

STANDARD OPERATING PROCEDURE

Elevated Work Platforms

Document Number: 960C-SOP-001

Original Approval Date: JAN 18, 2010

Revision Number: 4

Page 1 of 6

Latest Revision Date: MAR 27, 2025

Next Revision Date: MAR 27, 2028

Document Approval Level: 4

*This document is not controlled if printed. *

ELEVATED WORK PLATFORMS



4	APP	Mar 27, 2025	Approved	Andre Brule	Lisa Norris	Tammy Siver
3	APP	Apr 29, 2022	Approved	Andre Brule	Lisa Norris	Tammy Siver
2	APP	Jun 06, 2019	Approved	Andre Brule	Tammy Siver	Dave Kallay
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

STANDARD OPERATING PROCEDURE

Elevated Work Platforms		Document Number: 960C-SOP-001
Original Approval Date: JAN 18, 2010	Revision Number: 4	Page 2 of 6
Latest Revision Date: MAR 27, 2025	Next Revision Date: MAR 27, 2028	Document Approval Level: 4

*This document is not controlled if printed. *

The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to operating Elevated Work Platforms (EWP).

2.0 SCOPE AND APPLICATION

- This document applies to all company heavy construction mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Not qualified and/or trained to operate elevated work platform (EWP):
 - Only trained and competent workers are authorized to operate elevated work platforms (EWPs). Workers must hold valid training certificates or qualifications before operating any equipment.
 - Fall Protection qualifications must be current and valid when operating an EWP.
 - Supervisors are responsible for ensuring that workers are both trained and competent before allowing them to operate an EWP.
 - Verify that all training complies with site-specific requirements before operating the EWP.
- EWP Malfunction and/or Structural Failure: This includes the failure of any EWP component such as the base, hydraulic lifting arms, or working platform. An EWP may suffer structural failure if it has been overloaded or damaged in transit or during use, and this can occur without warning.
 - A competent and trained worker must complete a pre-use inspection before operating the EWP.
 - Logbooks must be kept with the EWP and filled out prior to use. Any deficiencies or damage must be reported to the supervisor.
 - Inspect both ground and upper controls (manual and powered), including the emergency stop switch and platform lift/lower switch, to ensure proper functionality.
 - Do not operate the EWP if any defects or damage are found. The operator must remove it from service, lock/tag it out, and report the issue to the supervisor.

STANDARD OPERATING PROCEDURE

Elevated Work Platforms		Document Number: 960C-SOP-001
Original Approval Date: JAN 18, 2010	Revision Number: 4	Page 3 of 6
Latest Revision Date: MAR 27, 2025	Next Revision Date: MAR 27, 2028	Document Approval Level: 4

*This document is not controlled if printed. *

- Ensure that manufacturer-required inspections and/or maintenance are completed as needed.
- Check the manufacturer's manual for cold-weather ratings.
- Operating the EWP on unstable ground causing personal injury and/or equipment damage:
 - EWP operators must inspect the ground for soft or uneven areas before positioning the EWP. The EWP must be placed on firm, level ground, as the counterweight may vary depending on the machine's orientation.
 - Always inspect the path of travel to ensure there are no obstructions or hazards before operating the EWP.
 - Outriggers and/or stabilizers must be fully extended before operating the EWP. Use a spotter if necessary.
- Falling from elevations causing personal injury:
 - When operating the EWP, always tie off to the manufacturer's designated anchor points. Never tie off to an object outside the basket. Workers operating at heights must follow the Fall Protection Plan (999C-F-011 Worker Fall Protection Plan).
 - Never lean or climb outside the handrails of the EWP. Keep both feet on the platform floor at all times and ensure the gate is securely closed before moving the platform.
 - When performing tasks involving high pressure (such as steaming, pulling, or prying), workers must keep both feet securely on the platform floor and ensure there are no obstructions that could pose tripping hazards. Always consult the manufacturer's manual for side-loading guidelines.
 - Use a lanyard short enough to prevent the worker from being ejected from the basket while still allowing them to perform their work.
 - Mount and dismount the platform only when it is in the lowered position.
- **Note:** If a worker is required to exit the platform while it is in the raised position, a Job Safety Analysis (JSA) must be conducted at the work site. The platform must be positioned as close as possible to the structure to ensure safe access and egress. The FLRA card must identify the task to be performed and the risks associated with leaving the EWP while in the raised position. Always refer to the manufacturer's manual and/or site-specific requirements.
- Electrocuting Hazards:
 - Do not operate the EWP above overhead crane buzz bars. Maintain a safe distance and always use "Lock Out, Tag Out" (LOTO) procedures.
 - Do not position the EWP near overhead powerlines. Always maintain safe limits of approach.

STANDARD OPERATING PROCEDURE

Elevated Work Platforms		Document Number: 960C-SOP-001
Original Approval Date: JAN 18, 2010	Revision Number: 4	Page 4 of 6
Latest Revision Date: MAR 27, 2025	Next Revision Date: MAR 27, 2028	Document Approval Level: 4

*This document is not controlled if printed. *

- Do not travel or position the EWP over electrical cables (e.g., extension cords, welding cables). Clear the area and use a spotter when traveling.
- Do not operate the EWP during lightning storms.
- Keep electrical cords clear of pinch points.
- Tip Over Hazards:
 - Always operate the EWP on firm, level ground that can support its weight. Be alert for shifting and always travel with the boom fully retracted.
 - Avoid operating the EWP on grating. If necessary, place a steel plate over the grating.
 - Do not travel over objects when maneuvering the EWP.
 - Do not overload the equipment. Ensure the combined weight of operators and tools does not exceed the rated load capacity, as specified in the manufacturer's manual.
 - Do not overhang cords and cables unless the EWP is specifically designed for that purpose. Refer to the manufacturer's manual. Cords and cables should be coiled in the basket, elevated to the work location, and secured to the structure to avoid side-loading.
 - Avoid tying fire blankets, plywood, or other objects that could create a sail effect.
 - Do not operate the EWP in high winds. Always consult the manufacturer's specifications for wind speed limits.
 - Do not use the EWP as a crane to hoist or move materials unless it is designed for that purpose.
 - Do not push or pull objects outside the basket.
 - Stay aware of your surroundings and watch for side and overhead hazards.
 - Ensure outriggers and/or stabilizers are fully extended before operating the EWP.
 - Do not override safety features. If any safety devices are inoperable, lock/tag out the EWP to prevent operation.
 - Once in position, disable the EWP by engaging the emergency stop button(s) or turning it off to prevent unwanted operation.
 - Never place the boom or platform against any structure.

STANDARD OPERATING PROCEDURE

Elevated Work Platforms		Document Number: 960C-SOP-001
Original Approval Date: JAN 18, 2010	Revision Number: 4	Page 5 of 6
Latest Revision Date: MAR 27, 2025	Next Revision Date: MAR 27, 2028	Document Approval Level: 4

*This document is not controlled if printed. *

- Contact and/or collision causing personnel injuries and/or equipment damage:
 - Always use a spotter in tight or congested areas. If you lose sight of your spotter, stop immediately. (Refer to **962C-SOP-008, Signaling Equipment**, for guidance.)
 - Maintain clear communication and ensure eye contact with other operators.
 - The operator must maintain control of the EWP. Ground-operated controls should never be engaged while personnel are in the platform. In an emergency, a qualified operator may use the ground controls.
- Cluttered work platform causing tripping hazards and/or materials and tools falling from the basket:
 - Keep the EWP platform free from tripping hazards.
 - Flag and tag the work area below the EWP. (Refer to 960C-SOP-004 - Flagging and Tagging for guidelines.)
- Crushing, pinch points and line of fire hazards:
 - Flag and tag the work area, restricting access to only essential personnel.
 - Never position a spotter in a pinch point or line of fire. Always use clear communication and maintain eye contact.
 - Never operate or swing the EWP basket over people or equipment.
 - During EWP inspections, avoid placing any body parts in rotating, crushing, or pinch points. Always conduct a thorough visual inspection of the EWP.
 - Ensure the counterweight is clear of obstructions before swinging the EWP.
 - Keep hands clear of pinch points while operating the EWP.

4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

STANDARD OPERATING PROCEDURE

Elevated Work Platforms

Document Number: 960C-SOP-001

Original Approval Date: JAN 18, 2010

Revision Number: 4

Page 6 of 6

Latest Revision Date: MAR 27, 2025

Next Revision Date: MAR 27, 2028

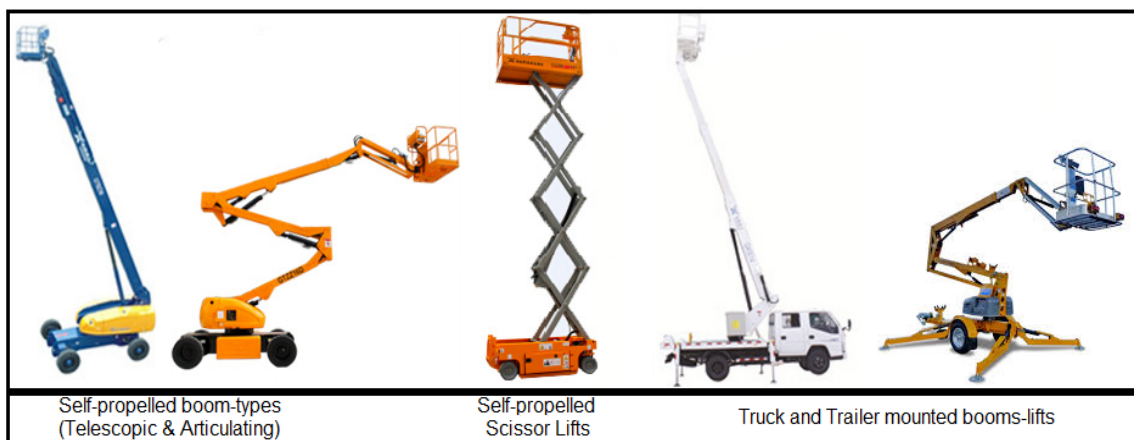
Document Approval Level: 4

*This document is not controlled if printed. *

5.0 DEFINITIONS

5.1 Elevated Work Platform (EWP)

- An EWP is a device used to support a platform, allowing personnel, equipment, and materials to be elevated for work. While EWPs come in a range of different configurations, the general types of EWP include:
- - self-propelled scissor lifts
 - self-propelled boom-type (Telescopic and Articulating booms)
 - truck-mounted
 - trailer-mounted



5.2 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.3 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees, and third-party processors.

5.4 HSE

Refers to the Health, Safety & Environment department

6.0 PROCEDURE

1. Ensure that operators are certified and qualified to operate the EWP and fall protection equipment. Verify that training certificates are up to date and have not expired.
2. The supervisor will determine the appropriate EWP for the task, considering factors such as size, type, weight capacity, indoor/outdoor use, and fuel type.

STANDARD OPERATING PROCEDURE

Elevated Work Platforms		Document Number: 960C-SOP-001
Original Approval Date: JAN 18, 2010	Revision Number: 4	Page 7 of 6
Latest Revision Date: MAR 27, 2025	Next Revision Date: MAR 27, 2028	Document Approval Level: 4

*This document is not controlled if printed. *

3. Complete a hazard assessment (e.g., FLRA) for the task. If you are unsure about any aspect of the task or if there are hazards beyond your control, notify your supervisor.
4. Inspect the EWP for any damage or deficiencies. The operator is responsible for ensuring the logbook is filled out prior to use. Any damage or deficiencies found during the inspection must be reported to the supervisor.
5. Inspect fall protection equipment and connect components to the manufacturer's designated anchor points (refer to the operator's manual for specific anchor points).
6. Flag and tag the area surrounding the EWP to warn other workers of overhead hazards. Ensure that tools and materials are securely stored in the basket.
7. The operator is responsible for calculating the total weight of all tools, materials, and personnel in the basket.
8. The EWP operator must maintain a clean and clutter-free work platform.
9. After completing the task, clean up the work area, park the EWP in a safe location, and remove all flagging.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP**, and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- 960C-SOP-004 - Flagging and Tagging
- 962C-SOP-008 - Signaling Equipment
- 950C-C-016 - Fall Protection Code
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 9, Sections 138 to 161 – Fall Protection
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 23 Sections 346 – 348 Elevating Work Platforms

9.0 APPENDICES

- There are no appendices.