



# EWP POLICY

## INTRODUCTION

Camperdown Theatre Company (CTC) is committed to ensuring the safety of members and all users of the Elevating Work Platform (EWP).

## PURPOSE

- The purpose of this policy is to ensure that CTC members and all users of the EWP must use the machine in a manner that minimises risk and maximises safety and efficiency.
- The EWP is to be used for rigging and derigging of staging elements from the bars, general maintenance at heights and other purposes deemed necessary and within the boundaries of safe use.
- The EWP use is limited to the Theatre Royal stage (until such time it can be safely moved to other areas of the building). The EWP is to remain in the Theatre Royal.

## CTC responsibilities:

- To ensure the safety of all members and users of the EWP remains the top priority.
- To ensure the EWP is inspected and maintained as required.
- To ensure any repairs are carried out by a suitably qualified person and in accordance with the manufacturer specifications.
- To ensure documentation for safe use and operation (including this policy) is provided to users.
- To ensure any person intending to operate the EWP has provided evidence of competency for use of the EWP (either a Yellow card or completion of internal training).
- To ensure the EWP policy and risk assessment is reviewed as required.

## A CTC member or any operator who uses the EWP responsibilities:

- The operator must be suitably trained and/or ticketed in the operation of the EWP.
- The operator must acknowledge that EWP use is a high-risk activity and be familiar with the risk assessment as outlined later in this policy.
- The operator must ensure that they operate in accordance with the manufacturers guidelines, including, but not limited to:
  - Remaining within the weight limit
  - Operating on a suitable surface no more than 2.5° gradient
- The operator must be 18 years or over.
- The operator must ensure that their operation does not put any other person at risk (e.g. if in doubt, STOP and seek help).
- The operator must complete the daily pre-start check prior to using the EWP for the first time (daily).
- The operator must not operate the EWP if it is found to be unsafe (e.g. a fault/ something wrong was identified during the pre-start check).
- If the operator comes across a fault, this must be documented in the pre-start check and the EWP must be tagged out using a Danger Tag. The fault must be reported immediately to the CTC committee.
- The operator must ensure the charging cable is appropriately stowed before use, and restored after use if required.
- EWP operation must not occur within 1m of the edge of the stage.
- The operator must not attempt to fix/rectify any faults themselves.
- The operator must not interfere or disengage any safeguard fitted to the EWP.
- Wherever practical, two members should be on-site during use of the EWP.

Third Parties user responsibilities:

- To seek written permission from CTC committee **before** using the equipment, and show evidence of sufficient training.
- To follow the above operator responsibilities outlined above.
- To pay any hire fee associated with the use of the EWP as per invoice supplied by CTC.  
(CTC Hire policy will also be in effect for third party users including reporting of damage etc)

CTC reserves the right to deny or withdraw use of the EWP at any time.

**EWP RISK ASSESSMENT**  
**Theatre Royal Camperdown**

Risks	Control Measures
Proximity hazards eg structures, drop-offs other plant, traffic (mobile & pedestrian)	<ol style="list-style-type: none"> <li>1. If you suddenly release a control lever of an EWP there may be a delay of up to a few seconds before the relevant function stops. This is called 'ramp time', and EWP manufacturers set 'factory default' ramp times which allows the function to slow down to a stop, rather than jerk to a halt, helping to keep the EWP stable and prevent the operator from losing balance. Before travelling in or elevating an EWP operators should always familiarise themselves with the operating characteristics of the EWP they are using and in particular take note of the deceleration (or stopping) 'ramp time' of each control function.</li> <li>2. Operators should always refer to the Manufacturers Operating Manual supplied</li> <li>3. Ensure all other personnel are clear of the EWP before operating</li> </ol>
Overhead hazards (including electrical hazards)	<ol style="list-style-type: none"> <li>1. Establish traffic management plan and set up exclusion zones.</li> <li>2. Ensure that there is adequate stopping distance between the EWP and fixed structures.</li> </ol>
Surface condition eg sloping surfaces	<ol style="list-style-type: none"> <li>1. Do not use on a slope which exceeds the manufacturers rated gradeability.</li> <li>2. Do not elevate on ground that exceeds the maximum rated slope of the EWP (2.5 degrees)</li> </ol>
Working at heights	<ol style="list-style-type: none"> <li>1. Remain within the confines of the EWP platform at all times and never sit stand or climb on the handrails or use ladders etc to gain additional height/reach</li> <li>2. It is strongly recommended that persons using fall arrest systems not work alone. A monitoring program must be implemented so that in the event of a fall the person can be rescued as soon as possible, to limit the effects of suspension trauma.</li> <li>3. NOTE: AS2550.10 provides guidelines relating to access/egress from the platform while elevated.</li> <li>4. All EWPs are provided with an Emergency Retrieval System. Ensure ground personnel are trained in the use of the Emergency</li> </ol>

	<p>Retrieval System to enable the prompt lowering of the platform to the ground in the event of an emergency (eg loss of normal power, incapacitation of the operator).</p> <p>5. When the use of the Emergency Retrieval System is not appropriate, eg the retrieval would require the EWP to be driven (or otherwise relocated), the use of additional auxiliary equipment may be required.</p>
Crushing hazards	<ol style="list-style-type: none"> <li>1. Ensure all personnel are clear when raising or lowering EWP.</li> <li>2. Ensure enough overhead clearance when operating. Especially consider the effects of leverage when driving boom lifts over drop offs (including edge of stage) etc.</li> <li>3. Personnel shall never position themselves under platform</li> </ol>
Tip over hazards	<ol style="list-style-type: none"> <li>1. Do not exceed the manufacturers maximum allowable slope, rated capacity (SWL) or maximum side force on the platform.</li> <li>2. Do not attach signs or banners to the platform.</li> <li>3. Do not carry large surface area material such as roof sheets, plasterboard etc</li> <li>4. Do not attach ('tie off') an EWP to a fixed structure or other plant.</li> </ol>