

Management System

Standard

Safe planning and operation for Mobile Elevated Working Platforms (MEWPs)

This document sets out the Morgan Sindall standards for the control of Mobile Elevated Work Platforms (MEWP) on its projects. It covers all types of the term MEWPs from boom and basket ("Cherry Picker") to Scissor Lifts ("Flying Carpets") and includes small medium and large versions. The aim of this document is to set a standard of control and operation of these machines and provide direction for the projects and users.

This document need to be read in conjunction with other Morgan Sindall Standards relating to Work at Height, Lifting operations, and Plant & Equipment.

Design, planning and selection

Use of MEWPS on our projects must be considered in the tendering, design, planning and delivery phases of projects.

- Designers, planners, estimators, project managers or site supervisors must consider the work at height hierarchy, for example
 1. Can the work be undertaken from ground level
 2. Can the relative ground level be raised eg use of scaffold platform
 3. Can scaffold towers be used
 4. Is the use of mobile elevated working platforms (MEWP) an option
- If Designers, planners, estimators, project managers or site supervisors consider that a MEWP is the appropriate tool for use then they need to select the correct one for the task and should consider the areas detailed in **appendix A**
- The use of MEWPs on construction sites must be considered as temporary works and should be included in the temporary works designs at the design stage to ensure ground conditions are considered
- Due considerations should be made where appropriate to ground surfaces both internally (floor coverings etc) and externally (ground conditions etc)
- Proximity to crush risks must be assessed at the planning stage and controls identified in the risk assessments
- Any Subcontractors planning to use MEWPs must agree the MEWP selection with the Morgan Sindall site MEWP coordinator, prior to arrival on site
- Assessments must take into account the use of MEWPs near water, due to the additional risks associated with being attached and the potential risk of drowning if the MEWP falls into the water, if a MEWP has to operate near water, alternative measures have to be considered to prevent falls.

Procurement standards

Any machines hired by either Morgan Sindall or a Contractor must comply with, BS8460 Safe use of MEWPS, which must be included in the procurement request when ordering MEWPs.

- Machines should have records showing maintenance in accordance with the manufacturers schedules.
- Ideally any MEWP should be less than five years old, older machines can be used at the MEWP coordinators discretion.
- It must meet the requirements of BS EN 280 standard (mobile elevating work platforms)
- Any MEWP used on electricity transmission sites must comply with the following additional requirements:
 - It is essential that all earth bonding i.e. between the access platform / bucket and the vehicle chassis, and the vehicle chassis and earth must be made using appropriately sized earths, advice should be sought from the electrical duty holder as required.
 - Where a field earth attachment is required i.e. a copper jug handle on chassis – this should be checked on delivery

On Site Control and Management

Effective management of any mobile plant on our projects is essential, MEWPs have additional considerations as they contain personnel and move in three dimensions, which means the operators and supervisors must have awareness of the operation and limitations of the machines. Morgan Sindall has set the following

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standards with respect to the operator and supervisor standards we expect.

Appointment of a MEWP coordinator

A Morgan Sindall site MEWP coordinator must be appointed where MEWPs are used on any Morgan Sindall site.

- The MEWP coordinator needs to be a formally appointed role and is responsible for enacting all the responsibilities outlined in **appendix B**
- This does not need to be a separate full time role.

After the 1st January 2013, where an individual Contractor wishes to use three or more MEWPs on any Morgan Sindall project they must appoint a MEWP supervisor to coordinate their own machines and liaise with the Site MEWP coordinator, the training and competence of this MEWP supervisor will be as noted for the coordinator

Training and competence of MEWP Coordinators

All those involved in management and use of MEWPs on Morgan Sindall Projects must be trained and competent.

A MEWP coordinator:-

- Must have satisfactorily completed the nationally recognised IPAF MEWPs for manager course
 - This must be refreshed every five years
- Log books demonstrating the operatives experience of using the particular type of MEWP are to be checked by the MEWP coordinator prior to allowing the operative to work
- If a MEWP operators experience on the particular type of MEWP (i.e. via the log book) cannot be demonstrated, the MEWP coordinator must observe the operative in the machine operating the controls fully, before work commences.

A MEWP supervisor:-

- Must have satisfactorily completed the nationally recognised IPAF MEWPs for manager course
 - This must be refreshed every five years
- Log books demonstrating the operative's experience of using the particular type of MEWP are to be checked by the MEWP supervisor prior to allowing the operative to work, confirmation that this has been undertaken is to be communicated to the MEWP coordinator.
- If a MEWP operators experience on the particular type of MEWP (i.e. via the log book) cannot be demonstrated, the MEWP supervisor must observe the operative in the machine operating the controls fully, before work commences

MEWP operatives

- Must have satisfactorily completed a recognised training course accredited to CPCS or IPAF
 - Refreshed within a period of one and five years, depending on usage – refer to log book
 - Operatives with limited usage / experience should receive refresher training every year
- Experience logbook to be held by operatives and must be kept up to date to demonstrate their competence on different machines
- Log book entries must be signed off by the MEWP coordinator or supervisor following use of the MEWP.

On Site Control

Arrival at site

Any MEWP arriving at site must have the relevant valid certification, have its functionality demonstrated and familiarisation training delivered prior to handover to any competent operative.

- A valid Pre-Delivery Inspection (PDI) and six month certificate of thorough examination (or certificate of conformity) must be delivered with the MEWP
- A fully functional check to the full extents of the MEWP including the emergency / auxiliary controls

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- should be carried out
- The MEWP hire company / owner should undertake familiarisation training of the MEWP with the MEWP coordinator or MEWP operator / supervisor
- The size and controls of MEWP machines vary, familiarisation training is required to identify the varied controls
- A competent person must take delivery of the MEWP i.e. the MEWP coordinator, supervisor or operator, and undertake the MEWP acceptance check sheet (SH9 FRM12 MEWP acceptance check sheet)
- It is not acceptable to have non competent person i.e. the storekeeper take delivery and then allow another operative use the machine
- The handover of the MEWP to the MEWP coordinator or supervisor must be documented and included in the MEWP safety documentation pack. This must include emergency rescue method testing
- A handover to the operator must be carried out by the MEWP coordinator or supervisor.
- A copy of the operators' competency certificate including photograph to be fixed to the MEWP they will be operating to enable management to verify authorised use.

MEWP safety documentation pack

A MEWP safety documentation pack must be established and maintained on site prior to any MEWP being set to work, this is to be prepared by the MEWP coordinator or supervisor and handed over to the assigned operative

The following information is required to form the MEWP safety documentation pack. The pack must be present on site, ideally with the MEWP itself.

- A certificate of conformity or six month certificate of thorough examination
- Pre-Delivery Inspection (PDI)
- The checklist forming the handover of MEWP to the MEWP operator
- Daily / weekly inspection sheet
- Any defect report related to the MEWP
- The MEWP operators training record
- The risk assessment and method statements (RAMS) associated with the work
- A record that the emergency operation procedure has been carried out and repeated as required.

Movement to and from work areas

Movement to and from work areas must be undertaken in a controlled manner.

- All MEWP movements must be assessed, planned and controlled. The assessment must consider if the banks person / vehicle marshal is required
- MEWPs must never be moved with the platform in the elevated position, unless in close proximity to obstructions use the controls in the following general sequence:-
 - Drive,
 - Elevate,
 - Slew,
 - Telescope,
 - fine control

Always ensure adequate vertical clearance between the highest point of the platform and any obstruction when driving or elevating/slewing the platform

Fall prevention

In Boom type MEWPs operators must be permanently attached at all times.

- A full body harness and lanyard used as a fall restraint control must be worn and attached at all times.
- The operator must never stand on the basket mid rails
- The basket is a working platform and not a means of access
 - Therefore the operator must not leave the basket at height
- The lanyard must always be anchored to the designated anchor point
- Any tools required for work whilst on the MEWP must be tethered using an appropriate tool tether

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In scissor type MEWPs

- The operator must only enter the working space via the fixed access point only, and must replace the guardrail.
- The operator must never stand on the basket mid rails
- The MEWP is a working platform and not a means of access
 - Therefore the operator must not leave the platform at height

General MEWP operational requirements

The following points must be in place when operating MEWPs

- A copy of the operators' competency certificate including photograph to be fixed to the MEWP they will be operating to enable management to verify authorised use.
- The name of the contractor who has brought the MEWP on to the projects must be prominently displayed on the machine.
- Loaning or borrowing of MEWPs with third parties is not acceptable
- Area around the MEWP is to be demarcated to prevent work underneath or warn of work taking place above ground level
- An emergency rescue must be practiced when the MEWP is in position prior to work commencing and must be practiced within seven days if still in use.
- Any workers in the area that the MEWP will be working are to participate in these rescue exercises When MEWPs are in position, the sequence of operation should be in accordance with that detailed above in the "Movement to and from work areas" section
- Where significant crush risks are present, appropriate control measures should be put in place. Crush risks could be present either in operation or when travelling around site. All boom type MEWPs in use on Morgan Sindall Projects after 1st January 2013 must incorporate a suitable anti-entrapment control device which must stop the movement of the machine immediately that a potential entrapment/ crushing situation has been detected with an audible warning which can be heard by those on the ground who need to effect a rescue. This requirement, does not at present extend to Road Rail Vehicles (RRV) which need special authorisation to be used on the rail network, but a site specific risk assessment must be in place to identify where crush risks are present and appropriate measure put in place ie banksman to mitigate this risk.
- Examples of other appropriate control measures are:
 - Having two persons in a basket – both should have received MEWP training
 - Using a designated ground observer in communication
- MEWPs should not be used to lift any equipment other than 'tools and accessories' a specific risk assessment must be in place if an item needs to be lifted, and consideration is to be given to the use of proprietary materials lifting attachments.
- For the safety of those within the MEWP basket, do not put materials in the basket and store tools in a safe manner
- Where reasonably practicable avoid using the MEWP in situations where working in opposition to the controls i.e. in 180 degree control, and allow adequate distance when manoeuvring with the basket at 180 degrees to the direction of drive
- Proximity to other machines (MEWPs or cranes / telehandlers) must be strictly managed and under the control of the MEWP coordinator or supervisor
- If a MEWP is found to be faulty, remove from service and report it to the MEWP coordinator or supervisor.

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Appendix A – Areas to consider for those undertaking MEWP selection

- What work needs to be done?
- Who is going to operate the MEWP?
- What Training do they have?
- At what stage in the job will the MEWP be needed and what will the ground conditions be like at that stage (ie rough, prepared, poured slab, finished surface etc)?
- What access is there to the site?
- How much base area is available at the work position?
- 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?
- What is the maximum ground bearing capacity at the work area and along the route to and from the work positions?
- How many people need to be lifted?
- What height / outreach is required?
- Are there any overhead power lines on site?
- Are there likely to be any overhead structures which the operators could be crushed against?
- Are there any manual handling issues?
- What interface is there with other vehicles and pedestrians and are there any unusual issues, eg aircraft or rail traffic?
- What fuel type is allowed on site and where will refuelling take place?
- What wind loads can be expected?
- Are loads to be carried / handled, consider specific material handling attachments

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Appendix B – MEWP coordinator duties

A MEWP coordinator role is not a substitute or replacement for a site supervisor and the role is likely to be carried out in addition to other duties on site.

The MEWP coordinator will

- Have responsibility for authorising MEWP activities on site
- Establish the machine specific MEWP safety documentation pack
- Have control of the keys of all MEWPs on site, under their control, and issues keys and the MEWP safety documentation pack to MEWP operatives or ensure that any MEWP supervisors control the use of their MEWPs
- Ensure the MEWP meets the appropriate earthing requirements
- Ensure operatives have completed the required training and demonstrates competence through up to date log books and signs off where appropriate
- Ensure that records of familiarisation training, operator qualifications and licences are maintained
- Ensure that a competent person takes delivery of the MEWP
- Ensure that familiarisation training and the correct handover process is carried out
- Have responsibility for ensuring that method statements, risk assessments and other relevant permits and documentation are completed and agreed in relation to all MEWPs on site.
- be part of the process for appraising subcontractor risk assessments with respect to MEWP use.
- Ensure that the process for communicating contents of RA/MS to all relevant parties is taking place
- Ensure that daily checks are carried out and recorded
- Have responsibility for making sure that defects with equipment are remedied
- Ensure that there are appropriate numbers of nominated persons on site within verbal or visual proximity to MEWPs in operation who have had training on the emergency lowering procedure
- Have responsibility for making sure that a safe loading / unloading area has been provided where possible

Have responsibility for undertaking sensible monitoring, inspections or audits on MEWP activities

If a MEWP operators experience on the particular type of MEWP (i.e. via the log book) cannot be demonstrated, the MEWP coordinator must observe the operative in the machine operating the controls fully, before work commences.

Appendix C – MEWP supervisor duties

A MEWP supervisor role is not a substitute or replacement for a site supervisor and the role is likely to be carried out in addition to other duties on site.

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The MEWP supervisor: -

- Work with and liaise with the Site MEWP coordinator
- For MEWPs under their supervision:-
 - Supervise the use of the MEWPs and carry out any instructions issued by the site MEWP coordinator.
 - Established the machine specific MEWP safety documentation pack or receive the pack from the MEWP Coordinator.
 - Have control of the keys of all MEWPs on site and issues keys and the MEWP safety documentation pack to MEWP operatives
 - Ensures the MEWP meets the appropriate earthing requirements
 - Ensures operatives have completed the required training and demonstrates competence through up to date log books and signs off where appropriate
 - Ensures familiarisation training and the correct handover process is carried out, and operator records and licences are maintained
 - Take delivery of any MEWP being used by their company, or as instructed by the MEWP coordinator.
 - Ensure that method statements, risk assessments and other relevant permits and documentation are completed, and that they are given to the site MEWP coordinator for agreement prior to the MEWP starting work.
 - Ensures that daily checks are carried out and recorded
 - Has responsibility for making sure that defects with equipment are remedied
 - Ensures that there are appropriate numbers of nominated persons who have been demonstrated the emergency lowering procedure
 - Has responsibility for undertaking sensible monitoring, inspections or audits on MEWP activities.

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