

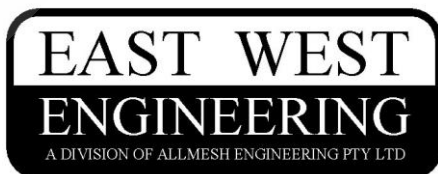
**EAST WEST ENGINEERING**  
**INSTRUCTION MANUAL**

**Type FWP25**  
**Forklift Work Platform**

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**ALL EAST WEST WORK PLATFORMS CONFORM TO**  
**AS/NZS 1554.1:2014, AS 2359.1 – 2015 & AS 2359.2 – 2013**



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## 1) QUALITY POLICY STATEMENT

**East West Engineering** is an Australian Owned company in the Sydney suburb of Brookvale. We are Australia's leading manufacturer of forklift attachments, storage, waste containers and environmental protection equipment.

You are purchasing the highest quality products available and are guaranteed of the reliability of **East West Engineering** equipment.

## 2) GENERAL DESCRIPTION OF PRODUCT

Upon approval by relevant state authorities, work platforms are designed to safely perform "special tasks of short duration". Use of the type FWP25 Work Platform is restricted to the purpose for which it is designed. EAST WEST ENGINEERING is not liable if this restriction is breached.

Manufactured strictly in accordance with AS 2359.1 – 2015, the type FWP25 Work Platform is suitable for a maximum of two people. The Working Load Limit (WLL) is 250 kg. Weight of the type FWP25 Work Platform is 110 kg. Two locking pins are supplied to prevent the Work Platform from moving off the fork arms. The Work Platform is fitted with an internally swinging spring-loaded door. The door is held in the closed position by a fixed stop and is locked via a bow latch.

The type FWP25 Work Platform is supplied with two (2) safety harness anchor points connected to the Platform Base to provide additional safety of Work Platform occupants. East West Engineering do sell Safety Harnesses complying with AS 1891 as an optional extra. Although the use of Safety Harnesses is NOT a requirement for Forklift Work Platforms within Australian Standards, East West Engineering do recommend their use.

The standard finish on the type FWP25 Work Platform is Zinc Plated.

The actual load capacity of the Work Platform may be restricted by the load capacity of the Industrial Truck – refer to Section (5) under "**General Operating and Safety Procedures**" for **minimum** Industrial Truck capacities.

**Notes:** The use of the words '**Forklift**' & '**Industrial Truck**' throughout these instructions both refer to '**Powered Industrial Truck**' as defined in AS 2359.1. The definition of a '**Competent Person**' used throughout these instructions and as defined in selected Australian Standards, is a person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to correctly perform the specified task.

### Type Data

To accurately identify the attachment and when ordering parts, please quote the **Type** and **Serial Number**. This information can be found on the compliance plate situated on the Work Platform. Please refer *Fig. 9.1* and *Table 9.2*, codes "A" and "B" for more information.



**WARNING:** These Instructions **MUST be READ in FULL by the Forklift Operator** and all Operational & Safety Procedures and Risk Control Measures complied with before the use of this attachment.

### 3) ASSEMBLY INSTRUCTIONS

The type FWP25 Work Platform is supplied in a 'Flat Pack' package. Refer to the Assembly Instructions contained within the 'Flat Pack' package or Appendix B attached to these Instructions to correctly assemble the unit prior to its use. All fasteners on the unit **MUST BE** correctly tightened and the Gate Locking Latch and Torsion Spring fitted in accordance with the Assembly Instructions.

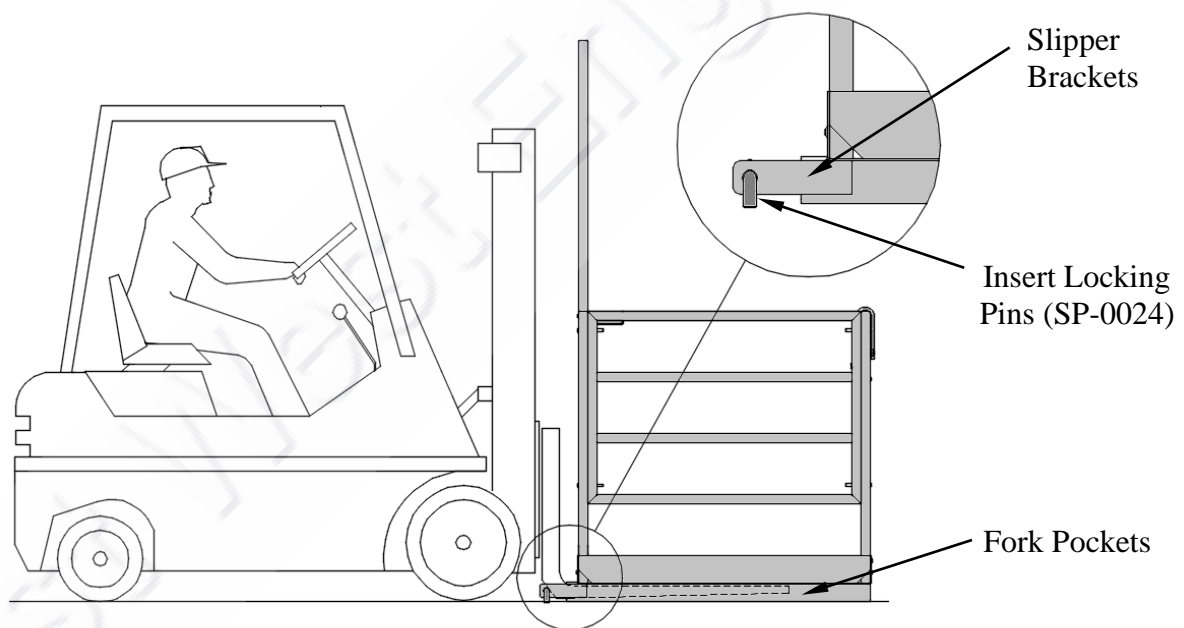


**WARNING:** The type FWP25 Work Platform **MUST NOT** be used unless assembled strictly in accordance with the Assembly Instructions supplied.

### 4) METHOD OF ATTACHMENT TO FORKLIFT

Before installation of the type FWP25 Work Platform onto a Forklift, ensure that the fork arms are suited and set to the correct width.

To install the type FWP25 Work Platform, position the Forklift with the fork arms engaged into the '**Fork Pockets**' as shown in *Fig. 4.1* below. With the fork-arm shank (vertical face) firmly against the rear of Work Platform, slide the locking pins supplied through the slipper bracket holes as shown.



*Fig. 4.1*



**WARNING:** In accordance with Australian Standard AS2359.6, the following attachment information shall be added to the manufacturer's "Identification Plate" on the Industrial Truck;

- type of attachment,
- weight of unladen truck in working condition fitted with attachment,
- Capacity of truck and attachment combination at maximum elevation.

## 5) OPERATIONAL PROCEDURE AND SAFETY

### Preliminary Safety Checks

A “Competent Person” shall inspect the action of the inward swinging, self-closing spring-loaded gate and Locking Latch on the Work Platform to ensure damage has not occurred and it swings and latches securely. Do not use the Work Platform if any of the components are damaged or not in safe working condition. A “Competent Person” shall inspect the “Slipper” Toggle Pins and Safety Harness Anchor Points daily to ensure that they are in safe working order.

Do not use the Safety Harness Anchor Points if damaged or if they show signs of wear. Only Safety Harnesses which comply with AS 1891 shall be attached via a safety line to these Anchor Points. This attachment MUST be made from within the Work Platform prior to lifting.

The Operator shall check that the Work Platform has been correctly fitted onto the Forklift in accordance with these Instructions and the Work Platform has been assembled in accordance with the Assembly Instructions prior to use.

All signage must be strictly adhered to and checked to ensure that the compliance plate is not damaged and is legible.

### General Operating and Safety Procedures

Forklift attachments can alter load centres and reduce the load capacity. The type of load to be handled in addition to the operating conditions must be considered when determining the actual working capacity for each application. Do not exceed the rated capacity of the Industrial Truck to handle the load.

Referring to AS 2359.1 clause 12.3.1, Industrial Trucks used to lift the type FWP25 Work Platform must have capacities equal to or greater than;

- For a counterbalance truck – 1800 kg
- For reach trucks – 1080 kg.



**WARNING:** Any WLL noted on the Work Platform is a structural rating of the Work Platform only and makes no claim to the suitability of the Forklift. Actual load may be restricted to the suitability of the Forklift. Actual Forklift capacities must be obtained from the Forklift manufacturer.

The type FWP25 Work Platform is only certified and warranted for operation within the design constraints and authority covered by these Instructions. Though continual operation beyond the extreme design rating may be within the platform structural rating, liability for its use under these conditions will rest with the Operator.

East West Engineering attachments shall not be modified in any way which affects the operation or performance except with the prior approval of East West Engineering. After any changes have been effected, appropriate alterations shall be made on the relevant nameplate and markings prior to placing the attachment back into service.

East West Engineering must be notified of the changes to nameplates and markings with reference to the attachment serial number.



**WARNING:** In some states of Australia, the use of Work Platforms must be approved by the statutory Authority. The type FWP25 Work Platform is designed to carry a maximum of two (2) people with a WLL of 250kg and is for approved use only.

### **Operator Qualifications and Authorization**

The qualification of the operator shall be in accordance with AS 2359.2 clause 2.1 that covers age, physical disabilities, training, fluency of the English language for communication, adequate knowledge of this standard and conformance to the relevant Statutory Authority.

The Authorization of the Operator shall be in accordance with AS 2359.2 clause 2.3. This covers three sections of operating procedures as follows;

- **Section 3** that covers general operating procedure's as stated in the "Risk Control Measures – Summary" section (6), paragraph "AE" below,
- **Section 4**, which cover procedures for particular machines i.e. elevating operator or automatically controlled industrial trucks,
- **Section 5**, which cover procedures for site conditions i.e. hazards, explosive and flammable atmospheres, pedestrian access, warning signs, warning devices, guards, lighting, noise levels, atmospheric pollution, service, ground and floor surfaces, inclines, aisles, loading docks, bridgeplates and dockboards and lifts.

## 6) RISK CONTROL MEASURES – SUMMARY

When handling loads, the Risk Control Measures outlined below in Section (6) are to be observed by the Industrial Truck Operator to ensure all identified hazards relative to using this equipment are eliminated or controlled – **refer Appendix A for a detailed analysis;**

- A) The Industrial Truck Operator requires a suitable forklift licence to cover both the Industrial Truck being operated and the Work Platform that has been fitted. Training in the safe use of the Work Platform shall be undertaken before use.
- B) The use of the Work Platform shall be limited to those situations where it is necessary to elevate personnel to perform special tasks of short duration and where it is not practicable to use scaffold or equipment designed to elevate people, e.g. scissor lift. The platforms shall not be used for order picking or for production or stores (administrative) types of activity such as stocktaking.
- C) Authorised personnel must perform the following pre-checks immediately prior to the use of the Industrial Truck in accordance with AS 2359.2 clause 3.1 and 6.4 and corrective action initiated where applicable;
  - Nameplate and markings regarding the Industrial Truck and Attachment capacities are to be read and acknowledged,
  - Condition of lift and tilt systems on the Industrial Truck to be checked,
  - Inspect all tyres for wear, condition and pressure if applicable,
  - Liquid levels of battery cell electrolyte, oils (hydraulic, engine, transmission and brake), cooling water and fuel to be checked,
  - All steering and brake controls, warning devices and lights to be checked for effective operation.
- D) Gain assurance from a responsible person that the Industrial Truck and combination of attachments which are used to support the platform, comply with AS 2359.1 and that person has provided all information necessary to ensure that risks are eliminated or controlled.
- E) Do not exceed the rated capacity of the Industrial Truck to handle the load. Trucks used to lift the type FWP25 Work Platforms must have capacities equal to or greater than;
  - For a counterbalance truck – 1800 kg,
  - For reach trucks – 1080 kg.
- F) The Industrial Trucks shall be used on a hard level surface. The area in which the attachment is to be used has been accessed as suitable for the task to be undertaken. There should be suitable clear space to safely use the Work Platform.
- G) While lifting in an area subject to passing traffic, barriers or warning signs shall be used to prevent any interference.
- H) Any stabilisers on the Industrial Truck shall be engaged prior to lifting.
- I) The travel controls shall be in neutral with the park brake engaged.
- J) The mast, if adjustable shall be set at vertical, NOT back tilted.
- K) The Fork Arms shall be horizontal.
- L) The controls, other than the lifting and lowering controls, shall be immobilised.
- M) A Work Platform shall not be used when the Industrial Truck is fitted with a rotating attachment.

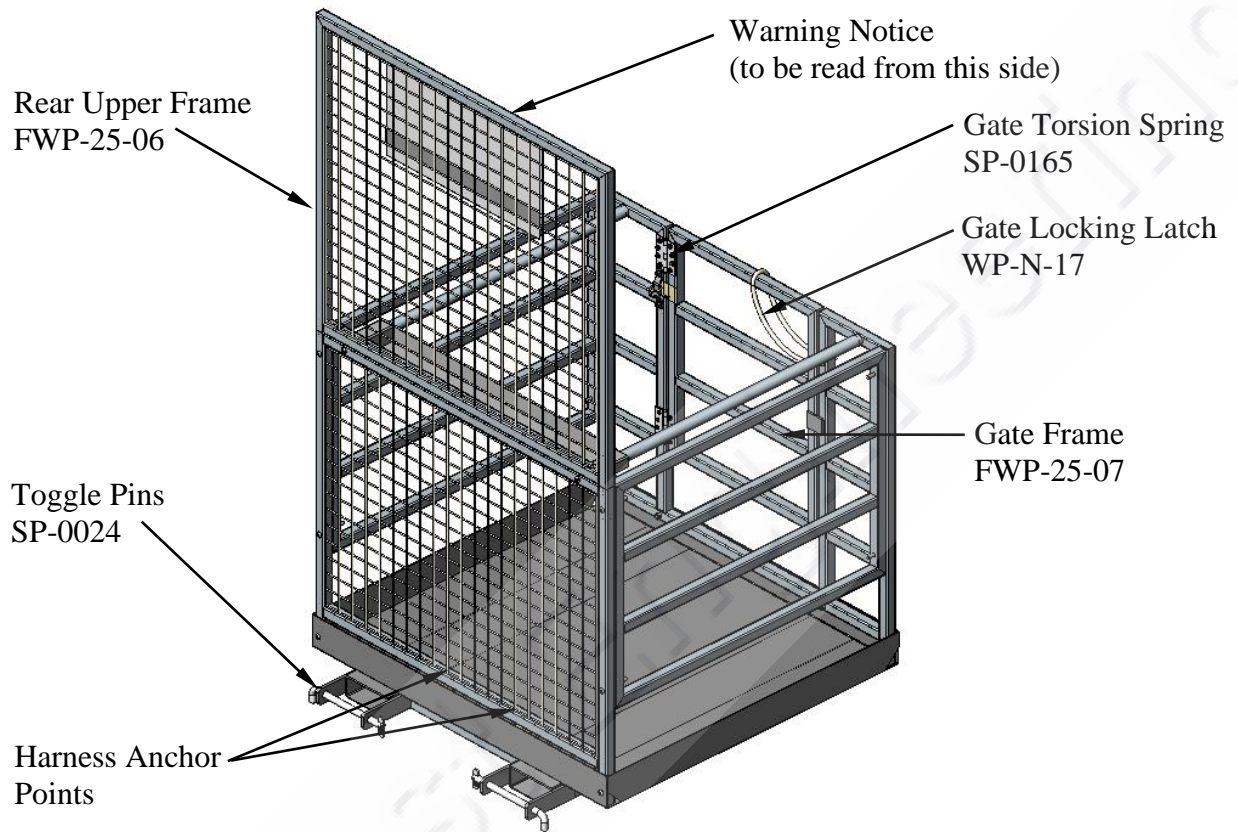


- N) A “Competent Person” to ensure the Work Platform has been assembled in accordance with the Assembly Instructions supplied.
- O) The Operator to ensure NO framework components on the Work Platform are loose or missing and all fasteners are in place.
- P) The Operator and every person to be elevated shall check the Platform is securely attached to the Forklift in accordance with these Instructions – **refer Section (4)**.
- Q) The Operator and any Person using the Safety Harness Anchor Points MUST ensure they are not damaged or show signs of any wear.
- R) Only Safety Harnesses complying with AS 1891 shall be attached, via the safety line, to the Safety Harness Anchor Points provided. This attachment MUST be made from within the Work Platform prior to lifting.
- S) The Operator shall stay with the Industrial Truck controls at all times.
- T) The Operator shall keep hands and feet clear of controls other than controls in use.
- U) The Operator shall keep clear of overhead obstructions and in particular **MAINTAIN RELEVANT CLEARANCE OF ELECTRICAL CONDUCTORS.**
- V) Before any person is elevated or supported by the Work Platform, the Operator shall lift the platform to the required working height to confirm that all systems are functioning correctly.
- W) The Operator shall lift and lower the platform in a smooth manner.
- X) Elevated personnel shall stand on the floor of the platform at all times they are elevated.
- Y) Ladders or any other means shall not be used to gain extra height.
- Z) Whenever a person is supported by the platform, any manoeuvring of the Industrial Truck shall be minimised.
- AA) Ensure safety features are provided, visible and working effectively.
- AB) Ensure there has been no unauthorised interference or alteration to the equipment that may cause risk.
- AC) Ensure regular maintenance, testing and inspections are carried out and recorded in accordance with the relevant Industrial Truck Manuals and these instructions [**refer Section (8)**], and corrective action initiated where applicable.
- AD) Ensure the Platform Fixed Anchorage points are inspected at least annually by a ‘Height Safety Equipment Inspector’ in accordance with **Section 8** of these Instructions & **AS1891.4** using Appendix C attached.
- AE) If any of the equipment becomes unsafe, stop all usage until the risk is eliminated or controlled
- AF) The Industrial Truck is to be operated in accordance with **AS 2359.2 Section (3)** and these Instructions where applicable.



**WARNING:** Failure to observe the above **Risk Control Measures** and those outlined in **Appendix A** could result in **SERIOUS INJURY or DEATH.**

## 7) PARTS LIST



*Fig 7.1*

*(Refer Assembly Instructions for complete listing)*



## 8) MAINTENANCE

Regular maintenance including Testing, Inspection and Cleaning should be carried out on the Work Platform to reduce the risk of potential hazards arising. The Work Platform should be cleaned and visually inspected by a “Competent Person” under adequate lighting conditions, before each shift, to ensure all components are functioning correctly and are free from any noticeable wear or damage. If components are considered worn or damaged, or if safety charts or labels are damaged or illegible, the Work Platform should be taken out of service and East West Engineering or an “Authorised Person” contacted for advice. Periodic testing may be required if any damage is noted, as this could be an indication of abuse or overloading. Regular cleaning makes identification of damage easier. Keep maintenance records to ensure safety checks are carried out.

### Maintenance Schedule

Description	Maintenance Period					
	Daily or 8 Hrs	Weekly or 40 Hrs	Monthly or 160 Hrs	3 Months or 500 Hrs	Annually or 2000 Hrs	Other
Toggle Pins			GS			
Gate Spring & Bracket	CI					
Gate Hinge & Latch	CI			T		
Anchor Points	N <sub>1</sub>				N <sub>2</sub>	
Work Platform	CI					

Table 8.1 (refer Fig. 7.1 above)

Maintenance to be carried out		
Maintenance Codes		Lubricant to be used
<b>GS</b> = Grease smear	<b>D</b> = Drain	<b>G</b> = Grease, Shell Alvania R2 or equivalent
<b>GN</b> = Grease at nipple	<b>R</b> = Replace	<b>H</b> = Hydraulic Oil Shell Tellus
<b>CI</b> = Clean and inspect	<b>T</b> = Tighten	<b>Ot</b> = Oil, Shell 20W/40W or equivalent
<b>C</b> = Check & fill oil to level	<b>N</b> = Note below	<b>Oa</b> = Oil, Shell Turbo T32 or equivalent

Table 8.2

### Note:

- N1:** Prior to each shift, Anchor Points shall be visually inspected for signs of deterioration and the locknuts securing the Anchor Points, inspected to ensure they have not loosened - corrective action to be taken if necessary.
- N2:** At least annually, Anchor Points shall be visually inspected for signs of deterioration which might make them unserviceable. The parent structure (flooring & supporting channel underneath), shall be visually inspected for modifications or deterioration which might lead to loss of anchorage strength. Ensure the Anchor Point securing locknuts have not become loss. Annual inspections and any corrective action recommendations are to be made & documented (using Appendix C), by a ‘Height Safety Equipment Inspector’ in accordance with AS/NZS 1891.4.

## 9) COMPLIANCE PLATE INFORMATION

<b>EAST WEST ENGINEERING</b>			
22 CLEARVIEW PLACE, BROOKVALE NSW AUSTRALIA PHONE: (02) 9938 0644 FAX: (02) 9938 0655			
TYPE	'A'	WEIGHT	'E' kg
YM	'B'	SERIAL No.	'F'
WLL	'C' kg	LOAD CT.	'G' mm
HCG	'D' mm		
THE CAPACITY OF THE TRUCK AND ATTACHMENT COMBINATION SHALL BE COMPLIED WITH.			

Fig. 9.1

<b>A</b>	Product Type	Refer 'A', Table 9.2
<b>B</b>	Year of Manufacture	Individually stamped
<b>C</b>	Working Load Limit	Refer 'C', Table 9.2
<b>D</b>	Horizontal C of G	Refer 'D', Table 9.2
<b>E</b>	Dry Weight of the unit	Refer 'E', Table 9.2
<b>F</b>	Serial Number	Individually stamped
<b>G</b>	Load Centre	Refer 'G', Table 9.2

COMPLIANCE PLATE MARKING							
Type	"A"	"B"	"C"	"D"	"E"	"F"	"G"
FWP25	FWP25	YM	250	510	110	Serial No	600

Table 9.2

### Load Center Interpretation

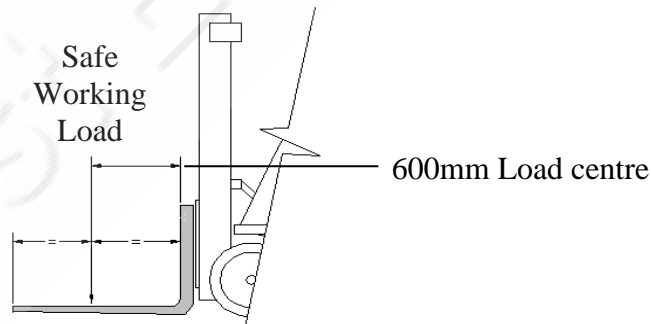


Fig. 9.3

### Warning Notice

The Warning Notice (refer Fig. 9.4) must be legible and clearly visible to the personnel in the Work Platform as required by AS 2359.1 clause 12.3.2 (h). If damage occurs, contact East West Engineering for a replacement part.

<p>NO MORE THAN 2 PERSONS MAY BE LIFTED. WEIGHT OF PLATFORM 110KG. THE LOAD INCLUDING PERSONNEL &amp; EQUIPMENT SHALL NOT EXCEED 250KG. USE ONLY ON INDUSTRIAL TRUCKS HAVING A CAPACITY OF 1800KG (COUNTERBALANCED) OR 1080KG (REACH TRUCK) AS APPROVED. DO NOT USE IN PROXIMITY TO LIVE ELECTRICAL EQUIPMENT. FOR USE ONLY AS APPROVED BY STATE STATUTORY AUTHORITY.</p>
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Fig. 9.4

## 10) CERTIFICATION INFORMATION

# Certificate

## Type FWP25 Forklift Work Platform

We certify that the type FWP25 Forklift Work Platform is rated to 250kg Working Load Limit (WLL) and is designed and fabricated strictly in accordance with and/or exceeds relevant Australian & New Zealand Standards including those listed below –

AS/NZS 1554.1: 2014      Structural Steel Welding – Welding of Steel Structures

AS 2359.1 – 2015      Powered Industrial Trucks – General Requirements

AS 2359.2 – 2013      SAA Industrial Truck Code – Operation

AS/NZS 1891.1: 2007      Industrial Fall-Arrest Systems and Devices  
AS/NZS 1891.2: 2001      - Safety Belts and Harnesses  
AS/NZS 1891.3: 1997      - Horizontal Lifelines and Rail Systems  
AS/NZS 1891.4: 2009      - Fall-Arrest Devices  
   - Selection, Use and Maintenance

AS 3990 – 1993      Mechanical Equipment – Steelwork

NZS/ANSI/ITSDF B56.1:2005      Safety Standards for Low Lift & High Lift Trucks

Signed on behalf of **EAST WEST ENGINEERING,**



Ron King  
**MANAGING DIRECTOR**

## 10) TERMS of TRADE, CONDITIONS of SALE and WARRANTY STATEMENT

1. East West Engineering (EWE) products are to be used only as indicated. Misuse or misapplication may cause failure resulting in possible property damage or bodily injury.
2. It is the obligation of the user to ensure EWE products are used in accordance with appropriate Codes and System requirements.
3. All liability for EWE products performance is disclaimed and the warranty will be voided if any of the following conditions exist:
  - 3.1) the product is used beyond the published or stated Working Load Limit (WLL) or Rated Capacity (RC). Note: **ALL** ratings are for static conditions and do not account for dynamic loading such as wind, water or seismic loads,
  - 3.2) the product is not properly installed per published or stated instructions,
  - 3.3) the loading to the product is not vertical,
  - 3.4) the product is deformed or stressed in any way during fitting or installation,
  - 3.5) the product is used in a corrosive environment.
4. All safety regulations required by the user must be observed.
5. Custom builds cannot be cancelled after order placement.
6. EWE products at the time of dispatch are warranted to be free of defects in material or workmanship. **NO OTHER WARRANTY EXPRESSED OR IMPLIED SHALL EXIST IN CONNECTION WITH THE SALE OR USE OF EWE PRODUCTS.** Claims for errors, shortages, defects or non-conformities ascertainable upon inspection must be made in writing within 15 days after buyer's receipt of products. All other claims must be made to EWE within 12 months. Products claimed nonconforming or defective must upon EWE's request promptly be returned for inspection. Claims not made as provided above and within the applicable time period will be barred. EWE shall in no event be responsible if the products have not been used in accordance with the specifications and/or recommended procedures. EWE will, at its option either repair or replace nonconforming or defective products for which it is responsible or return to buyer their purchase price. The foregoing states buyer's exclusive remedy for any breach of EWE warranty and for any claim, whether sounding in contracts, tort or negligence for loss or injury caused by the sale or use of any product. Without limiting the generality of the foregoing EWE shall in no way be responsible for any loss of business or profits, downtime or delay, labour, repair or material cost or any similar or dissimilar consequential loss or damage incurred by the Buyer.
7. Examine goods immediately upon receipt and advise any damage or shortage to carriers and ourselves within 15 days, otherwise no claim whatever will be considered. Provided advice is given within the prescribed time, we will make good any shortage and will repair or replace free of charge goods damaged in transit where we are responsible for delivery of the goods.
8. Returning of goods within 2 months of the EWE dispatch date, will be accepted only upon issue of a Return Goods Form (RGF). Goods must be unused and undamaged, restocking fees may apply. Special builds and freight charges are non-refundable. Return freight arrangements, including costs, cannot be reclaimed on EWE. Goods outside this period will not be considered for return.
9. If goods are not received within 14 days from receipt of invoice please advise us in writing.
10. If any errors are discovered in the invoicing please notify supplying branch at once for correction.
11. **Property and Payment:** – By acceptance of delivery and retention of the goods it is acknowledged that the property of the goods remains with EWE and that legal title thereto will not pass until payment is made but that nevertheless the goods are at your risk after delivery. In the event that payment is not made within 30 days of delivery, or other agreed terms, full licence and authority is given to EWE to enter any premises where the goods are stored and to recover possession of them. In the event of the sale of the goods prior to payment, the proceeds of sale belong to EWE.
12. **Terms of Payment:** – Unless credit has been arranged strictly net cash; if credit has been arranged, payment must be made by the 25<sup>th</sup> day of the month, following the month appearing in the date on the front of the invoice.
13. **East West Engineering reserves the right to alter specifications, designs and prices without notification.**

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 1 of 12

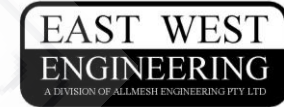
Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Industrial Truck Operational Safety Pre-Checks.	a) Unsafe use of Industrial Truck – resulting in Platform/Occupants/Items shifting, falling and striking Pedestrians and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Pre-operational inspections (in accordance with AS 2359.2), to be carried out before each shift – Industrial Truck taken out of service if any risks or malfunctions are found. These MUST be reported &amp; recorded for assessment by a competent person.</li> <li>- Inspections, maintenance and repairs to be carried out in accordance with the relative Industrial Truck Operating Manuals and AS 2359.2.</li> <li>- The Industrial Truck &amp; attachments supporting the Platform to comply with AS 2359.1.</li> <li>- Minimum Industrial Truck capacities – 1860kg for Counterbalance Trucks, 1116kg for Reach Trucks.</li> <li>- (continued on sheet 2 of 12).</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014



# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 2 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Industrial Truck Operational Safety Pre-Checks (continued).	a) Unsafe use of Industrial Truck – resulting in Platform/Occupants/Items shifting, falling and striking Pedestrians and/or objects (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- The operational areas to be assessed for hazards prior to and during work shifts.</li> <li>- The Industrial Truck to be used on a hard level surface.</li> <li>- The Industrial Truck to be left in a safe condition after each shift.</li> <li>- The Operator to be provided with all necessary information to ensure risks are eliminated or controlled</li> <li>- If more than 25 persons employed at workplace/site, a Certified First Aider to be at Workplace or on Site when the Industrial Truck is being used.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 3 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Platform Operational Safety Pre-Checks.	a) Platform/Occupants/ Items shifting, falling and striking Pedestrians and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Inspections, maintenance and repairs to be carried out in accordance with Instruction Manual – ensure NO unauthorised alterations have been made to the Platform.</li> <li>- All Pre-Checks listed in the Instruction Manual are to be carried out before each shift.</li> <li>- The Platform is to be fitted securely to the lifting apparatus according to the Instruction Manual with both locking pins engaged through slippers.</li> <li>- A “Competent Person” to ensure the Work Platform has been assembled in accordance with the Assembly Instructions.</li> <li>- The Operator to ensure NO framework components on the Work Platform are loose or missing and all fasteners are in place.</li> <li>- (continued on sheet 4 of 12)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 4 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Platform Operational Safety Pre-Checks. (continued)	a) Platform/Occupants/ Items shifting, falling and striking Pedestrians and/or objects. (continued)	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Operator &amp; any Occupant using the Safety Harness Anchor Points <b>must</b> ensure they are <b>NOT</b> damaged or show signs of any wear prior to use.</li> <li>- Only Safety Harnesses complying with AS1891 shall be attached via a safety line, to the Safety Harness Anchor Points. This attachment <b>must</b> be made from within the Work Platform prior to lifting.</li> <li>- The Safety Harness Anchor Points are NOT to be used for lifting by any means for any reason.</li> <li>- All Safety Harness Anchor points are to be inspected annually in accordance with <b>Section 8</b> of these Instructions &amp; <b>AS1891.4</b> using Appendix C.</li> <li>- (continued on sheet 5 of 12)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 5 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Platform Operational Safety Pre-Checks. (continued)	a) Platform/Occupants/ Items shifting, falling and striking Pedestrians and/or objects. (continued)	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All instructions for the use of the Platform as laid out in the Instruction Manual are to be followed.</li> <li>- The use of the Platform is limited to those situations for which it is specifically designed and in accordance with AS 2359.1, these Instructions and as approved by State Statutory Authorities where applicable.</li> </ul>	
3. Lifting & lowering Platform with Occupants/Load.	a) Unsafe/Incompetent Operator.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Only Certified &amp; fully Trained Operators are to use equipment.</li> <li>- The Industrial Truck to be operated in accordance with AS 2359.2 section (3) and these Instructions.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 6 of 12

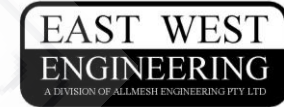
Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load. (continued)	b) Occupants and/or Items Falling from Height.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>• All Risk Control Measures outlined in 2(a) above are to be in place.</li> <li>• The Platform is to be fitted securely to the lifting apparatus.</li> <li>• Both locking pins MUST be engaged through slippers.</li> <li>• Barriers/warning Signs in areas subject to passing traffic to be installed.</li> <li>• Any stabilisers to be engaged prior to lifting.</li> <li>• The Industrial Truck mast, if adjustable, to be set at vertical (NOT back tilted) – Fork Arms set to horizontal.</li> <li>• Travel controls to be in neutral with park brake engaged.</li> <li>- All controls other than Lifting and Lowering to be immobilised.</li> <li>- All Occupants to check the Platform is securely attached.</li> <li>- (continued on sheet 7 of 12)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014



# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 7 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load (continued).	b) Occupants and/or Items Falling from Height (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Platform shall not be used when the Industrial Truck is fitted with a rotating attachment.</li> <li>- The Operator to lift Platform to required height to confirm all systems are functioning correctly before elevating Personnel/Items.</li> <li>- The Platform to be lifted &amp; lowered in a smooth manner.</li> <li>- The Platform/load to be raised no higher than necessary.</li> <li>- Occupants MUST stand on floor of Platform whilst being elevated.</li> <li>- The Operator to minimise movement of Industrial Truck whilst Personnel are supported.</li> <li>- Ladders/other means NOT to be used to gain extra height.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 8 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load. (continued)	c) Platform with load too heavy and/or unbalanced – Industrial Truck overturning.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 2(a) &amp; 3(b) above are to be in place.</li> <li>- The Operator to be aware of the weight of Platform &amp; load.</li> <li>- Operator to gain assurance from a responsible person that the Industrial Truck &amp; attachments supporting the Platform comply with AS 2359.1.</li> <li>- The rating capacity of the Industrial Truck to handle the Platform &amp; load is NOT to be exceeded – refer capacities stated in 1(a) above.</li> <li>- The Industrial Truck to be used only on a hard level surface, the area assessed before usage.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 9 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load. (continued)	d) Industrial Truck and/or Platform striking Pedestrians.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Occupants.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(b) &amp; 3(c) above are to be in place.</li> <li>- A suitable clear space between barriers to be left to safely use the Platform.</li> </ul>	
	e) Industrial Truck Mast striking overhead fittings.	<ul style="list-style-type: none"> <li>• Serious Risk to Occupants.</li> <li>• Serious Risk to Pedestrians.</li> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Work areas to be assessed to ensure NO overhead fittings can be contacted by mast, Platform or load.</li> <li>- Industrial Truck to keep clear of any overhead obstructions especially ELECTRICAL conductors.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 10 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting Platform about the Workplace or Site (Occupants and/or Items NOT permitted on Platform whilst being transported).	a) Platform Shifting and/or Falling.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(b) and 3(c) above are to be in place.</li> <li>- The Platform is to be transported as low as practicable without being dragged along the ground.</li> </ul>	
	b) Industrial Truck /Platform striking Pedestrians.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(d) above are to be in place.</li> <li>- A system is to be developed for handling the Loads about the Workplace/Site.</li> <li>- Convex mirrors are to be placed at Aisle corners in areas used by Industrial Trucks.</li> <li>- All safety equipment on the Industrial Truck MUST be functioning before use, (ie Reversing Beepers)</li> <li>- Manoeuvre slowly &amp; cautiously with Platform elevated at a minimum height.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 11 of 12

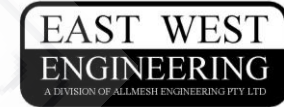
Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting Platform about the Workplace or Site (Occupants and/or Items NOT permitted on Platform whilst being transported). (continued)	c) Operator exposed to fixed/moving components.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Operator is to stay with the Industrial Truck controls at all times whilst in operation.</li> <li>- The Operator is to keep hands/feet wholly within Industrial Truck cab whilst in operation.</li> </ul>	
	d) Industrial Truck and/or Platform striking obstacles.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(e), 4(b) and 4(c) above are to be in place.</li> </ul>	
	e) Industrial Truck and/or Platform falling from raised areas.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(e), 4(b) and 4(c) above are to be in place.</li> <li>- All safety railings are to be placed in raised areas such as Ramps, Loading Docks etc.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014



# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FWP25 Work Platform Sheet: 12 of 12

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
5. Storage of Attachment.	a) Platform becoming damaged.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular Maintenance, inspection and testing according to the Instruction Manual to be carried out.</li> <li>- Prior to storage, all dirt should be removed from the Platform and the Platform air-dried at ambient temperature.</li> <li>- Platform to be stored in dry areas and away from any corrosive chemicals.</li> </ul>	
	b) Platform in the way of normal Workplace/Site Operations.	<ul style="list-style-type: none"> <li>• Moderate Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Platform to be stored in areas which will not interfere with the normal running of the Workplace/Site.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 1st December 2014


## Appendix B – to form part of the Instruction Manual

# ASSEMBLY INSTRUCTIONS

### Type FWP25 Forklift Work Platform

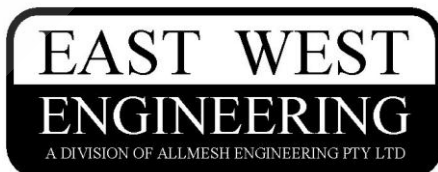
#### Flat Pack Contents

Item	Part Number	Description	Quantity
1	FWP-25-02	Platform Weld Assembly	1
2	FWP-25-20	Front Frame & Gate Assembly	1
3	FWP-25-05	Rear Lower Frame	1
4	FWP-25-06	Rear Upper Frame	1
5	FWP-25-23	Side Panel Assembly	2
6	FWP-25-11	Platform Hand Rail	2
7	FWP-25-12	Rear Frame Spigot	2
8	WP-N-17	Locking Latch	1
9	WP-N-21	Tool Tray	1
10	SP-0024	Toggle Pin	2
11	SC44121-006	Eye Bolt (WLL 1.6T)	2
12	M10 x 80	Bolt-Hex Head M10 x 80mm long	2
13	M10 x 80	Screw – Button Head M10 x 80mm long	8
14	M10 x 50	Screw – Button Head M10 x 50mm long	10
15	M8 x 50	Screw – Button Head M8 x 50mm long	1
16	M22	Nut – Nyloc M22	2
17	M10	Nut – Nyloc M10	16
18	M8	Nut – Nyloc M8	1



#### **Note:**

Items 11 to 18 have been packaged in the plastic bag provided with the Flat Pack.



22 Clearview Place,  
Brookvale NSW Australia 2100  
Ph: (02) 9938 0644 Fax: (02) 9938 0655  
Toll Free: 1800 061 998  
Email: sales@eastwesteng.com.au

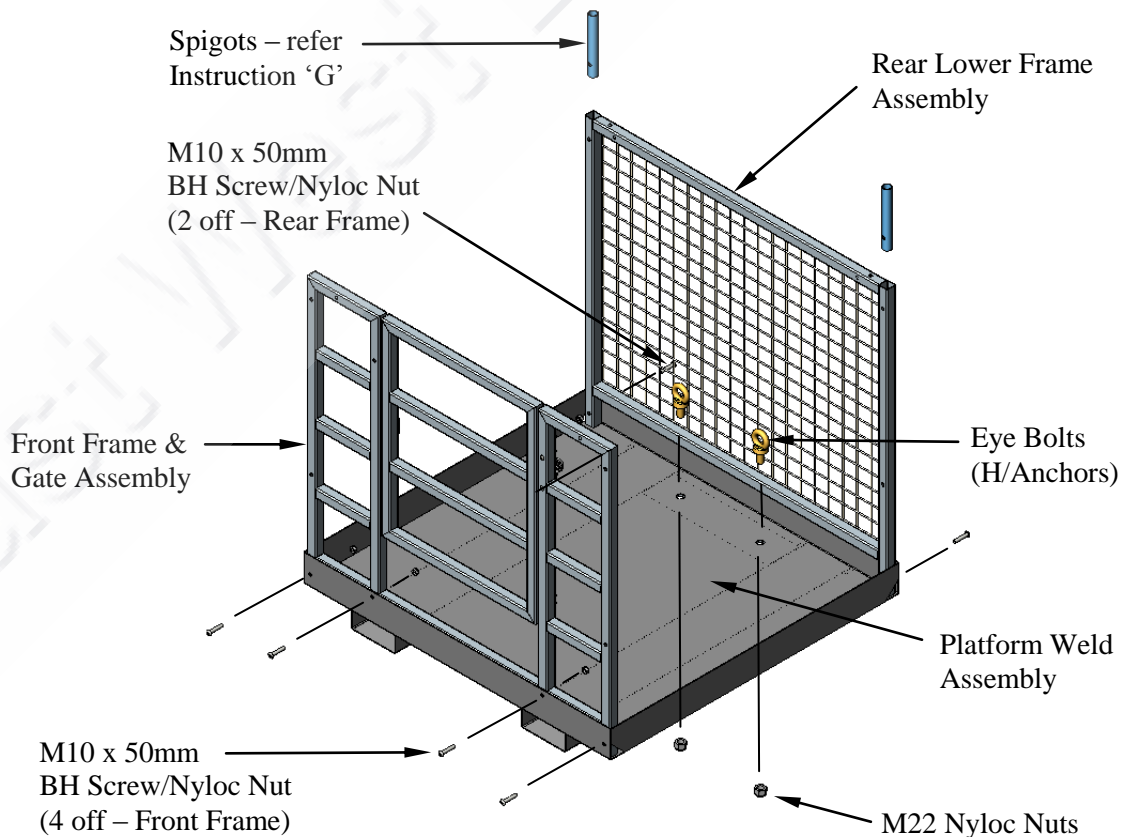
## TOOL REQUIREMENTS

The following Tools will be required to assembly the type FWP25 Forklift Work Platform;

Ring Spanners	13mm A/F, 17mm A/F (2 off) & 32mm A/F
Allen Keys	5mm A/F & 8mm A/F

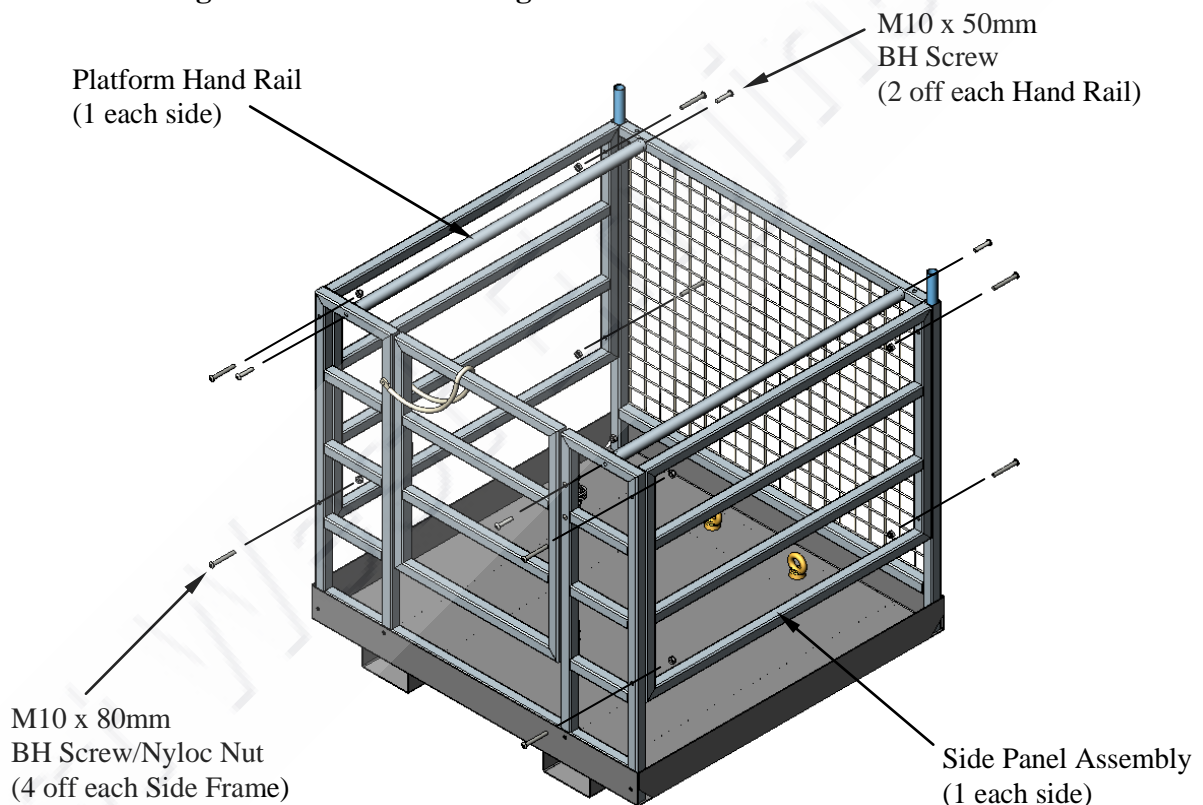
## ASSEMBLY INSTRUCTIONS

- A) Unpack all items packed inside the Platform Weld Assembly.
- B) Prior to assembly, ensure the minimum quantity of components as detailed under 'Flat Pack Contents' above, have been supplied. Please contact East West Engineering or their Authorised Agent prior to assembly if components are missing or damaged.
- C) Prior to assembly of the Frames, the two (2) Eye Bolts (Item 11) are to be fitted through the holes at the rear of the Platform and secured using the two (2) M22 Nyloc Nuts (Item 16) supplied from underneath the Platform. Ensure the Eye Bolts are orientated parallel to the rear of the Platform as shown.
- D) Place the Front Frame & Gate Assembly (Item 2) inside the Platform at the front end – end opposite the Slipper Toggle Pin brackets. Ensure the Gate is positioned to open inwards. Loosely assemble to Platform using four (4) M10 x 50 long Button Head Screws (Item 14) and Nyloc Nuts (Item 17). Refer *Figure 1.1* below noting the Slipper orientation.



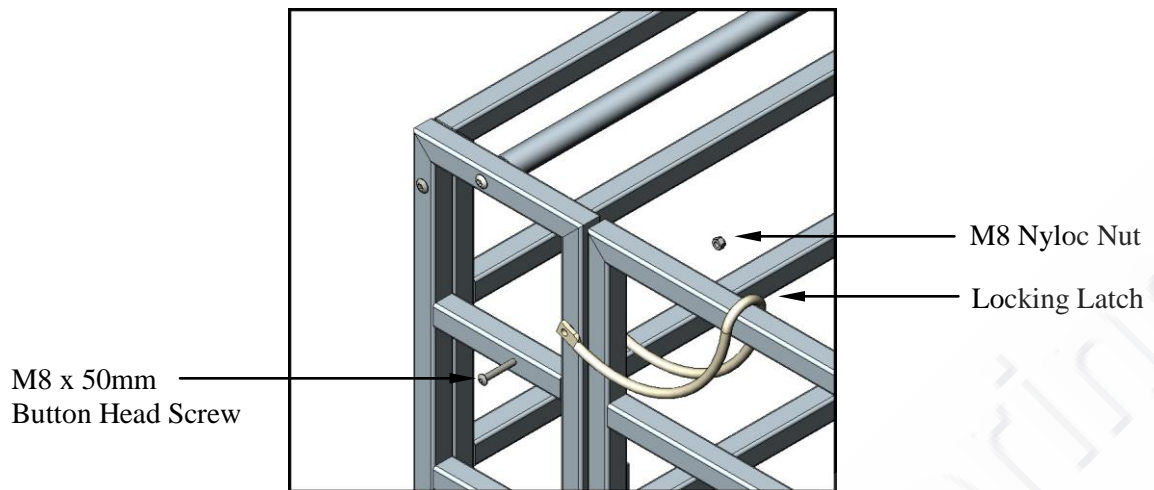
*Figure 1.1*

- E) Place the Rear Lower Frame (Item 3) inside the Platform at the opposite end to the Front Frame with the Frame Mesh to the outside of the Platform as shown in *Figure 1.1* above. Loosely assemble to Platform using two (2) M10 x 50 long Button Head Screws (Item 14) and Nyloc Nuts (Item 17).
- F) Loosely assemble both Side Panel Assemblies (Item 5) between the Front and Rear Lower Frames aligning framework sections using four (4) M10 x 80 long Button Head Screws (Item 13) and Nyloc Nuts (Item 17) per Side Frame as shown in *Figure 1.2* below – **DO NOT fit upper rear screws until Spigots are fitted.**
- G) Fit the Spigot (Item 7) inside the Rear Lower Frame hollow section with the maximum length of Spigot (from the Spigot hole), protruding from the Frame as shown in *Figure 1.1* above. The upper rear screws **MUST** go through the Spigot holes – the Spigots will need to be held in position while fitting these screw. **DO NOT tighten Screws at this stage.**
- H) Loosely assembly the two (2) Platform Hand Rails (Item 6) between Front & Rear Frames using two (2) M10 x 50 long Button Head Screws (Item 14) per rail. **DO NOT tighten Screws at this stage.**



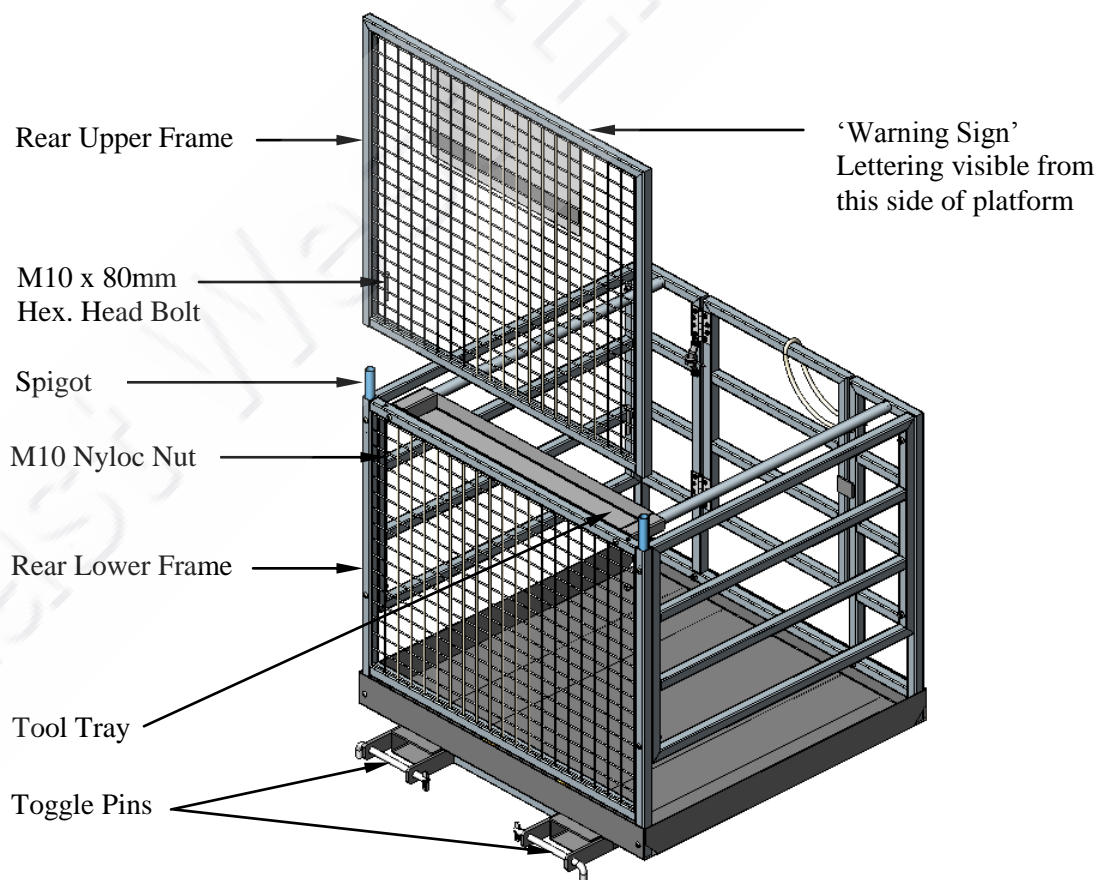
*Figure 1.2*

- I) All Screws may now be tightened – tighten the Side Panel fasteners, ensuring to square up all Frames, prior to those fixing the Platform Hand Rails.
- J) With the Gate closed, fit the Locking Latch (Item 8) over the Gate and secure using M8 x 50 long Button Head Screw (Item 15) and M8 Nyloc Nut (Item 18). Fit the screw from the outside, as shown in *Figure 1.3* below, through the Locking Latch and hole provided in the Framework. Ensure the Locking Latch is able to be rotated to enable the Gate to be opened inwards – **DO NOT over tighten the Nyloc Nut.**



*Figure 1.3*

- K) Referring to *Figure 1.4* below, fit the Rear Upper Frame (Item 4) onto the Spigots protruding from the Rear Lower Frame posts. The written Instructions on the 'Warning Sign' MUST be visible to the Work Platform occupants. Secure the upper frame to the lower frame using two (2) M10 x 80 long Hex. Head Bolts (Item 12) and M10 Nyloc Nuts (Item 17) as shown. Bolts to be inserted through the holes provided in the framework from the top.

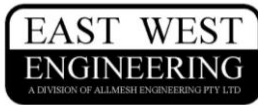


*Figure 1.4*





## Appendix C – to form Part of the Instruction Manual



### Forklift Work Platform Fixed Anchorage Inspection Record Card

#### **Platform Fixed Anchorage Specifications:**

(Customer to complete)

Platform Type Number: **FWP25**  
Serial Number (refer Compliance Plate): \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Platform Manufacturer's Name: East West Engineering  
Platform Manufacturer's Address: 22 Clearview Place,  
Brookvale NSW 2100  
Eye Bolt Part Number Code: **SC44121-006** (or equivalent)  
Description: M22 Eye Bolt  
Eye Bolt conforms to: AS 2317 - 1998  
Collared Eyebolts  
Working Load Limit: 1.50 Tonne Minimum

#### **Suitability & Limitations on Fixed Anchorage Usage:**

Each Anchorage Point within the Platform has been designed for the purpose of free fall-arrest, single point one-person anchorage and with an ultimate strength in direction of loading of 15 kilonewtons in accordance with Australian Standard AS/NZS 1891.4.

#### **Inspection Recommendations:**

Both Anchorage Points and parent structure (flooring, supporting channel & Platform framework) shall be inspected in accordance with Australian Standard AS/NZS 1891.4. East West Engineering recommend visual inspection be performed at least annually by a 'Height Safety Equipment Inspector', (defined as a person who is competent in the skills needed to detect faults in height safety equipment and to determine remedial action – AS/NZS 1891.4, Clause 1.4.8), using **Appendix C – Work Platform Fixed Anchorage Inspection Record Card** as a guide and to record and maintain Fixed Anchorage maintenance records.

#### **Anchorage Point Identification:**

Anchorage Points are numbered for maintenance record purposes starting from (1) being on the left hand side of the Platform floor at the rear as seen upon entering through the Gate and (2) on the right hand side of the Platform floor at the rear.

**Inspection Items:**

- 1. Eye Bolt Inspection – M22 Eye Bolt (WLL: 1.50 Tonne minimum) Type SC44121-006 or equivalent.** Visually check Eye Bolt at each anchorage point for wear, distortion, cracks and any deterioration. Note below any of the above conditions found and the required action to be taken.

<u>Anchor Point</u>	<u>Condition or Fault</u>	<u>Action Required</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note:** Any worn, distorted or deteriorated Eye Bolts **MUST** be replaced prior to placing the Platform back into service.

- 2. Anchorage Point Inspection –** visually check the flooring around the Eye Bolts, supporting channel underneath the Platform and the Platform framework for wear, distortion, cracks and any deterioration. Ensure the locknuts securing the Eye Bolts have not loosened. Note below any of the above conditions found and the required action to be taken.

<u>Anchor Point</u>	<u>Condition or Fault</u>	<u>Action Required</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note:** Any worn, distorted or deteriorated flooring, supporting channel or Platform framework **MUST** be replaced or repaired prior to placing the Platform back into service.

