

CPCCCM3001

Operate Elevated Work Platforms up to 11 metres

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

CPCCCM3001 Operate Elevated Work Platforms up to 11 metres

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and instructions.

Table of Contents

1.1 Introduction	5
1.1.1 What is an Elevating Work Platform?	5
1.1.1.1 Parts and Movements of a Knuckle Boom-Type Elevating Work Platform	6
1.1.1.2 Parts and Movements of a Telescopic Boom-Type Elevating Work Platform	7
Review Questions	8
1.2 Working Safely	9
1.2.1 Health and Safety Rules	9
1.2.2 Operations Documentation	10
1.2.3 How to Keep Everyone Safe	10
Review Questions	11
1.3 Work Instructions	12
1.3.1 Reading and Checking Your Work Instructions	13
1.3.2 Work Method Statements	13
1.3.3 Safety Data Sheets	14
1.3.4 Project Quality Requirements	15
1.3.4.1 Plans, Drawings and Sketches	15
Review Questions	16
1.4 Hazard Identification and Control	18
1.4.1 Identify Hazards	19
1.4.2 Working Near Power Lines	20
1.4.2.1 Tiger Tails	22
1.4.3 Control Hazards	22
1.4.3.1 Personal Protective Equipment	23
1.4.3.2 Signs and Safety Barriers	24
1.4.4 Environmental Protection Requirements	24
1.4.4.1 Environmental Protection Constraints	25
Review Questions	25
1.5 Communication Methods	28
Review Questions	30
1.6 Emergency Procedures	30
1.6.1 Emergency Shutdown of Equipment	30
1.6.2 Evacuation	31
1.6.3 First Aid	31
1.6.4 Fire Fighting Equipment	31
Review Questions	32
1.7 Rescue Plan	33
1.7.1 Applying First Aid for Suspension Trauma	34
Review Questions	35
1.8 Choose Plant and Equipment	35
1.8.1 Rated Capacity	36
Review Questions	36
1.9 Conduct Routine Checks	37
1.9.1 Pre-Start Checks	38
1.9.1.1 Safety Equipment	39
1.9.2 Operational Checks	39
1.9.2.1 Emergency Safety Devices	40
1.9.3 Report All Faults	41
Review Questions	41

2.1 Set Up Elevating Work Platform	44
2.1.1 Arrival.....	44
2.1.2 Set-Up.....	45
2.1.3 Traffic Control.....	45
2.1.4 Stabilise the EWP.....	46
2.1.5 Packing.....	46
2.1.6 Sloping Surface.....	46
2.1.7 Hazard Control Measures.....	47
2.1.8 Store Tools and Equipment.....	47
2.1.9 Fit Safety Equipment.....	48
Review Questions.....	49
2.2 Operate the Elevated Work Platform	53
2.2.1 Locking Devices.....	54
2.2.2 Working from an Elevated Work Platform.....	54
2.2.2.1 Respond to Alarms.....	54
2.2.2.2 Contact with Power Lines.....	55
2.2.2.3 Collapse of Workers in the Basket.....	55
2.2.2.4 EWP Starts to Tilt to One Side.....	56
2.2.2.5 EWP Motor Cuts Out.....	56
2.2.2.6 Emergency Descent Device Procedures.....	56
2.2.3 Report All Incidents.....	57
Review Questions.....	58
2.3 Shut Down and Secure EWP	60
2.3.1 Secure and Stow Outriggers.....	61
Review Questions.....	61
2.4 Conclude Operations	62
2.4.1 Post-Operational Checks.....	62
2.4.1.1 Reporting Faults.....	63
2.4.2 Carry Out Maintenance Tasks.....	64
2.4.2.1 Carry Out Lubrication Tasks.....	64
2.4.2.2 Servicing and Minor Replacements.....	65
2.4.2.3 Processing Maintenance Records.....	65
2.4.3 Storage.....	66
2.4.4 Clean Up After Work.....	66
2.4.4.1 Clearing the Work Area.....	66
Disposing of Environmentally Sensitive Materials.....	67
Review Questions.....	67
Appendix A – Elevating Work Platform Daily Inspection Checklist	69
Appendix B – Safety Harness Checklist	71
Practical Assessment Instructions	72
Conditions of Assessment.....	72
Personal Protective Equipment (PPE) Requirements.....	72
Grounds for Stopping the Assessment.....	72
Achieving a Satisfactory Outcome.....	72
Practical Assessments.....	73

1.1 Introduction

This course is based on the unit of competency **CPCCCM3001 Operate Elevated Work Platforms up to 11 metres.**

This unit covers the operation of elevating work platforms in the construction industry.

You will learn about:

- ◆ Planning and preparing for operations.
- ◆ Conducting routine checks.
- ◆ Locating the Elevated Work Platform (EWP).
- ◆ Operating and working from the EWP.
- ◆ Shutting down the EWP.
- ◆ Cleaning up.





This unit does not cover truck-mounted EWPs, powered telescoping devices, hinged devices or articulated devices, or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work and which has a boom length of 11 metres or more.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

1.1.1 What is an Elevating Work Platform?

There are a number of different elevating work platforms (EWPs) available. The height, reach, safe working load, ground conditions and terrain all play a part in selecting the correct EWP for the job at hand.

Type	Description	Example
Trailer Mounted EWP	<p>These are mounted on a moveable trailer and can be towed by most vehicles with a tow ball.</p> <p>They have manually adjusted stabilisers to provide stability for the platform while it is being used and have a range of working heights.</p>	
Self-Propelled EWP with Telescoping Boom	<p>These are self-propelled units for use on flat slabs or firm unsealed areas.</p> <p>The work platform is elevated using a straight extension (telescoping) boom. There are controls at ground level and on the platform.</p>	

Type	Description	Example
Self-Propelled EWP with Telescoping Knuckle Boom	<p>These are self-propelled units for use on flat slabs or firm unsealed areas.</p> <p>The work platform is elevated by a boom with at least 2 main sections, with a knuckle between them, and is mounted on a turret which allows slewing. This arrangement permits the boom to reach up and over obstacles.</p> <p>Both boom sections may incorporate a telescoping extension. There are controls at ground level and on the platform.</p>	
Scissor Lift	<p>A scissor lift is an aerial platform that provides more space than a regular boom-type EWP and can be raised or lowered, but has no ability to slew or telescope.</p> <p>Scissor lifts are most appropriate on firm flat surfaces and are not suitable for steep inclines. Some are fitted with outriggers/stabilisers.</p>	

1.1.1.1 Parts and Movements of a Knuckle Boom-Type Elevating Work Platform

The parts of a knuckle boom-type EWP are:



The movements of a knuckle boom-type EWP are:



1.1.1.2 Parts and Movements of a Telescopic Boom-Type Elevating Work Platform

The parts of a telescopic boom-type EWP are:



- A. Platform Controls.
- B. Platform.
- C. Jib.
- D. Boom Assembly (Fly Boom & Mid Boom).
- E. Base Boom.
- F. Lift Cylinder.
- G. Upright.
- H. Ground Controls.
- I. Turntable.
- J. Frame/Chassis.

The movements of a telescopic boom-type EWP are:



Review Questions

1.	List 3 types of elevated work platforms.	<input type="checkbox"/>
1.		
2.		
3.		

1.2 Working Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



1.2.1 Health and Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

- ◆ **Acts** – These are laws that you have to follow.
- ◆ **Regulations** – These explain what the law means.
- ◆ **Codes of Practice** – These are instructions on how to follow the law, based on industry standards.
- ◆ **Australian Standards** – These tell you what the minimum requirement is for a job, product or hazard. Use of EWPs must comply with AS2550 Set: Cranes, hoists and winches – Safe use.



Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

1.2.2 Operations Documentation

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

Site Details	The information and safety requirements of the workplace environment (where you will be working).
Hazard Details	Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
Task Details	Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.
Faulty Equipment Procedures	Isolation procedures to follow or forms to fill out.
Signage	Site signage tells you what equipment you need to have, or areas that are not safe to be in.
Emergency Procedures	Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.
Equipment and Work Instructions	Details of how to operate plant and equipment and the sequence of work to be done.

1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.



Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

Review Questions

2.	What Australian Standard must use of an elevated work platform comply with?	<input type="checkbox"/>
3.	What are 4 types of operations documentation?	<input type="checkbox"/>
1. 2. 3. 4.		

4.

What is duty of care?



1.3 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- ◆ **The Site** – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- ◆ **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- ◆ **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- ◆ **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- ◆ **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?



You also need to make sure you have all of the details about the kind of work you will be doing:

- ◆ **The Task** – What is the EWP being used for? How long will the task take? Does it need any special equipment?
- ◆ **Plant and Equipment** – What type of EWP will be used? How big is it? How much room does it need? What equipment and tools are needed?
- ◆ **Communications** – How are you going to communicate with other workers?
- ◆ **Procedures and Rules** – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?

1.3.1 Reading and Checking Your Work Instructions



All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.

1.3.2 Work Method Statements

Many worksites require a work method statement before any high risk construction work can start. A work method statement is a list of steps that outlines how a job will be done and includes details for any hazards that occur at each step, and what you need to do about them.



A work method statement must include:

- ◆ An assessment of the terrain at the work site.
- ◆ Identification of the location of overhead power lines directly above or within specified clearance distances as set out in documentation, such as WorkSafe Victoria's 'No Go Zones For Overhead Electrical Power Lines'.
- ◆ Reference to permission to operate EWP from the power authority, if required.
- ◆ Identified hazards and risks assessment for the type of EWP, work site and job tasks, including existence of underground pits.
- ◆ Health and safety and environmental requirements mandated by regulatory authorities, work site safety plan, and workplace procedures.
- ◆ How to establish exclusion areas using signage and barricades.
- ◆ Risk control measures to be implemented for job tasks.
- ◆ Safe operating procedures for type of EWP.
- ◆ Safe working load of the EWP.
- ◆ How to use tools and equipment, including PPE, prescribed by legislation, regulations, and work site and workplace requirements.



These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Make sure you understand all of the information in the work method statement before you start the work. It will help you to complete the work as safely as possible.

1.3.3 Safety Data Sheets

A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The SDS will contain details that can help you to identify:

Basic Details of the Chemical or Material	Name, type and identification number.
Hazards Associated with the Material	Whether it is flammable or corrosive.
Safe Handling and Storage Procedures	PPE to use, sealed containers or storage temperatures.
Emergency Procedures	What to do if the chemical or material gets out of hand.
Disposal Procedures	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods.