WHS DOCUMENTS & TEMPLATES

DOC-EWP-SWI · Elevating Work Platform Safe Work Instruction Template

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

An editable EWP safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Elevating Work Platform Safety & Competency Pack (DOC-EWP-PACK), word for word. The Elevating Work Platform VOC Assessment Template (DOC-EWP-VOC) and the Elevating Work Platform Field Verification Checklist (DOC-EWP-FV) are also sold on their own. The Elevating Work Platform Safety & Competency Pack (DOC-EWP-PACK) contains them all: the safe work instruction, the EWP pre-start checklist, the VOC and the field verification, with a setup guide.

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.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
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
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Right-click > Change Picture

[Company name]

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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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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable EWP safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

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