

03 Procedure for the Safe Use of MEWPS

Scope

This procedure applies to all employees, contractors, and visitors operating or working near MEWPs on-site.

1. Pre-Operation

1.1. Training and Competency

- Only trained and competent operators holding valid IPAF or equivalent certification are permitted to use MEWPs.
- Supervisors must ensure all operators are familiar with the specific type and model of MEWP to be used.

1.2. Risk Assessment

- Conduct a task-specific risk assessment to identify hazards such as overhead obstructions, ground conditions, and weather.
- Ensure all control measures from the risk assessment are implemented before use.

1.3. Equipment Checks

- Inspect the MEWP before each use, including:
 - Tyres and wheels.
 - Outriggers and stabilisers.
 - Hydraulic systems for leaks.
 - Emergency lowering systems.
 - Control panels and safety interlocks.
 - Fall protection equipment (harnesses, lanyards).
- Record inspections in the pre-use checklist.

1.4. Site Preparation

- Clearly mark the work area with warning signs and barriers to prevent unauthorised access.
- Check for and mitigate hazards:
 - Uneven or soft ground.
 - Slopes and inclines.
 - Nearby traffic or pedestrians.
 - Electrical hazards (minimum 3m clearance from power lines).
- Ensure suitable weather conditions; avoid operating in strong winds or heavy rain

2. Operation

2.1. PPE Requirements

- Operators and occupants must wear:
 - Safety helmet.
 - Hi-vis clothing.
 - Fall arrest harness attached to designated anchor points (if required).

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2.2. Loading

- Ensure the platform is not overloaded:
 - Adhere to the weight capacity specified by the manufacturer.
 - Account for tools, equipment, and personnel.
- Load items evenly to maintain balance.

2.3. Positioning and Movement

- Extend outriggers fully and use stabilisers where required.
- Level the platform using integrated levelling systems.
- Avoid driving the MEWP while elevated unless explicitly permitted by the manufacturer.
- Operate at slow speeds when manoeuvring in tight areas or near hazards.

2.4. Controls

- Operate the MEWP from the designated control panel or remote control.
- Maintain clear communication with ground personnel and ensure a spotter is present for complex tasks.

3. Emergency Procedures

A RESCUE PLAN MUST BE PROVIDED AND REVIEWED ON-SITE

3.1. Emergency Lowering

- Ensure all operators know how to use the emergency descent controls.
- Provide training for ground personnel on operating emergency lowering systems in case of incapacitation.

3.2. Incident Reporting

- Immediately report any faults, damage, or incidents to the supervisor and record them in the maintenance log.
- Isolate the MEWP from use until repairs or inspections are carried out

4. Post-Operation

4.1. Securing the MEWP

- Lower the platform fully and retract outriggers.
- Park the MEWP in a secure area with the parking brake applied.
- Remove keys to prevent unauthorised use.

4.2. Inspections

- Conduct a post-use inspection for any new damage or issues.
- Record findings and report any concerns to the maintenance team.

4.3. Maintenance

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- Adhere to the manufacturer's maintenance schedule.
- Ensure all repairs are performed by qualified personnel.

5. General Safety Considerations

- Do not operate a MEWP under the influence of alcohol, drugs, or medication affecting judgment.
- Avoid leaning over guardrails or using ladders within the platform to gain extra height.
- Never use a MEWP as a crane or for tasks beyond its intended purpose.

References

- Work at Height Regulations 2005.
- LOLER 1998: Lifting Operations and Lifting Equipment Regulations.