	POLICY & PROCEDURE		Number	12-007
			Page 1 of 4	
	Title	Elevating Work Platforms		
	Section	General		
	Effective Date	September 27, 2021	Revision Date	January 1, 2023
Approved by	Chief Administrative Officer			

Legal Standards & References

Industrial Establishments Regulation (Reg. 851)
 Construction Projects Regulation (O. Reg. 213/91)

Definitions

“Elevated Work Platform” means every elevating work platform, including elevating rolling work platforms, self-propelled elevating work platforms, boom-type elevated work platforms and vehicle-mounted aerial devices.

3-Point Contact – when at least three points of your body, whether it be two hands and one foot or two feet and one hand, are in contact with the ladder while ascending or descending.

Policy Statement

It is the policy of The Corporation to continually strive for the elimination of foreseeable hazards, including the hazards associated with Elevated Work Platforms.


Purpose and Scope

- Define “elevated work platform”
- To prevent incidents when working with Elevated Work Platforms.

Standards/Procedures

Elevated Work Platform

- A qualified operator will understand the written manufacturer’s instructions, have training including actual operation of the machine and know the safety rules and regulations of the jobsite.
- Each operator shall read, understand and follow the manufacturer’s operating manual.
- Prior to each use, the operator shall complete a pre-use inspection which shall include inspecting the cleanliness of the machine, ensuring the decals, warning labels, and maintenance/inspection records tag are attached and legible, manufacturer’s and safety manuals are attached, a walk around to plan their work and look for potential hazards, check the battery/fuel level and hydraulic level.

	POLICY & PROCEDURE		Number	12-007
			Page 2 of 4	
	Title	Elevating Work Platforms		
	Section	General		
	Effective Date	September 27, 2021	Revision Date	January 1, 2023
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- Operators shall ensure the elevating work platform and lift's safety devices are operating properly.
- Operators should know and never exceed the rated working load of the machine.
- Never allow anyone to stand or pass under the lift. A spotter should be available, whenever possible, to ensure the work area remains vacant. In the absence of a spotter, cones or other barriers should be used.
- Never modify or remove any part of the equipment.
- Entering and exiting the machine should be done only while facing the machine and ensuring that 3-point contact is maintained at all times.
- Only travel with an elevated platform if the machine is designed to do so. Travel should be kept to a low speed and remain on firm, level ground.
- Never lean over, sit or climb on the platform railings.
- If the lift is to be left unattended: lower the unit, shut it off, engage the brake and take necessary steps to ensure that it is not operated by unauthorized personnel.

A lift shall **not** be operated if;

1. Inspection records are not current or available.
2. Fall arrest equipment is not available.
3. Any safety device on the platform is not operable.
4. If the operator has not received adequate training.

Communication

- Every new and amended standard is shared with the JHSC for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are accessible on the Corporation intranet and are consolidated in binders available in every workplace
- Every new employee is introduced to Policy & Procedures as part of orientation

	POLICY & PROCEDURE		Number	12-007
			Page 3 of 4	
	Title	Elevating Work Platforms		
	Section	General		
	Effective Date	September 27, 2021	Revision Date	January 1, 2023
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Responsibilities

Managers will:

- The employer shall provide the EWP operator with training and supervision to protect the health and safety of the worker.
- The employer shall acquaint a worker or a person in authority over a worker with any hazard in the use of an EWP and in the handling, storage, use and transport of the EWP.
- Appoint a competent person as a supervisor.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Supervisors will:


- Ensure workers work in compliance with the act and regulations, using protective devices, measures and procedures required by the OHS Act and regulations.
- Take every precaution reasonable in the circumstances for the protection of workers

Employees will:

- Operators should keep a copy of their proof of training at the workplace, either on their person or at a convenient nearby location.
- Work in compliance with the act and regulations, using protective devices, equipment and clothing that their employer requires them to use.
- Work in a manner that takes every precaution reasonable for the protection of themselves and other workers while working, using machinery, and operating any equipment.

JHSC members will:

- Promote safe work practices and compliance.
- Perform regular inspections and report deficiencies to supervisors.
- Maintain information regarding workplace injuries.

	POLICY & PROCEDURE		Number	12-007
			Page 4 of 4	
	Title	Elevating Work Platforms		
	Section	General		
	Effective Date	September 27, 2021	Revision Date	January 1, 2023
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Training

The Corporation regularly provides training to supervisors, employees and members of the JHSC in Safe Work Procedures, assessment and control.

Evaluation

The Corporation’s Health reviews and updates the policies & procedures, annually in consultation with the JHSC.

Acknowledge Success/Make Improvements

Employment Services and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

This Standard takes effect immediately and remains in effect until replaced by a new Standard of superseded by legislation/regulation.

Original Signed

Chief Administrative Officer

Original Signed

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):

**This document can be made available in an accessible format upon request.*