal pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



Company Name: Ovannah Group PTY LTD

Company Address: 86 Broughton Street, West Kempsey

ABN/NZBN: 85 653 599 396