

Environmental Health & Safety - Safe Work Guidelines		
<b>Mobile Elevating Work Platforms</b>		
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## SAFE WORK GUIDELINES: MOBILE ELEVATING WORK PLATFORMS

A Mobile Elevated Work Platform (MEWP) is a temporary work platform for personnel, tools and equipment, to complete tasks at heights.

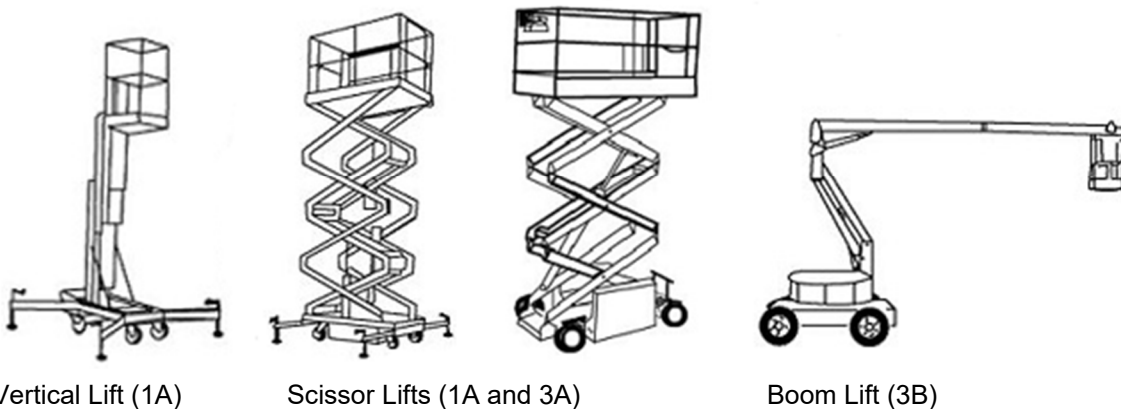
There are several different types of MEWPs that can be classified by a combination of two key descriptions:

- MEWP Group – determined by where the platform is located relative to the tipping line
  - Group A: The platform never extends beyond the tipping line
  - Group B: The platform is designed to extend beyond the tipping line
- MEWP Type – determined by how the equipment can be moved
  - Type 1: Travel is only permitted when the MEWP is in its stowed position (platform is lowered)
  - Type 2: Travel with the platform elevated is controlled from the chassis (base)
  - Type 3: Travel with the platform elevated is controlled from the platform

At MRU, the most common MEWPs in use are:

- 1A – Elevating rolling work platforms, e.g. scissor or vertical lifts
- 3A – Self-propelled elevating work platforms, e.g. scissor lifts
- 3B – Boom-type elevating work platforms, e.g. boom lifts

**Figure 1: Types of MEWPs at MRU**



Hazards of working with MEWPs include:

- |                               |  |
|-------------------------------|--|
| • Tipping or overturning      | • Overloading the platform                               |
| • Unstable or sloped surfaces | • Contact with nearby equipment, pedestrians, or workers |
| • Working at height           | • Pinch and crush points                                 |
| • Overhead power lines        | • Poor maintenance                                       |
| • Overhead obstructions       | • Unauthorized access or use of the equipment            |



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**Follow the guidelines outlined here and in the manufacturer's operating manual** to reduce the risk of injury and property damage when using MEWPs.

## SAFE WORK GUIDELINES

Only trained and authorized personnel are permitted to operate MEWPs at MRU. All users must have certification for the type of lift they will be operating as well as fall protection certification. Training for MRU employees is available through Environmental Health & Safety.

Contractors may only use MRU-owned MEWPs with permission from Building Operations, including a signed Short Term Equipment Loan Agreement and demonstration of current MEWP and fall protection training. Contractors must also use fall protection and follow all guidelines as noted in this document and the manufacturer's operating manual.

It is strongly recommended that if a user has training but has not operated a specific MEWP in more than 3 months, they contact their supervisor to arrange a review of the equipment operation.

Contractors are not permitted to use MRU equipment without oversight from qualified and authorized MRU personnel and permission from Building Operations management.

All users must wear fall protection connected to the manufacturer-installed or engineer-designed anchor points when working in a MEWP. This includes operating any self-propelled elevating work platform from the platform controls.

Select the right MEWP for the job, considering working height, ground conditions, load and maneuverability.

Only use MEWPs on firm level surfaces, unless it is equipped with outriggers designed for use on sloped surfaces.

A pre-use inspection and function test, using the Mobile Elevating Work Platform Inspection Checklist, must be completed by the user before each work shift that the equipment is in use. The function test must include a test of the emergency stop and lowering system. Do not use any equipment that fails the pre-use inspection or function test – tag the equipment out of service and report it to your Supervisor.

A fall protection plan is required for all work over 3 m / 10 ft being performed from a MEWP.

Do not exceed the rated platform capacity intended by the manufacturer and do not place or attach overhanging loads onto any part of the MEWP.

Do not use MEWPs outside in strong or gusty winds exceeding 50 kph (28 mph).

Do not operate the machine unless the guard rails are properly installed and the entry to the platform is secured. Do not stand, sit, or climb on the guardrails and do not use ladders or step stools on the platform to extend your reach.



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Perform a Field Level Hazard Assessment before starting, moving, or elevating a MEWP. Flag, delineate or barricade work zones to prevent unauthorized access, and use a spotter when moving equipment in congested areas.

Check for overhead hazards before elevating the platform and do not lower the platform until confirming the area below is clear of personnel and obstructions.

Keep away from energized power lines; determine the voltage of all power sources in the area and maintain the required clearance as outlined in the operator's manual and on the MEWP decals.

## INSPECTIONS

A pre-use inspection, using the Mobile Elevating Work Platform Inspection Checklist, must be completed by the user before each work shift that the equipment is in use.

An annual inspection must also be completed by a qualified third party, organized through Building Operations.

If the equipment fails any inspection, tag it out of service and notify a Building Operations supervisor to organize repair by a qualified service technician.

Regular preventive maintenance is managed by Building Operations and is conducted as per the manufacturer's operating manual. Records are kept by Building Operations using the Archibus system.

## DEFINITIONS

**Boom Lift:** A self-propelled lift with a platform that is designed to extend beyond the tipping line. Includes articulating boom lifts, with arms that bend and allow the bucket to move around objects, and telescopic boom lifts, which have straight arms.

**Elevated Rolling Work Platforms:** A type of mobile elevated work platform that is positioned manually before the platform is elevated.

**Scissor Lift:** A self-propelled lift or elevating rolling work platform with a platform that never extends beyond the tipping line. The name comes from the mechanism used to elevate the platform, which consists of linked, folding supports in a crisscross pattern.

**Self-Propelled Lift:** A type of mobile elevated work platform where the controls for movement and lift are located on the work platform, so that the equipment can be moved while the platform is elevated.

**Vertical Lift:** An elevating rolling work platform that can only be moved with the platform in a stowed position, with of a platform that never extends beyond the tipping line.



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**REVISION HISTORY**

Date	Revision	Notes
November 2019	01	Creation of Safe Work Guidelines