

Monitor Machine Induction

Model:

PLATFORM 3315

Note:

Operators of boom lifts over 11 metres platform height are required to hold a High Risk Work Licence (HRW WP). For all other lifts, an EWPA Yellow Card is recommended

Warning!

This is a basic induction only, and is not designed to remove the responsibility the operator must be fully conversant with the Operator's Manual and any site-specific requirements

INTRODUCTION:

		Y	N	N/A
1)	Identify Safe Working Load.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Identify Wind Load Rating.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Height / weight limit features/counterbalance weight (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Safety harnesses must be worn.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Limit switches must not be tampered with.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Slope of area to be operated.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Logbook must be filled in daily.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Identify swing and crush hazards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Operator's manual for technical assistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Personal protective clothing and / or equipment requirements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPERATION: (Note: Perform pre-operation checks!)

		Y	N	N/A
	Drive			
1)	Use caution on uneven ground. Use stabiliser legs as a safety precaution.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Always drive with tracks expanded unless access is limited.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Expanding / Retracting tracks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Reverse up slopes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Do not leave parked on a slope.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Keep well clear of the machine when driving.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Either stand in the basket, or stay at least 1m away from the machine (if the machine has a remote drive control).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Never stand on the lower side of the machine on a slope.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	2 speed drive (if equipped with remote control).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stabiliser Legs			
1)	All 4 stabiliser legs must be swung out and pinned in the required position.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Operate two legs together, smoothly & carefully.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3)	Or if an auto level model, 4 legs can be deployed simultaneously if the ground is reasonably level.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Level machine using level indicator or self-levelling feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Auto level function (if equipped with remote control).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Use extreme caution on sloping terrain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Do not elevate if platform is not level.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Do not operate without all 4 legs properly deployed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Check stability of ground under stabilisers or tracks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Avoid soft or unstable ground. Be aware of any underground hazards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)	Auto centre & pack-up function as per Ops Manual.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boom Operation				
1)	All Levers, Buttons and their functions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Duplicate controls at ground for emergency use.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Outreach limit: press red button and hold to retract boom back into allowed envelope limit to restore functions. Warning! Do not attempt any other boom function until boom is retracted enough (i.e.. red lamp has switched off).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Emergency lowering system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Emergency operation of stabilisers and drive.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Emergency slew function (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Dangers of overhead power: non-insulated booms.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Operation of “Emergency Rescue” (if fitted) for retrieval of overloaded basket.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Critical importance of re-sealing emergency valves (if opened) before operating again.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Do not use as crane or tie items to platform.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)	Distribute weight evenly on platform.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12)	Ensure nobody can access the area close to or under the basket.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13)	Boom must be completely down before manoeuvring machine.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14)	Removal of basket – ensure security pin is in place.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dual Power				
1)	240 volt Charging of batteries if applicable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Change from fuel to 240v drive or battery power.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	240v outlet in platform.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Earth leakage relay.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	To avoid potential overheating of the 240 v motor, use HD quality extension leads, and keep the length as short as practically possible. Also turn electric motor off when functions are not required (Some units have an auto timer).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Some electric motors are fitted with a thermal overload switch. This will turn the motor off if it overheats. Wait until it has cooled down before restarting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Locate electrical test & tag decal (inform of next inspection date).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Pressure Outlet				
1)	Fitting at ground and platform.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>TRAILER:</u> (if applicable):				
		Y	N	N/A
1)	Loading and unloading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Correct load balance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	S.W.L. of towing vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Brakes and adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Safety chain connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Correct tie-down method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Setting up on trailer not allowed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Handbrake on in towing vehicle + remove keys and lock doors to prevent unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Trailer to towing vehicle connection type.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>SERVICE:</u>				
		Y	N	N/A
1)	Any faults or requirements must be immediately discussed w/- Monitor before further operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Flashing lights and movement alarms must not be disconnected. Report any malfunction immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Monitor must service and inspect the machine as per the intervals indicated on the handover documentation. Advise Monitor if the machine reaches either of these intervals. The machine can be serviced on site without any inconvenience to the hirer.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>OTHER:</u>				
1)	Hirer's responsibilities (theft / damage).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Theft & Damage Waiver: reduces liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Hire Contract Terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	<u>Monitor contact numbers</u> for any assistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Length of warranty explained as per handover documents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Notes:			

Date: ___/___/___

Location: _____

I acknowledge I have completed the above induction and fully understand each point covered.

Employer: _____

Ph: _____

Address: _____

Name: _____	Ph: _____
Signature: _____	HRW WP <input type="checkbox"/> Expiry _____ Yellow Card <input type="checkbox"/> Expiry _____

Name: _____	Ph: _____
Signature: _____	HRW WP <input type="checkbox"/> Expiry _____ Yellow Card <input type="checkbox"/> Expiry _____

Name: _____	Ph: _____
Signature: _____	HRW WP <input type="checkbox"/> Expiry _____ Yellow Card <input type="checkbox"/> Expiry _____

Name: _____	Ph: _____
Signature: _____	HRW WP <input type="checkbox"/> Expiry _____ Yellow Card <input type="checkbox"/> Expiry _____

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Name: _____	Ph: _____
Signature: _____	HRW WP <input type="checkbox"/> Expiry _____ Yellow Card <input type="checkbox"/> Expiry _____

The above induction was given and completed by:

Print Name

Signature