

## STANDARD OPERATIONAL PROCEDURE

### OPERATION OF THE 'UPRIGHT' ELEVATING WORK PLATFORM (EWP) IN THE SCHOOL OF MUSIC BUILDING AND TRANSPORT OF SAME TO ALTERNATE AREAS OF THE AUSTRALIAN NATIONAL UNIVERSITY

#### Hazard Identification

Use of the EWP by unfamiliarised personnel may lead to injury of the operator, assisting personnel and to the surrounding ANU property.

Movement of the EWP between areas of the Australian National University presents a hazard to those involved and to bystanders.

All persons who wish to use the EWP at the School of Music must be familiarised with the unit before they will be permitted to do so.

All persons who wish to use the EWP in areas outside of the School of Music building must be familiarised with the unit before they will be permitted to do so.

#### Risk Assessment

A risk assessment was conducted on 21 September 2005. It noted that an untrained individual using the EWP is a hazard, and if used incorrectly may increase the risk of injury to the operator, third party and property. Additionally it was noted that in order to move the EWP between areas of the Australian National University certain procedures must be followed or risk of injury to personnel is unmanaged.

#### Risk Control

The risk will be controlled in the following ways:

- An identified staff member is trained in the correct use of the EWP. This is the Technical Manager, Operations (TMO). The TMO will familiarise intending operators,
- Identified staff must consult with the operating manual for the usage of the EWP,
- A sign will be placed on the EWP highlighting the risk and noting the personnel and contact number of the individual who is appropriately trained,
- Non familiarised persons will not be given access (via a key) to the EWP,
- Movement of the EWP between areas of the Australian National University will be facilitated by contact with Facilities and Services who will provide an appropriate vehicle to convey the EWP and this will be the only method of movement. Advance notification will be required,
- This procedure will be disseminated to relevant staff at the School of Music, presented to the School of Music OHS Sub-Committee and form part of an OHS Standard Operating Procedures on the Staff Intranet.
- This procedure will also be disseminated to any new staff or visitors at the School of Music who may require services of the EWP.

#### Monitor and Review

The OHS Committee will continue to monitor and review this process and identify new hazards in association with the introduction of new staff, equipment, new work practices or change in environment.

This procedure will also be evaluated and updated (if required) annually in February.