

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 033 – FORKLIFT WORK PLATFORM - WORK CAGE

1. PURPOSE AND SCOPE

Minimum requirements for use of an approved forklift work platform/work cage at Illusions Australia.

A forklift work platform is only for exceptional tasks where its use is permitted, properly planned and the forklift/platform combination is suitable and compliant.

2. AUTHORISATION AND COMPETENCY

Forklift operator must hold the required forklift High Risk Work licence and be authorised.

Persons in the platform must be instructed in platform hazards and emergency arrangements.

The platform must be purpose-designed/approved for forklift use and compatible with the forklift.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Hard hat where overhead/falling-object hazards exist.
- High-visibility clothing where required.
- Harness/restraint only where specified by the platform design, risk assessment or applicable requirements and connected to an approved point.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Platform is structurally sound, guarded and has a secure gate.
- Platform is positively secured to the forklift as designed.
- Forklift capacity is adequate for platform, occupants, tools and materials.
- Forklift is on firm, level ground.
- Mast/forks and hydraulics are serviceable.
- Travel and exclusion zone are controlled.
- Overhead electrical/structural hazards are identified.
- Communication and emergency lowering arrangements are agreed.

5. SAFE OPERATING PROCEDURE

1. Conduct a pre-start briefing and establish exclusion zone.
2. Position forklift on firm level ground and apply park brake.
3. Fit and positively secure the approved platform to forks/carriage as designed.
4. Occupants enter through the gate and close it.
5. Raise/lower smoothly to the required height.

6. Operator remains at the controls while the platform is occupied/elevated.
7. Occupants remain within guardrails and keep both feet on platform floor.
8. Keep tools/material secure and within platform capacity.
9. Lower fully before occupants exit.
10. Remove/store platform after use.

6. PROHIBITED PRACTICES

Workers must not:

- Use pallets, stillages, bins or improvised platforms to lift people.
- Travel the forklift with people elevated unless specifically permitted by the platform/system and controlled procedure.
- Allow occupants to climb on rails or use ladders in the platform.
- Exceed forklift/platform capacity.
- Use on sloping/unstable ground.
- Leave the forklift controls while the platform is elevated/occupied.
- Use near powerlines without required controls.

7. PLATFORM SECURITY

A platform not positively secured can slide or tip from the forks.

- Use the designed securing method.
- Check gate and guardrails.
- Do not improvise attachments.

8. FORKLIFT STABILITY

Elevating people changes the consequence of forklift movement or instability.

- Use level ground.
- Keep unnecessary movement to zero while elevated.
- Maintain exclusion zone and operator attendance.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for platform damage, insecure attachment, hydraulic/forklift fault, instability, communication failure or encroachment into the exclusion zone.

Lower occupants safely and isolate defective equipment.

10. SHUTDOWN AND HOUSEKEEPING

- Lower platform fully.
- Allow occupants to exit safely.
- Remove and store platform.
- Park forklift safely.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Approved compatible platform is unavailable.
- Forklift capacity is inadequate.
- Ground is not firm/level.
- Operator cannot remain at controls.
- Overhead/electrical hazards cannot be controlled.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 033 – Forklift Work Platform - Work Cage
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document