SAFE USE PLAN FOR MEWPS

The Home Depot

Rev Date: April 17, 2020

1 INTRODUCTION

This document describes The Home Depot's (THD) Safe Use Plan (SUP) for Mobile Elevated Work Platforms (MEWPs). This document sets the standards for safety, training, and use of attachments to complete required tasks for MEWP operation and maintenance.

- Attachment A –MEWP Workplace Checklist
- Attachment B –MEWP Site Risk Assessment Form
- Attachment C –Rescue Plan Template and Guidance Form
- Attachment D –Large Equipment Rental Check-in/Check-out Form

2 SITE RISK ASSESSMENT

A site risk assessment must be completed before MEWP use. This process helps identify the risks to facilitate safety. After the hazards are identified, procedures must be developed and implemented to eliminate or mitigate the risks. Use the MEWP Site Risk Assessment Form to identify and avoid risks. The form is provided in Attachment B.

After the risk assessment, the MEWP Workplace Checklist must be completed. The form is provided in Attachment A. Next, complete the Rescue Plan Template and Guidance Form. The form is provided in Attachment C.

3 MEWP SELECTION

MEWPs come in a variety of designs. Selecting the proper MEWP for the task is important for site and worker safety.

The goal is to choose the right MEWP for the task. There are different types of MEWPs with various rated capacities, working heights, and reaches. Select an appropriate machine based on:

- Type of task
- Worksite constraints
- Ground conditions
- Site access
- Proximity to the public or other workers

Selecting an appropriate MEWP for the task is critical to the safety of the operator, occupants, and others in the work area. Using the wrong machine for the job could result in injury or death, damage to the machine, or damage to the work location.

MEWPs are classified by group and type. The MEWP Group is determined by the platform location relative to the tipping line. The MEWP type is determined by how the equipment travels.

MEWP Groups

Group A	Group B
Does not allow the main platform to extend beyond the tipping line. Example: scissor lift	Allows the platform to extend beyond the tipping line Example: articulating or telescopic boom

MEWP Types

Type 1	Type 2	Type 3
Traveling is allowed only with the MEWP in its stowed position.	Traveling with the work platform in the elevated position is controlled from a point on the chassis.	Traveling with the work platform in the elevated travel position is controlled from a point on the work platform.
Examples: manually propelled vertical lifts (1A), trailer-mounted booms (1B)	Example: under-bridge inspection machine	Examples: electric or rough terrain scissor lifts (3A), articulated and telescopic booms (3B)

Questions to help identify the right tool for the job

Who?	What?
Who will use the equipment? What trades are they in?	What kind of work will be performed?
How many people need to be on the platform at once?	What are you lifting, and how much does it weigh?
Will they need operator or familiarization training?	What are the obstacles on site?
	Are there unusual work conditions like weather/wind, pedestrian/vehicular traffic, subsurface voids like basements or culverts or multiple shifts?
	What is your preferred power source?

How?	Where?
How will the equipment be used?	Where will the equipment be used?
How high do you need to reach or work?	Are you working on a single site or multiple sites?
How far do you need to reach out?	Is the work indoors, outdoors or a combination?
How will you transport the equipment?	What site characteristics influence the lift's use?
	Do you need to drive up or down a ramp?
	Do you need doorway access? Single, double or larger? Will you have narrow or congested access?
	Is there a slab, concrete or asphalt floor? Is the terrain level? Is it a hazardous environment?
	Is there access to electricity on site? Will there be active electrical lines near the site? Will fuel be readily available?

When?
When will the equipment be needed and for how long?

4 SITE ACCESS AND PREPARATION

Understanding the site accessibility will help facilitate safe MEWP transport to the site. Follow these steps to identify issues and prepare the site for MEWP use:

- Perform a site assessment to determine the path of the MEWP to the site and the site.
- Identify obstacles or limitations in the path.
- Determine if the support surface is adequate for the weight of the MEWP.
- Determine what surface preparation is required and how to maintain the surface during MEWP tasks.

5 MAINTENANCE, INSPECTION, AND REPAIR

Maintenance, inspection, and repair are important activities that keep MEWPS working safely and smoothly. Proper maintenance can also decrease the need for repair.

Maintenance

Follow these guidelines for MEWP maintenance:

- Maintain MEWPs according to manufacturer's recommendations.
- Verify that only qualified personnel conduct maintenance
  - Maintenance training must be conducted by a qualified person.

Inspections

There are several different types of MEWP inspections. Inspections must be performed by personnel qualified to inspect specific make and model of MEWP.

- Frequent inspections or inspections performed on an interval of less than a year
- Annual inspections performed on a yearly basis
- Pre-start inspections performed at the start of every day or the beginning of each shift
- Pre-delivery inspections

Frequent Inspections

Perform frequent inspections:

- If manufacturer's instructions require inspections,
- If out of service for longer than 3 months, or
- If environmental conditions require inspections

Frequent inspections must be performed by a person qualified to inspect the specific make and model of MEWP and must include all items on the Frequent Inspection Checklist.

Frequent Inspection Checklist
All functions and their controls, including controls for emergency operations, for speed(s), proper operation, and limits of motion
Ground-level controls, including the provisions for overriding of additional controls
All chain and cable mechanisms, for adjustment and worn or damaged parts
All guards are in place and in good working order
Lubrication of all moving parts, inspection of filter element(s); hydraulic oil, engine oil, and coolant
Visual inspection of structural components and other critical components such as fasteners, pins, shafts, turntable attachment devices, and locking devices
Instructions, warnings, and control markings are in place and legible
Hydraulic or pneumatic systems, for proper fluid or pressure levels and observable for proper operation, damage, leaks, or external wear
Electrical systems, for signs of damage, deterioration, dirt, or moisture accumulation
Tires for damage and proper inflation, as applicable
Wheel fasteners are in place and properly tightened
Lights, if applicable, for proper operation and illumination
Batteries checked for adequate fluid level and connections are secure and free from damage and corrosion, if applicable
Drive systems, brakes, steering, and speed controls for proper operation
Audible or visual alarms, if applicable, for proper operation
Communication systems between platform and ground are working properly

Annual Inspections

THD will perform annual inspections for MEWPs no later than 13 months from the date of the prior annual inspection.

Annual inspections must be performed by a person qualified to inspect the specific make and model of MEWP and must include all items on the Annual Inspection Checklist.

Annual Inspection Checklist
All items from the Frequent Inspection
Annual inspection items as specified by the manufacturer and manufacturer's bulletins
Verification that the MEWP is registered with the MEWP manufacturer and that any open safety-related bulletins are addressed as part of the inspection

Do not place the MEWP back into service until malfunctions and problems identified in the inspection have been corrected.

Pre-start Inspections

Pre-start Inspections must be completed before each workday or at the beginning of each shift by the MEWP operator. The user must have means to verify the daily completion of the Pre-start Inspections, for example, a tablet or a paper log. The operator will fill out the tablet or paper log to confirm the completion of the inspection.

Pre-start inspections must be performed by the operator, must be documented, and must include items on the Pre-start Inspection Checklist.

Pre-start Inspection Checklist
Operating and emergency controls
Audible and visual alarms and beacons
Personal protective devices that will be worn while operating/occupying the MEWP
Air, hydraulic, and fuel-system leaks
Electrical cables and wiring harness
Loose, damaged, worn, or missing parts
Tires (where applicable tire pressure), wheels, and wheel fasteners
Instructions, warnings, control markings, and operator's manual(s)
Structural items including extending structure and stabilizers/outriggers
Work platform, including guardrail system, floor, anchorage, and mounting
Cleanliness and general signs of damage
Brake operation and performance
Fluid levels including engine coolant, engine oil, and hydraulic oil
Pins, pin securing devices and visible damage to the means of support of the work platform and extending structure
Operation of stabilizers/outriggers, extendable, and oscillating axles
Additional items specified by the manufacturer

Pre-delivery Inspections

Prior to each delivery, the owner or dealer delivering the MEWP for sale, lease, rental or any form of use must verify the MEWP is inspected, repaired, and adjusted in accordance with the manufacturer's specifications. This must be documented on the Large Equipment Rental Check-in/Check-out Form (Attachment D).

Maintenance and Repair Safety Precautions

Before MEWP maintenance or repair, take these precautions, as applicable:

- Read and understand the instructions and precautions provided by the MEWP manufacturer.
- Stop power plant and render means of starting inoperative.
- Confirm all controls in the "off" or "neutral" position and all operating systems secured from inadvertent motion.

- Lower work platform to the full down position, if possible, or otherwise secure the platform to prevent motion.
- Relieve hydraulic oil pressure from all hydraulic circuits before loosening or removing hydraulic components.
- Use safety props or latches used as required and instructed by the manufacturer.

6 TRAINING

There are many types of training for the different groups that use the MEWPs. These include MEWP operators, MEWP occupants, personnel who maintain and repair MEWPs, as well as training for supervisors. Refer to the Documentation and Record Retention section for maintaining training records.

Operators

MEWP training by authorized providers for each type/classification of equipment is required. This training covers: In addition to proper and safe operation of the specific MEWP, training will cover:

- Proper and safe operation of the specific MEWP
- Proper selection of the correct MEWP for the task
- How to perform a site risk assessment, including rescue planning
- Occupant training

In the United States, retraining on specific equipment is based upon supervisor evaluation of the operator's capabilities. In Canada, operator training expires after five years.

All currently trained operators must be trained to the requirements of the American National Standards Institute (ANSI) 92.24 MEWP Training standards.

Occupant Training

Training is required for occupants on an MEWP platform to verify safe MEWP use. At least one of occupants have instruction on operating the MEWP in an emergency when the operator cannot. This instruction does not give the occupant authorization to operate the controls at any time except in an emergency.

Occupant training will cover:

- The requirement to use fall protection and the location of fall protection anchors
- Factors including how their actions could affect stability
- Safe use of MEWP accessories they are assigned to use
- Site-specific work procedures occupants must follow related to the operation of the MEWP
- Hazards related to the task at hand and their avoidance, to include any applicable site risk assessment
- General knowledge of MEWP controls and safety-related items specified by the manufacturer, including emergency shutdown and lowering procedures, to the extent required to lower the MEWP safely to the ground/stowed position (this requirement only needs to be conveyed to at least one other occupant)
- Manufacturer's warnings and instructions

Maintenance and Repair Personnel Training

Maintenance and repair training by qualified personnel is required to inspect and maintain MEWPs in accordance with the manufacturer's recommendations as well as ANSI and Canadian Standards Association (CSA) standards.

With MEWP rentals, maintenance will only be performed by THD personnel as specified in the rental agreement.

Supervisor Training (ANSI/US only)

Supervisors must receive training on:

- Selecting the appropriate type of MEWP for the task
- Understanding rules, regulations, and standards that apply to MEWPs as defined in ANSI 92.22 including the safety procedures defined in the risk assessment
- Recognizing hazards associated with MEWPs and how to prevent accidents
- Verifying the operator manual is safely stored, easily accessible, and used for inspections
- Confirming maintenance technicians are trained to inspect and service MEWPs according to manufacturer's recommendations

7 FAMILIARIZATION TRAINING

Prior to authorization of an operator to use a specific model of MEWP, the operator must be familiarized as specified by the manufacturer:

- Identification of the location for the manual(s) storage
- Requirement for confirmation that the required manual(s) specified by the manufacturer are with the MEWP
- Purpose and function of the controls specific to the model of MEWP
- Features, limitations and devices
- Operating characteristics specific to the model of the MEWP

Self-familiarization

A properly trained operator can self-familiarize with MEWP equipment. For example, an operator trained to operate scissor lifts may self-familiarize on a model of a scissor lift they have not used previously. A properly trained operator must read, understand, and follow the manufacturer's operator's manual.

After familiarization, the operator will use the MEWP for enough time to achieve proficiency with that specific model.

Trained MEWP operators are required to complete Familiarization Training for the specific equipment if they have not had familiarization on that type of equipment previously.

In Canada, self-familiarization is not allowed. Operators must be familiarized by a qualified person.

Customers

Customers that rent MEWPs must be informed of training requirements to operate specific pieces of equipment and must be provided a reference link to an online provider of MEWP training. This must be documented on the Large Equipment Rental Check-in/Check-out Form (Attachment D).

Customers renting MEWPs from THD locations must be provided a reference and web link to MEWP theory training. THD will be using International Powered Access Federation (IPAF) training curriculum for customer theory training. This training is at the customer cost. The customer must verify that anyone operating, occupying, or supervising work with MEWPs has appropriate training in compliance with the standards.

When requested by the user, THD must offer familiarization to the person designated to receive the MEWP. This familiarization training must be documented for each rental on the Large Equipment Rental Check-in/Check-out Form.

In the United States, Familiarization Training must be offered to each customer. In Canada, Familiarization Training is required and must be provided to each customer that rents a MEWP.

8 COMMUNICATION

Operators must be informed of any local site requirements before MEWP use. At the site, steps must be taken to warn and provide means to protect against hazards in the area where the MEWP will be operated. This must be documented and accomplished through the risk assessment for each task (Attachment B).

9 TRAINED SUPERVISORS (TO MONITOR WORK)

Supervisors must be trained to the requirements of the ANSI 92.24 standard, which includes selection, rules and regulations, potential hazards and means to protect against, and knowledge that the operation manuals are integral to the MEWP and must be stored properly on the MEWP.

Trained and qualified supervisors must monitor work of the operators of the MEWPs and verify compliance with the ANSI 92.22 standard.

10 PREVENTION OF UNAUTHORIZED USE

Measures to provide unauthorized use of MEWPs must be implemented at retail locations. Customers must be informed of the requirement to prevent unauthorized use at their work sites. These measures may include:

- Key custody or card lock-out
- Securement of equipment
- Other measures

The mechanism to prevent unauthorized use must be documented in the risk assessment for each task (Attachment B).

11 SAFETY OF WORKERS AND GENERAL PUBLIC

An important aspect of MEWP operation is the safety of workers and the general public who can be exposed to potential hazards in the work area. A controlled area must be maintained below and around the MEWP to prevent people and objects from being struck-by the MEWP or falling objects. This must be documented in the risk assessment (Attachment B).

When a MEWP is being loaded or unloaded from a transport vehicle on a public road, the users and operators must ensure that appropriate measures are taken to protect everyone in or near the area.

These measures may include, but are not limited to:

- Warning cones or hazard tape
- Signs and signal personnel wearing reflective clothing

- Flag personnel to warn people and other vehicles of the presence of the MEWP and the transport vehicle

12 DOCUMENTATION AND RECORD RETENTION

Documentation of record is required for the following:

- Transfer of ownership
- Frequent and annual inspections
- Pre-delivery preparation, service, and repairs
- Training and familiarization

All above records must be maintained for four years, or longer according to THD document retention policy.

13 REFERENCES

American National Standards Institute (ANSI)/Scaffold & Access Industry Association (SAIA) 9.22. 2018 Safe Use of Mobile Elevating Work Platforms (MEWPS). 2018.

ANSI/SAIA 92.24. 2018 Training Requirements for the Use, Operation, Inspection, Testing and Maintenance of Mobile Elevating Work Platforms (MEWPs). 2018.

Canada, Canadian Standards Association. CAN/CSA-B354.8:17 Mobil elevating work platforms-Operator (driver) training (ISO 18878:2013, MOD). 2013.

Canada, Canadian Standards Association. CAN/CSA-B354.7:17 Mobile elevating work platforms Safety principles, inspection, maintenance and operation (ISO 18893:2014, MOD). 2014.

United States Occupational Safety and Health Administration (OSHA) Standards, 29 Code of Federal Regulations (CFR) 1910.67.

OSHA. 29 CFR 1910.269(p).

OSHA. 29 CFR 1910.21.

OSHA. 29 CFR 1910.453.

OSHA. 29 CFR 1910.502.

RENTAL

MEWP Safe Use Plan
Workplace Checklist

Contract Information	
Company Name:	Date:
Jobsite Location:	
Task:	
Primary Assessors:	
Has a risk assessment been performed? (circle) No Yes If Yes, review the risk assessment before completing this sheet. If No, immediately stop all operations until a proper risk assessment has been performed and documented by a qualified person and has been communicated to everyone involved on the jobsite.	

Item – Check if Applicable	Yes	N/A	Notes
Have all hazards on the site been identified and the methods to eliminate or mitigate them been documented?			
Has an assessment been made to verify that the support surface can support the weight of the MEWP, occupants, and materials?			
Has the risk assessment been reviewed by everyone involved with the work to be performed, taking into consideration the safety of those not involved with the operation?			
Has a rescue plan been developed and communicated to everyone on the site?			
Has MEWP access been limited to trained and authorized personnel who will operate and/or occupy the MEWP?			
Have the requirements for fall protection and location of anchors been reviewed?			
Have operators selected the correct MEWP(s) for the work and been familiarized on the specific MEWP(s) they will be operating?			
Does the MEWP have entrance gates and toe boards? Chain entrances are not allowed.			
Have all occupants received instruction on how to work safely on the MEWP?			
Has the operator been informed of local site requirements and provided the means to protect against identified hazards?			
Are the operation manuals available, legible, and stored in a weather resistant compartment?			
Is there a trained and qualified supervisor to monitor the performance and the work of the operator to verify compliance?			
Have all maintenance and inspections been performed on the machine as required?			
Is there an Annual Inspection decal and is it up to date?			
Have personnel received instructions on how to prevent unauthorized use of the MEWP?			

Workplace Check Sheet Performed by:	
Name (print):	**Signature:**
Name (print):	**Signature:**

RENTAL

MEWP Safe Use Plan

Site Risk Assessment Form

Contract Information

Company Name:	Date:
Jobsite Location:	
Task:	
Type of MEWP(s) used:	
Primary Assessor:	
Does this risk assessment replace a previous assessment? (circle) No Yes If Yes, date of previous assessment _____	

Assessment

Hazard	Risk	Control Measure

Site Risk Assessment Performed by:

Name (print):	Signature:
Name (print):	Signature:
Name (print):	Signature:
Name (print):	Signature:
Name (print):	Signature:

Risk Assessment Guidance

Risk assessments are a critical element of jobsite and worker safety. The risks associated with the task specific to MEWP operations **must be identified before the work begins**. Risks might be associated with the work area, the nature of the MEWP, or the personnel, materials, and equipment to be carried.

The risk assessment involves visiting the work site, preferably with site personnel or their representatives who can identify the hazards associated with the area and the surface where the MEWP will operate.

Once the hazards and risks involved in the task have been identified, **the procedures and measures required to eliminate or mitigate them must be identified and implemented**. The risk assessment results are used to plan safe work procedures, **including any contingencies required** to complete the tasks.

Rescue planning is a necessary component of a risk assessment when working at height. Advance planning can aid a safe and timely rescue. A separate form for Rescue Planning should be completed as a part of the risk assessment.

The user, which is most commonly the employer, is responsible for communicating the results of the risk assessment to everyone involved in the operation.

CHANGES: Before a job starts and periodically throughout a long-term job, the risk assessment must be reviewed to determine if tasks have changed or the work environment has changed and how these effect operational safety. If any modifications to the risk assessment are required, these must be communicated to everyone involved prior to resuming the job.

Completing the Risk Assessment

Before MEWP operation and during MEWP use, the user must verify that the operator performs a workplace inspection in the MEWP work area.

The workplace inspection should be performed prior to moving the machine to the site.

The site must be walked and checked for all possible hazards, such as, but not limited to:

- Overhead power lines (electrical conductors) for electrical energy supply or communications purposes
- Drop-offs or holes, including those concealed by water, ice, mud, etc.
- Slopes
- Bumps, floor obstructions, and electric cables
- Confined spaces
- Debris
- Overhead obstructions
- Hazardous atmospheres and/or hazardous locations
- Surfaces inadequate to sustain the ground-bearing pressures imposed by the MEWP in all operating configurations
- Wind and bad weather conditions
- Traffic hazards
- The presence of personnel (authorized and unauthorized) and other mobile equipment

Safety of Workers on the Ground and the General Public

During MEWP operation it is important to keep workers and the general public safe, so they are not exposed to potential hazards in the work area. Maintain a controlled area below and around the MEWP to prevent persons and objects from being struck by the MEWP or falling objects. Look for these hazards and add them to the risk assessment.

When a MEWP is being loaded or unloaded from a transport vehicle on a public road, the users and operators must verify that appropriate measures are taken to protect everyone in or near the area.

These measures may include, but are not limited to:

- Warning cones or hazard tape
- Signs and signal personnel wearing reflective clothing
- Flag personnel to warn people and other vehicles of the presence of the MEWP and the transport vehicle

Examples of Hazards			
Hazard		**Risk**	**Control Measure**
1.	MEWP equipment is operated on a slope, grade, ramp, etc., that exceeds the rating by the manufacturer.	Tip-over	1. Read and understand the manufacturer's operator's manual and be aware of the limitations of the MEWP equipment. 2. Do not operate outside the allowable range as defined by the manufacturer. 3. Perform a workplace risk assessment. Identify and barricade unsafe work areas. 4. Have operator properly trained to know the appropriate travel speed and direction of travel on sloped surfaces.
2.	The load can make the MEWP equipment unstable or damage the equipment.	Tip-over	1. Read the manufacturer's operator's manual and know the rated capacity prior to operation. 2. Monitor and supervise to verify compliance. 3. Select the most appropriate MEWP equipment for the work that needs to be accomplished. 4. Verify MEWP equipment operator/occupant(s) are aware of the weight of all materials to be carried in the MEWP equipment, including personnel. Do not exceed the additional maximum load allowed.
3.	Ropes, cords, hoses, etc., are hanging from the MEWP equipment or in the work area, creating potential for entanglement with the work platform and/or damage to property.	Tip-over	1. Avoid hanging any material outside the work platform. 2. Maintain a clean and orderly work area; do not allow hanging objects in the work area of the MEWP equipment.
4.	Platform is overloaded from the ground or at height.	Tip-over	1. Always be aware of the work requirements and select the appropriate MEWP equipment to support the maximum allowable rated workload. 2. The operator must read the manufacturer's operator's manual in order to be aware of the rated working load (RWL) of the MEWP equipment prior to operation and know the total weight of all personnel and materials being placed on the platform. 3. Verify that the load is appropriately placed on the platform and platform extension as defined by the manufacturer for proper load distribution. 4. Extra precautions must be made if a load is introduced to the MEWP equipment while the platform is elevated (e.g., lowering equipment for replacement). Specific knowledge of the total weight must be known prior to operating (as stated in Nos. 1-3 above).
5.	MEWP equipment is being used like a crane to lift items even though the MEWP equipment is not designed to lift materials except on the platform and within the manufacturer's RWL. Lifting items on the guardrails or by attaching, in any manner, to the MEWP equipment (not approved by the manufacturer) may result in damage or failure of the machine. The damage may not be obvious at the time of loading, but fatigued components could fail in the future.	Tip-over	1. Never allow the MEWP equipment to be used except as designed and approved by its manufacturer. 2. Never add frameworks, mounting of attachments for holding/lifting tools and materials or other modifications without the prior written permission of the MEWP equipment manufacturer. 3. Never exceed the RWL defined by the MEWP equipment manufacturer.

Examples of Hazards			
Hazard		**Risk**	**Control Measure**
6.	MEWP equipment is being used on a barge, truck bed, floating vessel, scaffolding or similar type of equipment. The supporting equipment may be unable to support the load, not provide a level base that may result in shifting loads/exceeding allowable slope, etc., of the MEWP equipment in use.	Tip-over	Only allow MEWP equipment to be used on unusual support equipment/locations when the application has been approved in writing by the manufacturer or a qualified person.
7.	Site conditions, such as the support surface, congestion, visibility, slope, etc., when driving the MEWP equipment. Higher travel speed limits the control the operator has under these conditions and exposes personnel to collisions or injuries.	Tip-over	1. MEWP equipment operator must follow safe-use guidelines for travel as defined by the manufacturer in the operator's manual. 2. Always travel at the low travel speed when working at elevation or when appropriate for conditions. 3. Always maintain a safe distance from obstacles, holes, slopes, etc., to verify safe travel.
8.	The work platform becomes caught or snagged on a structure or object that prevents it from normal motion of operation. The power of the hydraulic systems on the MEWP equipment can create significant forces if the platform is stuck and the control functions are used. Great potential harm to personnel can occur in this instance.	Tip-over	Immediately **stop** the operation of the MEWP equipment from the platform and remove the operator/occupant(s) prior to any attempts to free the platform by using the lower ground controls.
9.	Work to be performed requires significant side or horizontal force. Increasing the side load or horizontal force beyond the rated horizontal force set by the manufacturer can result in a tip-over. This can become even more likely if not situated on a hard-level surface.	Tip-over	Read the manufacturer's operator's manual prior to operation. Know the required side force for the task and select the most appropriate MEWP equipment for the project or change the work process to be within the limits of the machine's horizontal forces.
10.	The ground condition in the work area varies during the project. MEWP equipment is dependent on a hard, level surface that is capable of supporting its load in all working configurations.	Tip-over	1. Have a qualified person verify that the surface the MEWP equipment will travel across and rest upon is capable of supporting the load as defined by the manufacturer for the MEWP equipment in all configurations. Be aware that in certain configurations, up to 80 percent of the MEWP equipment's weight maybe on one tire or outrigger. 2. Operator is to perform a workplace inspection before and during use to check for possible hazards. 3. Site supervisor additionally should perform workplace inspection and verify the operation is performing to compliance.
11.	The ground conditions are unlevel and irregular. Some MEWP equipment are designed to operate on limited slopes.	Tip-over	1. Select the most appropriate MEWP equipment with a rated slope for the work area. 2. Select a machine with outriggers and leveling devices that can address the workplace conditions.

Examples of Hazards			
Hazard		**Risk**	**Control Measure**
			3. Outriggers, stabilizers, extendable axles, oscillating axles, or other stability-enhancing devices must be deployed and locked as required by the manufacturer.
12.	Rough terrain or poor ground conditions exist. MEWP equipment may exceed manufacturer's recommended slope.	Tip-over	Select only MEWP equipment that is designed to operate on rough-terrain surfaces and use it in compliance with the manufacturer's recommendations.
13.	MEWP equipment is struck by vehicle or mobile equipment.	Tip-over or Fall from height	1. Identify and comply with local ordinances or safety standards established for the workplace. 2. Restrict the work area around the MEWP equipment, placing warnings, such as flags, a roped-off area, flashing lights, barricades, etc., around the area. 3. Assign a spotter to control and warn operators of other moving equipment. 4. Schedule work to eliminate potential conflicts.
14.	Drivable boom lift hits a bump or drives over a curb.	Tip-over or Fall from height	A workplace risk assessment must be done before and during work to verify a safe travel route.
15.	Guardrail is not installed or damaged.	Fall from height	1. Verify a daily prestart inspection occurs and any missing, damaged or non-functioning components are repaired before operation. Apply accident-prevention tag. Verify it stays on until the equipment is repaired to proper operation. 2. Verify that access gates or openings are closed per manufacturer's instructions.
16.	Operator/occupant(s) are: • Not wearing proper PFPE. • Not properly connected to the anchorage. • Not using proper PFPE for task. • Using damaged PFPE. For instance, the PFPE has cuts, the stitching is worn, etc.	Fall from height	1. Verify that all MEWP equipment operators/occupant(s) are trained on use and inspection of PFPE. Always comply with manufacturer's recommendations. 2. Monitor to verify that only manufacturer-supplied anchorages are used for fall protection system. 3. Provide operator/occupant(s) correct PFPE when required (always on boom-type MEWP equipment) and monitor to verify that they use it as required. 4. Verify daily prestart inspection includes personal protective devices.
17.	Operator/occupant(s) attempt to reach beyond the capacity of the platform by climbing on guardrail or using planks, ladders or other devices to achieve additional height.	Fall from height	1. Verify proper training and supervision for compliance. 2. Always maintain firm footing on the floor of the platform. Never use ladders or other devices to gain additional height. 3. Verify most appropriate MEWP equipment is selected to perform the work required. 4. Reinforce with operators that safety cannot be compromised by shortcuts. 5. Verify proper PFPE is used. 6. Make sure management monitors, supervises and warns.
18.	Operator/occupant(s) vacate or enter an elevated platform.	Fall from height	1. Train operator/occupant(s). 2. Verify supervision and monitoring are in place. 3. Choose appropriate MEWP equipment for the work to be performed. 4. Use proper PFPE as required.

Examples of Hazards			
Hazard		**Risk**	**Control Measure**
			5. Vacate/enter an elevated platform only if approved by the manufacturer and then only by following the manufacturer's recommended procedure.
19.	The requirement to drive through openings, access areas with overhead structures, work between steel structures, etc.	Crushing	1. Whenever possible, restrict MEWP equipment's activity where overhead obstructions are present. 2. Work with a partner when high-risk work is involved. 3. Have a ground person familiar with the ground controls available in case of an emergency. 4. Verify that the MEWP equipment operator is experienced, thoroughly trained, and familiar with all control functions when exposed to known overhead clearance work.
20.	Personnel or equipment may be hit by the lowering of MEWP equipment/structure.	Crushing	1. The operator must verify that the work area of operation is clear prior to lowering or driving the MEWP equipment. 2. If personnel are expected to be in the work area, flag off the MEWP equipment work area. 3. If the MEWP equipment is always in a work environment, select one fitted with a motion alarm to make sure personnel are aware of the MEWP equipment's movements.
21.	Proximity in work area to energized conductors (power lines)/electrically energized conductors.	Electrocution	1. Identify all potential electrocution hazards before starting work and take appropriate action to prevent any contact with a power source, disconnect and tag out power. 2. Clearly mark the minimum approach distance for the MEWP equipment, including the reach of a boom beyond the base. 3. Place markers on the ground to identify them and remind MEWP equipment operators of any overhead power source. 4. As electrical work requires a qualified person to perform the work, verify only qualified individuals assess the risk and determine the appropriate action for safe use in the work area.
22.	Loud noise(s), falling objects or flying debris from sawing/cutting. For example, foot injuries from falling items or being hit by moving objects, acid spill injuries from checking a battery, welding, etc.	Environmental hazards to workers in the work area	1. Provide and verify all workers are utilizing proper PPE such as a hard hat, eye and ear protection, gloves, steel-toed shoes, etc. 2. Monitor personnel for compliance.
23.	Operator identifies problems or malfunctions with the MEWP equipment but continues to operate the machine. When the MEWP equipment ceases operation, creating a malfunction that results in machine failure.	Damaged machine hazard	1. Operator performs daily prestart inspection and reports issues immediately. 2. Operator's supervisor monitors that prestart inspections are being performed. 3. MEWP equipment is tagged out of service and secured until service/repairs are completed. 4. Operator addresses machine issues immediately during use.
24.	Workers are exposed to a health risk from the material in the atmosphere and/or there is the potential of fire.	Hazardous atmosphere	1. Verify a competent person has assessed the work area before authorization wo work in the area and that the area is marked approved for operation. 2. Verify that a properly equipped MEWP equipment is used for the hazardous classification intended. 3. Provide workers with an understanding of what to look for if there is potential exposure in the work area and what action to take during an incident.

Examples of Hazards			
Hazard		**Risk**	**Control Measure**
			4. Operators will immediately report any potentially hazardous location that becomes evident during operation.
25.	Fueling or charging the battery introduces hazardous fumes into the work area, creating potential for fire or harm to workers.	Hazardous atmosphere	Fuel or charge batteries in a well-ventilated area, free from flames, sparks, or other hazards that may cause a fire or explosion.
26.	Multiple workers are in the general work area of the operating MEWP equipment. The MEWP equipment may hit and injure workers on the ground when moving and/or the operator/ occupant(s) of the MEWP equipment may drop objects on workers who are below.	Collision	1. Operator must verify that the work area is clear of personnel and equipment before moving (driving, lowering, etc.) the MEWP equipment. 2. If the potential for dropping tools or equipment exists, either restrict the work area below the elevated operator/ occupant(s) or prevent tools and equipment from dropping to lower areas (e.g., tether tools, use workplace netting, etc.). 3. All workers must be aware of the potential movement of equipment such as sounding a horn prior to driving or installing a motion alarm.
27.	Others in the work area or unauthorized individuals attempt to use the MEWP equipment. Only authorized personnel who have been trained and familiarized can operate MEWP equipment. Non-authorized individuals can be exposed to all known hazards, which could damage the equipment, place themselves and others in harm's way, and cause property damage.	Unauthorized use	1. Always secure and implement means to prevent unauthorized use of the MEWP equipment such as elevating the work platform at the end of the shift and removing the key. 2. Verify that the operator is aware not to allow anyone not authorized by his employer to use the MEWP equipment, even for a few minutes.
28.	Interlocks or other safety devices are tampered with or disconnected to allow operator to maneuver MEWP equipment in manner restricted by the manufacturer, such as disconnecting the noise from warning alarms, etc. Modification or alterations to MEWP equipment in any manner can create unintended hazards and risks for the operator/occupant(s) and personnel in the work area.	Unauthorized modification	1. **Never** alter or disable any safety device. Verify that the device has not been altered or disabled by completing the required daily prestart inspection and function test and checking that the safety devices are operating correctly. 2. **No** modifications may be made without the prior written permission of the manufacturer to verify compliance with standards and regulations.

RENTAL

MEWP Safe Use Plan

Rescue Plan Template and Guidance Form

Contract Information

Company Name:	Worksite Location:
MEWP Type:	Date of Rescue Plan Implementation:

Ground personnel who have received familiarization and are authorized to operate the ground controls:

Name:	Location:	Phone/Radio/Page:
Name:	Location:	Phone/Radio/Page:

Pre-Operation

- Verify that the ground key is available
- Designate ground rescue personnel (received familiarization training on MEWP)
- Verify the method or raising alarm / notification communication needs
- Confirm the rescue sequence
  - Operator
  - Ground staff
  - Another MEWP

Emergency Scenarios

	Emergency Situations	Proposed Response
1	Primary platform controls are not responding	Operator should activate platform auxiliary controls to lower the machine to the ground.
2	Auxiliary platform controls are not responding, or the operator is incapacitated or unable to function	Person on the ground who is familiar with the machine ground controls should use the primary ground controls to lower the machine.
3	Primary ground controls are not responding and operator cannot operate controls	An appointed person familiarized in the use of the 'ground' controls will use the ground auxiliary controls to safely lower the platform.
4	All ground controls are not responding	Immediately contact a competent and authorized service engineer to assess the situation and provide further guidance.
5	Operator suspended from fall arrest harness	1. Self-rescue: provide details 2. Assisted rescue from those in the work area: provide details 3. Technical rescue: by emergency responders
6	Operator incapacitated	Person on the ground who is familiar with the machine ground controls should use the primary ground controls to lower the machine.

Onsite Qualified Personnel

Name:	Location:	Phone/Radio/Page:
Name:	Location:	Phone/Radio/Page:

Guidance on Rescue Plans for Mobile Elevating Work Platforms

1 Self-Rescue (by the person involved):

Platform Auxiliary Controls: If the primary platform controls stop responding, the operator should try to activate the platform auxiliary controls to lower the machine to the ground.

Platform-Installed Self-Rescue System: If the platform controls are not responding and there are no other workers in the area who can provide assistance, a platform-installed self-rescue system should be used. These after-market devices can be mounted in the platform. This allows the operator to self-rescue by attaching the system to the front D-ring on their harness, exiting the platform, and using the device to lower themselves to the ground.

Operators must receive extensive training on the use of the system and machine manufacturer approval before installing the system on the machine. Whenever an individual is suspended in air, it is critical that they continuously pump their legs (as if riding a bicycle) to minimize the likelihood of suspension trauma injury. **Suspension trauma could** be fatal within 30 minutes of the initial fall. This 30-minute window refers to when the fall protection plan must contain plans for a "prompt" rescue.

Continue to Back Side

Personal Self-Rescue System: These systems can be used to lower the individual from the platform, or to self-rescue after experiencing a fall or ejection from the platform. These after-market devices can be mounted directly onto the operator's full-body harness. The PFPE lanyard is then attached to the device before starting work. The system allows the operator to self-rescue by exiting the platform and activating the device to lower themselves to the ground or to within rescue range from another MEWP. Operators must receive extensive training on the use of the system and approval from their employer before installing the system on their harness.

Suspension Trauma Safety Straps: These lightweight systems mount onto the side straps of the operator's harness. In the case of fall or ejection from the platform, the operator opens the case to release the straps, connects them at the proper length, and steps into the loop created by the straps. This allows the operator to stand up in their harness and relieve the pressure being applied to the arteries and veins around the top of the legs until they can be rescued.

2 Assisted Rescue (by others in the work area) ***Please note: Rescue should only be carried out by appropriately trained personnel.***

Primary Ground Controls: If the operator cannot lower the platform to the ground by the primary or auxiliary platform controls, or if the operator has been incapacitated, a person on the ground who has been familiarized on proper use of the controls may use the primary ground controls to lower the machine.

Auxiliary Ground Controls: If the primary ground controls are not responding, the person on the ground should try to activate the auxiliary ground controls. If all ground controls are not responding, the ground personnel should immediately contact onsite qualified personnel to assess the situation and provide further guidance.

Use of a Secondary MEWP

Sometimes a MEWP is unable to be lowered, for example during a complete machine malfunction or work platform entanglement. During platform entanglement, the operator and occupants must be removed from the platform before trying to free the platform.

MEWPs that have tipped beyond their center of gravity must be stabilized and secured before rescue attempts.

Rescue using another MEWP should be carried out only after a thorough site review by a qualified person has been performed and a plan has been created. The plan should consider the following:

- Position the rescue machine to allow the rescue without compromising the safety of personnel involved in the rescue.
- Place the platforms of both machines adjacent to each other with a minimal gap between them. The power on both machines should be shut off during the transfer.
- Implement safeguards to prevent unintended movement of either platform during the transfer.
- Verify all personnel in the platform, including the person being rescued, are wearing the proper fall protection equipment. The lanyard(s) must be attached to the anchor points on the rescue machine before the transfer takes place.
- Verify the rescue machine is not overloaded during the rescue. Make more than one trip to complete the rescue if necessary.
- Comply with the manufacturer's requirements stated in the operator's manual. Immediately contact emergency personnel if there is injury, illness or risk of exposure.

3 Technical Rescue (by emergency personnel):

Technical rescue might also be necessary in the event of illness, injury, or risk of exposure.

- Consider the reasons why the platform may be stranded at height and any need for prompt action.
- Contact firefighters and other rescue professionals as a last resort. Their response time and the equipment may not be the best option to meet the OSHA requirement for prompt rescue after a fall arrest.

The rescue agency must advise the employer in writing of its availability and capability, any limitations on the types of rescue it can perform, and detailed instructions regarding how they are to be called and if they need to be advised when certain activities are planned or certain conditions exist so that they are able to respond appropriately.

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Large Equipment Rental
Check-in/Check-out Form

Contract Information	
Customer Full Name:	Contract Number:
Store Number:	Associate Name:
Equipment Model:	Hour Meter: OUT IN
Equipment Unit #:	Current Fuel Level:

Customer Vehicle Information	
Vehicle Make:	Vehicle Model:
Vehicle Color:	State/Plate #:

Equipment	Check Out		Check In	
	Yes	No	Yes	No
Unit in clean condition?				
Unit clear of cosmetic and mechanical damage?				
Oil and grease zerks checked?				
Equipment correctly placed on trailer?				
Tires/Tracks checked for damage & spare in place and operable?				
Operation and safety manuals present?				
Fuel level checked/customer notified to refill?				
Safety devices intact and operational?				
Tie down chains in proper location/tension correct?				
Keys given to the customer (check out) and received (check in)?				

Customer Vehicle/Trailer	Check Out		Check In	
	Yes	No	Yes	No
Safety chains hooked to tow vehicle hitch?				
Emergency brake cable hooked to tow vehicle hitch?				
Trailer safety lights checked and operating properly?				
Loading ramps up and secure?				
Tie down chains and binders in place?				
Parking brake disengaged? (JLG/Genie only)				

Statements of Understanding
I am responsible for ensuring the vehicle is able to tow equipment and trailer.
I am responsible for all damage, including tire damage/flat tires.
If the equipment is returned dirty, I will be assessed a $200 cleaning charge.
If machine tips over, I will immediately switch off the unit and call the Rental Center.
I am responsible for any injury or damage caused by the transport and use of this equipment.
I am responsible for replacing the fuel used during this rental.
I am responsible for being OSHA/ANSI/EPA compliant during my use of this equipment.
I am the only person authorized to operate this equipment.

Customer Signature:	**Date:**

Continue to Back Side

For MEWP Equipment Use Only

Equipment	Check Out		Check In	
	Yes	No	Yes	No
Operating and safety manuals are present in weather-resistant compartment?				
A tag indicating the date of last annual inspection present?				

Statements of Understanding

I am responsible for developing a Safe Use Plan specific to MEWPs.
I am responsible for using fall protection and for understanding the location of fall protection anchors.
I am responsible for a written rescue plan in case of machine breakdown, platform entanglement, or fall from platform.
I am responsible for occupant safety training for additional MEWP users.
I am responsible for pre-operation inspection of the MEWP.
I am responsible for verifying a trained supervisor monitors the work to assure compliance.
I am responsible for preventing unauthorized use of the MEWP.
I am responsible for site inspection to identify safety hazards.
I am responsible for completing the proper MEWP operator training.

Customer Signature:	**Date:**