



MEWP DELIVERY DRIVER TOOLBOX TALK

The delivery and collection of Mobile Elevating Work Platforms (MEWPs) can sometimes be a high-risk activity if not performed correctly. IPAF recommends load/unload and IPAF demonstrator training for delivery drivers.

WHAT ARE THE HAZARDS AND RISKS?

- Crushing or entrapment when (un)loading.
- MEWPs overturning whilst being (un)loaded.
- Impact/collision with passing traffic.
- Untrained employees and contractors.
- Unauthorised personnel entering work areas.
- Unsuitable (un)load areas.
- Unsuitable, faulty, or incompatible equipment.
- Falls from the vehicle or trailer bed.
- Unsecured loads, or loads shifting in transport.
- Equipment that is damaged or faulty.

DELIVERY VEHICLES AND LOADING AREAS

- Rental companies and Users should provide a suitable area for (un)loading MEWPs with adequate space and lighting.
- Consider an adequately sized run-off area at the rear of the vehicle.
- Vehicles should carry spare securing devices.
- Adopt good housekeeping on delivery vehicles.

LOADING AND UNLOADING MEWPS

- Use additional personnel to assist in the (un)loading process as required by risk assessment.
- Ensure the vehicle/trailer is not overloaded and the load is distributed evenly.
- Where possible, avoid (un)loading on sloping ground.
- Secure all MEWPs as per company safe system of work (SSoW) and manufacturer instructions.
- Always report damaged or faulty equipment.
- If a load has moved during transportation conduct a risk assessment before releasing securing devices.
- Equipment used for (un)loading should be well maintained.
- Secure all objects before transporting a load.
- Check for any damage to ramps, deck and load restraining equipment.

USEFUL REFERENCES

- IPAF Safe loading and unloading training course. (More information at www.ipaf.org/training)
- IPAF The Safe use of MEWPs when using pedestrian controls
- IPAF The Safe use of a winch for (un)loading MEWPs
- IPAF Guidance on loading and unloading MEWPs on a public highway. (Available from www.ipaf.org/load)

WHO NEEDS TO KNOW?

This Toolbox Talk applies to all individuals involved with the loading and unloading of MEWPs including:

- MEWP rental company staff, e.g., delivery drivers, transport managers and co-ordinators
- Users (those in control of MEWPs on site)

- Check that the gradeability of the MEWP is compatible with the gradient of the vehicle ramp.
- If (un)loading on a public highway, position the cab facing the oncoming traffic and follow your company safe work procedures.
- Always secure loading ramps after use.
- Keep clear of overhead and underground hazards.
- Wear Personal Fall Protection Equipment (PFPE) when required.
- If (un)loading during the hours of darkness, always ensure there is adequate lighting.
- When using a winch to assist with (un)loading, always keep a safe distance from the MEWP.
- Where possible, secure MEWPs while stood on the ground to reduce the risk of falls from the trailer.
- Ensure the rating of the winch, cable and hook is adequate to safely aid loading the specific MEWP.
- Do not use the winch as a securing device.
- Stow/secure securing devices when not in use.

REDUCING THE RISK OF CRUSHING INJURIES

MEWPs should always be secured in accordance with the manufacturer's securing guidance, company policies and relevant legislation.

- Never stand between equipment, or in front of the headboard while MEWPs are being (un)loaded.
- Be aware of the drive direction/orientation when preparing to manoeuvre the MEWP.
- Check the wheels are straight before manoeuvring when in close proximity to other MEWPs.
- Pedestrian control should only be performed on MEWPs with detachable platform control boxes. If there are no overhead hazards, or space restrictions pedestrian control should not be used.

TRANSPORT MANAGERS AND YARD STAFF

- Ensure the vehicle is of the correct type and has the capacity to carry the MEWP and is maintained.
- Liaise with delivery drivers on the correct procedures to follow if they have reported damaged or faulty equipment.