WHS DOCUMENTS & TEMPLATES

DOC-EWP-PACK · Elevating Work Platform Safety & Competency Pack

Product Overview

For: Businesses that use boom-type and scissor elevating work platforms: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable EWP safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

EWP operators are killed by falls, crushing against overhead structures, powerline contact and tip-over. A procedure and a licence do not show the operator can work safely on your EWP, or that the ground, the exclusion zone and the rescue arrangements are in place today.

This pack answers all three questions. The safe work instruction tells the operator what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. The pre-start checklist links them every shift.

Operating a boom-type elevating work platform with a boom length of 11 metres or more is high risk work: the operator must hold a high risk work licence (class WP) under the WHS Regulations or, in Victoria, the OHS Regulations. Scissor lifts, vertical lifts and boom-type EWPs with a boom under 11 metres need no high risk work licence, but the operator must be trained, competent and familiar with the make and model. A VOC supports the business's own check that an operator can work safely on its EWP, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification. Confirm with your regulator which licence applies to each EWP.

SAMPLE

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EWP Safe Work Instruction

How to operate [EWP make and model] safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to operate **[EWP make and model]** safely at **[Site name]**: the checks before use, the hazards and controls, the steps, and the points where the operator must stop.

It applies to every person who operates the EWP at the site, including contractors and hire users. It does not replace the manufacturer's operating instructions. Where they differ, follow the manufacturer and tell your supervisor.

2 Who may operate

- Holds a high risk work licence class WP for a boom-type EWP with a boom of 11 metres or more
- Has EWP training, has been familiarised on this make and model, and has a current VOC
- Has been authorised by **[Supervisor name]** to operate at this site, and has a trained ground person
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

Operating a boom-type elevating work platform with a boom length of 11 metres or more is high risk work: the operator must hold a high risk work licence (class WP) under the WHS Regulations or, in Victoria, the OHS Regulations. Scissor lifts, vertical lifts and boom-type EWPs with a boom under 11 metres need no high risk work licence, but the operator must be trained, competent and familiar with the make and model. A VOC supports the business's own check that an operator can work safely on its EWP, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification. Confirm with your regulator which licence applies to each EWP.

3 The equipment

Fill in one copy for each EWP, or list each EWP this instruction covers.

Make and model: [EWP make and model]	
Plant ID: [Plant ID]	
Safe working load and number of people	
Maximum working height, boom length and wind limit	
Emergency lowering: where and how	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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EWP VOC Assessment Tool

Verification of competency for one operator, on one type of elevating work platform (EWP), at [Site name]

Purpose	To check, and record, that a worker can operate safely on your elevating work platform, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

Operating a boom-type elevating work platform with a boom length of 11 metres or more is high risk work: the operator must hold a high risk work licence (class WP) under the WHS Regulations or, in Victoria, the OHS Regulations. Scissor lifts, vertical lifts and boom-type EWPs with a boom under 11 metres need no high risk work licence, but the operator must be trained, competent and familiar with the make and model. A VOC supports the business's own check that an operator can work safely on its EWP, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification. Confirm with your regulator which licence applies to each EWP.

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Supervisor Field Verification Checklist

Elevating work platforms: ground, exclusion zones, harnesses, overhead hazards, powerlines and rescue

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**EWPs checked (plant IDs)**	

How to verify

- Visit the area while EWP work is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the EWP work there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a person fall, be crushed, be electrocuted or be struck by a falling object. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Set-up and ground					
1	EWPs are on firm, level ground within the manufacturer's limits; outriggers on pads where fitted ★	☐	☐	☐	
2	Ground hazards (pits, covers, edges, soft ground) are identified and barricaded ★	☐	☐	☐	
Exclusion zones and falling objects					
3	An exclusion zone is barricaded below and around each EWP ★	☐	☐	☐	
4	Tools are tethered and materials secured inside the platform	☐	☐	☐	
People in the platform					
5	Operators in boom-type EWPs have their harness attached to the anchor point ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable EWP safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

What the full product contains

- **EWP safe work instruction: step by step, hazards, controls and stop-work points, with places for the make, model and manufacturer's instructions**
  02_SAFE_WORK_INSTRUCTION/EWP Safe Work Instruction.docx and .pdf
- **EWP pre-start checklist: daily checks, defect report and out-of-service process, with printable tags**
  03_PRESTART_CHECKS/EWP Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: ground, exclusion zones, harnesses, overhead hazards, powerlines and rescue, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-EWP-VOC**
  04_VOC_ASSESSMENT/EWP VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/EWP VOC Knowledge Questions (Candidate) and EWP VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/EWP VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

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