

Template: adapt to your own procedure and risk assessment

MEWP pre-use inspection

When: at the start of each shift, by a trained operator, before a boom or scissor lift is used.

BEFORE YOU START

An operator trained and familiarised on this type of MEWP, a rescue plan agreed and a ground rescue person briefed, and a harness with a short restraint lanyard for boom-type machines.

STEPS

- 1 ☐ **Check the paperwork.** Thorough examination in date (every six months for MEWPs), familiarisation done and the operator's manual on board.
- 2 ☐ **Check the ground and surroundings.** Firm and level enough for the machine, with no voids, covers or soft ground. Note overhead cables, structures and traffic, and set up the exclusion zone.
- 3 ☐ **Walk round.** Check the structure, welds, pins and keepers, look for hydraulic leaks, and check tyres or tracks for damage.
- 4 ☐ **Check outriggers or stabilisers,** if fitted, with pads and spreader plates present and in good condition.
- 5 ☐ **Check the platform.** Guardrails secure, gate self-closing, floor clear, anchor points undamaged, and the safe working load and wind rating plates readable.
- 6 ☐ **Check fuel or battery charge** and the hydraulic oil level.
- 7 ☐ **Test the ground controls.** Emergency stop, ground control override and the emergency lowering system.
- 8 ☐ **Test the platform controls.** Emergency stop, hold-to-run controls, travel and boom functions through their range, and the tilt, overload and motion alarms.
- 9 ☐ **Check the harness and lanyard.** Webbing, stitching, buckles and connectors, with the lanyard short enough to keep you inside the platform.
- 10 ☐ **Sign off** against the machine's number.

Stop and report if any check fails. Take the MEWP out of use, tag it and tell your supervisor.

TOOLBOX TALK

- Who is the ground rescue person today, and can they use the ground controls?
- What is the maximum wind speed for this machine?

- What would you do if someone became trapped against an overhead structure?

Further reading: BS 8460, Safe use of MEWPs. Code of practice. IPAF guidance. LOLER 1998.

ADAPTED AND APPROVED FOR THIS SITE

Site and equipment

Procedure or RAMS reference

Approved by (competent person)

Date and review date
