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“AERIAL LIFT” MOBILE ELEVATING WORK PLATFORM (MEWP) PROGRAM

UNC CHARLOTTE
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I. Introduction

Mobile Elevating Work Platforms (MEWPs) are types of aerial devices or equipment that can be used to conduct work at an elevated position by raising people from ground/floor level. The varying types of MEWPs are classified in Appendix A, Mobile Elevating Work Platform (MEWP) Classification Chart. MEWPs can pose a serious safety hazard if not used properly. It is the policy of the University of North Carolina at Charlotte to train employees on the hazards of operating MEWPs and to ensure such equipment is safely operated and maintained.

II. Purpose

The purpose of this program is to comply with Occupational Safety and Health Administration (OSHA) Powered Platforms, Manlifts and Vehicle-Mounted Work Platforms standard – 29 CFR 1910.67, Manually Propelled Mobile Ladder Stands and Scaffold (Towers) – 29 CFR 1910.29, Scaffolds-Additional Requirements standard – 29 CFR 1926.452, and Aerial Lifts – 29 CFR 1926.453 compliance regulations.

III. Scope

This program applies to all University owned or rented MEWPs designed to elevate personnel on a platform that is propelled by a powered lifting device. It applies to departments who own or rent MEWPs and the University employees and students who operate them.

IV. Definitions

Aerial device: Any vehicle – mounted device, telescoping, telescoping or articulating, or both, which is used to position personnel.

Articulating boom platform: An aerial device with two or more hinged sections.

Authorized Person: A person who is approved and assigned to perform specific types of duties by the employer and who is qualified to perform those duties because of his or her training or experience.

Anchorage: A secure point of attachment to be used with personal fall protection equipment.

Chassis: Part of the MEWP that provides support for mobility of the elevating assembly.

Contractor Lift: A lift brought onsite by the contractor for contractor's use.

Extendable Boom Platform: An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.

Fall Arrest System: Personal fall protection system designed to arrest the fall of a worker.

Fall Restraint System: Protection system that restrains or prevents a worker from being exposed to a fall.

Group A: MEWPs on which the vertical projection of the center of the platform area, in all platform configurations at the maximum chassis inclination specified by the manufacturer, is

always inside the tipping lines.

Group B: MEWPs not in Group A.

Guardrail System: A vertical barrier primarily intended to protect personnel from falling to lower levels.

Insulated Aerial Device: An aerial device designed for work on energized lines and apparatus.

Mobile Elevating Work Platform (MEWP): 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. Examples include manual or self-propelled units; push around vertical, track mount, scissor lifts, articulating booms, telescoping booms, and vehicle mounted articulating booms.

Mobile Unit: A combination of an aerial device, its vehicle, and related equipment.

Occupant: A person on the MEWP platform who is not the Operator.

Operator: A person designated by their supervisor and trained to control the movement of a MEWP.

Outriggers: Devices that increase the stability of the MEWP platform and that are capable of lifting and leveling the MEWP platform.

Owning Department Manager: A person designated by the school, center or department that has care, custody and control of the MEWP.

Platform: Any personnel-carrying device (basket or bucket) which is a component of an aerial device.

Stowed Position: Configuration of the MEWP as defined by the manufacturer in which the extending structure is lowered and retracted and stabilizers and/or outriggers are retracted.

Supervisor: Monitors Operator performance and supervises the Operator's work.

Training: Instruction to enable the trainee to become an operator.

Type 1 MEWP: MEWP for which travelling is allowed only when in the stowed position. Note: Refer to Appendix A MEWP Classification Chart for application of groups and types.

Type 2 MEWP: MEWP for which travelling with the work platform in the elevated travel position is controlled from a point on the chassis. Note: Type 2 and type 3 MEWPs can be combined.

Type 3 MEWP: MEWP for which travelling with the work platform in the elevated travel position is controlled from a point on the work platform. Note: Type 2 and type 3 MEWPs can be combined.

Vehicle: Any carrier that is not manually propelled.

Vehicle-mounted Elevating and Rotating MEWP: An aerial device or MEWP.

V. Program Responsibilities

A. Executive Leadership

The University of North Carolina at Charlotte has legal responsibility for compliance with the occupational safety and health standards.

B. Program Administrator

The Environmental Health and Safety Office (EHS) is responsible for:

1. Planning and recommending programs that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety.
2. Assisting supervisors with implementing environmental health and safety programs in their areas.
3. Curtailing or stopping work that pose a clear and imminent danger to the health or safety of the University community.
4. Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations.

C. Departmental Management

Management is responsible for:

1. Planning and developing budget requests for departmental safety programs.
2. Developing safety procedures, work practices, and safe working areas for all those under their supervision.
3. Supporting safety and health as a model to those they supervise.
4. Supplying appropriate equipment and training.
5. Enforcing environmental health and safety regulation by invoking disciplinary action or administrative sanction.

D. Employees

Every UNC Charlotte employee is responsible for conducting himself/herself in accordance with this program. All employees shall:

1. Adhere to all safety programs, procedures, and practices while performing his/her duties in a safe manner.
2. Notifying your immediate supervisor of unsafe working conditions, potential hazards, and accidents as soon as possible.

E. Contractors

Contractors and vendors are required to develop their Occupational Safety and Health Administration (OSHA) compliance program and adhere to compliance regulations.

VI. Authorized Mobile Elevating Work Platform (MEWP) Operation

- A. Designation by your supervisor.
- B. Completion of the required training course prior to operating a MEWP.
- C. Performing MEWP pre-use inspections.
- D. Complete a Safe Use Plan, Risk Assessment Checklist and plan of Rescue (Appendix C) for the job or task.

- E. Reporting all MEWP maintenance issues to their supervisor and removing the equipment from service if necessary.
- F. Operating and maintaining equipment in a safe manner at all times.
- G. Adhere to the manufacturer's operating manual and all provisions in this program. Consult with your supervisor and/or the EHS Office regarding any unusual hazards.

VII. General Requirements

- A. Only designated and trained operators shall operate a MEWP.
- B. Operators shall follow safe work practices when operating a MEWP.
- C. MEWPs are operated at a safe speed. Speeds are adjusted to compensate for surface conditions, visibility, load weight, vehicle or pedestrian traffic or any other circumstances affecting safe operation.
- D. Accidents shall be reported immediately to the supervisor and the EHS Office.
- E. Maintenance or repair activities are to be performed by a qualified service technician. Maintenance shall be conducted according to the manufacturers' recommendations.
- F. Horseplay or unsafe driving is not tolerated.
- G. Smoking, open flames or spark producing activities are prohibited in designated refueling or battery charging areas or while operating the vehicle.
- H. Battery charging or replacement is not performed in locations that obstruct access to exits.
- I. Materials on the work platform floor shall be secured and not pose a hazard.
- J. Never carry loads that exceed the rated capacity listed on the nameplate of the MEWP.
- K. Check the rated capacity of the MEWP before use to ensure that it can support the combined weight of the MEWP, its occupants and additional tools.
- L. Use of mobile technology devices (i.e., cell phone, in-ear headphones, tablets) is prohibited while operating a MEWP, except in an emergency.
- M. The MEWP cannot be altered in any manner, unless written approval has been received by the manufacturer.
- N. The MEWP shall not be operated on grades, slopes, ramps, or cambers exceeding those for which the MEWP is rated by the manufacturer.
- O. The operator and occupant(s) on the MEWP shall use fall protection and fall protection anchors, if applicable.
- P. **Supervisors shall:**
 - a. Review and ensure understanding of this program and its applicability to your department;
 - b. Attend and adhere to all required training;
 - c. Observe the MEWP operators who are operating the equipment;
 - d. Ensure employees receive training appropriate to their assigned tasks and maintain documentation, and will designate a operator for each use of an MEWP;
 - e. Ensure employees are provided with and use appropriate personal protective equipment (PPE);
 - f. Take prompt action including disciplinary action when unsafe conditions or acts are observed;
 - g. Investigate MEWP usage injuries and damage;
 - h. Ensure periodic maintenance is performed on the lift;
 - i. Complete a Safe Use Plan that includes the MEWP selected for the job task and the risks associated with the equipment and the work to be performed.
- Q. **Operators shall:**
 - a. Review and follow the manufacturers' operating manual.
 - b. Attend and adhere to all required training.

- c. Immediately report any unsafe acts or conditions to the supervisor, including equipment defects. Discontinue operations when unsafe conditions exist.
 - d. Ensure the worksite is barricaded.
 - e. Complete pre-use and worksite inspections and consult with supervisor and/or EHS regarding any unusual hazards.
 - f. Ensure all occupants can work safely.
 - g. Explain to the occupant(s) how to use the MEWP controls prior to use, in the event they need to operate the MEWP in an emergency. This instruction does not give the occupant authorization to operate the controls at any time except in an emergency.
 - h. Understand the limitations of the equipment.
- R. **Occupants shall:**
- a. Understand the hazards related to the task at hand and their avoidance (risk assessment) and how their action could affect stability;
 - b. Have general knowledge of the intended purpose and function of MEWP controls, emergency shut-down and lowering procedures, and safety-related items specified by the manufacturer;
 - c. Understand that in a Rescue situation they will contact the Campus Police at (704) 687-2200.

VIII. Purchase Rental Agreement

Prior to purchasing or rental of any MEWP, the owning department manager should consult with the Environmental Health and Safety (EHS) office to ensure that the equipment is appropriate for the job task being performed, training is coordinated, and all other safety compliance requirements are considered.

Upon purchase or rental of the MEWP, the owning department manager shall ensure the manufacturer's operating manual is available on the MEWP.

Upon purchase of the MEWP, the owning department manager should provide the manufacturer with the full name and address of the purchaser and the model and serial number of the MEWP. The purpose is to ensure that all safety bulletins, recalls or warranty information is effectively communicated to the owning department.

IX. Frequent and Annual Inspection

Frequent inspection shall be performed when MEWP has been out of service for a period longer than three (3) months, or if environmental conditions require a shorter period. The inspection shall be performed by a person qualified to inspect the specific make and model of the MEWP. The frequent inspection shall include all items specified by the manufacturer for a frequent inspection and manufacturer's bulletins.

If damage is observed or a malfunction occurs during the inspection, remove the key from the MEWP and place a sign over the controls that indicates the MEWP is tagged out of service. The MEWP shall not be placed back into service until all malfunctions and problems identified in the inspection have been corrected and/or repaired by an authorized and trained maintenance technician.

Annual inspections of the MEWPs shall be performed no later than thirteen (13) months from the date of the prior annual inspection by a person qualified to inspect the specific make and

model of MEWP. The inspection shall include items specified by the manufacturer and shall verify that the MEWP is registered with the MEWP manufacturer, and any open safety-related bulletins are addressed at that time. If damage is observed or a malfunction occurs during the inspection, remove the key from the MEWP and place a sign over the controls that indicates the MEWP is tagged out of service. The MEWP shall not be placed back into service until all malfunctions and problems identified in the inspection have been corrected and/or repaired by an authorized and trained maintenance technician.

X. Pre-Use Inspection

A pre-use inspection of the MEWP must take place before each daily use to assist in preventing incidents that are caused by faulty or worn out equipment. MEWPs that are not in good operating condition shall be removed from service until the proper repairs have been made by an authorized and trained maintenance technician. Refer to Appendix B for a pre-use inspection checklist. The pre-use inspection shall cover the following:

- A. Operators shall verify that the manufacturer's operator's manual is located on the MEWP.
- B. Operators shall verify that all brakes, controls, gauges, audible and visual alarms and beacons, tires and wheels, emergency controls, electrical cables, stabilizers/outriggers and extendable and oscillating axles and routine operational features are in proper working order. Defects when found shall be immediately reported and corrected before use continues.
- C. Operators shall verify that structural items such as extending structure and stabilizers/outriggers, extendable and oscillating axles, and pins, pin securing device and damage to the means of the support of the work platform and extendable structure are not damaged, missing or broken. Defects when found shall be immediately reported and corrected before use continues.
- D. Operators shall verify that MEWPs have a nameplate listing lift category, maximum weight capacity, maximum platform height, and rated work load. Defects when found shall be immediately reported and corrected before use continues.
- E. Operators shall check for air, hydraulic and fuel system leaks before starting the MEWP. Report deficiencies to the Supervisor and tag out of service until repairs have been made.
- F. Operators shall verify that personal protective devices that will be worn or used while operating/occupying the MEWP have been inspected for damage and deterioration. Defects when found shall be immediately reported and corrected before use continues.
- G. Operators shall remove the MEWP from service any time it is found to need repair, is defective or in any way unsafe. The MEWP will be taken out of service until it has been restored to safe operating condition.
- H. Operators shall inspect the work site for the following hazards:
 - Drop-offs, slope, or holes, including those concealed by water, ice, mud, etc.
 - Bumps, floor obstructions, electric cables, and/or other debris.
 - Overhead obstructions, including electrical conductors.
 - Hazardous atmospheres and/or hazardous locations.
- I. If damage is observed or a malfunction occurs during the inspection, remove the key from the MEWP and place a sign over the controls that indicates the MEWP is tagged out of service. In the event that a MEWP has been out of service for a period longer than three (3) months, or if environmental conditions require a shorter period, a Frequent Inspection of the MEWP is required. This inspection is to be completed by an authorized vendor. The MEWP shall not be placed back into service until all malfunctions and

problems identified in the inspection have been corrected and /or repaired by an authorized and trained maintenance technician.

XI. Safe Use Plan

It is the responsibility of an authorized person to create a Safe Use Plan for every job task involving a Mobile Elevating Work Platform (MEWP). The Safe Use Plan will include a thorough Risk Assessment Checklist and plan of Rescue for the MEWP selected and the specific job task. The Safe Use Plan will also identify the risks of the job task for the selected MEWP and define the appropriate control measures. The Safe Use Plan, Risk Assessment Checklist, and plan of Rescue should be completed and reviewed by the Operator prior to the start of the job task and operation of the MEWP.

Safe Use Plan

Refer to Appendix C for a template Safe Use Plan with a Risk Assessment Checklist and plan of Rescue. These guidelines for completion of the plan should be followed:

1. Identify the job task, location, and time frame. Include a description;
2. Ensure only designated and trained operators are allowed to operate and/or occupy the MEWP;
3. Select an appropriate MEWP based on the following factors:
 - a. Rated capacities;
 - b. Working heights and reaches required for the job for the task;
 - c. Constraints of the worksite;
 - d. Assessment that the support surface is adequate to support the weight of the MEWP;
 - e. Ground conditions;
 - f. Site access, preparation, and maintenance, and proximity to the public or other workers or other operations or equipment;
 - g. MEWP maintenance including inspection(s) and repairs as required by applicable standards and by the manufacturer.
4. Conduct a **Risk Assessment** by addressing the following risks associated with the task:
 - a. Identify risks related to using the MEWP or other equipment, and any hazardous materials.
 - b. Identify risks (including fire risks) associated with the location where the work is to be carried out, the nature of the MEWP and/or the personnel, materials, and equipment to be carried.
 - c. Identify the work site hazards that includes the following:
 - i. Overhead obstructions and high voltage hazards.
 - ii. Slope(s), ditches, bumps, debris, drop-offs and floor obstructions.
 - iii. Unstable or slippery surfaces.
 - iv. Weather conditions.
 - v. Other hazardous locations and atmospheres.
 - vi. Inadequate support (The working surface that the lift is sitting on cannot support the weight of the machine, men, etc. for the operation).
 - vii. Traffic and vehicular hazards.
 - viii. Presence of unauthorized persons or other hazardous conditions.
 - d. Identify control measures; The procedures required to control them shall be identified and implemented, including any contingencies required.

5. Review the plan of Rescue that states all rescues for the following emergency situations/scenarios will be conducted by the Charlotte Fire Department by contacting UNCC Campus Police at 704-687-2200:
 - a. Operator is suspended and self-rescue is not possible;
 - b. Operator and/or occupant(s) are injured or ill;
 - c. Equipment is inoperable (power or control failure), stuck, or entangled;
 - d. Worker is suspended and additional hazards are present or suspected, such as live electrical;
 - e. Other emergencies requiring rescue.

The EHS office is available to assist with determining if there are any unusual hazards in areas where lifts will be used.

XII. Personal Protective Equipment

Refer to Appendix A - Mobile Elevating Work Platform (MEWP) Classification Chart for the specific lifts that require fall protection. Fall protection equipment must be used as follows when operating Mobile Elevating Work Platforms (MEWPs):

- Operators and occupants shall be secured to the anchor point provided by the equipment manufacturer by either a self-retracting lanyard or by a lanyard short enough to prevent the employee from being ejected.
- Operators and occupants must follow manufacturer's recommendations as to which fall protection system to use.
- Personal Protective Equipment shall be inspected prior to use.
- Check personal protective devices (harnesses and lanyards) that will be worn while operating / occupying the MEWP.
- Check the work platform, including guardrail system for structural integrity.
- For scissor lifts and one-man lifts, the guardrail system provides fall protection. If the manufacturer has installed an anchorage point, a fall protection system (restrain, positioning, personal fall arrest system) as designated by the manufacturer's instructions must be utilized.
- Tying a lanyard off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- Other types of personal protective equipment (PPE) such as hard hats, safety glasses, safety gloves, shall be worn according to the task specific PPE hazard assessment.

XIII. Training

Mobile Elevating Work Platform (MEWP) Training is required for all employees designated by their supervisor to operate a MEWP. The training must be specific to the type of MEWP being used. Both supervisors and MEWP operators must be trained.

A. Initial Training:

The training course will consist of formal instruction and practical hands-on familiarization. The hands-on practical familiarization must be specific to the type of MEWP that the employee will operate and the supervisor will supervise. The formal instruction will include manufacturer's manual instructions, warnings, limitations, precautions and the MEWP program requirements. The hands-on practical familiarization will include operation of the MEWP in a safe environment. Operators must demonstrate proficiency in the actual operation of the MEWP.

B. Re-training:

Re-training shall include both formal instruction and practical evaluation, and may be necessary due to certain circumstances as follows:

1. The operator is observed operating the MEWP in an unsafe manner.
2. The operator is involved in an accident or near-miss incident.
3. The operator receives an evaluation revealing unsafe practices.
4. There is a change in workplace conditions affecting the safe operation of a MEWP.
5. The operator is assigned to drive a different type of MEWP.

XIV. Maintenance

Periodic (depending on activity, severity of service and environment) maintenance shall be performed by the manufacturer or authorized representative. The items listed in the manufacturer's manual shall be tested, evaluated and, if applicable, corrected by authorized service technician before the MEWP is returned to service. MEWPs shall not be operated if they are out of compliance with manufacturer specifications. Disabling of safety devices, such as warning beepers, guards or interlocks is prohibited. Moreover,

- A. Any MEWP found not safe for operation must be immediately removed from service.
- B. Maintenance to be conducted on any MEWP shall not be performed in a hazardous location.
- C. All repairs shall be made by an authorized service technician and all replacement parts should be equivalent to the original MEWP part.
- D. MEWPs shall be deemed safe for operation following all maintenance activities.
- E. Maintenance records shall be provided to the MEWP owning department's manager.

XV. Modifications

Any modifications or additions to the MEWP must be approved by the owning department manager and with written permission from the manufacturer prior to the changes. If the manufacturer no longer exists, with written permission, a qualified engineer with expertise in MEWPs shall direct the modifications.

XVI. Recordkeeping

The EHS office will maintain training records for all designated university operators who have successfully completed the MEWP program training requirements.









Each department shall maintain records of the purchase, rental, inspections, maintenance, repairs, and modifications (if applicable) to their MEWP equipment. These records shall be available for review.

Appendices

Appendix A – Mobile Elevating Work Platform (MEWP) Classification Chart

Mobile Elevating Work Platform (MEWP) Classification Chart

- **Group A** MEWPs move vertically but stay within the chassis or tipping lines.
- **Group B** MEWPs can move beyond the machine's chassis or tipping lines (wheels or outriggers).
- **Type 1** MEWPs can only travel with the platform in a stowed position.
- **Type 2** MEWPs can travel elevated and is controlled from the chassis.
- **Type 3** MEWPs can travel elevated and is controlled from the platform.

<p>GROUP A, TYPE 1 EX) One-Man Lift with Outriggers</p>		<p>Portable aerial device that lifts vertically, but not horizontally. They are usually lightweight and designed for one person to use indoors. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u></p>
<p>GROUP A, TYPE 2 EX) One-man Lift that is manually moved (at the chassis)</p>		<p>Portable aerial device that lifts vertically, but not horizontally. They are moved by manually pushing/pulling the lift at the chassis. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u></p>
<p>GROUP A, TYPE 3 EX) Rough Terrain Lift</p>		<p>Rough terrain MEWPs are fitted with large floatation tires for outdoor use on difficult surfaces. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u></p>
<p>GROUP A, TYPE 3 EX) Scissor Lifts or Drivable One-Man Lift</p>		<p>An aerial device that lifts straight up and down, but not horizontally. <u>Fall Restraint is not required when operating this lift unless indicated by the manufacturer.</u></p>
<p>GROUP B, TYPE 1 EX) Compact Crawler</p>		<p>A lift equipped with a work platform on the end of an elevating and rotating boom. <u>Fall Restraint is required when operating this lift.</u></p>
<p>GROUP B, TYPE 2 & 3 EX) Vehicle Mounted Lift (Bucket Truck)</p>		<p>A Bucket in place of a basket, is attached to a vehicle. This type of lift is designed for one person. <u>Fall Restraint is required when operating this lift.</u></p>
<p>GROUP B, TYPE 3 EX) Articulating Boom Platforms</p>		<p>An aerial device with two or more hinged boom sections. They are designed to reach up and over obstacles. <u>Fall Restraint is required when operating this lift.</u></p>
<p>GROUP B, TYPE 3 EX) Extensible or Telescoping Boom Lifts</p>		<p>Are aerial devices with an extensible or telescopic boom. They are designed to reach vertically or horizontally. <u>Fall Restraint is required when operating this lift.</u></p>

Appendix B – Mobile Elevating Work Platform (MEWP) Pre-Use Inspection Form

MUST BE COMPLETED BEFORE EACH DAILY USE

UNC Charlotte Environmental Health and Safety
 Mobile Elevating Work Platform (MEWP) "Aerial Lift"
Pre-Use Inspection Form

Department:

Equipment / Model / License Plate #:

Month/Year:

Instructions: Complete the department, equipment, and month/year section. Inspect items (A-U) on the Mobile Elevating Work Platform ("Aerial Lift") inserting a not applicable (N/A), check mark (✓) for good and (X) indicating repair needed for the specific day of the month. The operator's initial and any comments should be included below and form affixed to the Mobile Elevating Work Platform ("Aerial Lift").

NOTE: If any item is marked with an (X) you must tag the Mobile Elevating Work Platform ("Aerial Lift") out of service (sign over key ignition hole), and report it to your supervisor.

Inspection items	Day of the Month														
✓ = Good N/A=Not Applicable X = Repair	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A.) Check that the owner's manual legible and stored inside the container located on the platform.															
B.) Check operating and emergency controls, including brake operation and performance.															
C.) Check audible and visual alarms and beacons.															
D.) Check personal protective devices that will be worn while operating/occupying the Mobile Elevating Work Platform ("Aerial Lift").															
E.) Check fluid levels including engine coolant, engine oil and hydraulic oil and check for leaks in these systems.															
F.) Check electrical cables and wiring harness.															
G.) Check for loose, damaged, worn or missing parts.															
H.) Check tires (where applicable tire pressure), wheels and wheel fasteners.															
I.) Check instructions, warnings, control markings and operator's manual(s).															
J.) Check structural items including extending structure, stabilizers/outriggers, work platform, guardrail system, anchorage and mounting.															
K.) Check cleanliness and general signs of damage.															
L.) Check pins, pin securing devices and visible damage to the means of support of the work platform and extending structure.															
M.) Check operation of stabilizers/outriggers, extendable and oscillating axles.															
N.) Drop-offs, slope, or holes, including those concealed by water, ice, mud, etc.															
O.) Bumps, floor obstructions, electric cables, and/or other debris.															
P.) Overhead obstructions, including electrical conductors.															
Q.) Hazardous atmospheres and/or hazardous locations.															
R.) Surfaces inadequate to sustain the ground-bearing pressures imposed by the MEWP in all operating configurations.															
S.) Wind and weather conditions.															
T.) Presence of personnel and other mobile equipment, including traffic hazards.															
U.) Check any additional item specified by the manufacturer.															
OPERATOR INITIALS															

COMMENTS:

MUST BE COMPLETED BEFORE EACH DAILY USE

UNC Charlotte Environmental Health and Safety
 Mobile Elevating Work Platform (MEWP) "Aerial Lift"
Pre-Use Inspection Form

Department:

Equipment / Model / License Plate #:

Month/Year:

Instructions: Complete the department, equipment, and month/year section. Inspect items (A-U) on the Mobile Elevating Work Platform ("Aerial Lift") inserting a not applicable (N/A), check mark (✓) for good and (X) indicating repair needed for the specific day of the month. The operator's initial and any comments should be included below and form affixed to the Mobile Elevating Work Platform ("Aerial Lift").

NOTE: If any item is marked with an (X) you must tag the Mobile Elevating Work Platform ("Aerial Lift") out of service (sign over key ignition hole), and report it to your supervisor.

Inspection items	Day of the Month															
✓ = Good N/A=Not Applicable X = Repair	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A.) Check that the owner's manual legible and stored inside the container located on the platform.																
B.) Check operating and emergency controls, including brake operation and performance.																
C.) Check audible and visual alarms and beacons.																
D.) Check personal protective devices that will be worn while operating/occupying the Mobile Elevating Work Platform ("Aerial Lift").																
E.) Check fluid levels including engine coolant, engine oil and hydraulic oil and check for leaks in these systems.																
F.) Check electrical cables and wiring harness.																
G.) Check for loose, damaged, worn or missing parts.																
H.) Check tires (where applicable tire pressure), wheels and wheel fasteners.																
I.) Check instructions, warnings, control markings and operator's manual(s).																
J.) Check structural items including extending structure, stabilizers/outriggers, work platform, guardrail system, anchorage and mounting.																
K.) Check cleanliness and general signs of damage.																
L.) Check pins, pin securing devices and visible damage to the means of support of the work platform and extending structure.																
M.) Check operation of stabilizers/outriggers, extendable and oscillating axles.																
N.) Drop-offs, slope, or holes, including those concealed by water, ice, mud, etc.																
O.) Bumps, floor obstructions, electric cables, and/or other debris.																
P.) Overhead obstructions, including electrical conductors.																
Q.) Hazardous atmospheres and/or hazardous locations.																
R.) Surfaces inadequate to sustain the ground-bearing pressures imposed by the MEWP in all operating configurations.																
S.) Wind and weather conditions.																
T.) Presence of personnel and other mobile equipment, including traffic hazards.																
U.) Check any additional item specified by the manufacturer.																
OPERATOR INITIALS																

COMMENTS:

Appendix C – Mobile Elevating Work Platform (MEWP) Safe Use Plan

MUST BE COMPLETED BEFORE JOB STARTS

SAFE USE PLAN

UNC Charlotte Environmental Health and Safety Mobile Elevation Work Platform (MEWP) "Aerial Lift"

Instructions: Complete Section 1 with the type of MEWP and job task. Complete Section 2 prior to starting the job to address any risks associated with the task and equipment selected, and the control measures for each risk.

Section 1: GENERAL INFORMATION

EQUIPMENT GROUP:		EQUIPMENT TYPE:	
EQUIPMENT MAKE & MODEL:		EQUIPMENT SERIAL #:	
Maximum Wind Speed:	Maximum Platform Capacity:	Fall Restraint Required:	
Operator Name:		Occupant Name(s) (if applicable):	
Job/Task Description:			
Jobsite Location:			
Expected Duration of Job Task:		Expected Time of Job Task:	

Section 2: RISK ASSESSMENT CHECKLIST

Risk(s)	Control measures
Falling Objects	<input type="checkbox"/> Toeboards <input type="checkbox"/> Tethered tools <input type="checkbox"/> Hard hats <input type="checkbox"/> Barricade worksite
Electrocution	<input type="checkbox"/> Stay at least 10 feet from energized power lines
Fall From Heights	<input type="checkbox"/> Guardrails/gates <input type="checkbox"/> Personal fall protection inspected/used
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
Hazardous Atmospheres and Conditions including Fire Hazards	<input type="checkbox"/> Ground welding equipment <input type="checkbox"/> Keep lift clean and free of lint, excess oil, and grease <input type="checkbox"/> Follow manufacturer's instructions for refueling and battery charging <input type="checkbox"/> Wear appropriate PPE for tasks
Workers/Pedestrians	<input type="checkbox"/> Barricade worksite <input type="checkbox"/> Stay clear/yield to workers and pedestrians
Traffic/Equipment Collisions	<input type="checkbox"/> Barricade worksite <input type="checkbox"/> Stay clear/yield to vehicle/other equipment <input type="checkbox"/> Obey traffic laws <input type="checkbox"/> Lockout overhead cranes <input type="checkbox"/> Give warning of your intent
Uneven/Unstable Surfaces	<input type="checkbox"/> Avoid uneven/unstable surfaces <input type="checkbox"/> Mark with barricade/cones <input type="checkbox"/> Reinforce/level surfaces
Obstacles, Debris	<input type="checkbox"/> Avoid obstacles/debris <input type="checkbox"/> Mark with barricade/cones <input type="checkbox"/> Remove obstacle/debris
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
Overhead Obstructions and/or Entanglement	<input type="checkbox"/> Avoid overhead obstructions <input type="checkbox"/> Remove overhead obstruction <input type="checkbox"/> Avoid entanglement hazards <input type="checkbox"/> Remove entanglement hazards

Section 3: RESCUE

Scenarios Requiring Rescue	Rescue Action(s)
<ol style="list-style-type: none">Operator is suspended and self-rescue is not possible.Operator and/or occupant(s) are injured or ill while in the lift.Equipment is inoperable (power or control failure), stuck, or entangled.Worker is suspended and additional hazards are present or suspected, such as live electrical.Other emergency requiring rescue.	<p>Call Campus Police: (704) 687-2200</p> <ul style="list-style-type: none">Do not up or climb down the exterior of the equipment.Do not attempt to free the stuck or entangled equipment.Do not touch equipment in the presence of electrical hazards.Warn others to stay clear of the area/equipment. <p>Note: Worker must be rescued prior to attempting to move or free the equipment.</p>

Always notify the Supervisor of a fall, injury, illness or other emergency as soon as possible.