



# TEXAS WOMAN'S UNIVERSITY™

## Mobile Elevating Work Platform Program

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Office of Environmental Health & Safety

940-898-4001, option 3

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<https://twu.edu/health-safety/>



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## I. Purpose

This program establishes a process for the safe operation of mobile elevating work platforms (MEWPs), such as scissor lifts, boom lifts, and other similar equipment. For the purposes of this program, MEWP also includes vehicle-mounted elevating and rotating aerial devices, such as extendable boom aerial devices and articulating boom aerial devices (e.g., bucket trucks).

## II. Scope

This program, in accordance with [University Regulation and Procedure Number 04.430](#), applies to the operation of all MEWPs operated on Texas Woman's University property by staff, faculty, students, or contractors.

## III. Classifications

MEWPs are classified into two group:

### A. Groups

- i. **Group A:** Lift moves vertically, but stays within the chassis or tipping lines (e.g., scissor lifts)
- ii. **Group B:** Lift moves beyond the machine's chassis or tipping lines, such as wheels or outriggers (e.g., boom lifts)

Under each group, MEWPs are then classified into types:

### B. Types

- i. **Type 1:** Can only travel with the platform in a stowed position
- ii. **Type 2:** Can travel while elevated and is controlled from the chassis
- iii. **Type 3:** Can travel while elevated and is controlled from the platform

## IV. Responsibilities

### A. Risk Management

- i. Review and revise this program to reflect changes in regulatory requirements as necessary.
- ii. Provide consultation and guidance when necessary.

## B. Departments and Units

- i. Ensure operators and supervisors who directly supervise operators attend all required training.
- ii. Protect MEWPs from unauthorized use. Keep keys in a secure location and only issue to trained and authorized operators.
- iii. Maintain documentation and records as required in the [Recordkeeping](#) section.
- iv. Remove equipment from service when the operator, supervisor, or other qualified person identify any condition that makes the unit unsafe to operate during inspection, maintenance, or operation.
- v. Ensure operators are properly inspecting and safely operating the equipment.
- vi. Provide appropriate fall protection equipment to operators and occupants as required by this program and the manufacturer.
- vii. Ensure MEWPs are inspected and maintained in accordance with the [Maintenance](#) section.
- viii. Ensure MEWPs are registered with the manufacturer to ensure receipt of any safety-related bulletins.
- ix. Comply with all safety-related bulletins from the manufacturer, and communicate them to the operators.
- x. Use reasonable diligence and make every effort to avoid contractor or other outside entity use of University-owned MEWPs. If contractors or other outside entities will be operating a University-owned MEWP, contact Risk Management for approval.
- xi. Contact Risk Management to evaluate any safety concerns, or as specified in this program.

## C. Operators

- i. Attend all training and evaluation prior to operating any MEWP.
- ii. Operate only those MEWPs for which they are authorized, trained, and familiar.
- iii. Must be physically and mentally capable of operating MEWPs.

- iv. Trained and authorized students may only operate MEWPs under the supervision of a trained staff member.
- v. Complete a pre-use inspection checklist (see **Appendix 1**) and risk assessment and rescue plan (see **Appendix 2**) prior to operation and submit to supervisor.
- vi. Immediately cease operations when any problems, hazardous conditions, or malfunctions arise. Operations may only continue after all issues have been corrected.
- vii. Report all maintenance issues, accidents, or unsafe practices to your manager or supervisor.
- viii. Ensure all safety and manufacturer's guidelines and instructions are followed.
- ix. Inspect fall protection equipment prior to use and wear personal fall protection equipment as required by this program and the MEWP manufacturer.
- x. If an untrained occupant accompanies the operator in the MEWP, the operator must provide instructions to the occupant to ensure he/she has a basic level of knowledge to work safely on the MEWP. The occupant must be taught how to operate the MEWP controls in case of an emergency where the operator becomes incapacitated. This only gives the occupant the authority to operate the MEWP in an emergency. Refer to the MEWP Guidelines for Occupants (see **Appendix 3**).

## **V. General Requirements**

- A. Only trained and authorized personnel are allowed to operate and/or occupy a MEWP.
- B. MEWPs must always be operated, transported, loaded, and unloaded in accordance with this program and the manufacturer's guidelines and limitations.
- C. Modifications or additions to MEWPs must be approved in writing by the manufacturer. If the manufacturer no longer exists, modifications to a MEWP must be made under the direction of an engineer with expertise in MEWPs.
- D. Barricade MEWP work areas when necessary to keep unauthorized individuals from entering the work area.

- E. Operators must yield the right-of-way to workers, pedestrians, and all vehicular traffic.
- F. Supervisors, operators, and occupants must be aware of the tasks, hazards, hazard control measures, risk assessment, rescue plan, and manufacturer's operating guidelines prior to use.
- G. A qualified person must be on-site who is not working on the platform and is familiar with the emergency controls.
- H. Prior to use of a specific MEWP model, the operator must familiarize themselves with the equipment by reading, understanding, and following the manufacturer's operator's manual to:
  - i. Identify and understand the purpose and function of the controls specific to the model of MEWP to be used.
  - ii. Identify and understand the features, limitations, and safety devices specific to the model of MEWP to be used.
  - iii. Identify and understand the operating characteristics specific to the model of the MEWP.
- I. Park MEWPs in secure and/or designated areas that do not block doorways, egress routes, or safety equipment.
- J. Always remove keys when not in use. Equipment that is beyond the vision or more than 25 feet from the operator is considered unattended and should have the keys removed and be in the proper parked position.
- K. Do not leave MEWPs unattended in the elevated position, unless approved by the manufacturer.
- L. When operating near unprotected edges, such as loading docks and theater stages, always maintain as much distance from the edge as possible, and use a ground spotter when moving/positioning the MEWP.

## **VI. Pre-use Inspection, Risk Assessment, and Rescue Plan**

- A. Complete the pre-use inspection checklist (see **Appendix 1**) and risk assessment and rescue plan (see **Appendix 2**) prior to operating any MEWP (i.e., at the beginning of every work shift and whenever a new authorized operator takes control of the MEWP).
- B. Adhere to the manufacturer's guidelines for additional pre-use inspection criteria, if applicable.

- C. Risk assessments and rescue plans must be communicated to all affected parties (e.g., MEWP occupants, other workers in the area).
- D. Completed pre-use checklist, risk assessment, and rescue plan must be submitted to the departmental supervisor.
- E. Other pre-use inspection checklists, risk assessments, and rescue plans may be used if they meet the requirements of this program.
- F. Any safety defects, impairments, damage, or malfunctions must be reported to supervisors, and the MEWP must be immediately removed from service and tagged with a label “Dangerous: Do Not Use” until repaired.

## **VII. Electrical Hazards**

- A. All operators, occupants, tools, materials, equipment, and MEWPs must stay at least 10 feet away from all electrical power lines with voltages to ground 50kV or below at all times. For voltages to ground over 50kV, maintain a minimum of 10 feet of distance, plus 4 inches for every 10kV over 50kV.
- B. Operators must maintain the appropriate Minimum Approach Distance (MAD) from energized conductors and apparatus, commensurate with the operator’s qualifications.
- C. If work must occur within 10 feet of electrical power lines, consult a qualified person (e.g., Electrician) and Risk Management to ensure appropriate safety measures are taken.
- D. Only specially trained, qualified, and authorized high-voltage personnel with approved PPE, tools, and equipment in approved, insulated MEWPs are authorized to work within 10 feet of energized overhead power lines.
- E. Operator manuals and instruction plate(s) must indicate whether the MEWP is of the insulating type. Insulated MEWPs must be of the appropriate ANSI category for the work being performed (i.e., Category A, B, C, D, or E).

## **VIII. Fall Protection**

### **A. Guardrails**

- i. Guardrails are the primary means of fall protection for all MEWPs.
- ii. When additional fall protection is required by the manufacturer or this program, operators and occupants must adhere to all manufacturer guidelines.

## **B. Personal Fall Protection**

- i. Personal fall arrest or fall restraint is required on all Group B MEWPs (i.e., 1b, 2b, 3b) at all times, as outlined in the [Classifications](#) section.
- ii. Personal fall protection equipment must be:
  - a. Attached to the MEWP-designated anchor point,
  - b. Approved for use on a MEWP by the fall protection equipment manufacturer,
  - c. Approved for use by the MEWP manufacturer, and
  - d. Inspected for defects and damage prior to each.
- iii. Connecting personal fall protection equipment to adjacent poles, structures, guardrails, or equipment while working from a MEWP is prohibited.
- iv. Damaged or defective personal fall protection equipment must not be used and must be removed from service immediately.
- v. Fall protection training and program adherence must be done in addition to this program for MEWP's that require fall protection.

## **C. Special Situations**

- iii. MEWPs are not specifically designed for mobile operation.
- iv. MEWPs are not specifically designed to transfer personnel from one level to another or for leaving the work platform. Exiting or entering a MEWP at heights may only be permitted when procedures from the manufacturer or a qualified person are developed that identify and address all the hazards (e.g., personal fall protection, movements of the MEWP, load changes, stability changes).
- v. Procedures for special situations must be reviewed and approved by Risk Management.



## **IX. Maintenance**

### **A. Inspections**

#### **i. Frequent Inspection**

- a. Must be performed prior to placing a MEWP into service, if the MEWP has been out of service longer than three months, or if the environmental conditions require a shorter period.
- b. Must be made by a qualified person specific to the make and model of the MEWP. Inspection must include all items specified by the manufacturer for a frequent inspection.

#### **ii. Annual Inspection**

- a. Must be performed no later than 13 months from the date of the prior annual inspection.
  - b. Must be made by a qualified person specific to the make and model of the MEWP. Inspection must include all items specified by the manufacturer for a frequent inspection and annual inspection.
  - c. A label must be placed on the MEWP to identify the date and inspecting company of the most recent annual inspection.
- iii. No MEWP may be placed back in service until all malfunctions and problems identified in the inspection have been corrected.
- iv. All inspection records must include the inspection and tests performed, date of inspection, any deficiencies found, corrective actions accomplished, identification of the person(s) performing the inspections and repairs and must be maintained for at least 5 years.

### **A. Maintenance**

- i. Adhere to the manufacturer's recommendations to establish a MEWP preventative maintenance program and take into account the environment of the work place and severity of use.
- ii. Only authorized and qualified personnel can perform repairs on MEWPs.
- iii. MEWP repairs must be conducted within a designated area for equipment or vehicle maintenance.

## **B. Fueling and Charging Batteries**

- i. Only trained and authorized personnel may fuel or charge batteries on MEWPs.
- ii. Fueling and battery charging must take place in areas designated for those purposes.
- iii. Wear protective clothing and PPE in accordance with the manufacturer's guidelines while fueling and charging batteries.

## **X. Training**

### **A. Training**

- i. Each employee must take Mobile Elevating Work Platform training from Risk Management and receive hands-on training and instruction specific to the MEWP type they will be operating (e.g., scissor, boom), and training must be successfully completed prior to the use of any MEWP.
- ii. Theory instruction and hands-on demonstration and evaluation can be conducted by either a competent trainer in the department, equipment manufacturer, or a vendor who specializes in MEWP training.
- iii. Training must meet the regulatory requirements in the **Regulatory Authority** section.
- iv. Multiple training sessions are not required for an operator who operates two different manufacturers' models of a similar type of MEWP, so long as that employee successfully completed training on that specific type (e.g., scissor, boom). However, the trained and authorized operator is responsible for familiarizing themselves with the equipment prior to use, as outlined in the **General Requirements** section.

### **A. Re-Training**

Re-training is required whenever:

- i. The operator's valid training period has expired (i.e., 3 years),
- ii. The operator is observed using the MEWP in an unsafe manner, or the performance of the operator has deteriorated,
- iii. Extended period of time with no MEWP operation,

- iv. Introduction of new or significantly different MEWP technology,
- v. The operator is involved in an accident or near-miss incident, or
- vi. A condition in the workplace changes that could affect the safe operation.

## **XI. Recordkeeping**

- A. Departments and units are responsible for maintain the following records:
  - i. Supervisor and operator training documentation (i.e., person trained, person providing the training, date of training, type of MEWP trained on) for as long as the operator will be operating MEWPs.
  - ii. Completed MEWP pre-use inspection checklists, risk assessments, and rescue plans for all equipment subject to this program.
  - iii. All MEWP maintenance, inspection, and repair documentation.
  - iv. Service and parts manuals provided with each MEWP must be maintained for as long as the MEWP is in operation.
- B. Unless otherwise specified in this program, all records must be retained and made available for at least 5 years.

## **XII. Regulatory Authority**

Texas Woman's University will comply with the Occupational Safety and Health Administration's (OSHA) standards, American National Standards Institute (ANSI) standards, and any other applicable codes and standards, including:

[OSHA 29 CFR 1910.67 - Vehicle-Mounted Elevating and Rotating Work Platforms](#)

[OSHA 29 CFR 1910.333 - Selection and Use of Work Practices](#)

ANSI A92.2-2015 - Vehicle-Mounted Elevating and Rotating Aerial Devices

ANSI A92.22-2018 - Safe Use of Mobile Elevating Work Platforms (MEWPs)

ANSI A92.24-2018 - Training Requirements for the Use, Operation, Inspection, Testing, and Maintenance of Mobile Elevating Work Platforms (MEWPs)

### XIII. Appendix 1 - Pre-Use Inspection Checklist

Trained and authorized operators must complete this checklist prior to operating any MEWP or vehicle-mounted aerial lift. Return completed checklist to your supervisor. **Caution:** All items on your equipment may not be featured. Always follow the equipment manufacturer's maintenance and safety instructions to ensure a thorough inspection.

Make:		Model:		
Serial No.:		Date:		
<b>✓ = Pass    ✗ = Fail (All faults or defects must be reported immediately to your supervisor)    N/A = Not Applicable</b>				
<b>Visual Checks</b>				
Documentation	1	Manufacturer's operator manual (weather-resistant compartment)	✓   ✗   N/A	
	2	Risk assessment, rescue plan	✓   ✗   N/A	
Wheels or Tires	3	Wheel security (nuts and retainers: loose, damaged, missing)	✓   ✗   N/A	
	4	Tire pressure (pneumatic, foam filled, solid)	✓   ✗   N/A	
	5	Cuts, splits, exposed braiding, damaged rims	✓   ✗   N/A	
Engine or Power Source	6	Fluid levels (oil, coolant, fuel), leakage on the ground and around the engine	✓   ✗   N/A	
	7	Battery (electrolyte, security, charging plug)	✓   ✗   N/A	
Hydraulics	8	Hydraulic fluid level, leaks (hoses, pipe connections, rams, cylinders)	✓   ✗   N/A	
Hoses and Cables	9	Security, condition (cuts, chaffing, bulges)	✓   ✗   N/A	
	10	Power track cable trays (damage, debris)	✓   ✗   N/A	
Outriggers and Stabilizers	11	General condition, pins/retainers, footplate	✓   ✗   N/A	
	12	Spreader plates (present, condition, secure for travel)	✓   ✗   N/A	
	13	Interlocks (functioning, engaged)	✓   ✗   N/A	
Chassis, Boom, and Scissor Pack	14	General condition (damage, misalignment, corrosion, cracks in welds)	✓   ✗   N/A	
	15	Pins, retainers, chains (security, signs of wear)	✓   ✗   N/A	
	16	Canopies, guards, engine covers (security, condition)	✓   ✗   N/A	
Platform, Cage or Bucket	17	Steps for access/egress (secure, undamaged, clear)	✓   ✗   N/A	
	18	Entrance gate, guardrails, retaining pins	✓   ✗   N/A	
	19	Harness anchor points (inspect body harness, lanyard)	✓   ✗   N/A	
	20	Fiberglass and insulating components (undamaged, not contaminated)	✓   ✗   N/A	
	21	Clear of rubbish, debris, obstructions	✓   ✗   N/A	
Decals and Signage	22	ID plate, safety, warning, information decals (legible)	✓   ✗   N/A	
	23	Controls (identification decals, directional arrows)	✓   ✗   N/A	
	24	Platform loads (SWL, max. wind speed, max. number of persons)	✓   ✗   N/A	
	25	Decal indicating annual inspection within the last 13 months	✓   ✗   N/A	
<b>Function Checks</b>				
			<b>Ground</b>	<b>Platform</b>
Ground and Platform Controls	26	Security device (power isolator, keypad, smart card)	✓   ✗   N/A	✓   ✗   N/A
	27	Function enable (ignition key, foot switch, hold to run device)	✓   ✗   N/A	✓   ✗   N/A
	28	Emergency stops, emergency lowering system	✓   ✗   N/A	✓   ✗   N/A
	29	All switches, function controls (move freely, do not stick)	✓   ✗   N/A	✓   ✗   N/A
	30	Lifting functions (raise, lower, slew, tele-out, tele-in)	✓   ✗   N/A	✓   ✗   N/A
	31	Travel functions (forward, reverse, steer, brakes)	✓   ✗   N/A	✓   ✗   N/A
	32	Elevated drive speed (reduced, prevented)	✓   ✗   N/A	✓   ✗   N/A
	33	Lights, beacons, warning devices, alarms (tilt, descent, travel)	✓   ✗   N/A	✓   ✗   N/A
	34	Limit switches (descent, load, outreach, rotation)	✓   ✗   N/A	✓   ✗   N/A
	35	Pothole protection device (fully deploys and retracts)	✓   ✗   N/A	✓   ✗   N/A
	36	Oscillating axle locks, extending axles	✓   ✗   N/A	✓   ✗   N/A
	37	Accessories, power to platform, extending decks	✓   ✗   N/A	✓   ✗   N/A
	38	Jacks-legs, stabilizers, outriggers, levelling devices	✓   ✗   N/A	✓   ✗   N/A
<b>Comments</b>				
By signing below, I certify the equipment has passed the pre-use inspection checklist and no defects/deficiencies were identified.				
Operator Name(s):		Signature(s):		

## XIV. Appendix 2 - Risk Assessment and Rescue Plan

Trained and authorized operators must conduct a thorough jobsite inspection and evaluation of all work to be performed by using this risk assessment and rescue plan prior to operating any MEWP or vehicle-mounted aerial lift. This form must be completed in conjunction with the Pre-Use Inspection Checklist prior to every work shift, or whenever a new authorized operator takes control of the MEWP. Submit all completed forms to your supervisor. Risk assessments and rescue plans must be communicated and understood by all parties involved and periodically reviewed during longer jobs to ensure no conditions have changed. If changes are necessary to ensure a safe work environment, such changes must be communicated to all parties prior to resuming work.

For questions, contact EH&S at risk@twu.edu or (940) 898-4001, option 3.

Operator Name(s):			Date:	
Jobsite Location:				
Expected Start Date:		Expected Start Time:		
Expected Stop Date:		Expected Stop Time:		
Make:		Model:		
Serial Number:				
Task Performed:				
Qualified Person On-site to Operate Ground Controls in an Emergency:				
Complete the risk assessment by checking "Yes" or "No" for each potential risk, and indicate the appropriate hazard control measure(s) for each risk marked "Yes"				
<b>Risk Assessment</b>				
Risk(s)	Yes	No	Control Measure(s)	
MEWP Occupant(s)			<input type="checkbox"/> provide instruction on safe use/emergency controls <input type="checkbox"/> other (specify):	
Falling Objects			<input type="checkbox"/> toeboards <input type="checkbox"/> tethered tools <input type="checkbox"/> hard hats <input type="checkbox"/> barricade worksite <input type="checkbox"/> other (specify):	
Electrocution			<input type="checkbox"/> stay at least 10-ft from energized power lines <input type="checkbox"/> other (specify):	
Fall from Heights			<input type="checkbox"/> guardrails/gates <input type="checkbox"/> personal fall protection inspected/used <input type="checkbox"/> other (specify):	
Weather (Wind, Rain, Lightning)			<input type="checkbox"/> stop if lightning within 10 miles <input type="checkbox"/> stop if winds exceed manufacturer's guidelines <input type="checkbox"/> stop in rain <input type="checkbox"/> other (specify):	
Hazardous Conditions			<input type="checkbox"/> ground welding equipment <input type="checkbox"/> wear appropriate PPE for task <input type="checkbox"/> other (specify):	
Workers/Pedestrians			<input type="checkbox"/> barricade worksite <input type="checkbox"/> stay clear/yield to workers and pedestrians <input type="checkbox"/> other (specify):	
Traffic/Equipment			<input type="checkbox"/> barricade worksite <input type="checkbox"/> stay clear/yield to vehicles/other equipment <input type="checkbox"/> obey traffic laws <input type="checkbox"/> other (specify):	
Uneven/Unstable Surfaces			<input type="checkbox"/> avoid uneven/unstable surfaces <input type="checkbox"/> mark with barricade/cones <input type="checkbox"/> reinforce/level surfaces <input type="checkbox"/> other (specify):	
Obstacles, Debris			<input type="checkbox"/> avoid obstacles/debris <input type="checkbox"/> mark with cones/barricades <input type="checkbox"/> remove obstacles/debris <input type="checkbox"/> other (specify):	
Slopes, Holes, Unprotected Edges			<input type="checkbox"/> avoid slopes/holes/unprotected edges <input type="checkbox"/> mark with barricades/cones <input type="checkbox"/> use a ground spotter <input type="checkbox"/> other (specify):	
Overhead Obstructions			<input type="checkbox"/> avoid overhead obstructions <input type="checkbox"/> remove overhead obstructions <input type="checkbox"/> other (specify):	
Entanglement			<input type="checkbox"/> avoid entanglement hazards <input type="checkbox"/> remove entanglement hazards <input type="checkbox"/> other (specify):	
Other Risks (specify)				

Complete the rescue plan by selecting 'Yes' or 'No' for each potential scenario that may require rescue			
Rescue Plan			
Fall from Equipment at Heights			
Scenarios Requiring Rescue	Yes	No	Rescue Action
Worker is suspended and self-rescue is not possible			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• Instruct the suspended operator to raise their knees towards their chest if they can; this will reduce the buildup of toxins in their blood.</li> <li>• Instruct the next closest MEWP operator to maneuver their MEWP basket below the suspended operator so that the suspended operator is approached from below.</li> <li>• The basket of the rescuing MEWP should be slowly elevated to the height of the suspended operator. Once safely in the basket, the operator's work restraint may be removed; the rescued operator must sit on the floor of the basket.</li> <li>• Both individuals can be lowered to ground level and exit the basket.</li> </ul>
Worker is suspended and can self-rescue using personal emergency descent equipment			<ul style="list-style-type: none"> <li>• Worker uses personal emergency descent equipment to lower themselves to the ground.</li> </ul>
Worker is suspended and equipment is operable			<ul style="list-style-type: none"> <li>• If the occupant is present, lower the platform to the ground.</li> <li>• If no occupant is present, a qualified person on the ground should lower the platform to the ground using the ground controls.</li> </ul>
Worker is suspended and the equipment is inoperable, stuck, or entangled			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• Do not attempt to free the stuck or entangled equipment.</li> <li>• Workers must be rescued prior to attempting to move or free the equipment.</li> </ul>
Worker is suspended and injured			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• If the occupant is present, lower the platform to the ground.</li> <li>• If no occupant is present, a qualified person on the ground should lower the platform to the ground using the ground controls.</li> </ul>
Worker is suspended and additional hazards are present or suspected (e.g., live electrical)			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• Do not attempt to rescue the worker.</li> <li>• Do not touch any equipment.</li> <li>• Warn others to stay clear of the area/equipment.</li> </ul>
Other fall scenario requiring rescue (specify)			
Other Requirements			
Entanglement			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• Do not attempt to free stuck or entangled equipment.</li> <li>• Do not climb down the exterior.</li> <li>• Workers must be rescued prior to attempting to move or free the equipment.</li> </ul>
Power or control failure			<ul style="list-style-type: none"> <li>• Operator should attempt to use auxiliary power or controls to lower the platform to the ground (if equipped).</li> </ul>
Power or control failure and equipment is inoperable			<ul style="list-style-type: none"> <li>• A qualified person on the ground should attempt to lower the platform to the ground using the ground controls.</li> <li>• If inoperable, call 911.</li> </ul>
Injury or illness of the operator and/or occupants			<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• If possible, lower the platform to the ground using either the platform controls or the ground controls by a qualified person.</li> </ul>
Other emergency requiring rescue (specify)			
<b>Always notify supervisor of a fall, injury, illness, or other emergency as soon as possible.</b>			
Additional Comments or Precautions			
By signing below, I certify that I conducted a jobsite inspection and evaluation of all work to be performed and will utilize all control measures identified.			
Operator Signature(s):			

## 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.