



# SAFE WORKSHOP SERVICING & REPAIR OF MEWPs TOOLBOX TALK

## WHY AM I AT RISK?

Moving, testing, servicing or repairing MEWPs exposes workshop employees to hazards and risks that vary based on the type of MEWP and the type of service or repair being carried out. Failure to properly identify those hazards and eliminate or manage those risks or failure to follow work or service instructions, could lead to property damage, injury, ill-health or death.

Good working practices in any workshop environment are important, as they contribute to the everyday safe performance of tasks, focusing on reducing risks to personnel, equipment, materials, and the environment.

## WHAT SHOULD I HAVE IN PLACE BEFORE STARTING WORK?

Due to their nature, every workshop is different. You should:

- identify and remove any hazards;
- have a general risk assessment in place for all general work (receiving, shipping, pre-delivery inspections, minor repairs, etc);
- conduct a job-specific risk assessment for all major repairs as the risks will vary for each job.

## WHAT SHOULD I DO?

Read and review your risk assessments for validity and relevancy to the task.

- Be aware of the hazards associated with the task (machine movement near the work area, oil or other chemical spills, trip hazards).
- Follow your company-specific policies, for example speed limits, Personal Protective Equipment (PPE) and lone working.
- Follow approved procedures (method statements, work instructions, manufacturer service recommendations).

## WHO NEEDS TO KNOW?

This Toolbox Talk applies to all individuals involved with a Mobile Elevating Work Platform (MEWP) in a workshop environment, including:

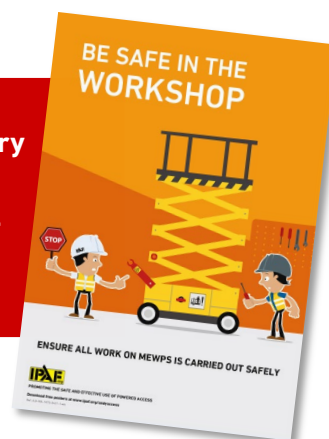
- Workshop manager
- Workshop supervisor
- Workshop MEWP repair staff

- Select the right tools for the task.
- Be competent and authorised on all machinery and equipment used for the task.
- Do not work under any unsupported part of a MEWP – always use maintenance props and axle stands as required/necessary.
- Keep the work area clean and tidy.
- Discard waste materials and fluids responsibly.
- Report any damage, defect, incident or near misses to your supervisor/manager.

## REMEMBER

- Perform your own task-based risk assessment.
- Report problems or potential problems.
- If in doubt, do not put yourself at risk. Stop and ask.
- Never do something for the first time on your own.

**Never take unnecessary risks. If you think “it’ll be OK just this once” – then just don’t do it!**



## USEFUL REFERENCES

- IPAF Operators Safety Guide
- Statement of Best Practices for Workplace Risk Assessment and Aerial Work Platform Equipment Selection (available at [www.ipaf.org/resources](http://www.ipaf.org/resources))
- Manufacturer Operators Manual (available via [www.ipaf.org/manufacturers](http://www.ipaf.org/manufacturers))
- Be safe in the workshop Andy Access Poster (available via [www.ipaf.org/andyaccess](http://www.ipaf.org/andyaccess))