

MEWP/TBT/MS/01



## Mobile Elevating Work Platforms Site Specific Safe System of Work

**Mobile Elevating Work Platforms**  
Site Specific Safe System of Work

Number: 0543210 / UK

Type / Model:

Registration / Serial No:

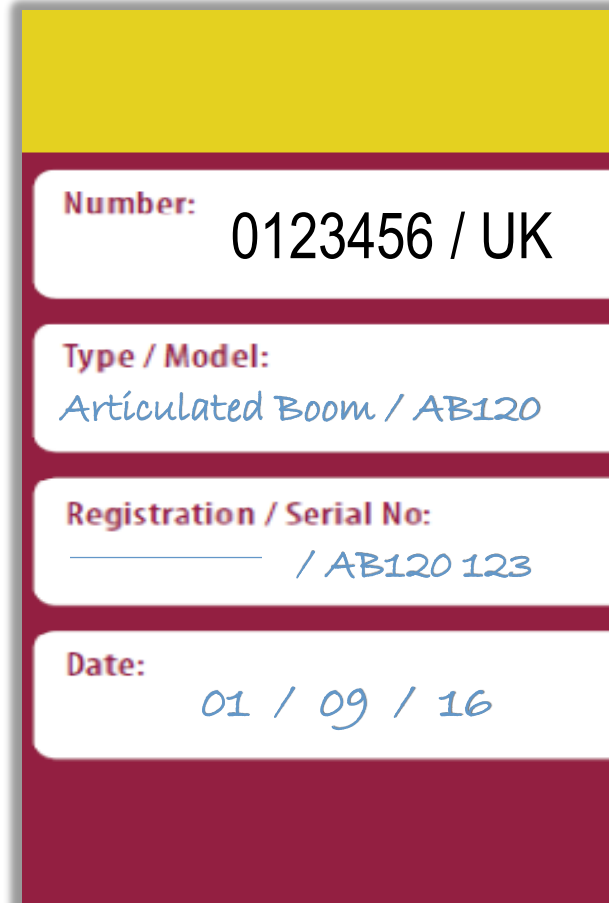
Date:





Add your notes here:

Introduction: A brief guide to implementing / using the booklet 



<b>Number:</b>	0123456 / UK
<b>Type / Model:</b>	Articulated Boom / AB120
<b>Registration / Serial No:</b>	_____ / AB120 123
<b>Date:</b>	01 / 09 / 16

- It is recommended that a copy of the booklet be provided to attendees alongside this toolbox talk.
- Each booklet is individually serial numbered and becomes an accountable record of MEWP work.
- Each unique number can be used with MEWPs security fitted with combination coded keypads.
- Can be used for a variety of MEWP, from vehicle mounted booms / mobile booms / scissor lifts etc.
- Each booklet requires user input with regards to site specific details in 'real time' for duty holders.
- Can be integrated into existing procedures as a means to comply and encourage MEWP safety.





Add your notes here:

## Step 1. Use the checklist to help identify site specific hazards

**IMPORTANT:** No person should engage in any activity at height, including planning, organisation or supervision, unless competent to do so

HAZARD <input checked="" type="checkbox"/>	RISK ? <input type="checkbox"/>	CONTROL <input checked="" type="checkbox"/>
Below are examples of hazards that may be encountered when planning to use Mobile Elevating Work Platforms (MEWP) for work at height. This list though not exhaustive, can be used to undertake site specific assessment:		
Deliberate Misuse of MEWP:		
Road or Footway:		
Overhead Power Lines, Pylons:		
High Winds, Gusts, Funnelling:		
Heavy Rain, Lightning Strikes:		
Catapult or Falls from Platform:		
Work Near or Over Deep Water:		
Overloading the Work Platform:		
Danger to Workforce or Public:		
Falling Objects or Hand Tools:		
Remote or Isolated Working:		
Inadequate Lighting, Visibility:		
Uncompacted Surface, Gravel:		
Waterlogged, Frozen Ground:		
Security or Unauthorised Use:		

**STEP 2. Calculate the probability and severity of any harm**

List individually the potential hazards you find in Column (1). Next, add the person(s) likely to be harmed in Column (2). Use the table below to calculate probability / severity of each and report findings in Column (3):

SEVERITY OF HARM (S)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Fatal (F)	5	10	15	20	25																				
Major (M)	4	8	12	16	20																				
Minor (M)	3	6	9	12	15																				
Very Minor (V)	2	4	6	8	10																				
Unlikely (U)	1	2	3	4	5																				

**THINK !** No job is too important to risk injury or death!

**Risk Factor:**

Risk Factor	12-25	5-10	1-4
High			
Medium			
Low			

**STEP 3. Implementation of the control measures / methods**

List the control measures / methods to be implemented in Column (4). Re-calculate the probability / severity of harm, reporting new findings in Column (5). Continue only if Low Risk Factor is achieved. Example:

Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
LIST POTENTIAL HAZARDS	WHO MAY BE HARMED		CONTROL MEASURES / METHODS TO BE IMPLEMENTED	
1) Localised high winds forecast	Operator / Workforce	X	Stop operating MEWP if anemometer records wind speeds of 28km/h	

Section 1 MEWP Hazard checklist and site specific risk assessment matrix Page 1

- No person should engage in any activity at height including planning etc, unless competent to do so.
- It is very important that site specific hazards and risk of potential harm are identified and controlled.
- A competent person, possibly a trained operator, should undertake a site specific risk assessment.
- The first page in the booklet provides information and step-by-step guide on how this can be done.
- A checklist is provided to help identify the specific hazards which reflect the 'realities' of the location.
- A risk assessment matrix is provided to calculate the probability of an incident and severity of harm.

Entrapment, Crushing Potential:



Overhead Power Lines, Pylons:



High Winds, Gusts, Funnelling:



Heavy Rain, Lightning Strikes:



Catapult or Falls from Platform:





Add your notes here:

## Step 2. Record findings, assess, implement control measures

**IMPORTANT:** MEWP operations should only commence once the control measures and methods of work have been approved and implemented

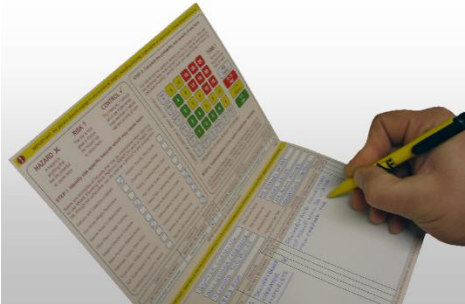
Nature of Work: \_\_\_\_\_ Site Contact Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Site Telephone No: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Assessor's Name: \_\_\_\_\_  
Assessor's Job Title: \_\_\_\_\_

Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
LIST POTENTIAL HAZARDS	WHO MAY BE HARMED	H M L	CONTROL MEASURES / METHODS TO BE IMPLEMENTED	H M L

Section 1 MEWP Site specific risk assessment and control measures / methods to be implemented Page 2

- Sections have been provided to record the nature of the work, site location and site contact details.
- The potential hazards identified must be recorded along with an assessment of who may be harmed.
- Control measures shown on this toolbox talk are not definitive, other methods may be appropriate.

Column (1)	Column (2)	Column (3)			Column (4)	Column (5)		
LIST POTENTIAL HAZARDS	WHO MAY BE HARMED	H	M	L	CONTROL MEASURES / METHODS TO BE IMPLEMENTED	H	M	L
1. Operator entrapment / potential for crushing against overhead beams.	MEWP Operator	X			MEWP cage will be fitted with secondary guarding equipment (Sanctuary Zone), to provide additional operator protection.			✓
2. Operator falling or being catapulted from the elevated platform.	MEWP Operator		X		MEWP operator is to wear a suitable full body fall protection harness, coupled with an anchored adjustable restraint lanyard.			✓





Add your notes here:

## Step 3. Continuation page, review and revise as work requires

**IMPORTANT:** Review and revise as necessary should the MEWP operating conditions change to an extreme where operational safety is affected

Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
LIST POTENTIAL HAZARDS	WHO MAY BE HARMED	H M L	CONTROL MEASURES / METHODS TO BE IMPLEMENTED	H M L

Section 1 Continuation and amendments Page 5

- A continuation and amendments page has been included to review and revise safety as required.
- Changes to operational conditions could include weather, unplanned works and other co-workers.
- MEWP operations should only begin once control measures have been approved and implemented.

Column (1)	Column (2)	Column (3)			Column (4)	Column (5)		
LIST POTENTIAL HAZARDS	WHO MAY BE HARMED	H	M	L	CONTROL MEASURES / METHODS TO BE IMPLEMENTED	H	M	L
Additional (14:00 hrs.)  Localised high winds & strong gusts increasing potential for the MEWP to blown over.	MEWP operator / site co-workers	X			MEWP operator will take frequent wind speed readings using an anemometer. If wind speed approaches 28 mph stop work and stow the MEWP immediately.			✓





Add your notes here:

## Step 4. Record details of site rescue plan procedures & drills

**IMPORTANT:** The Work at Height Regulations 2005 requires that planning of work at height includes planning for Emergencies and Rescue.

It is a legal requirement when working at height to plan for emergencies and rescue. UK Guidance advises that there should always be an on-site duty holder (Appointed Person) at ground level, who can respond in the event of machine malfunction, work platform entanglement, illness, injury or risk of exposure. They should be appropriately trained and familiarised in the operation of the MEWP's emergency descent ground control functions. A generic rescue plan is shown on the reverse of this booklet. Additional site rescue assessment, procedure, designated rescue personnel and equipment should be referenced below.

Appointed Person (AP):  Telephone No / Other:

First Aid Responder:  Telephone No / Other:

Maintenance Engineer:  Telephone No / Other:

Designated on-site rescue personnel and other persons made aware of this rescue plan, should sign the declaration signature boxes on page 6 of this booklet.

PERSONNEL	SITE RESCUE EQUIPMENT	SITE RESCUE ASSESSMENT / RESCUE PROCEDURE (DESCENT DRILL)

DECLARATION: (By Appointed Person) I am familiarised in the MEWP's specific emergency descent functions and can respond in the event of an emergency:  
☒ SITE EMERGENCY DESCENT DRILL HAS BEEN REHEARSED ☐ Full Name / Signature:

Section 2 Planning for MEWP Emergencies and Rescue Page 4

- It is a legal requirement when working at height to have a plan to respond to emergency and rescue.
- Companies will already have in-house procedures in place, this page is to record site specific details.
- Not all sites have additional MEWP, so provision should be made for alternative means of rescue.

Appointed Person (AP):  Telephone No / Other:

First Aid Responder:  Telephone No / Other:

Maintenance Engineer:  Telephone No / Other:

Designated on-site rescue personnel and other persons made aware of this rescue plan, should sign the declaration signature boxes on page 6 of this booklet.

SITE RESCUE PERSONNEL	SITE RESCUE EQUIPMENT	SITE RESCUE ASSESSMENT / RESCUE PROCEDURE (DESCENT DRILL)
Another Operator A. Supervisor	Auxiliary MEWP / auxiliary lanyards	Following a thorough risk assessment, follow procedure for MEWP basket to basket transfer...





Add your notes here:

## Step 5. Undertake / record pre-use visual and function checks

**IMPORTANT: MEWP pre-use checks should only be undertaken by trained operators familiarised in the machine's specific characteristics.**

The trained operator should always refer to and undertake the pre-use inspection and function checks as detailed in the specific manufacturers' operating manual. A generic checklist has been provided below to record findings. It is not exhaustive. Depending on machine type and model selected, additional inspection and function checks may be required and will need to be recorded. All damaged or defective machines must be immediately isolated, tagged, reported and removed from service. All machine maintenance and repairs should only be carried out by authorised and industry qualified MEWP engineers.

Operator's Name:  MEWP Type / Model:

Operator's Licence No:  Registration / Serial No:

Licence Issue Date:  Licence Expires:  Odometer Reading Kms:  Plant Hours:

Date of Pre-use Check:  Shift Start Time:  Last LOLER Inspection:  LOLER Next Due:

1. Manufacturers' operating manual is intact, legible, relevant for type, model: ☐

2. Cleanliness, no spillages, offensive graffiti, accumulated rubbish or debris: ☐

3. Decals and markings are intact, located in right position, clean and legible: ☐

4. Hoses, chains and electrical cables all secured, no wear, damage or chafing: ☐

5. Drive and transmission, brakes, steering, wheels, nuts, tyres, (tracks if fitted): ☐

6. Horn and audible alarms, visual warning lamps and flashing beacons work: ☐

7. Primary upper and ground control functions, (outriggers, stabilisers if fitted): ☐

8. Auxiliary upper and ground control functions, manual bleed down systems: ☐

9. Safety devices and features are operational and have not been overridden: ☐

10. Last below observations or a brief explanation of any damage or faults found:

DECLARATION: (By MEWP Operator) I confirm I have carried out all MEWP pre-use inspection and function checks as per the operating manual and report it:

UNSAFE TO OPERATE ☐ SAFE TO OPERATE ☒ Full Name / Signature:

Section 3 MEWP Operators' pre-use inspection and function checks Page 5

- Sections have been provided to record both the operator's and MEWP details, including LOLER.
- The operator must undertake visual and function checks. A checklist to record findings is provided.
- A section has been provided to report damage or faults and a signature is required by the operator.

Operator's Name:  MEWP Type / Model:

Operator's Licence No:  Registration / Serial No:

Licence Issue Date:  Licence Expires:  Odometer Reading Kms:

Date of Pre-use Check:  Shift Start Time:  Last LOLER Inspection:  LOLER Next Due:

1. Manufacturers' operating manual is intact, legible, relevant for type, model: ☒

2. Cleanliness, no spillages, offensive graffiti, accumulated rubbish or debris: ☒

3. Decals and markings are intact, located in right position, clean and legible: ☒

4. Hoses, chains and electrical cables all secured, no wear, damage or chafing: ☒

5. Drive and transmission, brakes, steering, wheels, nuts, tyres, (tracks if fitted): ☒

6. Horn and audible alarms, visual warning lamps and flashing beacons work: ☒





Add your notes here:

## Step 6. Communication, compliance, site safety officer's audit

**IMPORTANT: The Site Agent / Nominated Safety Officer should conduct regular safety audits to monitor compliance and resolve any safety issues**

DECLARATION: (By relevant on-site co-workers, designated on-site rescue personnel and other persons directly involved or affected by the MEWP operation: I, the undersigned, recognise that I have a duty of care and agree to follow and act upon the regulations and industry safety guidelines, including local site procedures, concerning the use of Mobile Elevating Work Platforms. I have been informed of the site specific hazards and the control measures / methods to be implemented, including all emergency procedures to be followed in the event of an incident. I will at all times conduct myself responsibly and professionally.

Full Name / Signature: / Full Name / Signature: /  
 Full Name / Signature: / Full Name / Signature: /  
 Full Name / Signature: / Full Name / Signature: /  
 Full Name / Signature: / Full Name / Signature: /

DECLARATION: (By Contractor / Sub-Contractor / MEWP Operator) I am able to provide upon reasonable request all documented evidence of the following:

8. Familiarisation in MEWP model selected, recorded in Operators Log Book: ☐  
 9. Operatives have received the relevant Safety Harness training for MEWP: ☐  
 10. Safety Harness equipment has in-date, user / detailed inspection records: ☐  
 11. Other task specific risk assessment, occupational training, PPE provided: ☐  
 12. The correct level of Plant and Liability Insurance to legally operate MEWP: ☐  
 13. Adequate provision of security to prevent any unauthorised use of MEWP: ☐  
 14. Copy of safety policy, licences, certificates and liability insurance attached: ☐

DECLARATION: (By Site Agent / Nominated Safety Officer) I have undertaken an audit of the proposed / on-going MEWP operating works and determine that:

**ALL WORK IS TO STOP** ☒ **WORK CAN CONTINUE** ☒ Full Name / Signature: /

Section 4 Statement of Contractor / Operator compliance and Site Agents' or nominated Safety Officers' audit Page 6

- Communication is important and a signature block demonstrates communication to all those involved.
- An audit checklist is provided to demonstrate that all necessary provisions are in place prior to work.
- Finally, there is a section for Site Agents / Safety officers to monitor the proposed / ongoing works.

Full Name / Signature: A. Operator / Signature Full Name / Signature: A. Co-Worker / Signature  
 Full Name / Signature: A. Competent / Signature Full Name / Signature: A. Supervisor / Signature  
 Full Name / Signature: / Full Name / Signature: /  
 Full Name / Signature: / Full Name / Signature: /

DECLARATION: (By Site Agent / Nominated Safety Officer) I have undertaken an audit of the proposed / on-going MEWP operating works and determine that:

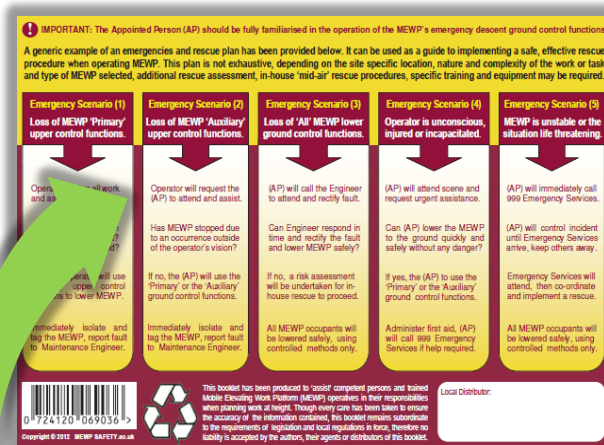
**ALL WORK IS TO STOP** ☒ **WORK CAN CONTINUE** ☒ Full Name / Signature: Safety Officer / Signature



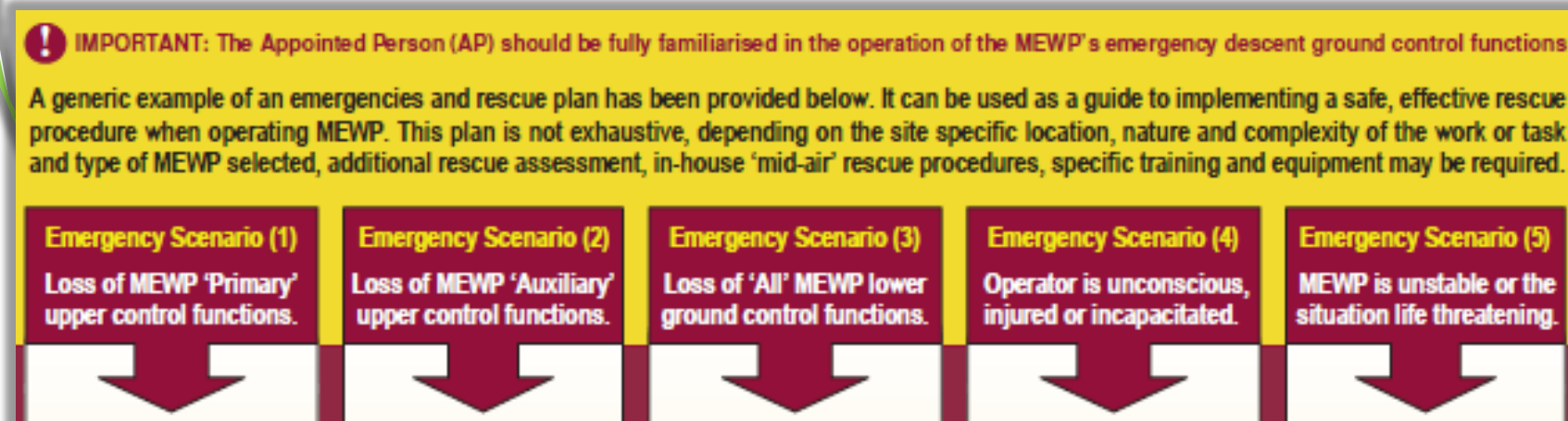


Add your notes here:

## Step 7. Example of an appointed person's generic rescue plan



- In addition to the recording of rescue procedures an example of an (AP's) rescue plan is provided.
- It provides five examples of emergency scenarios and can be used as a guide to implement rescue.
- Booklets can be purchased on-line or through our approved distributors. See: [www.mewpsafety.co.uk](http://www.mewpsafety.co.uk)





Management notes:

## Record of employee / contractor attendance & feedback

Date:	Company Name:	Attendees Name:	Signature:
/ /			

## A toolbox talk guide to implementing the MEWP SSoW

Was this toolbox talk relevant to how you should operate MEWP within this company?	<b>YES / NO</b>
Did the person presenting the MEWP toolbox talk make it interesting and informative?	<b>YES / NO</b>
Do you have any questions or concerns about any aspect of operating MEWP safely?	<b>YES / NO</b>
If so, would you like to speak to a member of Company Management in confidence?	<b>YES / NO</b>

Attendees remarks or comments:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Retain to file for future reference.

Please return this page completed to the presenter or if preferred a member of Company Management.