



MANAGEMENT OF MEWPS - GOOD PRACTICE FOR UK HIRE COMPANIES AND CONTRACTORS

In consultation with manufacturers, contractors, hire companies and other interested parties, IPAF has produced this good practice guide listing some of the key points that should be taken into consideration by rental companies and their customers when managing any type of Mobile Elevating Work Platform (MEWP).

This good practice listing was produced following requests for guidance when managing “large or complex” MEWPs. However, IPAF and the access industry acknowledge that the key principles of good MEWP management are relevant to all types of MEWP and not limited to “large and complex” machines.

Hire company – good practice

At the point of ordering:

- Discuss the customers MEWP requirements
- Where appropriate offer on-site assessment
- Confirm details of MEWP order placed
- Ask if intended operators are trained and experienced – including working at heights
- Obtain written confirmation from customer (with contract confirmation) that intended operator(s) are trained
- If working in areas of increased risk or complexity - recommend IPAF PAL+ or similar
- Recommend customer has a “competent person” (LOLER - Regulation 8) reference selection management and supervision of MEWPs and in doing so recommend the competent person has attended the IPAF MEWPs for Managers (M4M) course
- Agree delivery details - time, location and persons who will actually receive MEWP
- Ask if familiarisation is required
- Agree familiarisation process, persons to be familiarised allowing sufficient time to complete it
- Offer to provide a competent operator with the hire if a short-term hire or for minimum of the first day for long-term hires
- Make site aware of the need for:
 - Familiarisation of others who may use the MEWP during the hire period
 - Pre-use checks
 - Recording operator experience
 - Nominated rescue persons
 - Practice rescue procedure
- Agree maintenance, inspection schedule and responsibilities with customer during hire period
- Offer extra services such as tool box talks, on-site assessment of operators, regular machine checks
- Provide a reference link on delivery contract to SFPSG (Strategic Forum Plant Safety Group) entrapment prevention guidance, and IPAF secondary guarding selection guidance

Prior to and at delivery:

- Ensure suitable delivery vehicle is available
- Ensure delivery driver is familiar with the specific MEWP to be delivered
- Where familiarisation requested ensure person delivering it is competent and has the time to do it
- Ensure MEWP service and maintenance schedule is current and includes relevant documentation e.g. thorough examination report
- Complete and document a Pre-Delivery Inspection (PDI)
- Complete delivery paperwork obtaining signatures
- Document completion of familiarisations where appropriate (IPAF operator log book)

Note: Some of the services listed above may be subject to additional fees over and above the basic machine rental rate

Contractor – good practice

Planning:

- Give sufficient notice of intended hire, to allow hire company to source and prepare most appropriate machine
- Conduct ground and site assessment at point of ordering
- Task assessment consideration of material handling attachments (MHAs) and other devices including secondary guarding
- Consideration machine security – reference IPAF guidance doc
- Machine selection - by competent person and consultation with hire company if necessary
- Identify skilled experienced and competent operators - PAL+ or similar

Point of delivery and during hire:

- Review site assessment and task assessment at point of delivery
- Review point loadings and ground conditions at point of delivery
- Check licences and work experience of operators prior to work commencing
- Evaluate operator experience to determine if familiarisation needed
- Where identified as necessary, ensure actual operators on site receive familiarisation
- Document all familiarisations – e.g IPAF log book
- Pre- use checks - allow time for them and document when conducted
- Communicate action to take if defects identified or suspect function irregularities
- Nominate ground rescue personnel
- Practice emergency rescue procedures
- Provide adequate supervision of MEWP operations to ensure compliance with safe work practices
- Provide site operatives with specific MEWP related tool box talks
- Ensure maintenance and inspection programmes in place and adhered to
- Arrange on-site assessment of operators and regular machine inspections
- Report MEWP related incidents to hire company and www.ipaf.org/accident

Note: Your hire company or other competent organisations may be able to offer support with some of the Contractor good practices listed above.