

Toolbox Talk Details	
Title	D05 - Mobile access towers and access equipment
Reason	Mobile access towers must be erected in accordance with the manufacturer's instructions and only by suitably trained and competent individuals. If you do not use a mobile access tower correctly you could find yourself seriously injured or even worse. You may also compromise the safety of those working with you or around you.
Outline	This talk covers the safe erection, use and stability of mobile access towers and access equipment, and outlines some common workplace hazards.
Before erecting the tower	
<ol style="list-style-type: none"> <li>1. Ensure you are competent to erect the tower.</li> <li>2. Make sure the ground conditions are suitable (flat and firm).</li> <li>3. Choose a safe method of work, as recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).</li> <li>4. Check all components are in good condition (such as outriggers, brakes and locking devices).</li> <li>5. You should have access to the hire company or manufacturer's instruction manual.</li> <li>6. Ensure that the area is clear, clean and free from obstructions, such as overhead power lines.</li> <li>7. You should work in accordance with your employer's safe system of work (SSoW) (for example, following the risk assessment and method statement).</li> <li>8. Before using a mobile tower, you should ensure it has been inspected within the past seven days.</li> </ol>	
Before use	
<ol style="list-style-type: none"> <li>1. Ensure the tower is vertical and square.</li> <li>2. The wheels must be locked when the tower is not being moved.</li> <li>3. Check that outriggers are set correctly and are secured if needed.</li> <li>4. Ensure the platform is fully boarded out and guard-rails and toe-boards are fitted.</li> <li>5. Be aware of weather conditions if the tower is outdoors: high winds can blow them over. They should be used in accordance with the manufacturer's instructions.</li> </ol>	
Safe use	
<ol style="list-style-type: none"> <li>1. Always use the built-in stairway or ladder. If it is a vertical ladder, always climb it on the inside of the tower.</li> <li>2. Follow the manufacturer's instructions on base to height ratio.</li> <li>3. Guard-rails should be installed at the specified heights.</li> <li>4. Tie the tower to a permanent structure or install outriggers where necessary.</li> </ol>	

5. Do not move the tower if people or materials are still on the platform. Do not pull the tower along while standing on it. (This is known as 'surfing' and is highly dangerous, as the tower can easily tip over.)
6. Do not exceed the manufacturer's rated capacity (safe working load (SWL)) for the tower.
7. When moving towers, ensure there are no potholes, obstructions or overhead power lines in the way.
8. Ensure the platform access hatch is closed when you are working.
9. Never add any item to a scaffold platform to get extra height (for example, by using a stepladder, aluminium hop-up platform or empty crate).
10. Towers must only be used on firm, level surfaces. Provide support on soft ground.
11. Do not remove components (such as guard-rails), even if they are stopping you doing your job.
12. Tools and materials must be raised by hand internally. Never add lifting equipment to a mobile tower.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	