

Mobile Elevating Work Platforms: Safe Working Procedures

Objective

The objective of this procedure is to explain the minimum safety requirements for the setup, operation, and maintenance of mobile equipment.

Scope

These safe working procedures apply to all activities involving mobile equipment during prep, wrap and shooting.

Definitions

Mobile equipment includes mobile elevated work platforms (MEWPs) such as boom lifts, scissor lifts and vehicle extensions.

Cranes, rough terrain fork trucks, forklifts and Utility Transport Vehicles are mobile equipment but are not classified as work platforms, unless equipped with attachments to serve as work platforms. All-Terrain Vehicles (ATVs) are prohibited from use.

Responsibilities

Supervisors

- Ensure that the equipment and devices are maintained in good condition.
- Ensure that pre-use inspections are performed and documented.
- Take immediate action if non-conformances are observed.
- Ensure all affected employees are trained in the manufacturer's guidelines.
- Ensure that the operator has been trained in the manufacturer's operating procedures for the work being done.

Operators

- Inspect equipment prior to use.
- Report any discrepancies, damage or defect in equipment or device.
- Consider the job to be performed and evaluate the job site location for potential hazards.
- Operate the equipment in a safe manner.
- Use equipment only if trained and authorized to do so.
- Understand the emergency procedures.

Hazards Associated with Mobile Equipment

The following are common hazards that can lead to injury:

Falls from elevated levels	Objects falling from lifts
Overhead/Side hazards	Weather hazards
Structural failures (collapses)	Collision
Ejection from platform	Shock/Electrocution
Tip-overs	Entanglement

Training

Operators must be trained on the mobile equipment in accordance with all applicable regulations and standards. Mobile equipment operation requires valid certification from a recognized training agency.

Inspections

Perform a daily pre-use inspection prior to using mobile equipment according to the manufacturer's recommendations.

Maintenance and inspection records, and the manufacturer's operating manual, must be available for operators.

Safe Working Procedures

- Appropriate fall protection equipment must be used in all mobile elevating work platforms.
- Operation of mobile elevating work platforms requires a valid certificate from a recognized training agency.
- Mobile Elevating Work Platforms are to be inspected by the operator prior to each use, as per manufacturer's instructions. All defects are to be remedied prior to use and reported to a supervisor.
- A spotter is required when moving mobile elevating work platforms if other workers not involved in the operation are present. If the work area has a delineated "no entry" zone and no other workers are present in the work area, and if the operator has an unobstructed view, then no spotter is required.
- When vehicle or pedestrian traffic is present, flags, signs, traffic cones, or other means of traffic control shall mark the area around the MEWP.
- Non-operating personnel must remain 1.8 meters (6 feet) away from operating mobile equipment. It is the responsibility of the operator to ensure that the lift is not operated when personnel are closer than 1.8 (6 feet) meters to the lift.

- Survey the route to be travelled, checking for overhead obstructions, the ability of the surface to support the weight of the equipment, traffic, holes in the ground, ditches, slope of road, or other hazards.
- Operators must ensure that all occupants in the platform have the basic level of knowledge required to work safely on the MEWP. If the operator is providing the required training to occupants, it must include the following:
 - The requirement to use fall protection and the location of fall protection anchors
 - How their actions could affect stability
 - The safe use of any MEWP accessories that they are assigned to use
 - Any site-specific work procedures the occupants must follow related to the operation of the MEWP
 - Hazards and controls related to the task at hand
 - Manufacturer's warnings and instructions
 - At least one of the occupants must be provided with the knowledge to operate the controls in an emergency in the event the operator cannot.
- Lifts should be driven with the platform in the lowest recommended driving position. Driving with the platform elevated is only permitted if:
 - The driving surface is firm, smooth, and level without any holes or debris
 - The operator has a clear view of the travel path
 - The lift is operated at a speed determined by the manufacturer
- Scissor lifts must only be moved when the operator is correctly positioned on the platform.
- It is not permissible to sit, stand, or climb on the platform guardrails or edge of the lift, or to use objects to gain greater height.
- Do not attach fall protection equipment to objects, structures, or machinery outside of the basket.
- MEWPs are not to be supported by, or attached to, adjacent structures.
- Entry gates or chains must be closed before operating a lift.
- Users will not enter or exit a lift from a raised position unless the manufacturer's procedures are followed.
- Ladders are not to be used to enter or exit a lift unless approved by the manufacturer.
- Do not attempt to raise the platform/basket beyond its rated maximum height or reach.
- Secure all equipment or materials that could be dropped and cause injury.
- Do not secure materials or equipment to the outside of the platform unless permitted by the manufacturer.

- Do not use mobile elevating equipment to crane equipment unless the manufacturer has approved such use.
- Do not load the basket work platform beyond its rated capacity. The load includes all people, equipment, and material, including cables suspended from the platform.
- The operator must ensure that all personnel are a safe distance away from work being carried out in the MEWP.
- Operators are not permitted to operate a lift above personnel.
- Safe distances, and overhead clearance, as determined by the manufacturer and authority having jurisdiction shall be maintained between the operator, the machine, and electrical power lines, conductors, or bus bars.
- Do not position the basket or boom over power transmission lines.
- Any mobile equipment parked on an incline must have its brakes set and the wheels chocked.
- Do not work from mobile elevating equipment in extreme weather conditions unless provisions have been made to ensure the safety of workers. These weather conditions include:
 - Working in wind speeds that exceed 25 mph (40 kph) or lower wind speeds set by the manufacturer.
 - Lightning events.
 - Rain, ice, or snow which can cause the platform to become slippery on the ground to become unstable.
- Secure unattended mobile equipment from unauthorized use.
- Do not use mobile elevating equipment as a fall protection anchor for work outside of the main work platform without manufacturer's, or professional engineer's, written procedures.

Mobile Equipment Attachments

The attachment of equipment to a lift should only be done in accordance with manufacturer's, or professional engineer's, written procedures.

Leveling Equipment

Cribbing a mobile elevated work platform is only permitted in accordance with manufacturer's, or professional engineer's, written procedures.

Refueling/Recharging

- Only those trained in refueling, and replacing propane tanks, are permitted to do so.
- Refuel equipment in a well-ventilated area with the engine turned off.

- Wear eye protection and appropriate personal protective equipment when refueling. A fire extinguisher and spill kit must be available. Gloves are required when replacing propane tanks.
- Charge batteries in a well-ventilated area.

Emergency Procedures

- Emergency procedures to assist operators or riders should be developed in case a platform cannot be lowered or moved, the lift becomes unstable, the operator is incapacitated, or there is a fire.
- All personnel operating or working from mobile elevating equipment must be trained on the emergency procedures.
- The procedures may include:
 - Assistance from a ground operator
 - The lift's manual decent system
 - Deployment of a self-rescue system
 - The use of another lift
 - Contacting emergency personnel

Documents

Construction Cranes, Telehandlers and Forklifts

Construction Crane Lift Plan Template

Operating MEWPs in BC