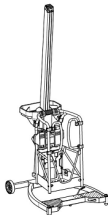



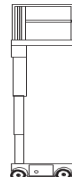
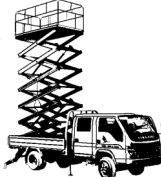
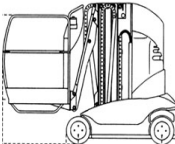
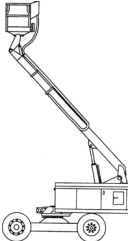
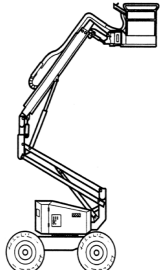
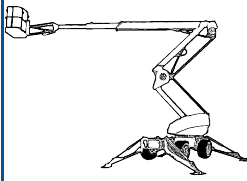
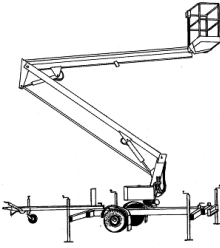
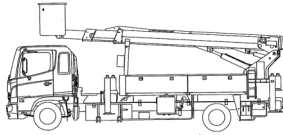


## EWP INCIDENT INVESTIGATION DOCUMENT

### EWP Incident Investigation Document: Issue 2

This document and the included Appendices should be used as a checklist to gather information regarding an **EWP Incident in Australia**. A unique additional document is required for each EWP Incident.

Types and Groups of EWP's (as per ASNZS1418-10 2011) that are covered in this document:

<b>Portable EWP</b> 	<b>Vertical Lift.</b> 	<b>Push-around Scissor lift</b> 	<b>Self-propelled Scissor lift</b> Slab type or Rough Terrain with Outriggers. 	<b>Self propelled vertical lift</b> 	<b>Truck and Trailer mounted scissor lift</b> 
<b>Mast Type Boom lift</b> 	<b>Self propelled straight boom lifts</b> 	<b>Self propelled Articulated boom lift</b> 	<b>Crawler or wheel self-propelled boom type platforms with outriggers</b> 	<b>Trailer mounted boom type platforms</b> 	<b>Truck mounted boom type platforms.</b> 

Note: This document does NOT cover Mast Climbers, Ladders, Scaffold towers, Swinging stage platforms or Fire Appliances.

Incident Investigation reasons are: Tick appropriate box(s).

Persons Injured. Section 3.

Property Damage. Section 4

While inspecting the EWP and the Site: **Do NOT try to operate the EWP.**

**Provide observations only, no opinions or commentary.**

Before you visit the Site or conduct the Incident Investigation / Inspection: **Consider which other group is engaged, WorkCover, Police, Manufacturer etc.** Note: the ownership of this document belongs to the writer and/or the person organizing the investigation/inspection. Sharing the document is at the discretion of the owner of the document. The same version of document available from the EWPA, can be used by Regulators, Manufacturers, Police etc.

#### This document contains:

List of essential equipment and devices for the Inspection (Appendix A) Page 17.

Instructions regarding photographs of the EWP, the site and other equipment in the vicinity (Appendix B) Page 18.

Reference to Australian WH&S Regulations. (Appendix C). Page 22. Reference to State and Territory Regulations (Appendix C).

Reference to Australian Standards for EWP's and their Implementation date (Appendix C). Reference to EWPA Design Registration Matrix (Appendix C). Reference to Manufacturers data for model specific operator manuals (Appendix C).

A Flow Chart showing the process from incident to finished completed document. (Appendix G.) Page 27.

### EWP INCIDENT INVESTIGATION DOCUMENT

#### Contents:

1.	Details of Person Completing Incident Investigation	Page 3
2.	Details of Incident Site.	Page 3
3.	Details of Persons Injured in Incident.	Page 4
4.	Details of EWP & Property Damage at Incident Site.	Page 5, 6
5.	Details of Activity of the EWP and Site.	Page 6
6.	Details of EWP.	Page 7
7.	Details of the User of the Equipment	Page 8
8.	Details of the operator of the EWP.	Page 8
9.	Details of other occupants of the EWP platform.	Page 8
10.	Details of other equipment in the vicinity.	Page 9
11.	Details of person responsible for Risk assessing the site before the EWP Incident.	Page 10
12.	Details of Transport of the EWP to site.	Page 10
13.	Site conditions at the time of the incident.	Page 10
14.	Site Map.	Page 11
15.	Details of EWP items that need Investigation.	Page 12, 13, 14
16.	What Happened ?	Page 15
17.	What are the Witnesses saying that happened?	Page 16
Appendix A	List of tools and Equipment that will be useful and/or helpful.	Page 17
Appendix B	Photo Layout recommendation.	Page 18, 19, 20, 21, 22
Appendix C	Standards and Resources	Page 23
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Appendix F	Document development Participants for Australian Version	Page 26
Appendix G	Flow chart of Incident Investigation Process	Page 27

#### Information for Incident Investigator– Security:

As in motor vehicle accidents or criminal cases where someone is killed or injured, scene preservation is critical to ensuring crucial evidence is not lost, masked, tampered with. In an ideal world, the same opportunity would be preferable for all workplace incidents where injury or death result. For many reasons, reality is different; where a machine has been involved in an incident that has resulted in property damage, injury or death, the first and usual response is to remove the machine from the incident scene. This could be for a number of reasons, such as;

- \* To free a trapped and/or injured operator
- \* To prevent further damage or injury to property or bystanders
- \* To remove it from an area where it is impeding vehicle or pedestrian traffic.

This is a normal and natural response and in many cases it is the only response that is reasonable under the circumstances. Unfortunately however, in doing so, crucial evidence may be lost that could otherwise provide great insight into the cause or other factors that led to the incident, especially on newer machines that have components that provide diagnostic capability, such as “last movement” recording. If the last movement that led to an operator becoming trapped was a lift function, releasing the operator and removing the machine could show the last movement as “lowering” or “forward drive”. It is important to bear this in mind when examining a machine that has been moved from the scene of an incident.

Where a machine has been recovered and removed from the incident scene, either to another location at the same site or to a location away from the site, security of a machine should still be paramount. The machine in whole, or in part, may possibly be used as evidence in legal proceedings later. Accordingly, when a machine involved in an incident is being examined/inspected after it has been recovered and removed from the incident scene, security of the machine must be carefully observed and recorded.

#### Some examples of things to look for and questions to ask:

*When was the machine removed from the scene?*

*How was it removed from the scene, was it driven, lifted by crane, forklift truck etc. if removed from site, how was it removed and by whom?*

*How and where has the machine been secured since the incident?*

**Who has access to the EWP keys?**

**Who has access to the Operators Log Books (EWPA Yellow Book) ?**

**Where are the operating instructions supplied with the machine?**

**Any record of safety function repairs ?**

**Where are the copies of maintenance history from the date of first commission of the EWP ?**

**Has the manufacturer been contacted regarding any upgrades, safety or otherwise, which may apply to this EWP ?**

### EWP INCIDENT INVESTIGATION DOCUMENT

<b>Section 1</b>	<b>Details of Person Completing Incident Investigation.</b> Note: Can be multiple entities represented. (Tick appropriate Box/s)				
Manufacturer of EWP		Owner of EWP (Contractor, Rental Company)		Site user of EWP (Contractor )	
Operator at Time of Incident		State or Territory Regulator, Workcover/ WorkSafe		Site Safety Representative, Site safety Committee representative.	
Police or Emergency Service representative.		Insurance Investigator		Independent Engineer or Independent Investigator.	
Mines Department Representative.		Airport Authority Representative.		Other :	
Name:		Organisation:			
Address:					
Tel:		Mobile:		Email:	
Date of Investigation:		Time:	AM/PM		

<b>Section 2</b>	<b>Details of Incident Site.</b>			
Site Name:			Site Address:	
State:			Post Code:	Main Contractor :
Date of Incident on Site:	Time:	AM/PM	Site Tel Contact:	
Weather Conditions at Time of Incident		Weather conditions at Time/Date of Inspection.		
Site Contact Name:		Organisation:		
Address:				
Tel:		Mobile:	Email:	

## EWP INCIDENT INVESTIGATION DOCUMENT

**Section 3. Persons Injured.**

Details of Persons Injured in Incident

**Section 3.1.** Name:

Address:

State:

Post Code:

Age

Sex M/ F :

Language Spoken :

Telephone:

Comment:

**Section 3.2.** Name:

Address:

State:

Post Code:

Age

Sex M/ F :

Language Spoken :

Telephone:

Comment:

**Section 3.3.** Name:

Address:

State:

Post Code:

Age

Sex M/ F :

Language Spoken :

Telephone:

Comment:

## EWP INCIDENT INVESTIGATION DOCUMENT

<b>Section 4. Property Damage.</b>	Details of Property Damage in Incident
------------------------------------	--

4.1 Details of the “damage” to the EWP at the Incident Site. *Note: Manufacturers details are covered in Section 6.*  
**Indicate any pre-existing damage on the machine.**

Are there Photos of the EWP damage?	Yes / No	How Many Photos, Number :
-------------------------------------	----------	---------------------------

*Note: Take wide angle and close up photos as per Appendix B.*

4.2 Details of damage to other equipment in the vicinity in Incident. **Look for witness marks.**

Address if different to incident site:

Are there Photos of the equipment damage.	Yes / No	How Many Photos, Number :
---	----------	---------------------------

*Note: Take Photographs, wide angle and close up .*

## EWP INCIDENT INVESTIGATION DOCUMENT

### **Section 4. Property Damage.**

Details of Property Damage in Incident

#### 4.3 Details of damage to Structures & Property in Incident.

Address if different to incident site:

Are there Photos of the Property damage.

Yes / No

How Many Photos, Number :

*Note: Take Photographs, wide angle and close up.*

### **Section 5. Details of Activity of the EWP and Site.**

The site activity may be multiple uses, and the EWP may be moved around site and used in different applications. Tick the appropriate boxes.

Building or Construction Site		Mine Construction and maintenance.		Demolition site	
Building repair and maintenance		Multi Story building		Aircraft maintenance	
Shipyards construction and maintenance.		Tree and Horticultural site using non horticultural platform.		Aluminium Smelter.	
Film production and event control site.		Power station and/or live electrical work		Other:	

Details of activity of the EWP involved in the incident on the site:

### EWP INCIDENT INVESTIGATION DOCUMENT

<b>Section 6. Details of the EWP involved in the incident.</b>		<i>Note: Use a <u>separate additional document for every EWP</u>. The EWP may have NO damage, but the manufacturers details must be recorded.</i>	
Manufacturer: <i>Note manufacturers address on Compliance Plate.</i>		Country of Compliance: <i>(for current Australian compliance , eg; AS1418.10 compliance must be stamped on the compliance plate)</i>	
Model:		Serial Number:	
Date Manufactured:		Date Commissioned:	
Max Lift Height:		Max Outreach	
Max side angle sensor:		Drive gradability	
Machine weight as stamped:		Power Source:	
Maximum rated capacity:		Dual capacity rating:	
Outdoor wind rating:		Indoor wind rating:	
Rated Capacity outdoors:		Rated capacity indoors:	
Date of last Inspection:			
<i>Note: Take clear photographs of the compliance plates and stamped serial number and annual inspection plates.</i>		<i>Important Information from State Regulators: Check for tampering on the serial number plate and inspect to see that it looks original. Check with the Manufacturer for serial number and model number reference.</i>	
<b>Secondary Guarding on Boom type Platforms: Passive Guarding.</b> <i>Where Mechanical frames are installed to fit over or around the operator at the platform, check the security and take photos.</i>		<b>Secondary Guarding on Boom type Platforms: Active ( electric function) Guarding.</b> <i>Where Mechanical frames with contact sensors are installed to fit over or around the operator controls at the platform, check the security and take photos.</i>	
Owner of the EWP:			
Address:			
EWP Plant Number:		EWP Road registration number if applicable:	
Depot/storage yard.		Contact at Depot:	
Telephone number:		Email:	

## EWP INCIDENT INVESTIGATION DOCUMENT

**Section 7. Details of User of the equipment.** *The User is the company performing the work on site. This can be a construction company, or a sole contractor etc.*

User:

Address:

Telephone:

Email:

**Section 8. Operator of the EWP.** ( the operator may or may not be the injured person ) **Indicate the experience level of the operator, years operating Scissors, Booms , Truck Mounted, Verticals etc.**

Name:

Address:

Telephone:

Mobile:

Email:

Language spoken:

HRW License Number and machines covered:

EWPA Yellow Card Number and class:

Who provided familiarization training.

Who provided mine site VOC training?

**Section 9. Other occupants on the EWP platform at the time of the incident.** ( the other occupants may not be an operator ) **Use additional Pages if required.**

Name:

Address:

Telephone:

Mobile:

Email:

Language spoken:

HRW License Number and machines covered:

EWPA Yellow Card Number and class:

Who provided familiarization training.

Who provided mine site VOC training?



### EWP INCIDENT INVESTIGATION DOCUMENT

#### **Section 10. Details of other equipment in the vicinity.**

Note: The EWP may have been impacted by another piece of equipment. Record information about equipment nearby and take distance and close up photographs. Look for witness marks on the other equipment. There may be more than one piece of equipment in the vicinity. Mark the equipment on the site map where appropriate.

##### **10.1 Equipment in the Vicinity**

Manufacturer:

Model:

Serial Number:

Owner of Equipment:

Visible damage:

Witness marks:

Photographs taken:

##### **10.2 Equipment in the Vicinity**

Manufacturer:

Model:

Serial Number:

Owner of Equipment:

Visible damage:

Witness marks:

Photographs taken:

### EWP INCIDENT INVESTIGATION DOCUMENT

#### **Section 11. Details of the person(s) responsible for completing the Site Risk Assessment Document before the EWP Incident.**

Name:		Organisation:	
Tel:	Email:		
Where is the written copy of the Risk assessment:			

#### **Section 12. Details of Transport of the EWP to site.** *Note: This section covers transport damage and unattended EWP's that could be interfered with before entering site.*

When was the EWP transported to site, Date:	Time:	AM/PM
Transport Company Name:		
Address:		
Telephone:	Email:	
Method of Transport: eg Tilt tray, low loader, Courier truck, transport trailer etc.:		
Was the EWP signed for at the site, or left unattended outside the site?		
Where are the transport documents?	Copy of transport document collected and secured.	

#### **Section 13. Site conditions at the time of the EWP incident.** *Note: This is important information, and ground surface conditions, support surface incline and weather conditions are all measurable. Machines used 'indoors' may still be exposed to wind forces if (for example) the covered area was open to the wind, Use some of the tools shown in Appendix A.*

Support Surface Material:	Support surface Incline:	Lighting condition:	Weather conditions:
Weather station report for area if excess wind loading was a factor:	Recent rainfall records if ground subsidence was a factor:	Dust and debris distribution. Is the dust controlled:	Sunlight or lighting glare affecting vision for the spotter, view from the position of the spotter. Photos:
Shadow issues from overhead structures at the time of the incident:	What are the normal shift start times and shift finish times:	Are there traffic lanes, overhead power cables etc close to the working position, Photos:	Are there cranes, excavators etc working in the vicinity? Photos.

**EWP INCIDENT INVESTIGATION DOCUMENT**

Section 14. Draw Site/Scene Map, shown the EWP at the time of the incident.



A large empty rectangular box with an orange border, intended for drawing a site/scene map. A north arrow icon is positioned at the top center of the box.

## EWP INCIDENT INVESTIGATION DOCUMENT

### Section 15. EWP/Machine items that need investigation. Page 1 of 3.

Are the level alarms working?	Who completes the 3 monthly services/inspection?
Are the wires connected to the alarms?	Who completes the annual service/inspection?
Is the horn working?	Who completes emergency repairs?
Do the platform controllers return to neutral?	Who completes daily inspections?
Do the platform switches return to neutral?	Who completes hose repairs?
Are the platform speed control(s) working?	Has the hydraulic oil been replaced recently?
What type of load was in the platform?	Has the Hydraulic oil been topped up recently?
Is the dead-man footswitch working?	What specification hydraulic oil was used?
Is the ground /platform select switch working?	Is the emergency lowering system working?
Are the platform rails locked in place.?	Has the battery been replaced recently?
Does the platform gate self close and latch and stay shut with pressure applied?	Are the correct specification batteries installed?
Are the fall arrest anchor points identified	Who completes DC and AC electrical repairs?
Was fall arrest harness used in the boomlift.	<b>Insulated Platforms:</b> Is the machine electrically insulated (truck mount) ?
Were the fall arrest harness's connected to the manufacturers designated anchor point?	Is the testing certificate up to date? What category insulation?
Was non standard equipment or signage connected to the platform?	Is the machine installed with an oscillating axle?
Are there any powered outriggers installed?	Is the axle interlocked to prevent oscillation when platform elevated?
Are the powered outriggers interlocked to prevent retraction when the platform is elevated?	Were the powered outriggers deployed at the time of the incident?

### EWP INCIDENT INVESTIGATION DOCUMENT

#### **Section 15. EWP/Machine items that need investigation. Page 2 of 3.**

Does the platform have load sensing system?	Are there additional loads applied to the platform, fixtures, fittings, pipes, clamps, pulleys and sheaves?
Does the load sensing system cut out functions?	If the platform is used for tree work, Measure the diameter and length of cut tree sections in the vicinity?
Are the sensors connected?	Has the are been sterile cleaned before the investigation, ie not debris or material?
Are the impact marks on the platform rails?	Is the platform been used previously in shipyard activities?
Are there impact or scrape / wear marks under the platform support on a boom type platform?	How was it transported into the drydock, lifting by Crane into the drydock, or driving down a ramp into the drydock?
On a jib boom type platform, is the jib boom or level rods bent, impacted or damaged?	How does the platform exit the drydock, lifting out of the drydock by Crane or driving the EWP up a ramp?
On a jib boom type platform, is the jib boom cylinder rod bent?	Is the platform used for grit blasting, pressure cleaning and spray painting?
On a jib boom type platform, is the platform level cylinder rod bent?	Is the platform used as a earth return for welding operation?
On a rotating platform type machine, are the platform rotator shear bolts stripped or sheared?	Is the chassis protected from weld and cutting hot metal spatter?
What tools were being used in the platform,?	Is the platform used in Aluminium smelter operations?
Is there a AC power outlet in the platform?	What is the Gauss reading at the incident site ? Gauss is the strength of the magnetic field in the Power Buss-Bars.
Is there an onboard 240VAC generator with MEN Link on the EWP?	Is the platform covered in Alumina (white powder) ?
Does it have a RCD installed with earthed Chassis connection ?	Are there caustic burns to the paintwork, electrical connections and switches?
Are there any extension leads connected to the platform outlet?	Are the toggle switches sealed to prevent Alumina ingress?
Are there any extension leads dangling from the platform to the ground?	Is the platform covered in Anode powder (Black Carbon Powder) from Anode blocks?

It is important in an investigation into an EWP incident to be fully appraised of the actual load and its weight at the time of the incident, regardless of the nature of the incident or of the outcome. For example, a wide deck slab scissor might have had 3 relatively light weight operators on board when it tipped over in a strong wind; the combined weight of the 3 operators may have been less than the maximum rated capacity, but the platform may only have been rated for 2 occupants when used 'outdoors'. The wind loading on 2 persons is less than 3 persons. A layperson may not be aware of the significance of this.

### EWP INCIDENT INVESTIGATION DOCUMENT

#### Section 15. Machine items that need investigation. Page 3 of 3.

Transport tie down and brake release instruction identified on the EWP?	For boom type EWP,s that require envelope control calibration, where are the records for the last calibration? Need a copy.
Lifting Lugs and lifting position/procedure identified on the EWP? <b>Photos.</b>	For boom type EWP's with Envelope control systems, are there clear instructions on positioning the base far enough away from the work position so that the extended and raised boom does not become trapped against the building during lowering or maneuvering?
EWP Mass clearly stamped on the EWP compliance /serial number plate? Can this be verified with a weighbridge ticket?	For boom type EWP's with dual platform capacity, is there clear instructions on the platform regarding envelope positioning, function changes and interlocking when using the larger rated capacity? <b>Photos.</b>
Forklift pockets and lifting position instructions identified on the EWP? <b>Photos.</b>	For boom type EWP's, was the platform used as a stationary elevated lighting tower, etc , and parked unattended in an elevated position? <b>Photos.</b>
What is the Maximum Rated Capacity - How many persons, and how much equipment (in kg)?  How many persons were in the platform at the time of the incident?  Are the weights of all persons in the platform known? What were they?	For boom type EWP's working over water, rivers and harbours, is there a recovery and rescue plan detailed for the operators, including consideration of harness operation? For EWP's working on Barges or Pontoons, has the Site assessment taken note of the Crane Code of Practice, section 6.7. Seek Engineer and/or third party approval. <a href="http://www.safeworkaustralia.gov.au/sites/SWA/model-whs-laws/model-COP/Documents/Draft-COP-December-2012/DRAFT-Cranes-COP.docx">http://www.safeworkaustralia.gov.au/sites/SWA/model-whs-laws/model-COP/Documents/Draft-COP-December-2012/DRAFT-Cranes-COP.docx</a>
What type of load was in the platform – What was the total weight of that load?	Were there any steel erectors clamps, jacks and frame adjusters/braces in the platform – What was the total weight of those items?
Are there other boom lock down devices installed for travel? Is a slew lock pin installed (where applicable) ?	For EWP's travelling over and working on suspended slabs, is there an engineers document for permission to use the EWP's on the slab?
For push around vertical lifts, are there interlocks to prevent lifting the platform with outriggers detached?	Has point loading, static and travelling loads been calculated based on the mass of the EWP to be used?
For push around vertical lifts, are the correct machine weight /outrigger length combination identified for AS1418-10 compliance?	For EWP's with Crawler track system for travel, does the drive tracks travel at the same speed with the LH & RH drive track controller fully depressed? Does it drive straight in both directions?
For push around vertical lifts, is the indoor/outdoor wind rating clearly identified on the EWP?	For slab type scissor platforms, is the indoor/outdoor wind rating clearly identified?
For slab type scissor platforms with active pothole protection systems, does the interlock system work to manufacturers specification?	For slab type scissor platforms, does the level sensor prevent platform lift on incline exceeding manufacturer's specifications?

## EWP INCIDENT INVESTIGATION DOCUMENT

### Section 16. What happened ?

## EWP INCIDENT INVESTIGATION DOCUMENT

### Section 17. What are the witnesses saying that happened ?

Obtain a Copy of site investigation document if possible.



### EWP INCIDENT INVESTIGATION DOCUMENT

#### Appendix A

##### List of tools and Equipment that will be useful and/or helpful.

Tape Measure (Metric or inch/feet)

Inclinometer ( Android or Apple App on Phone)

Compass (Android or Apple App on Phone to identify machine orientation)

Weather App to identify Existing weather condition and condition at time of incident.

Camera (battery charged, and space on the memory card).

iPhone or Android Phone camera with GPS, time & date stamp. ( Clean the Lens)

Map software to pinpoint location.

Anemometer to measure wind speed.

Digital Bathroom scales to check the weight of attachments, operators and debris in the platform. Essential tool to check the weight of the items.



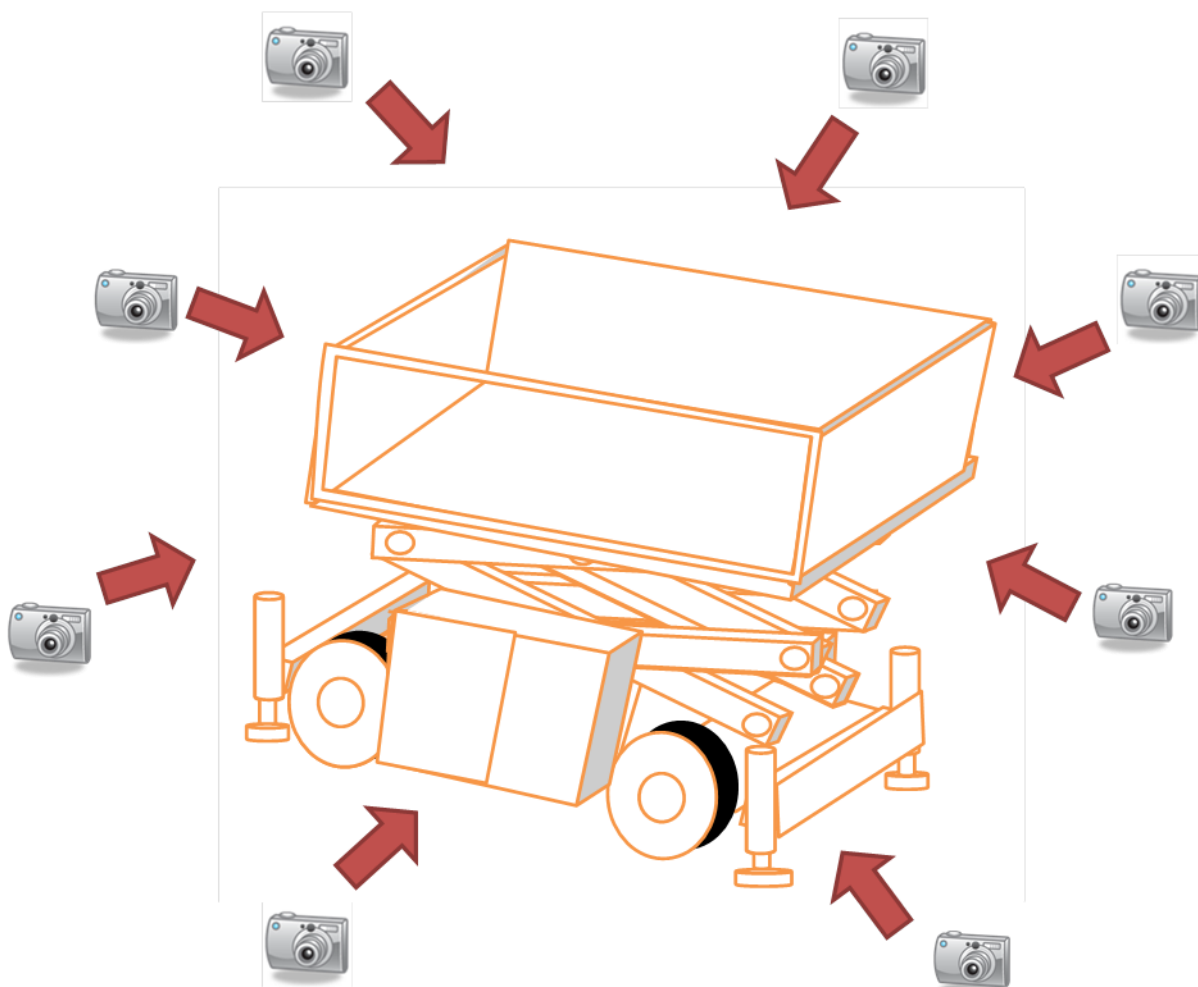
## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix B Page 1 of 5.    **Photo Layout recommendation.**

Clean the iPhone and/or camera lens. Ensure adequate light. If Flash is used, repeat photo on low light setting. Ensure that photos are from a distance away to get a wider angle, Include the material surrounding the platform and material on the ground. Photos of the platform in relation to its position on site are critical. Take photos of impact “witness marks” on the machine and on the ground surface.

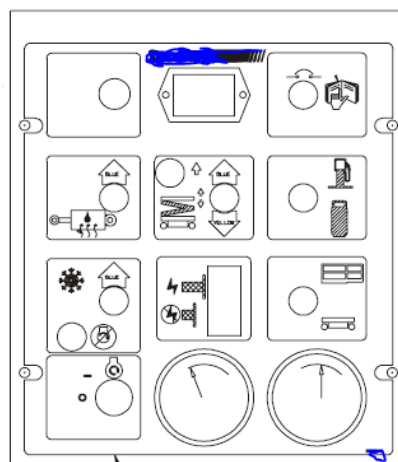
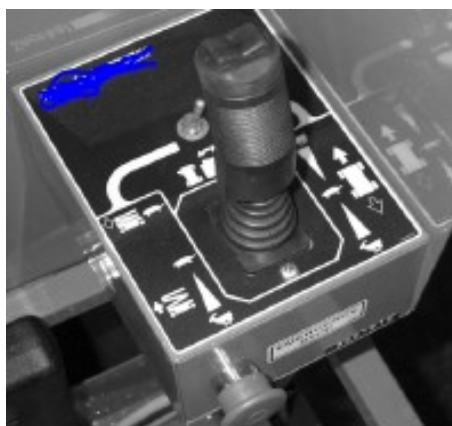
**Note: Check the clarity/lighting/focus of photos before moving the machine or changing to a different subject.**

**Check for CCTV images from Surrounding areas. Dash Cam images and files.**



## EWP INCIDENT INVESTIGATION DOCUMENT

**Appendix B.** Continued Page 2 of 5 **Must be completed for each EWP.**



Camera Name and Type:		
<b>Photos of Platform Control Box.</b>	<b>Yes/No</b>	<b>Number</b>
<b>Ground Controls</b>		
<b>Stabiliser Controls (Platform Box for Scissor or at Ground for trailer/truck/compact Crawler)</b>		
Overall view of position of Platform control box.		
Stop switch position		
Platform controller position		
Other switch positions		
Decals at Platforms controls.		
Locating Position for Platform control box if movable		
Platform control box cable connections underneath the box.		
Ground controls overall position		
Ground controls switch position		
Ground controls Key switch position		
Hour meter reading		
Stabiliser controls at Platform for Scissor with outriggers.		
Switch positions		
Switch labelling		
Stabiliser controls for truck mounted or compact crawler platforms		
Stabiliser switch or level positions		
Interlocks and stop switch condition		
Interlock for stabilizer operation		
Decals for Stabiliser operation and labelling.		

## EWP Incident Investigation Document

### Appendix B. Continued Page 3 of 5

Camera Name and Type:		
<b>Photo list. Scissor type. Clockwise rotation if possible</b>	<b>Yes/No</b>	<b>Number</b>
Front LH side at 45 degree angle		
Front of machine		
Roll out deck		
Front RH side at 45 degree angle		
Side of machine,		
Ground controls		
Front RH side at 45 degree angle		
Rear of machine		
Rear LH side at 45 degree angle		
Entry steps		
Stabilisers if installed		
Oscillating axle if installed		
Wheels and tyres		
Battery pack / engine system.		
Scissor stack and cylinders		
Platform mounting		
Guard rails and gates		
Platform controls		
Decals		
Impact witness marks		

Camera Name and Type:		
<b>Photo list. Vertical mast type. Clockwise rotation if possible</b>	<b>Yes/No</b>	<b>Number</b>
Front LH side at 45 degree angle		
Front of machine		
mast		
Front RH side at 45 degree angle		
Side of machine,		
Ground controls		
Front RH side at 45 degree angle		
Rear of machine		
Rear LH side at 45 degree angle		
Entry steps		
Stabilisers and interlocks		
Wheels and tyres		
Platform mounting		
Guard rails and gates		
Platform controls		
Decals		
Impact witness marks		

## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix B. Continued. Page 4 of 5

Camera Name and Type:		
<b>Photo list. Boom type. Clockwise rotation if possible</b>	<b>Yes/ No</b>	<b>Number</b>
Front LH side at 45 degree angle		
Front of machine		
Counterweight		
Front RH side at 45 degree angle		
Side of machine,		
Ground controls		
Swing bearing and mounting bolts		
Swing pinion gear and teeth		
Swing brake assembly (where fitted)		
Front RH side at 45 degree angle		
Rear of machine		
Rear LH side at 45 degree angle		
Riser Boom assembly		
Main boom assembly(ies)		
Oscillating axle if installed		
Wheels and tyres		
Steering system and linkages		
Track systems (where Installed)		
Jib boom		
Platform mounting		
Platform rotator		
Guard rails and gate		
Platform controls		
Decals		
Impact witness marks		

## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix B. Continued. Page 5 of 5

Camera Name and Type:		
<b>Photo list. Boom type. Truck or trailer or spider crawler type. Clockwise rotation if possible.</b>	<b>Yes/No</b>	<b>Number</b>
Front LH side at 45 degree angle		
Front of machine, Tow bar or truck cabin		
Counterweight		
Front RH side at 45 degree angle		
Side of machine,		
Ground controls		
Swing bearing and mounting bolts		
Swing pinion gear and teeth		
Swing brake assembly (where fitted)		
Front RH side at 45 degree angle		
Rear of machine		
Rear LH side at 45 degree angle		
Boom assembly		
Riser assembly		
Axle spring lockouts if installed		
Wheels and tyres		
Crawler tracks and drive system		
Jib boom		
Platform mounting		
Platform rotator		
Guard rails and gate		
Platform controls		
Decals		
Stabilisers and footplates		
Impact witness marks		

## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix C.

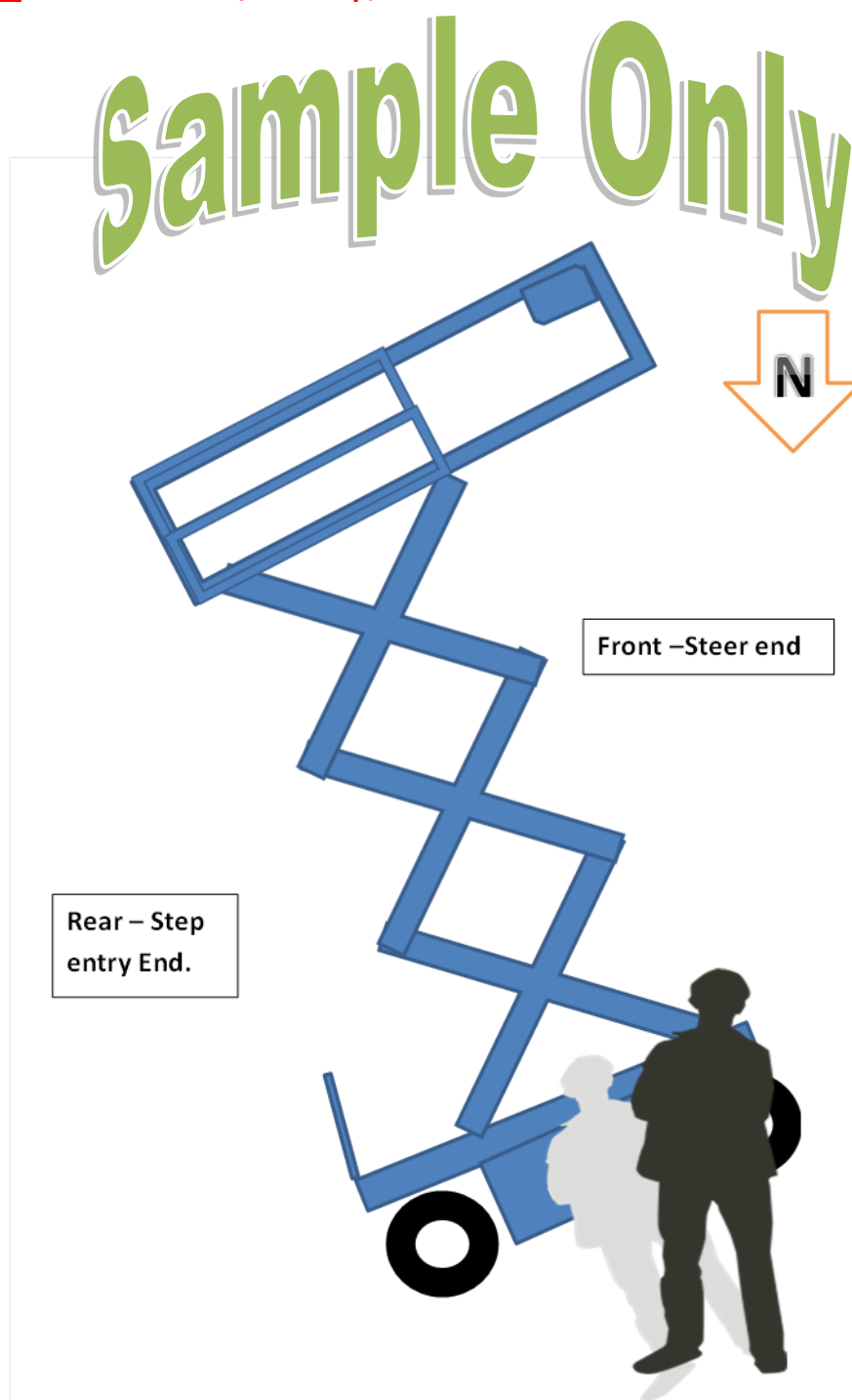
List of Applicable Australian Standards and implementation Date.		
AS1418-10 1987	Nov 1987	
AS1418-10 2004	2004	
ASNZS1418-10 2011	May 2011	

Resource documents available from EWPA.		
<a href="http://www.ewpa.com.au/resources/information-sheets">http://www.ewpa.com.au/resources/information-sheets</a>		
Design Registration Requirements Matrix for Elevating Work Platforms in Australia		
<a href="http://www.ewpa.com.au/resources/alerts-and-notice">http://www.ewpa.com.au/resources/alerts-and-notice</a>		

Resource documents. Manufacturers Operator Manuals		
<a href="http://manuals.gogenielift.com/Operators/ENGomindex.htm">http://manuals.gogenielift.com/Operators/ENGomindex.htm</a>		
<a href="https://csapps.jlg.com/OnlineManuals/Browse.aspx">https://csapps.jlg.com/OnlineManuals/Browse.aspx</a>		
<a href="http://snorkelusa.com/Manuals.aspx">http://snorkelusa.com/Manuals.aspx</a>		

Resource documents available from Worksafe Australia and State and Territory Regulators.		
<a href="http://www.safeworkaustralia.gov.au/sites/SWA/model-whs-laws/model-COP/Documents/Draft-COP-December-2012/DRAFT-Cranes-COP.docx">http://www.safeworkaustralia.gov.au/sites/SWA/model-whs-laws/model-COP/Documents/Draft-COP-December-2012/DRAFT-Cranes-COP.docx</a>		
<a href="http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/696/Construction-Work-V2.docx">http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/696/Construction-Work-V2.docx</a>		

**Appendix D.** SAMPLE Scene/Site Map, shown the EWP at the time of the incident.





## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix E . Preferred Technical Terminology for Australian Market.

Use Platform Control Box or Platform Control Station.

Use Base Controls, Base Control Station or Ground Control Station.

Use Emergency Stop Switch. ( Do not use E-Stop or EMS etc)

Use Stabilisers or Outriggers. ( do not use Jacks or Stabs).

Use Tilt Sensor or Out-of-level switch, or Level Sensor. ( do not use tilt cone or tilt rocket).

Use Platform or Basket. (Do not use Bucket).

Use Slew or Turntable Swing.

Use Telescope.

Use Lift Up, Lift Down, Lift or Lower. ( Do not use Crane terms “luffing” etc)

Use Fly-Jib Boom.

Use Hydraulic cylinder. (Do not use “ram”)

Use Swing or Slew Gearbox.

Use Urethane filled tyres. ( Not Foam Filled tyres)

Use Joystick Controller for proportional platform controls.

Use Drive or travel. Do not use “tramping” etc.

Maximum Rated Capacity. ( do not use SWL—Safe Working Load )

Load Sense Systems, do not use weighing systems.

#### Glossary of Terms:

VOC = Verification of Training ( a requirement to work on WA mine sites.)

HRW License = High risk Work License.

LSS = Load Sense System

## EWP INCIDENT INVESTIGATION DOCUMENT

### **Appendix F.**

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## EWP INCIDENT INVESTIGATION DOCUMENT

### Appendix G. Flow Chart of Process and Completion.

