

1.0 PURPOSE

The purpose of this program is to specify safety requirements for the safe operation and maintenance of Mobile Elevating Work Platforms (MEWPs). An MEWP is a machine/device intended for moving persons, tools and material to working positions, consisting of at least a work platform with controls, an extending structure and a chassis. Some examples are scissor lifts, zoom booms and one-man lifts.

2.0 SCOPE

This program applies to all St. Francis Xavier University (StFX) work sites, including contractor operations. All legislative jurisdictional, StFX and contractor requirements will be reviewed, and the more stringent requirements will be applied.

3.0 RESPONSIBILITY

3.1 Managers

- Verify implementation and enforcement of this program;
- Verify that equipment specified in this program is available and utilized; and
- Verify all MEWP procedures are developed and implemented.

3.2 Supervisors

- Monitor the operation of MEWPs for compliance with manufacturer's specifications, company and site-specific requirements, applicable legislation and this program.
- Verify that this procedure is readily available to the workers and the workers must acknowledge they understand and are following the procedures as well as the manufacturer's specifications, company/site specific requirements and applicable legislation;
- Verify that only trained, competent individuals inspect, maintain and operate MEWPs;
- Monitor the workers activities to verify proper use of the equipment and compliance with the manufacturer's specifications, company and site-specific requirements, applicable legislation and this safety procedure; and
- Conduct audits of the work procedure to verify compliance with legislated, manufacturer, company and industry standards.

3.3 Workers/Operators

- Workers must comply with this procedure as well as the manufacturer's specifications, company and site-specific requirements and applicable legislation.

4.0 REFERENCES

- Legislative Jurisdictional Requirements (NS WHSRs, CSA B354.7 and B354.8)
- Manufacturer's Specifications
- StFX Policy Statements

5.0 DEFINITIONS

5.1 Designated Competent MEWP Operator

An operator, appointed in writing by the employer to be competent to operate an MEWP because of:

- their knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace; and
- their knowledge about the provisions of the Act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

5.2 Mobile Elevating Work Platform

The complete machine including the platform, lifting mechanism, attachments, chassis or vehicle as applicable.

5.3 Platform

Any personnel-carrying device (basket or bucket) that is a component of an MEWP.

5.4 Vehicle

Any carrier that is not manually propelled.

6.0 PROCEDURE

6.1. Hazards

- Tipping or overturning;
- Fall from height;
- Equipment or property damage due to improper or unintentional use or movement of the aerial work platform;
- Electric shock/electrocution;
- Pinching and/or crushing body parts between basket and fixed objects; and
- Dropped objects.

6.2. Hazard Controls

6.2.1 Engineering Controls

Switches, guards and other safety devices that prevent unintentional operation of an MEWP in certain configurations or positions.

A work platform that is equipped with:

- Guard rails and doors;
- Engineered anchor points for fall protection; and
- Internal handrails and kick boards.

6.2.2 Administrative Controls

Only Designated Competent Operators are permitted to operate MEWPs.

The MEWP operator is responsible to read, understand and follow the instructions in the manufacturer's manual before using the machine.

The operator must read and follow all the manufacturer's danger, warning and caution labels or placards for that machine.

Operators of MEWPs shall complete a Fall Protection Plan prior to using the MEWP.

The operator must perform a pre-use check before using an MEWP and document the results on the Daily MEWP and Worksite Checklist and inform their supervisor of any inadequacies. The forms must remain with the machine. Test all gauges, light and controls to verify they are functioning properly.

If any controls malfunction, do not operate or function as specified, do not use the machine. Remove and tagout the machine from service and report the malfunction or deficiencies to your supervisor.

Any maintenance or adjustments to an MEWP must be conducted by a qualified or competent person.

Inspect the work area before operating or moving an MEWP and document the results on the Daily MEWP and Worksite Checklist. Inspect for drop-offs, floor openings, rough surfaces, weak spots, soft ground, uneven ground, congested spaces and over-head hazards. Identify all hazards and appropriate controls.

Always mount and dismount the MEWP using three-point contact and facing the machine.

Verify the ground or surface is smooth, flat, level and firm any time the platform is raised. If cribbing is required, refer to manufacturer's specifications. Cribbing requires Supervisor's approval before using.

Verify the rated capacity of the machine and work platform is not exceeded.

Verify the rated capacity of slabs/floors (suspended and at grade), ramps, temporary work decks, bridges that might be travelled over are not exceeded by the weight of the MEWP.

All workers on the platform must wear fall arrest equipment consisting of a full body harness and lanyard attached to the manufacturer specified anchor points. The fall arrest harness and lanyard must not permit the worker to fall from the basket and strike the ground at any time when the MEWP basket is above ten feet.

Materials and tools must not be carried or hung on guardrails, unless approved by the manufacturer. MEWPs must not be used for hoisting and lifting materials, unless the MEWP is engineered and approved for such use.

Do not use an MEWP to tow, pull or push any other vehicle, equipment or material unless explicitly permitted within the manufacturers' instructions.

Maintain specified distances from electrical lines and equipment.

In congested areas, where other vehicles or equipment may be present and pedestrian traffic areas, appoint a spotter to monitor clearances, hazards and warn others, as required. The spotter and operator must maintain visual contact with each other.

The operator must monitor wind and atmospheric conditions. In the event of high winds, the MEWP will be lowered to ground level when the wind exceeds 28 mph (45 km).

MEWPs shall not be used in a thunderstorm. MEWPs can be used inside of a building where the MEWP and operator are not subject to a lightning strike.

When traveling or moving an MEWP from location to location the platform should be lowered and/or retracted, as much as reasonably practicable and in accordance with manufacturer's specifications as noted below:

Zoom Boom

Use extreme care and slow speeds while driving the machine in stowed position across uneven terrain, debris, unstable or slippery surfaces and near holes and drop-offs. Do not drive the machine on or near uneven terrain, unstable surfaces or other hazardous conditions with the boom raised or extended.

Scissor Lift

Do not elevate platform or drive with platform elevated while on or near a sloping, uneven or soft surface. Ensure machine is positioned on a firm, level and smooth surface before elevating platform or driving with the platform in the elevated position.

Persons shall maintain a firm footing on the platform floor while working thereon. Never stand on the toe board, mid rails or top rails of the work platform. Never stand on any ladder or other device on the platform to gain additional height.

Exiting/entering an MEWP at height/in extension (other than its parked position) is strictly prohibited without written approval of project/FM management, and following the procedures and obtaining a permit as outlined in OHS Form 000-000 Exiting and Entering an MEWP at Raised Elevations.

Rescue plans must be in place for all jobs involving MEWP operations. There must be another person on site who is not working on the MEWP and who is capable of using the emergency controls.

Do not lower the platform unless the area below is clear of personnel and obstructions.

Use ribbon and signage to identify the area underneath the platform to warn others of the overhead hazard, as required.

In confined areas and buildings verify there is adequate ventilation to remove exhaust and potential fuel fumes or vapors.

Verify that the emergency switches (shut off, lowering etc...) are readily and easily accessible while the MEWP is in use and/or elevated.

Do not operate or raise the platform from a position on trucks, trailers, railway cars, floating vessels, scaffolds or other equipment unless the application is approved in writing by the manufacturer.

6.2.3 Personal Protective Equipment

Fall arrest equipment consisting of a full body harness and lanyard shall be used.

6.3 Training

All MEWP operators must receive formal training and must provide proof of competency in the safe and correct practices and procedures for the operation of MEWPs. Operator training must take place at least every five (5) years.

All MEWP operators must obtain, read, understand and follow the manufacturer's instructions and safe work practices prior to using an MEWP.

A "Designated Competent Operator" list is posted, listing workers who are permitted to operate StFX's MEWPs.

Occupant Instruction

Work platform occupants must receive instruction from the operator or a qualified person covering the following topics:

- Use of fall protection and the location of the fall protection anchorage.

- Things that affect the stability of the MEWP, particularly how their actions/movement could cause a problem.
- Proper use of any MEWP accessories.
- Applicable site-specific rules and/or procedures including hazard avoidance measures identified in the risk assessment.
- The location of the manufacturer's manuals and any information/instruction in them on how to work safely on the MEWP.

NOTE: At least one person, ~~occupant~~ other than the operator must be shown how to use the MEWP controls to lower the work platform in an emergency or in case the operator is ever unable to.

All operators and occupants of MEWPs shall be trained in Fall Protection as per the Nova Scotia Workplace Health and Safety Regulations, Part 21.

7.0 ST.FX EQUIPMENT

MEWPs owned by StFX (as of September 5, 2018) include:

- JLG 2630ES – Scissor Lift
- Genie Z45/25J – Zoom Boom
- Genie AWP-30S – One Man Lift

8.0 ATTACHMENTS

OHS Form 000-000 Daily MEWP and Workplace Inspection Checklist
 OHS Form 000-000 Exiting and Entering an MEWP at Raised Elevations
 Procedure for Exiting and Entering an MEWP at Raised Elevations

REVISION SUMMARY		
DATE	REVISION	SUMMARY
5 Jan 18	0	New program
2 Jul 18	1	Addition of new MEWP CSA Standards requirements
13 Dec 18	1A	Updated travelling section to manufacturer's specs
15 Apr 19	2	Updated to OHS-08, formatting and grammatical (on file)