

## XV. Appendix 3 - MEWP Guidelines for Occupants

It is the responsibility of the MEWP operator to either provide instruction or confirm all occupants have previously received instruction to achieve a basic level of knowledge to work safely on the MEWP. This instruction does not give the occupant authorization to operate the controls at any time except in an emergency situation. **Do not take any occupant in the platform until this document has been thoroughly reviewed and you have confirmed their understanding and agreement.**

1. Is Personal Fall Protection Equipment (PFPE) required on this particular model of MEWP or on this jobsite?  
**No:** Explain that the guardrail system on this machine provides fall protection for the occupants on the platform.  
**Yes:** Explain the purpose of the harness and lanyard, ensure all occupants are properly fitted with the appropriate PFPE, identify the lanyard anchorage points, and ensure all occupants are properly secured.
2. Explain how their actions in the platform could affect the stability of the machine:
  - a. Do not lean over the platform guardrail.
  - b. Maintain a firm footing on the platform floor at all times. Do not climb on the toe guard, midrail, or toprail.
  - c. Do not jump up and down or shake the platform.
  - d. Do not push off or pull toward any object outside the platform.
  - e. Do not touch the platform controls.
3. Will the occupant(s) be using any accessories on this job (e.g., Access Deck, Panel Cradle, Fall Arrest Bar)?  
**No:** Continue to #4  
**Yes:** Explain the proper and safe use of the accessory, including any hazards that may be associated with its use.
4. Explain any site-specific work procedures the occupant(s) must follow related to the operation of the MEWP. This will vary from site to site, but may include the requirements to use PFPE and other personal protective equipment (e.g., hard hat, steel toed boots, gloves, safety vest), vehicle or pedestrian right of way, driving in the stowed position only, honking the horn prior to driving the machine, etc.
5. Discuss all hazards related to the task at hand and their avoidance, and include any applicable site risk assessments, which will vary from site to site. A detailed risk assessment and rescue plan (see **Appendix 2**) must be performed prior to bringing the MEWP into the workplace. Review a copy of the most current one with the occupants and answer any questions they may have.

6. Review the manufacturer's warnings and instructions for the MEWP being operated. Remove the operator's manual, and review the various warnings and instructions identified by the manufacturer. Explain that the operator's manual must be kept on the MEWP at all times when not in use by the operator.
  
7. Review the following with at least one of the occupants:
  - a. The intended purpose and function of the MEWP platform controls;
  - b. The intended purpose and function of the safety-related items specified by the manufacturer, including secondary guarding systems and emergency shut-down procedures; and
  - c. The intended use and function of the lowering procedures, to the extent required to lower the MEWP safely to the ground or the stowed position.

Please remind the occupant(s) this does **not** constitute as training. It is only considered to be emergency instruction in the case that, for some reason, the operator has become incapacitated or is otherwise unable to operate the MEWP.