

MEWP PRE-USE INSPECTION TOOLBOX TALK

WHY CARRY OUT A PRE-USE INSPECTION?

A mobile elevating work platform (MEWP) must be inspected daily or at the start of each shift to make sure it is:

- Safe to use; and
- will not cause an injury to the platform occupants or other personnel.

WHAT SHOULD I DO?

Before carrying out a pre-use inspection you must:

1. Ensure you are trained in the category of MEWP about to be used;
2. Ensure you are familiarised on the specific model.

Your employer must provide you with adequate training to enable you to operate the equipment safely and be aware of any associated risks.

HOW DO I CARRY OUT A PRE-USE INSPECTION OF A MEWP?

- a) Check that the manufacturer's operating manual is on the machine;
- b) Conduct checks as required by the manufacturer's operating manual;
- c) Check that any modification has been authorised;
- d) Check the date of the mandatory service examination is valid;
- e) Record evidence of the daily pre-use inspection.

WHO NEEDS TO KNOW?

This toolbox talk applies to:

- User (who has control of the use of the MEWP on site);
- MEWP operators.

WHAT IF THE MEWP IS FAULTY?

If a fault is deemed to affect the safe use of the machine, then you must:

1. **Isolate** the machine;
2. **Tag** the equipment to also inform other operators in the area that the machine has a fault; and
3. **Report** the fault to your employer and the MEWP owner.

Never operate a faulty MEWP

DO I NEED TO WEAR ANY SPECIFIC PPE WHEN CARRYING OUT THE PRE-USE INSPECTION?

Wear eye protection and rubber gloves when checking the power supply (electric or diesel/gas).

You **must wear a harness and lanyard** for category 1b and 3b MEWPs when operating from the platform.

IPAF MEWP PRE-USE INSPECTION CHECKLIST		MACHINE:	FORCED:	ISSUED:
<p><small>This checklist is intended to be used in accordance with the manufacturer's manual. It does not constitute a substitute for the manufacturer's manual. It is the responsibility of the user to ensure that the machine is safe to use.</small></p>				
Documentation	21	Operator's manual (including any modifications)		
Wheels/tires	22	Wheels/tires (including any modifications)		
Engine/power source	23	Engine/power source (including any modifications)		
Hydraulics	24	Hydraulics (including any modifications)		
Hoists and cables	25	Hoists and cables (including any modifications)		
Outriggers, stabilisers	26	Outriggers, stabilisers (including any modifications)		
Controls, boom and scissor parts	27	Controls, boom and scissor parts (including any modifications)		
Platform or cage	28	Platform or cage (including any modifications)		
Cracks and damage	29	Cracks and damage (including any modifications)		
Using Ground (G) and Platform's controls	30	Using Ground (G) and Platform's controls (including any modifications)		
<p>ALL FAILURES OR DEFECTS ARE TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR</p> <p><small>Only persons who are trained and authorised by their employer should operate this equipment. OPERATOR NAME(S) AND PAL CARD NUMBER(S):</small></p>				



USEFUL REFERENCES

- Statement of Best Practices for Workplace Risk Assessment and Aerial Work Platform Equipment Selection (available at www.ipaf.org/resources)
- Manufacturer's Operating Manual
- IPAF Operators Safety Guide
- IPAF Pre-use Inspection Check Sheet (available at www.ipaf.org/resources)