



## 1. Introduction

This document provides instructions for the safe operation of the platform from assembly through to disposal. Particular care should be taken to ensure the product is used in a manner consistent with its intended purpose. Should you require any further information please contact No Bolt Operations on the number contained within.

## 2. IMPORTANT

- 2.1 If unsure, do not use the unit.
- 2.2 The unit should only be used by a competent person.
- 2.3 All competent users must understand the information affixed to the platform and contained within these instructions.
- 2.4 A Person Conducting Business or Undertaking (PCBU) must review and where necessary revise control measures:
  - a. When the control measure is not effective in controlling the risk.
  - b. If a new hazard or risk is identified.
  - c. Before a change at the workplace is likely to give rise to a new or different health and safety risk
  - d. If a health and safety representative requests a review.
  - e. When reviewing control measures, a Safe Work Method Statement (SWMS) must also be reviewed and revised where necessary.
  - f. If the results of consultation indicate that a review is necessary.

### **3. Intended Purpose**

- 3.1 This unit is designed as a height safety working platform to access to maintain an AgustaWestland AW139 Helicopter by LifeFlight trained personnel only.
- 3.2 The unit supplied must not be used in a manner other than for which it is intended and designed for as specified in the instruction manual.
- 3.3 Before attempting to use the unit for its intended purpose, the unit must be set up and secured completely as stated throughout the instruction manual.
- 3.4 Assistance must be provided to any operator with reading or language related limitations.
- 3.5 The unit must not be used by an operator who is in poor health, subject to faint spells, fatigued, under the influence of alcohol or any substance that may impair their ability to use the unit safely.
- 3.6 The unit is not insulated against electric shock; it must only be used in an environment free of electrical hazards.
- 3.7 The unit must only be used on a surface that can support the combined unit weight and the Safe Working Load specified in the instruction manual.
- 3.8 The unit must be stationary when in use and must not be interfered with after it is deployed and secured correctly.
- 3.9 The unit must not be used in conjunction with any other unit or height accessing equipment including but not limited to step ladders, ramps, stairs etc.
- 3.10 The unit supplied should form part of an integrated safety system based on the hierarchy of controls.
- 3.11 Hands and loose fitting cloths must be kept away from moving parts within the supplied unit.
- 3.12 Long hair must be tied back and away from moving parts within the supplied unit.

### **4. PPE (Personal Protective Equipment)**

Operators must wear non-slip footwear. No Bolt Operations Pty Ltd recommends that a risk assessment into the use of the unit is performed by the client to determine what additional PPE is required.

## 5. Pre check/Assembly/Setup

- 5.1 The unit has been delivered with removable guardrails and will require assembly before deployment. Assembly and disassembly instructions are attached to this document.

## 6. Operation

- 6.1 Operators of the unit supplied must be made fully aware of the instructions and trained according to the instructions on a regular basis.
- 6.2 A process must be introduced to ensure that only the operators who have been trained in the safe use of this unit are able to use the unit.
- 6.3 Operators must not access the unit during transportation or repositioning of the unit.
- 6.4 Operators must observe all relevant safety and operational stickers/features before attempting to use the unit.
- 6.5 The unit must be inspected prior to each use to ensure that it is in good working order. If any defects are found the unit must be taken out of service until the defects have been rectified.
- 6.6 Operators must wear non-slip footwear when using the supplied unit.
- 6.7 Bolts and welds must not be tampered with.
- 6.8 Do not rock or intentionally try to destabilize the unit.
- 6.9 The unit must be used in a well-lit environment.
- 6.10 The unit must be as close as practically possible to the plant before attempting to access. The maximum allowable gap between the unit and the plant is 100mm.
- 6.11 The unit must not be used under harsh environmental conditions such as thunderstorms, excessive wind and heavy rain.
- 6.12 Do not access the unit if the surface is wet or slippery.
- 3.13 The unit must be stationery with all side winder jacks deployed when in use and stored.
- 6.13 The unit must be cleared of obstructions, kept clean free of dirt, grease or any other substance that may impede the safe operation of the unit.
- 6.14 Operators must access and egress the unit in a forward direction.
- 6.15 No more than one person on each step at any one time.
- 6.16 Do not hang or rest items on guardrails.

- 6.17 Do not climb on the guardrails or side of unit.
- 6.18 The safety gate/boom must be in the closed position as soon as it is passed through.
- 6.19 No items or personnel should be on the platform/platforms before and during full assembly.
- 6.20 Thorough checks of the complete main unit must be carried out before full access is approved.
- 6.21 Hands or any part of the body could become jammed between assembled parts. Keep hands clear from interacting sections
- 6.22 Operators must use correct lifting techniques or lifting aids when assembling the unit.
- 6.23 All sliding out guardrails must be deployed when unit is in use.

## **7. Storage/Disposal**

- 7.1 Environmental conditions should be considered when storing the unit. Conditions such as high winds may cause lift or movement of the unit.
- 7.2 To prevent unauthorized access, ensure unit is stored in a secure location.
- 7.3 Once the product is no longer required it must be disposed of in manner consistent with relevant environmental legislation.
- 7.4 The unit must not be sold on.

## **8. Maintenance/Inspection**

- 8.1 If the unit is found to be faulty, it must be quarantined in a manner that prevents further use.
- 8.2 The unit must be inspected on a regular basis by qualified personnel or competent persons to ensure its continued suitability for purpose, completeness and presence of all relevant safety stickers.
- 8.3 The Instruction Manual should be kept in a safe secure area easily accessible for users.
- 8.4 For further information on inspection intervals and replacement parts contact No Bolt Consulting. Contact details are found in Section 10 of the instruction manual.

## 9. Australian Standards

- 9.1 The unit must only be loaded in accordance with its Safe Working Load.
- 9.2 The supplied unit has been manufactured in accordance with the following standards  
**AS/NZS1657:2013 Fixed Platforms, Walkways, Stairways and Ladders**  
**AS/NZS1892.1:1996 Portable Ladders**  
**AS/NZS1664:1997 Aluminum Structures**  
**AS/NZS1665:2004 Welding of Aluminum Structures**

## 10. Contact Details - No Bolt Operations

Should you require any further information or a duplicate copy, please contact head office:

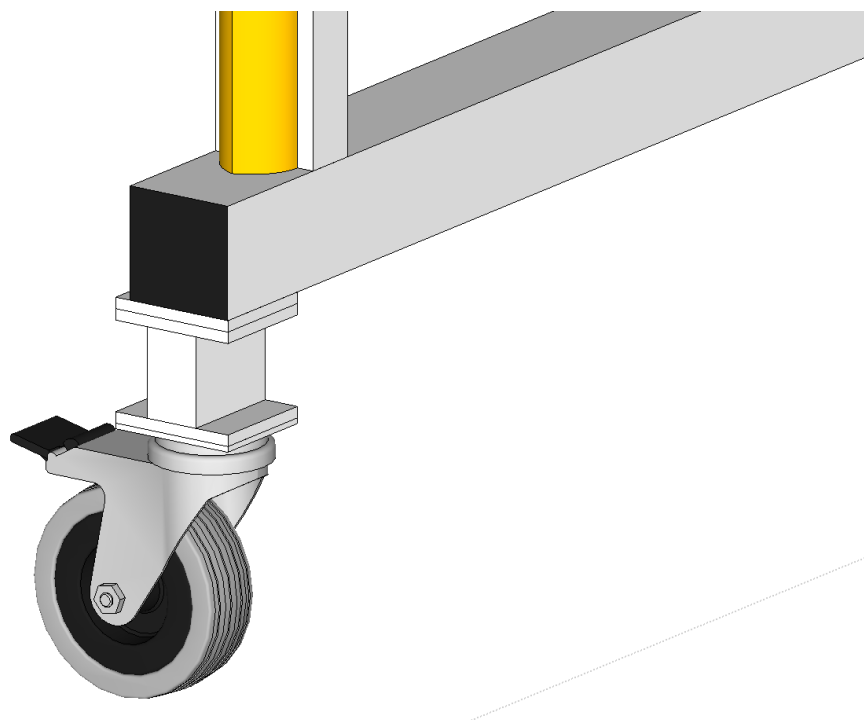
<b>No Bolt Operations Pty Ltd</b> 29 Union Road Dandenong South, VIC 3175 P:03 8710 3900/1800 331 478 F:03 8710 3999 E: <a href="mailto:sales@nobolt.com.au">sales@nobolt.com.au</a> W: <a href="http://www.nobolt.com.au">www.nobolt.com.au</a>	<b>No Bolt Consulting</b> P:03 8710 3900/1800 331 478 E: <a href="mailto:sales@nobolt.com.au">sales@nobolt.com.au</a>
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## 11. Assembly/Dismantle Instructions

- 11.1 When assembling the unit, use safe height access equipment (e.g. ladder platform, scissor lift, cherry picker, etc) if necessary until the unit is fully assembled. Wherever possible, assemble the unit at ground level.

### Removal of castor shims

The units have either been fitted or require fitment of the 100mm castor shims. These shims as shown in Figure 1 below have been supplied to provide height adjustment for the unit.



*Figure 1 - Castor shims*

To remove or install the shims the unit will need to be raised. Before the works do begin, No Bolt Operations Pty Ltd strongly recommends LifeFlight complete a SWMS. If in doubt please call No Bolt Operations Pty Ltd. Contact details are found in Section 10 of this Instruction Manual.