

ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT SYSTEM

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Contents

1	PURPOSE.....	3
2	SCOPE.....	3
3	RESPONSIBILITIES.....	3
4	PROCEDURE	5
5	RECORDS	7
6	ATTACHMENTS	7
7	REFERENCES.....	7

1 PURPOSE

- 1.1 This procedure applies to all activities that required the use of aerial platform in Offshore Marine Centre.

2 SCOPE

- 2.1 To provide safe work procedure for aerial platform operations in safe and orderly manner. Aerial work platform includes boom lift, cherry picker and scissors lift.

3 RESPONSIBILITIES

3.1 The operator's duties shall include the following:

- a) Carry out pre-operational inspections checklist (including brake system, horn, tires, reverse siren, hydraulics, structure integrity, warning light, emergency and safety devices etc) at least once per shift and enter the results into the checklist.
- b) Any defects found must be reported to supervisor immediately and implement control measures to prevent further usage of equipment e.g. lockout / tagout. Do not use defective / damage equipment.
- c) Be familiar with and understand the operating instructions and control for the forklift.
- d) Check the work area for operational hazards including over height obstruction, traffic, ground conditions and protruding objects.
- e) While working, operator must not lean out of the work platform.
- f) Safety harness must be worn and anchor at independent lifeline or permanent structures at all times.
- g) During operation, work zone must be barricaded and warning sign posted to warn and prevent unauthorized personnel entering into the danger zone. Do not carryout any operation when personnel is within the danger zone or barrier.
- h) Do not operate aerial platform on incline slope, soft or unlevelled ground which will cause tipping of equipment.
- i) Extend fully the equipment outriggers, stabilizers, extendable axles, or other stabilizing methods (if provided) and ensure the equipment is levelled and stable before operation.
- j) To assess the route travel and report to management all potential hazardous locations, working environments, work instruction,

operating faults, malfunctions and similar difficulties that may impact on the safe use of equipment.

- k) Ensure safe working load is not exceeded (including no. of person and tools).
- l) Platform doors shall be locked at all times and ensure that guardrails are in place.
- m) Do not use aerial platform as a means for storage, support and lifting of materials other than the intended means of operation as require in the manufacturer's operating manual. No bags / loose materials shall be placed outside the platform handrail.
- n) Ensure that the start key is removed when equipment is not in operation or unattended.
- o) Equipment shall be parked at designated location to prevent unauthorized operation. When parking on an incline slope, wheels must be chocked.
- p) Always assess the surrounding to ensure clear passages before movement.
- q) Provide a banks man / look out man on ground to divert traffic and look out for potential hazards.
- r) Aerial platform shall not be used as a means of access / egress for personnel to other work area / level.
- s) Do not operate equipment under rain, potential lightning environment or high wind conditions.

3.2 The management shall ensure that the following precautionary measures are complied:

- a) All personnel involved in the operation, inspection and maintenance of equipment must undergone relevant training courses.
- b) Defective / unsafe equipment must be switched off immediately placed a lock out and tag out sign to warns and prevent unauthorised operation.
- c) Manuals are available to operators and maintenance personnel.
- d) Unauthorised alteration or modification on the equipment is prohibited.
- e) Risk Assessment of aerial platform operation must be communicated to all personnel exposing to the risk prior to work commencement.

- f) The equipment owner shall be responsible to ensure the equipment is of sound conditions and free from defects at all times.
- g) Only appointed / trained personnel shall be permitted to operate the aerial platform.
- h) Ensure the aerial platform has a valid LM certificate (six monthly certification by MOM approved AE) and maintained as per the manufacture's recommendations. Documents shall be made available for inspection.
- i) Ensure the safe work load is posted on the work platform.

4 PROCEDURE

4.1 Training

- a) The aerial platform operator shall undergo relevant training courses approved by the Ministry of Manpower and /or by equipment manufacturer. A certificate of training completion shall be made available for inspection.

4.2 Conditions of Operation Locations

- a) There is certain operation location that requires the attention of the operator:
 - On sloping surfaces:
 - The operator shall ensure that no parking of equipment on slope and uneven ground. Do not make turn on slope. Check with manufacturer's operating instructions or manual for operation on slope ground.

4.3 Operation and Control

- a) The operator shall observe and comply with the following precautionary measures when operating the equipment:
 - Shall not use equipment to transport any personnel.
 - Wear proper PPE (Safety helmet, safety shoes and reflective vest) during operation. Wear life vest when operating above water.
 - Familiarise with all the operating controls and functions.
 - Do not lean out of the work platform and hang loose materials outside the work platform.
 - Secure all tools to prevent them from dropping off work platform.

- Ensure that there is adequate clearance before passing under or between structures.
- Look in the direction of travel and not move the equipment until it is made certain that there are no obstructions or people in the path of travel. Always give way to pedestrians.
- Retract the boom / platform before traveling. Personnel shall not be station on top of work platform during distant traveling.
- Stay at least 3 metres apart from another vehicle.
- Must not attach slings, cables or chains to the work platform to lift materials or objects from underneath them.
- Must not park equipment without turning off the power, placing all the controls in the neutral position and setting the emergency button on. Remove key when equipment is not in operation or not attended to.
- Observe all traffic signs/signals. Provide traffic controller / banks man during operation.
- Maintain at least 10 ft (3 m) separation from overhead power lines.
- Slow down and sound the horn when approaching junctions, building entrances, exits and blind corners.
- Stunt driving and horseplay is prohibited.
- Must inform and ensure that all personnel to keep stay clear from the equipment operational area around the vehicles at all times.
- An adequate barricade with warning sign to be put up surrounding the equipment during operation. The barrier shall be sufficient to cover the affected work zone to prevent personnel from exposure in the hazard zone. Traffic warden shall be employed for traffic diversion and control.
- Housekeeping shall be maintained regularly or as required to ensure safe equipment operation.
- Aerial work platform is not to be used as lifting equipment or for load transportation.
- Ensure no incompatible work activities such as overhead operation, lifting operation or potential of equipment being hit / caught by objects which will result in the topple of the aerial work platform.

- Comply with the equipment load chart for safe operation / load capacity limitation. Pre-operation planning shall be conducted to address the limitation of use for the aerial work platform.
- Remove loose cable, cords and ropes to prevent entanglement to equipment.
- Before lowering, ensure area surrounding the equipment is clear of personnel and equipment.
- Deploy a guide man to assist the operator in movement control of the work platform for blind spot and space restriction work environment.
- Equipment manufacturer's operating instructions shall be read and understood for compliance before use of the aerial work platform.

5 RECORDS

5.1 PTW - Working at Heights

6 ATTACHMENTS

6.1 NIL

7 REFERENCES

7.1 All applicable legislation & other requirement