Chartrange.

Safe systems of work for working at height

Mobile Elevating Work Platforms (MEWP's)

(Vertical scissor lift, Self propelled boom, Vehicle / trailer mounted boom)

Safe system of work		SSOW/04/WAH/MEWP's	
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Remember; You MUST have a current IPAF certified PAL (powered access licence)card to operate a MEWP

1. Health and safety law, what you need to know.

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help

What Chartrange Group as an employer must and will do for you;

1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment,

2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this,

3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace,

4. Free of charge, give you the health and safety training you need to do your job,

5. Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after,

6. Provide toilets, washing facilities and drinking water,

7. Provide adequate first-aid facilities,

8. Report major injuries and fatalities at work, other injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE),

9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it,

10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do;

1. Follow the training you have received when using any work items your employer has given you,

2. Take reasonable care of your own and other people's health and safety,

3. Co-operate with your employer on health and safety,

4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

2. Assessing working at height activities.

Chartrange Group will ensure that;

All working at height activities are suitably risk assessed by a competent person.

Project method statements and supporting generic risk assessment will be viewed by all Chartrange Group employees engaged within the project.

A task specific risk assessment will be completed, confirming the specific mobile elevated work platform (MEWP) as the most appropriate equipment to use for the specific task and so as to identify any additional specific project hazards and suitable risk control measures

Safe access and egress routes to the workface will have been identified and planned for the MEWP, that any overhead obstacles, such as overhead power lines (OHPL) have been identified, the locations of other structures, buildings and trees, traffic routes and current ground conditions, including any underground services, uneven and or raised areas, and the activities of other contractors.

Possible project specific hazards may include;

- Weather conditions
- Ground conditions (internal and external)
- Overhead electrical services
- Overhead obstacles / internal and externals, (duct and pipe work, low ceiling, lighting, electrical,)
- Activities of other contractors
- Designated emergency egress routes and fire doors
- Public walkways
- Pedestrians
- Vehicles
- Mobile plant

Chartrange Group site management must therefore ensure that;

Mobile Elevated Work Platforms (MEWP's) have been identified as the most appropriate means of working at height for that particular working task or project phase

Competent IPAF certified employees MUST subject all MEWP's to pre-use function checks in accordance with IPAF guidance and manufacturers / suppliers instruction immediately prior to use.

3. Fall from height hazards.

Accidents are normally the results of carelessness or failure to observe good working practice. With MEWP's, accidents can be caused by:

- Failure to comply with the manufacturers instructions,
- Failure to comply with the instruction received from the familiarisation briefing from the supplier,
- Failure to ensure a familiarisation briefing from the supplier,
- Failure to suitably segregate the working activity,
- Operating the equipment on unsuitable or uneven ground,
- Failure to wear suitable personal fall restraint equipment within a boom type MEWP,
- Standing upon the handrails of the platform to gain height,
- Overloading, weights exceeding the stated maximum duty rating of the equipment.

4. Application – selecting the most suitable type of MEWP.

- Vertical scissor lift
- Self-propelled boom, Vehicle mounted boom, Trailer mounted boom; either telescopic or folding mast, wheeled or tracked.

There are several different types of MEWP's with various rated capacities, working heights and outreaches. Before you decide which type of MEWP is the most suitable for the job, think about the following;

a) Project tasks, how do you intend to use the MEWP?
b) Who is going to operate the MEWP? How many IPAF certified operatives holding PAL (Powered Access Licence) will be available for the project?
c) How many operatives will be required to work from the carrier?
d) What stage in the project will the MEWP be needed?
e) What will the ground conditions be like at that stage (rough, prepared, poured slab, finished surface etc)?
f) What access is there to the site? What terrain and gradient will the MEWP have to cross to get to the work position and is visibility and segregation adequate for the manoeuvre?
g) How much base area is available at the identified working positions?
h) What is the maximum ground bearing capacity at the work area and along the route to and from the work positions?
i) Are projected wind speeds known for the duration of MEWP operations?
j) Are you aware of the height/outreach that is required?
k) Will the MEWP be expected to move in the elevated position?
l) Are there any overhead power lines on site; are there any other overhead structures which the operator could be crushed against?
m) Are there any materials to be lifted and if so how heavy/long are they?
n) What interface is there with other vehicles and pedestrians and are there any unusual issues, will plant marshallers be required to control plant, vehicular and pedestrian movement?
o) What fuel type is allowed on site and where will refuelling operations take place?

5. Thorough Examination.

All MEWPs and ancillary equipment are required to be thoroughly examined every six months by a competent person.

On receipt of delivery from the supplier you should ask to see and **retain a copy of the report of thorough examination** for the equipment you are going to allow to be used on site.

6. Operator competence (IPAF certification PAL card).

All MEWP operators MUST have attended a recognised IPAF (International Powered Access Federations) PAL (powered access license) operator training course.

Operatives who have successfully completed this course will hold a valid IPAF photo id card and certification document known as PAL (Powered Access Licence) which specifies the MEWP's by type that they are competent to operate.

7. Familiarisation briefing from the supplier.

Before being authorised to operate a particular make or model of MEWP, the operator should be familiarised with it by a competent person.

Familiarisation should cover;

- ✓ Manufacturer's warnings and safety instructions,
- ✓ The control functions specific to the particular MEWP,
- ✓ The function of each safety device specific to the particular MEWP,
- ✓ Operating limitations such as limiting wind speed, wheel and outrigger loadings, set up requirements, maximum operating slope etc,
- ✓ Emergency lowering procedures,
- ✓ Safe working loads and or load charts,
- ✓ The maximum number of operatives that can be carried,
- ✓ The maximum safe operating speed,
- ✓ Operator pre-use checks specific to the particular MEWP.

All of the above should be found in the information supplied with the machine.

On completion of their familiarisation, the operator should know whether or not that particular MEWP is designed for the operator to travel on with the work platform in the elevated position and whether or not the controls are protected to prevent accidental contact with the operator's torso.

All familiarisation briefings should be documented.

8. The safe use of MEWP's.

All work at height should be planned, organised and carried out by competent persons. MEWP's are suitable work platforms for multiple levels of access both internally and externally and they provide a safe working platform for certified competent Employees to carry out their duties. MEWP's are considered a safer alternative in preventing a fall from height.

Chartrange Group site management and MEWP operatives must ensure;

- ✓ That they have viewed the risk assessment identifying a MEWP by type, as the most appropriate means of working at height.
- ✓ That ground surface conditions have been assessed as well access routes, potential obstacles, the proposed working tasks and all potential loading of the MEWP,
- ✓ The MEWP supplied is of the correct type requested and identified for the project, it is well maintained and fit for its intended purpose, all necessary documentation of a report of thorough examination has been supplied and no outstanding defects have been highlighted,
- ✓ That all PAL holding employees have received the familiarisation briefing of the particular MEWP from the supplier,
- ✓ That all PAL holding employees are aware of the emergency rescue plan,
- ✓ That MEWP pre-use checks are conducted as per current guidance and in accordance with the manufacturers / suppliers instruction immediately prior to each use,
- ✓ That appropriate fall restraint is worn (harness, restraint lanyard) and attached to the designated anchorage points within the carrier (boom type MEWPS),
- ✓ That all fall restraint equipment has been subject to a pre-use inspection as per manufacturers, supplier's instruction and guidelines.
- ✓ That the MEWP operator and Installation operatives, tools and materials do not approach or exceed the safe working load of the equipment,
- ✓ That the working area be suitably segregated from pedestrians, vehicles, mobile plant, and the activities of other contractors.
- ✓ That hand tools are secured by lanyard within a suitable tool belt at all times whilst within the carrier,
- ✓ That they do not attempt to gain further height by climbing onto the handrails of the carrier or by over reaching from the carrier.

Personal protective equipment (PPE).

Will be identified within the control measure of the risk assessment, however it is likely that as a minimum operatives would be equipped with the following;

- Hard hat
- Toe protective slip-resistant boots
- High visibility clothing
- Weather proof clothing

9. Emergency procedures (Rescue)

MEWP - Emergency procedures

A rescue plan, (communicated via documented safety brief or tool box talk by the site manager or supervisor) for in the event of the operator becoming incapacitated through injury or illness, or where the controls within the platform fail to function; other competent persons are immediately available to safely lower the platform safely from the ground

Chartrange Group will therefore ensure;

That employees who are competent in operating the emergency descent controls are present at ground level and can be summoned safely and swiftly in the event of an emergency (by either radio or mobile phone), and that they have had appropriate instruction (from hire company personnel and manufacturer's instructions) regarding the ground operated controls of the model/type of MEWP employed.

That employees who have been first aid responder trained are present at ground level and can be summoned safely and swiftly (by either radio or mobile phone) in the event of injury or illness.

10. Restraint - Personal fall prevention equipment (PFPE)

Will be identified within the control measures of the risk assessment, however, within "boom type" MEWP's it is normally deemed necessary, except where working over water. Within "scissor lift" type MEWP's it is not always required to wear PFPE. Specific risk assessments are always required.

Full body harness with fall restraint/work positioning lanyard attached to identified anchorage points within the working platform to prevent operatives reaching a position from where there could be a fall from height.

Employee operatives MUST have received documented instruction in the safe use of the harness, fall restraint lanyard and the procedures required for their pre-use inspection and periodic inspections.

11. Pre-use and function checks.

MEWP Pre-use checks MUST be documented.

Part 1 Visual inspection

Visual inspection

Visual inspection

Visual inspection

Documentation

1) Current thorough examination certificate (within last 6 months)
2) Manufacturers operators manual
3) Rescue plan developed

Wheels & tyres

4) Wheel security (nuts/bolts present and secure)
5) Tyre pressure (pneumatic, foam filled, solid)
6) Cuts, splits, exposed braiding, damaged rims

Engine & power source

7) Fluid levels (engine oil, coolant, fuel)
8) Fluid leakage on the ground or around the engine
9) Battery (electrolyte, security and charging plug condition)

Hydraulics

10) Hydraulic fluid level
11) Leaks (hoses, pipe connections, rams, cylinders)

Hoses & cables

12) Security and condition (cuts, chaffing, bulges)
13) Power track cable trays (free from damage and debris)

Outriggers / stabilisers

14) General condition, pins/retainers, footplate
15) Spreader plates (present, condition, secure for travel)
16) Interlocks (functioning, engaged)

Chassis / boom / scissor pack

17) General condition (damage, misalignment, corrosion)
18) Cracks in weld
19) Pins, retainers and chains (security, signs of wear)
20) Canopies, guards, engine covers (security and condition)

Carrier / platform / cage

21) Steps for access & egress (secure, undamaged, clear)
22) Entrance gate, guard rails and retaining pins
23) Anchor points for fall restraint system
24) Clear of debris

Visual inspection

Decals & signage

25) ID plate, Safety, warning and information decals are present and legible
26) Controls (identification decals / direction arrows)
27) Platform loads (SWL, max wind speeds, max number of personnel)

Part 2 Function checks

Using both carrier/platform and ground control units

28) Security device (power isolator, keypad, smart card)
29) Function enable (ignition key, foot switch, hold to run device)
30) Emergency stops and emergency lower system
31) All switches, function controls (move freely)
32) Lifting functions (raise, lower, slew, tele-out, tele-in)
33) Travel functions (forward, reverse, steer, brakes)
34) Elevated drive speed (reduced or prevented)
35) Lights, beacons and audio-visual warning devices
36) Alarms, (tilt, descent, and travel)
37) Limit switches (descent, load, outreach, rotation)
38) Pothole protection device (deploys and retracts fully)
39) Oscillating axle locks, extending axles
40) Accessories, power to platform, extending decks
41) Stabilisers, outriggers and levelling devices

Physical function checks

Any defects identified MUST be reported to site supervision/management.

MEWP cannot be deployed where a defect has been identified.

Physical function checks

12. Pre-use checks personal fall protection equipment (PFPE).

Harness and lanyards made from webbing and rope

All fall restraint equipment must be inspected in accordance with the manufacturers / suppliers instruction.

All Harnesses & lanyards owned by Chartrange Group MUST have unique reference for identification, with corresponding documentation of inspection by a competent person that is dated and signed

Pre-use checks on this equipment is essential and MUST be carried out each time, before the harness and lanyard is used. Pre-use checks are both tactile and visual.

The whole harness and lanyard should be subject to the check, by passing each successive material part slowly through the hands (e.g. to detect small cuts of 1 mm in the edges, the softening or hardening of fibres, ingress of contaminants and or evidence of chemical damage).

All checks MUST be undertaken in good light and will normally take several minutes to ensure satisfactorily inspection of all parts.

Where damage is observed or suspected, the equipment MUST be removed from service immediately.

It is prohibited to use any fall restraint equipment that is contaminated by paints, dyes, adhesives, chemicals or any other substance that may potentially conceal damage during a visual inspection or weaken the equipment by a chemical reaction.

13. Beaufort scale

Description of wind	Specifications for use on land	mph	m/s
D calm	Calm: smoke rises vertically	0-1	0-0.2
1 Light air	Direction of wind shown by smoke	1-3	0.3-1.5
2 Light breeze	Wind felt on face; leaves rustle; ordinary vanes moved by wind	4-7	1.6-3.3
3 Gentle breeze	Leaves and small twigs in constant motion; wind extends light flag	8-12	3.4-5.4
4 Moderate breeze	Raises dust and loose paper; small branches are moved	13-18	5.5-7.9
5 Fresh breeze	Small trees in leaf begin to sway; crested wavelets form on inland waterways	19-24	8.0-10.7
6 Strong breeze	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty	25-31	10.8-13.8
7 Near gale	Whole trees in motion; inconvenience felt when walking against wind	32-38	13.9-17.1
8 Gale	Breaks twigs off trees; generally impedes progress	39-46	17.2-20.7
9 Strong gale	Slight structural damage occurs (slates removed)	47-54	20.8-24.4

14. SSOW MEWP briefing sign off

Management should familiarise themselves with this safe system of work, and must ensure their employees, engaged self-employed persons or contractors under their control are briefed upon compliance with the requirements of this document. Management must inform the Chartrange Group senior management team without delay if they observe or suspect any non-compliance with this safe systems of work.

Employees should familiarise themselves with this safe system of work, and comply with the risk assessment control measures, safety briefs, tool box talks, instructions and personal protective equipment (PPE) requirements provided by management. Employees must inform their site/project/line manager without delay if they observe or suspect any non-compliance with this safe system of work.

I have read and understood this safe system of work for the safe use of mobile elevated work platforms (MEWP's). I am aware of the requirements for IPAF PAL competence to be permitted to operate a MEWP. To conduct pre-use function checks as well as other checks specified by the manufacturer, not to attempt to use a MEWP that is defective or damaged but to remove it from service and report to management. I understand to always ensure that I operate or work from the MEWP in full compliance with the manufacturers Instruction.

Employee name (please print)	Employee signature
Site manager (please print):	Site manager signature:

Project tile:		Location:	
Contract number:			