

MEWP Work plan Date.....**Job Site**.....

Prepared by.....

Review your job site, Tick – yes- if the risk is present Place an- X – if that risk is not present		Risk/Hazard	likelihood	severity	Level of Risk	Control Measure
Operational/Issue EWP stability		Ground slope or un-compacted ground				Mark off with cones any unsuitable ground, slope or depressions/holes
		EWP overloaded				Ensure weight of load is known and accurate in relation to SWL EWP operator to have proof of training
		EWP failure				Ensure EWP has been adequately maintained, pre-use checks carried out (all safety alarms working) and has current certification
		EWP longitudinal or lateral tip over				Ensure EWP operator does not exceed machine side force rating or gradeability rating
						Select the correct machine ie slab scissor for inside use, rough terrain with stabilisers for outside use.
Environmental conditions		EWP becomes unstable when wind exceeded				Wind speed to be checked by Supervisor before lift starts. Lift to be aborted if wind speed exceeds 12.5msec (see decals on machine)
Job site/operational area		Vehicles and or pedestrians				Use traffic management, barriers, cones, spotter
		Pedestrians				Spotter, barriers
Power wires		EWP touches power wires				Stay 4m away, Set up markers, have lines turned off Use a spotter to keep watch
Overhead obstructions		EWP operator hits building or structure				Use a spotter to keep watch. Ensure operator trained in safe use near obstructions
Operator safety when aloft		Operator falls from the machine				Scissor lift, Keep both feet on the floor, if using a Harness & lanyard ensure connect to certified anchor only
					Boomlift, Use harness and lanyard, ensure the correct lanyard is used (length/adjustable) Use twin tail if accessing roof area or other level	
						Do not over reach or climb on work platform side rails
		Operator becomes incapacitated				Have a spotter trained to bring machine down

Severity		Likelihood	
1. Minor	First Aid	1. Very unlikely	Could happen but probably never will
2. Major	Medical attention, several days off work	2. Unlikely	Could happen but very unlikely
4. Severe	Long term illness or serious injury	3. Likely	Could happen some time
8. Catastrophic	Death or permanent disability or ill health	4. Very Likely	Could happen any time

Method Statement

1. The supervisor must ensure that the EWP to be used has been maintained and has a current certificate
2. The supervisor must ensure that the operator has proof of competence, which should include proof of training, proof of familiarisation on the EWP to be used and adequate experience of the task to be undertaken.
3. The supervisor must ensure a **Risk Assessment** (as front page) is completed, before work starts covering the task to be carried out, personnel involved, work area, risks, exclusion zones and procedures.
4. At the start of each day or shift the operator should complete the pre-use checks form, (as specified in the Manufacture's operating instructions).
5. Harness & Lanyard must be worn at all times.(excludes Scissor lift, however a risk assessment may require one to be worn)
6. The operator should plan the route and final destination of the machine, making sure the route is clear of all obstacles, that there are no width or height issues with the EWP and that the final destination is a safe and suitable place for the machine to operate from .
If the route involves travelling or working on slopes, the manufacturer's operators instructions should be consulted before traversing gradients and cross slopes.
7. Before elevating the EWP, the operator should check ground conditions, overhead obstructions to make sure it is suitable for them to drive and use stabilisers on(if applicable). Spreader mats should be used (under stabilisers) if the ground conditions or weight of the machine make it necessary to do so.
8. Before moving around on site, the boom should be telescoped in as far as possible and lowered as close to the ground as possible to increase stability whilst travelling.
9. When operations has been completed, the EWP should be stored in a safe place, on level ground where possible, with the boom and work platform lowered to the ground, the key removed and master switch off. The key should be stored in safe place and not left in machine.
10. The Operator should know the operating parameters for the machine. Information on the capacity (SWL) can be found in the manufacturer' operating instructions. And on the decals
11. **If the operator is unsure of any aspect of the operation they must immediately stop and consult their Supervisor**

Task (include a calculation of weight of tools people and equipment, do not exceed SWL)	EWP type (circle one) Telescopic Boom lift Knuckle Boom lift Slab Scissor Lift Trailer mounted Rough Terrain scissors Truck mounted Trailer mounted Track mounted spider lift
EWP Make, Model	SWL
<i>Company Sign off</i> Name.....Signature.....Date.....	
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