



# PRE-DELIVERY INSPECTIONS OF MEWPS (RENTAL) TOOLBOX TALK

Mobile Elevating Work Platform (MEWP) rental companies should carry out a Pre-Delivery Inspection (PDI) before the equipment is made available for hire. The purpose of this is to ensure the MEWP is operating within the specified design requirements of the Original Equipment Manufacturer (OEM).

## WHO CAN PERFORM A PDI?

Only qualified service personnel who have been authorised by their employer should perform PDIs on MEWPs. For an employer to select suitable service personnel, they would need to validate the individual's experience, knowledge, qualifications and skill.

It is recommended that service personnel receive OEM technical training on the equipment that they intend to perform a PDI on. If this is not possible, OEM-trained service personnel can familiarise other qualified and authorised service personnel with MEWPs they have not previously worked on to perform a PDI.

## INSPECTION LISTS AND OEM INSTRUCTION MANUALS

Service personnel should refer to the OEM instruction manuals (operator and service and maintenance) for the specific procedures to follow when checking a component or safety system. It is critically important that all the inspection items are checked during the PDI in accordance with the PDI checklist and the MEWP instruction manuals.

## WHAT ARE THE RISKS?

Failing to correctly inspect the specific items shown on a PDI checklist could lead to:

- Crushing or entrapment injuries if performing a PDI underneath overhead obstructions.
- Stranded service personnel at height.
- Falls from the platform due to failure of safety-critical or structural components.
- Electrocutation if there is contact or arcing of electrical energy.
- Impact from other equipment or falling objects if the area is not secured.

## USEFUL REFERENCES

- The MEWP Operator Manual
- The MEWP Service and Maintenance Manual
- IPAF Guidance - The Principles of MEWP Recovery and Rescue

## WHO NEEDS TO KNOW?

This Toolbox Talk applies to anyone involved in the pre-delivery inspection process, including:

- MEWP rental companies
- MEWP rental company service personnel
- The nominated ground rescue person(s)

- Injuries to service personnel if not wearing the correct personal protective equipment (PPE).
- Damage to property and the environment caused by defective equipment.
- Overturn of the MEWP if:
  - The platform is overloaded.
  - The MEWP is on an excessive slope.
  - Incorrectly calibrated.
  - Incorrect or unauthorised equipment is used.
  - The MEWP is operated in excess wind.

## RISK CONTROL MEASURES

- The task should be covered by an appropriate risk assessment and safe system of work.
- PDIs should only be performed by qualified, authorised service personnel.
- PDIs should always be performed in a safe environment.
- Service personnel should not be complacent and should be continually aware of their surroundings.
- Service personnel should always follow the instructions contained in the OEM instruction manuals when checking any safety critical components or control systems. Where possible, these checks should be carried out from the ground control position first.
- Under no circumstances should non-approved accessories or equipment be used.
- All safety issues must be reported immediately.
- If a MEWP is not safe to use, it must not be sent out on hire and should be locked out and tagged until the fault(s) are rectified.
- A documented recovery and rescue plan.

## RECORD-KEEPING

- Partially completed, or open PDIs that require rectification work, should be documented at the time of the inspection.
- Once the PDI has been completed, the information should be kept on file, either digitally or as a paper copy.
- Some MEWP rental companies supply a copy of the PDI, either digitally or as a paper copy.