

“The safety and health of our employees is our top priority. Everyone goes home safe and healthy – every day.”

MEWP Safe Use Plan

SAMPLE

[Company name]

[Date Authorized]

[Version}

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SAMPLE

Company Name			
Policy Name	MEWP Safe Use Plan	Version	
Authorized By		Date	

Purpose

The purpose of this program is to establish safety guidelines for employees who operate, perform work on, or work near mobile elevated work platforms (MEWPs). Company Name is committed to providing a safe work environment for all employees. Workers involved with MEWPs will be trained on the hazards of such work and the requirements of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide MEWP machine and related equipment that is both OSHA and ANSI compliant.
2. To develop a MEWP safe use policy and revise it when necessary.
3. To identify employees who are affected by this policy and ensure that they receive the required training.
4. To provide required protective equipment to employees.
5. To provide technical support to employees for MEWP equipment issues.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when deficiencies are discovered.
8. To ensure only trained and authorized employees perform work on mobile elevated work platforms.
9. To assign a qualified MEWP supervisor to work areas with MEWP in use.

MEWP Coordinator

The company MEWP Coordinator is **(Enter Name or Position)**. The MEWP Coordinator has the following responsibilities:

1. To administrate and supervise the company MEWP program in accordance with ANSI and OSHA regulations.
2. To coordinate or provide MEWP training to employees.

3. To facilitate communication between employees and management on MEWP safety issues.
4. To maintain contact with MEWP manufacturers to ensure that recalls and other manufacturing issues are kept current.
5. To perform periodic inspections and audits to ensure compliance with this program.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employee operates or performs work on MEWPs without receiving the required safety training.
2. To provide communication between employees and management on MEWP safety issues.
3. To make sure that employees have available and use all required personal protective equipment.
4. To monitor employees to verify they are using safe work practices.

Maintenance Supervisor

(Insert Name or Position) oversees the MEWP maintenance program. Their responsibilities are:

1. To manage the MEWP maintenance and repair program.
2. To coordinate and track MEWP preventative and corrective maintenance items in accordance with ANSI and manufacturer requirements.
3. To collect and store all MEWP safety reports and inspection forms.
4. To manage MEWP inspection schedules.
5. To provide technical assistance as necessary to employees.
6. To periodically audit equipment and inspection records.
7. To maintain all operator manuals in good condition and are kept in a weatherproof compartment on the vehicle.

Employees

Employees have the following responsibilities:

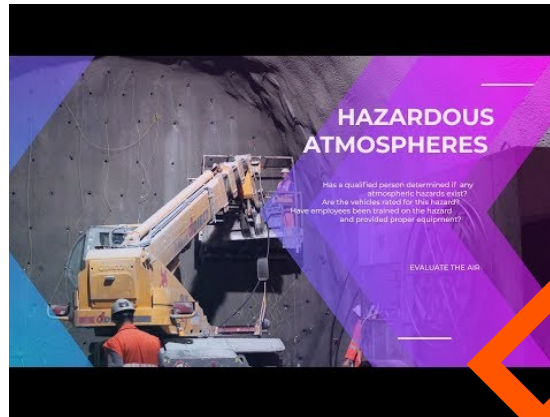
1. To complete all required safety training before performing work with MEWPs.
2. To wear all required personal protective equipment.
3. To work in accordance with the rules of this program.
4. To immediately report any safety issues to a supervisor.

MEWP Requirements

MEWPs used in the workplace must meet the design and construction requirements of the American National Standards Institute. The MEWP Administrator will verify that

vehicles used for the workplace meet these requirements and are in a safe working condition.

MEWP Selection



Selecting the correct mobile elevated work platform for the task is critical for employee safety. Incorrect or inadequate MEWPs may cause employees to push the limits of the vehicle or engage in unsafe behavior. The company will evaluate the facility and job sites to identify the correct type of MEWP for the task. Supervisors on the job site will evaluate available MEWPs and verify they are appropriate.

MEWP Selection Factors

Required Elevation

How high does the worker need to reach? How close does the worker need to be to the work being performed?

Horizontal Outreach

What is the required horizontal outreach? What is the height of the object that needs to be reached over to access the work? Are there any obstacles on the ground that limit the position of the vehicle?

Required Capacity

How many people need to be lifted? What is required to be on the platform in addition to personnel? What is the maximum expected load of people, tools, and equipment?

Support and Driving Conditions

What are the ground conditions on the job site? What terrain will the machine be travelling and elevating on? Will the ground hold the weight of the vehicle? Are there any tunnels or chambers beneath the support surface? What is the slope and condition of the support surface?

Hazardous Atmospheres

Has a qualified person determined if any atmospheric hazardous exist? Are the vehicles rated for this hazard? Have employees been trained on the hazards and provided proper equipment?

Indoor Work Areas

Is buildup of vehicle emissions a concern? Is there enough lighting? Are there any obstacles that need to be maneuvered around? Will the floor support the load? What other work is going on in the area?

Access to the Work Area

How will the vehicle be delivered? What is the access point? Are there any obstacles, such as stairs or ramps, that need to be maneuvered around? Are there pedestrian or vehicle traffic hazards? Will the vehicle be moved while in an elevated position?

Authorized MEWPs

Company Owned MEWP

Company owned MEWP will be evaluated and authorized by the program coordinator. Each vehicle will be specifically authorized for a type of work to be performed.

Lift Type	Serial or ID Number	Authorized Uses

Rental Lifts

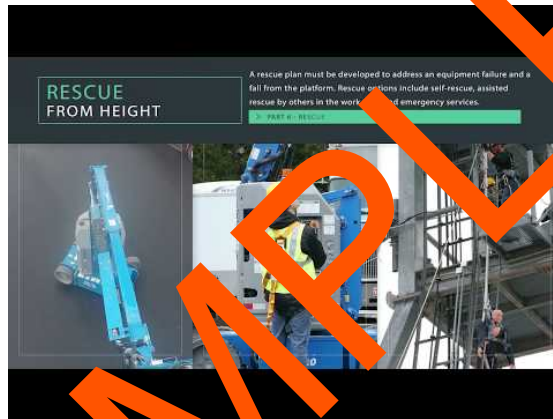
When an MEWP is rented from another organization, the program administrator will evaluate the organization to determine if their rental fleet meets the company safety requirements. The program administrator will then authorize employees to rent vehicle from those organizations.

Authorized Rental Agency	Phone Number	Address

Using Other Organization's Equipment

When performing work on multi-company sites, employees may be required to use MEWPs that belong to other organizations. In this case, the site supervisor will inspect the equipment and discuss the other organization's MEWP safe work plan. If the site supervisor is satisfied, he may authorize trained employees to use the lift.

MEWP Risk Assessments



A qualified person will perform an assessment of the risks associated with MEWP use at the facility or on the job site. Risk assessments and vehicle selection involve many factors. The qualified person will consult manufacturer references for additional guidance.

1 – Identify the Task to be Undertaken

The task to be undertaken must be clearly identified, including the location and timing.

2 – Select an Appropriate MEWP

An appropriate machine for the task must be identified. Factors to consider include:

- The task to be performed.
- The constraints of the worksite.
- Ground conditions.
- Site access.
- Proximity to other workers.
- Proximity to other equipment.
- Proximity to the public.

3 – Assess the Risks Associated with the Task

Risks associated with MEWP operations must be identified.

4 – Identify Control Measures

Procedures and measures required to control risks must be identified and implemented.

5 – Identify Safe Work Procedures

Safe work procedures must be identified for completing the task. These work procedures must include any potential contingencies.

6 – Rescue from Height



Equipment Failure

If a system failure results in the loss of control functions, the operator will:

1. If possible, notify and coordinate with a MEWP supervisor.
2. Switch to the auxiliary power system and lower the platform to the ground.
3. If this does not work, the operator will use the secondary manual emergency descent controls to lower the platform.

Fall from the Platform

The company will implement a plan, in writing, for rescuing an employee who has fallen from the platform. A qualified person will develop a plan that is appropriate and limits the time a person is suspended after a fall. This plan may include:

1. Self-rescue.
2. Assisted rescue by workers in the area.
3. Technical rescue by emergency services.

Implementing the Risk Assessment

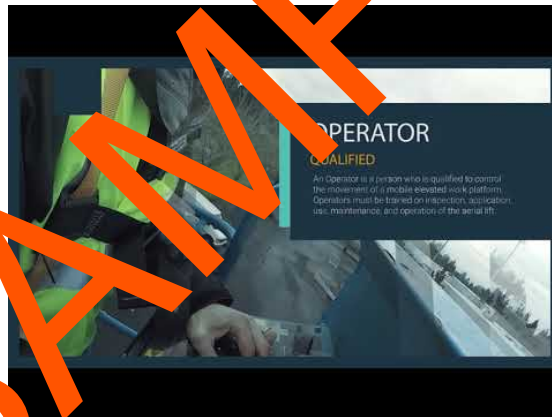
The risk assessment will be communicated to everyone involved. For long-term jobs, this assessment will be repeated periodically as necessary. Any changes to the risk assessment must be communicated immediately to workers.

MEWP Use on Job Sites

A qualified supervisor must review and assess a job site before employees can use MEWPS. The supervisor must:

1. Obtain the contact information for a site representative who can provide access and information about site conditions.
2. Arrange access to the site.
3. Perform a risk assessment.
4. Coordinate with the site supervisor to ensure that the site is prepared for MEWP use.
5. Request information from the site supervisor about ground conditions, any subterranean structures, and relevant safety hazards.
6. Assess the site to ensure that the support surface can hold with weight of the MEWP and related equipment.
7. Inform operators of local site requirements, inform of any site hazards, and provide the means to protect against those hazards.
8. Coordinate with the site supervisor to ensure any required maintenance is performed to keep the site safe for MEWP use.

Types of MEWP Workers



Mobile elevated work platform workers have three classifications. They are:

1. **Operators** – A person qualified to control the movement of the MEWP.
2. **Occupants** – A person on the work platform.
3. **Supervisor** - A person assigned to monitor operator performance and supervise their work.

Every MEWP evolution must have a designated supervisor.

MEWP Training Requirements

All operators and employees who work on MEWPS must be trained on the safety requirements of vehicle operation and demonstrate proficiency at operating and

performing work on the device. This training consists of both theory and demonstration of competency.

Authorized Trainers

The MEWP Coordinator will designate trainers to train and certify employees on using MEWPs. These trainers must have the knowledge, training, and experience necessary to train employees to operate safely.

Authorized Trainers	Authorized Vehicle Types

MEWP Operator Training

Theory

Operators must be trained on the following MEWP safety subjects:

1. The selection of appropriate MEWPs from the various classifications including available options.
2. Understanding that operation manuals are an integral part of the MEWP and need to be stored properly in the weather-resistant compartment on the MEWP when not in use.
3. Validation that annual inspection is current on the placard when present on the MEWP.
4. Knowledge of how to perform a pre-start inspection.
5. Responsibilities associated with problems or malfunctions affecting the operation of the MEWP.
6. Knowing and understanding factors affecting stability.
7. Recognition and avoidance of hazards associated with operation.
8. Knowing and understanding workplace inspections and that they must be performed prior to each use.
9. Knowing and understanding wind hazards and weather conditions.
10. Thorough understanding of the intended purpose and function of the MEWP controls, including platform, ground, and emergency descent controls.
11. General knowledge of various MEWPs and features and devices specified by the MEWP manufacturer to include physical characteristics and other machine options.
12. Applicable regulations, standards and safety rules.
13. Use of personal protective equipment (PPE) appropriate to the task, worksite and environment and those required by the manufacturer.
14. Safe traveling practices.
15. Issues associated with transport (if appropriate).