APPENDIX J

LIFTING PLAN

Date	July 2017	
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Review	July 2018	
Owner		

Lift Planning for Working at Height at Bingley Music Live

Purpose

The purpose of lift planning for working at height is to ensure that suitable equipment for lifting personnel is selected and that it can be used safely at Bingley Music Live.

Planning Prerequisites

1. Lift planning should be carried out by a competent person, that is, the person planning the operation should have adequate practical and theoretical knowledge and expertise of planning the lifting operation. The minimum training requirements to plan and carry out the lifting operation are set out in Appendix 1 below in this document

2. A suitable and sufficient risk assessment identifying the hazards and corresponding risks associated with the lift must be undertaken. See Appendix 2 Working at Height, Appendix 3 Works Using a Mobile Elevating Working Platform and Appendix 4 Site Survey Form (SSF_1)

Planning Process

Lift planning at Bingley Music Live is a combination of two parts:

a) initial planning to ensure that lifting equipment is provided which is suitable for the range of tasks that it will have to carry out; and

b) planning of individual lifting operations so that they can be carried out safely with the lifting equipment provided.

Initial planning

Initial planning will be carried out by the surveyor, either:

- Bingley Music Live, Site Manager, or
- Competent Personnel/Contractors/ MEWP Operative

Initial planning will use the Site Survey form to carry out a site specific risk assessment. It will generally consider a number of factors:

a) the load to be lifted: one or two persons and equipment.
b) the nature of the load: operative using work equipment.
c) where the load will be lifted and positioned: lifting operatives to access or carry out work from the basket of a MEWP.
d) how often the lifting equipment will be used to carry out the task: several times a day of short duration (10-20 min).
e) the environment in which the lifting equipment will be used: in parks and woodlands with public access, with variable ground, overhead obstructions and weather conditions.

f) the personnel available and their knowledge, training and experience: personnel will be competent to plan and carry out the work assigned to them.

The Site Survey and Site Plan will identify and locate site specific hazards and their control measures, the appropriate lifting equipment, personnel and level of supervision.

Planning of individual lifting operations

The second part of lift planning for individual lifting operations occurs on the day of the lift. The Site Survey form sets out a safe method of working that begins and ends the moment a lift is conceived.

For routine lifting operations, following "issue and review task, Site Survey form and Site Plan", the planning of each individual lifting operation will usually be a matter for the people using the lifting equipment, such as, the rigger with the appropriate knowledge and expertise, using the information and measures set out in the Site Survey form and Site Plan. (ACOP220)

Where the lifting operation is considered to be non-routine, for example, involves travel to workplace over rough terrain, the equipment is positioned (stabiliser pads) on green or brown field sites (natural or disturbed ground conditions), where there are nearby hazards (electricity lines, severe drops, water, railways etc), then on site planning will be undertaken by the Festival Site Manager or other personnel competent to plan the operation i.e. MEWP Operative.

Emergency and Rescue Planning

When planning working at height consideration of how personnel can be rescued in case of incapacity or equipment failure. (Appendix 6)

Supervision of Lifting Operations

All lifting operations must be appropriately supervised. The level of supervision will be proportionate to the risk, the nature of the work and competency of those involved using the equipment (ACOP229).

The person supervising the work should have sufficient competence and experience to allow them to monitor the risks and take appropriate actions to maintain the safety of the work activities in accordance with the risk assessment and their judgments as the work progresses.

Routine lifting operations will normally be supervised by the MEWP Operative or team leader with knowledge and experience of the task and the equipment. Individual lifting operations that require on site planning by the MEWP Operative will also require direct supervision by the Festival Site Manager.

Safe Method of Working

The Site Survey form and Site Plan identify, locate and record hazards and control measures, the equipment to be used, the personnel and level of supervision. It also sets out a sequential, safe method of working (Appendix 3). To work safely the personnel planning, carrying out and

supervising the lift must use the safe method of working in combination with the Working at Height MEWP risk assessments, the site specific risk assessment, guidance provided during training and their knowledge and experience.

The table below sets out the safe method of working, the documents to be used and those responsible.

	1. TASK/STAGE	2. DOCUMENTATION	3. RESPONSIBILITY
	OFFICE		
1	Identify potential lifting operations	Job Sheet, Site Survey Form, Site Plan, Lifting Plan, other Risk Assessments	MEWP Operative Relevant Contractors/Personnel
	Order Appropriate Lifting equipment	Vehicle Hire Order Form	Festival Site Manager
	SITE		
	Receive Hire Equipment	Company Hire Documentation Operations Manual	Festival Site Manager
2	Pre-use Lifting Equipment Check	IPAF pre-use inspection check list	Festival Site Manager/ MEWP Operative (Done Daily)
5	Review Site Survey Form and other risk assessments and determine whether lift can still be carried out safely. Note any additional controls, comments or observations and mark as checked.	Update Site Survey Form, Site Plan	Festival Site Manager / MEWP Operative
6	Review Emergency Plan, including phone or radio signal check.	Update Site Survey Form	Festival Site Manager MEWP Operative /
7	Agree details of work plan	Verbal	Festival Site Manager / Relevant Contractor / MEWP Operative
8	Identify people likely to be affected by the work and protect and warn to prevent access and/or warn of danger.	Update Site Survey Form	MEWP Operative
9	Position all Work equipment		MEWP Operative
10	Assess ground conditions in stabilisation area	Update Site Survey Form	Festival Site Manager / MEWP Operative
	Deploy stabilisers and pads, level platform, walk round check of stabilisation, check ground controls.	Update Site Survey Form	MEWP Operative
11	Access basket check controls, level basket	Update Site Survey Form	MEWP Operative

	1. TASK/STAGE	2. DOCUMENTATION	3. RESPONSIBILITY
12	Attain working height and position (clear cab, slew, articulate booms, telescope boom, fine adjustment - retract telescope, lower articulated boom, slew.)		MEWP Operative
13	Carry out task and reposition to complete task		MEWP Operative
14	Descend and stow ready for travel		MEWP Operative
15	Check for residual hazards and protect and warn as required		MEWP Operative
16	Record incidents and comments	Site Survey Form, Accident Book (AB1)	Festival Site Manager / MEWP operative
17	Return MEWP to safe location on site.		All

Critical Safety Factors

When carrying out a lifting operation those planning, supervising or carrying out the lift must be aware of the critical safety factors that must be observed. Critical Safety Factors are equipment specific and before using any lifting equipment those planning, supervising and carrying out the lift must be familiar with the equipment, have possession of the manufacturers manual and understand its contents and guidance.

Operating Environment

Environmental conditions at each work site or area must be considered, some of these can be highly variable and change when positioning by a few meters (ground conditions), proximity to a hazard (edges) or in a short space of time (sudden showers, operator fatigue). Refer to manufacturer's manual for the machine supplied.

Gradient: - maximum permissible incline
Terrain (transport to site): - ground over which the machine can be transported
Terrain (load bearing ground): - use spreader pads supplied for all lifting operations.
Wind speed:- maximum permissible speed measured at working height.
Temperature:- operating range.
Humidity: most equipment supplied operates within average UK humidity levels.
Rain, snow, poor visibility: - must not be operated in poor visibility, storms, lightening or other adverse weather.
Proximity hazards: a range of hazards in the proximity of the work platform are likely to be encountered that can affect the lift and must be considered in the Site Survey, for example:

- Changes in below ground and surface conditions
- Drops, edges, slopes
- Electricity Lines
- Overhead obstructions (trees, wires)
- Traffic, Railways, Water
- Structures,

Equipment

Pre-use inspection check: daily pre-use inspection (appendix 5). Tag, Isolate and Report any faulty equipment immediately.

Positioning and orientation: position equipment as close to the work position as safely possible to minimise height/outreach required. (LOLER Reg 6(1))

Stabilisation: careful assessment of the load bearing ground must be undertaken by a competent person. Approved spreader pads must be used on all surfaces where stabilisers are used (Reg 6(1)). Deployment of outriggers and jacks must follow manufacturers instructions.

Platform: - equipment can only operated within permissible levels.

Height: - refer to manufacturer's manual (ACOP 274, 275)
Outreach: - refer to manufacturer's manual (ACOP 274, 275)
Load: - refer to manufacturer's manual
Sideways loading: maximum manual force - refer to manufacturer's manual
Turret rotation: - refer to manufacturer's manual.
Basket Rotation: - refer to manufacturer's manual

Personnel

Training: see Appendix 1

Personal Protective Equipment: see Appendix 7

Experience and Knowledge: staff supervising routine lifting tasks within the scope of the Lifting Plan should have a minimum of 2 years experience using MEWPs.

Fitness: all staff working at height must have undergone a Medical Assessment (BS8437:2005, para 15 Aptitude, fitness and training); staff must ensure that they are fit for work and not under the influence of alcohol, drugs or medication and must inform their supervisor of any physical or psychological issues that could affect work performance.

References and further reading

Safe use of lifting equipment, Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice and Guidance (2007) (L113)(ISBN 9780717616282)

The Work at Height Regulations 2005 (as amended) A brief guide. (INDG401)

BS 8460 Safe use of MEWPS

ISO 18878:2004 Mobile elevating work platforms -- Operator (driver) training

IPAF Operators' Safety Guide For Mobile Elevating Work Platform

Appendix 1 Training Requirements

All personnel managing, supervising or operating lifting equipment will have received appropriate training.

Managers and Supervisors:
IOSH Managing Safely
IPAF: MEWP for Managers

Operatives (as appropriate)
IPAF: Operators (3a)
IPAF: Operators (3b)

Appendix 2 Working at Height Risk Assessment

CITY OF BRADFORD MDC, ENVIRONMENT AND SPORT RISK ASSESSMENT

TASK/LOCATION/EQUIPMENT	**WORKING AT HEIGHT**				
SERVICE	Environment & Sport, Bingley Music Live				
ASSESSOR	Andy Ross,	**DATE**		**REVIEW**	
RISK RATINGS	HIGH 1 in1,000 or less	MEDIUM 1 IN 10,000		LOW 1 IN 1,000,000 or greater	

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
Fall from height whilst carrying out work	**Employees** working at height. Fatal impact or puncture injuries.	**HIGH**	1. All work at height is properly planned by a competent person, appropriately supervised and carried out in a safe manner. 2. All staff involved in planning, supervising and working at height are competent e.g. have received training and have knowledge and experience. 3. Avoid work at height: only carry out work at height where there is a requirement: e.g. work that it is not possible to carry out the work from the ground. 4. A task/location specific risk assessment is carried out prior to carrying out the work. Where lifting equipment is used a lifting plan will be prepared. 5. Select and use a suitable Mobile Elevating Work Platform (MEWP) to carry out the work or to gain access. 6. Work from a rope and harness. (see RA for Rigging) 7. Equipment to be used is suitable and is subject to a recorded thorough and a pre-use inspection.	MEWP OPERATOR MEWP OPERATOR MEWP OPERATOR MEWP OPERATOR MEWP OPERATOR MEWP OPERATOR	**LOW**

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
Persons, equipment or branches dropped from height during work	**Employees** and members of the **public** using the site, especially **children** and **young people** in park. Fatal impact, puncture or crush injuries.	**HIGH**	1. Put in place barriers and signs to warn others of the hazards and prevent access to danger areas. Backstage area cordoned off. 2. Use suitable fall protection systems, e.g. harness and lanyard, tool strops, kick boards, guard rails, rigging to prevent person, equipment and materials falling. 3. Ground staff acting as “banksman” or “marshall” have a special role preventing access to danger areas and controlling movement in the work area.	MEWP OPERATOR	**LOW**

Appendix 3 Work using a MEWP Risk Assessment

CITY OF BRADFORD MDC, ENVIRONMENT AND SPORT RISK ASSESSMENT

TASK/LOCATION/EQUIPMENT	**WORK USING A MOBILE ELEVATING WORK PLATFORM**				
SERVICE	Environment & Sport, Bingley Music Live				
ASSESSOR	Andy Ross	**DATE**		**REVIEW**	
RISK RATINGS (likelihood)	HIGH 1 in1,000 or less	MEDIUM 1 IN 10,000		LOW 1 IN 1,000,000 or greater	

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
All Hazards		**HIGH**	1. All work using a Mobile Elevating Work Platform must follow the controls and safe method of working as set out in the Working at Height Risk Assessment and Lifting Plan for the vehicle supplied. 2. Thorough inspection is carried out and certificate attached to equipment. 3. Pre-use inspection of lifting and other equipment. 4. Risk Assessments and Safe Working Methods also describe additional control measures for different aspects of aerial work.	MEWP OPERATOR Hire Company MEWP OPERATOR	**LOW**
MEWP topples or becomes unstable during operation e.g. poorly stabilised on slopes or soft ground, hidden voids, drops, high wind speed, excessive side loading,	**Employee** in basket or in vicinity suffers impact, puncture or crush injuries **Anyone** who has entered the work zone or vicinity of the MEWP	**HIGH**	1. The appropriate MEWP for the task and operating environment including terrain to be selected. 2. Stabilisation should only be undertaken following careful assessment of the ground conditions including those in proximity to the stabilisation area e.g. edges, excavations, changes in surface, steep slopes. (Site Survey completed) **3.** Positioning and stabilisation for any lifting operation must meet all of the critical safety factors and follow the safe method of working as set out in the **Lifting Plan and Site Survey** for the MEWP selected. 4. Select equipment with visual and audible warnings of loss of stabilisation or level. 5. The MEWP must be fully stable and level at all points of turret rotation, height and outreach when loaded and performing the task: Carry out	MEWP OPERATOR	**LOW**

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
			walk round visual inspection. 6. "Banksman" must monitor the stability of MEWP during slewing, re-positioning and performance of tasks. **7.** The lifting operation must be stopped if there is any loss of stabilisation or level or movement. 8. Loading, including personnel, equipment and materials must never exceed the Safe Working Limit (SWL) marked on the lifting equipment. 9. Side loading must not exceed maximum limit marked on the equipment 10. Weather conditions and forecast to be considered prior to starting work. Wind speed should be checked and work must not start or should be suspended when wind speed exceeds safe working limit. 11. Employees in basket must wear fall arrest or climbing harness at all times and be anchored to the basket. 12. Particular care must be taken to ensure that the working area is clearly defined, those likely to be effected are warned of the danger and barriers or protection put in place, checked and maintained for the duration of the work. 13. Ground staff acting as "banksman" or "Marshall" have a special role controlling access to the work area.	 Banksman MEWP OPERATIVE Banksman	
Falls from platform when working at height. Examples - climber, tools, other equipment or branches	**Employee** suffers impact or puncture injuries. **Anyone** in "drop zone" suffers impact, crush or puncture injuries. **MEWP Damage**	**HIGH**	1. The lifting operation follows the safe method of working set out in the **Lifting Plan and Site Survey**. 2. Operative in cage wear fall arrest or climbing harness at all times and are anchored to the basket. 3. Equipment is secured to basket or stowed. 4. Fastening points are checked and secure.	MEWP OPERATIVE	**LOW**

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
MEWP and Operator in contact with overhead obstructions Electricity lines, telephone cables trees, structures, confined spaces restricted height and width,	**Employee** is trapped or electrocuted and suffers electrocution, crush and puncture injuries. **Employee or public** on ground in contact with a "live" machine.	**HIGH**	1. A Site Survey and Site Plan should be undertaken prior to work to identify overhead hazards, control measures and safe method of working (Lifting Plan). 2. Where the equipment passes beneath overhead electricity lines or is within 9m of OELs on wooden poles or 15m of OELs on metal poles – boom extended - the Network Operator must be notified and a separate **Risk Assessment** and lifting plan put in place agreed before the work is carried out. 3. Basket operator must look where they are going.	MEWP OPERATOR	**LOW**
MEWP hit by another vehicle (e.g. when working on a highway) topples MEWP or throws operative from basket.	**Employee** in basket impact, puncture or crush injuries **Vehicle occupants** suffer impact, puncture, crush injuries	**HIGH**	1. The lifting operation follows the safe method of working set out in the **Lifting Plan**. 2. Other vehicles on site all receive "Notice to Contractors" advising of rules for vehicles on site. 3. Position equipment to prevent boom swinging in to other vehicles. 4. Work restraint or work positioning harness and lanyards worn at all times.	MEWP OPERATOR	**LOW**
Adverse Weather conditions inc high winds, storms, snow, ice	Performance of **operative** and/or equipment is impaired.	**HIGH**	1. Weather forecasts to be considered prior to work. Previous weather conditions should also be considered (eg rain will affect ground conditions) 2. Wind speeds should be checked (anemometer carried) and work must not start or be suspended where speeds are at or exceed safe working limit as set out in the Lifting Plan.	MEWP OPERATOR	**LOW**
Equipment Failure: mechanical,	**Employee** suffers impact, crush or puncture injuries.	**HIGH**	1. Hydraulic system incorporates safety features to prevent boom or stabilisers failing. 2. MEWP is inspected and checked daily before use; supervisor is	MEWP OPERATOR	**LOW**

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
hydraulic or electrical fault resulting in boom or stabilisers folding or collapsing. (e.g. engine failure, burst pipe, blown fuse)	(e.g. limb caught between scissor action, hydraulic hose failure) Person stranded on extended boom		notified of any failure and the equipment is not used until failures or non-conformances have been rectified. 3. A thorough examination of the MEWP is carried out every 6 months. 4. Operatives trained in emergency rescue procedure to manually retract/lower lifting arm of undertake rescue.	 Hire Company Fire and Rescue service	
Boom cannot be retracted, aerial rescue from boom	**Employee:** fall during rescue procedure	**HIGH**	1. Specific Risk Assessment undertaken and rescue plan agreed. 2. Where possible the basket/boom to be retracted using ground controls. 3. Engineer called to site. 4. Emergency Services notified and aerial rescue risk assessed and planned. 5. Operatives trained in emergency rescue procedure to manually retract/lower lifting arm or carry out aerial rescue.	AMO Operative Ops Manager Ops Manager Ops Manager	**LOW**
Moving parts, stabilisers, articulate and telescoping booms, turrets, baskets	**Employee** suffers crush and severance injuries (e.g. feet crushed beneath stabilisers)	**HIGH**	1. The lifting operation follows the safe method or working set out in the **Lifting Plan**. 2. Staff wear prescribed PPE (safety boots, gloves) and close fitting work wear as set out in the **Lifting Plan**.	MEWP OPERATOR Operatives	**LOW**
Trip, slip or fall entering and exiting the basket or around work area	**Employee:** suffers abrasions, cuts, sprains or bruising	**MED**	1. Staff to adhere to their training, safe working procedures and use care when entering and existing the basket. 2. Exercise good housekeeping around the work site	MEWP OPERATOR	**LOW**

HAZARD	EFFECT	START RISK	CONTROL MEASURES	WHO	END RISK
Manual Handling	**Employee:** possible strain, sprain injuries, cuts, trapping bruises	**MED**	1. Operatives follow manual handling techniques – when appropriate industrial gloves to be worn	Operative	**LOW**
Toxic or flammable liquids	**Employee** suffers burns or irritation from contact with skin or eyes or ingestion.	**MED**	1. MEWP is maintained and inspected in conformance with manufactures instructions. 2. MEWP is checked daily by operatives for hydraulic, fuel leaks etc. Checks recorded 3. All COSHH related products to be stored, used and disposed of in line with the COSHH Regs	Hire Company MEWP OPERATOR	**LOW**
MEWP – Vehicle Fire	**Employee** suffers burns	**MED**	1. Dry powder/foam fire extinguisher present on site	Ops Manager	**LOW**
Fitness, aptitude, onset of a medical condition inc faint, loss of consciousness, seizure	**Employee** suffers collapse or inability to operate equipment	**MED**	1. Medical assessment of staff working at height. 2. (BS8437:2005, para 15 Aptitude, Fitness and Training) 3. Rescue procedures in place and followed.	MEWP OPERATOR	**LOW**

Appendix 4 Site Survey Form and example Site Plan

Bingley Music Live, Site Survey Form (SSF)

This Site Survey form and Site Plan must be completed before carrying out any work

Surveyor	Andy Ross	**Date**	

Location & Task

Contact Name	Andy Ross	Telephone	07582 101177
Site/Address 1	Myrtle Park, Off Beech Street		
Town	Bingley	Post Code	BD16 1HH
Task	Festival Operations		

Risk Assessment

WORK AT HEIGHT	Approx Height	20M	**GROUND**	**MEWP 3a**	**ROPE ACCESS**
OTHER LIFTING	Approx Height	0M	**CRANE**	**LOADER CRANE**	**TRACTOR FORKLIFT**

Travel/Transport to Stabilisation Area

Terrain	Flat, parkland covered by portable roadway	Gradients	0deg	Overhead/Width	m/ m

Load Bearing Ground/Workplace

Hazard	Description	Control Measures
Terrain: will the ground support the load? Check for soft ground, voids, uncompacted fill, obstacles.	Terrain at Myrtle park is either compacted grass parkland, tarmac footpath or portable aluminium roadway.	Where possible all works should be carried out from tarmac path or portable road. The cherry picker should only access the grass if absolutely necessary. Upon leaving hard standing ground conditions must be checked first and only permitted under authorisation from Festival Site Manager.
Gradient: (deg) estimate incline	Locations around the stage where the majority of lifts take place are generally flat and even.	Work away from the stage platform should be individually risk assessed.
Proximity Hazards: check for edges, drops, excavations, overhead obstructions, open water.	Although close to a water course this is of no hazard to lifting operations at the stage. Edge of portable roadway should be considered. Otherwise lifting operations take place on flat, level even ground. Due to the nature of the site other operations are continuing around the lift.	Operators are made aware of the hazards.
Proximity Hazards: overhead electricity lines:	extended boom to wooden pole___0____m extended boom to steel pole ____0___m	N/A
Lives: identify people affected by the work: protect and warn	Site Crew Stage Crew General Public/Park Users	Area cordoned off from public access. All site operatives to wear hi-viz. Any site/stage crew working beneath a MEWP should also wear a hard hat. These are available from the production office.
Weather: check windspeeds, temperatures and visibility **on the day**	Festival occurs during the summer period, weather conditions are usually good.	Daily assessment carried out by Festival Site Manager.
Airfield: is the work above 10m and within 6km of an airfield	N/A	N/A

Others		

Lifting Equipment & Personnel Selected						
Working at Height	MEWP	Type 3b	Other MEWP (type)	Type 3a		
Other Equipment on site (Circle)	**Tractor (loader), Tractor Winch, Timber Trailer (Hiab) , Chipper, Wagon, 4x4, stump grinder, crane,** Other: **Telehandler**					
Authorised Personnel						
Supervision	Festival Site Manager			Contractors Supervisor		

Safe Method of Working			
	Activity	**Additional Instruction/Comments**	**Check**
1	Issue task and review travel to workplace and work planning	Tasks are determined by contractors needs. Travel around the site is permitted in closed areas.	
2	Pre-use Lifting Equipment Check	Carried out daily by MEWP OPERATOR	
3	Pre-use Equipment Inspections	Carried out daily by MEWP OPERATOR	
4	Travel to Site	N/A	
5	Review Site Survey Form and Site Plan details	see above	
6	Review Emergency Plan and phone or radio signal check	Emergency Plan in place – phone signal is good in location	
7	Review Weather (see above)	See Above	
8	Agree Details of Work Plan	Consultation on daily basis with Contractors	
9	Identify people at risk of harm and protect and warn	Ensure ground crew are in place and access to the site is restricted.	
10	Position work equipment		
11	Assess ground conditions in stabilisation area	see above	
12	Deploy stabilisers, spreaders, level platform, walk round check, ground control check	Check MEWP is in good position and ground controls are operating.	
13	Access basket, check controls, level basket		
14	Attain working height and position		
15	Carry out the task and reposition to complete work		
16	Descend and stow ready for travel		
18	Check for residual hazards, and protect and warn		
19	Record Incidents, Comments etc		
20	Travel to next location park in nominated location on site. Use Banksman who has a special role preventing access to danger areas and controlling movement in the work area.		
Authorisation		Date	

Comments

Example OS based Site Plan used to locate trees and associated hazards.

MEWP PRE-USE INSPECTION CHECKLIST

MACHINE: _____ **WEEK COMMENCING:** _____

All checks should be conducted in accordance with the manufacturer's manual

				MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
VISUAL CHECKS	Documentation	1	Current thorough examination certificate (within last six months)														
		2	Manufacturer's operator manual														
		3	Rescue plan														
	Wheels/tyres	4	Wheel security (nuts, retainers: loose, damaged, missing)														
		5	Tyre pressure (pneumatic, foam filled or solid)														
		6	Cuts, splits, exposed braiding, damaged rims														
	Engine/power source	7	Fluid levels (engine oil, coolant, fuel)														
		8	Fluid leakage on ground and around engine														
		9	Battery (electrolyte, security and charging plug condition)														
	Hydraulics	10	Hydraulic fluid level														
		11	Leaks (hoses, pipe connections, rams, cylinders)														
	Hoses and cables	12	Security and condition (cuts, chaffing, bulges)														
		13	Power track cable trays (free from damage and debris)														
	Outriggers, stabilisers	14	General condition, pins/retainers, footplate														
		15	Spreader plates (present, condition, secure for travel)														
		16	Interlocks (functioning, engaged)														
	Chassis, boom and scissor pack	17	General condition (damage, misalignment, corrosion)														
		18	Cracks in weld														
		19	Pins, retainers and chains (security, signs of wear)														
		20	Canopies, guards, engine covers (security and condition)														
	Platform or cage	21	Steps for access/egress (secure, undamaged, clear)														
		22	Entrance gate, guard rails and retaining pins														
		23	Harness anchor points														
		24	Clear of rubbish, debris and obstructions														
	Decals and signage	25	ID plate, safety, warning and information decals (legible)														
		26	Controls (identification decals, directional arrows)														
		27	Platform loads (SWL, max. wind speed, max. number of persons)														
				G	P	G	P	G	P	G	P	G	P	G	P	G	P
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls	28	Security device (power isolator, keypad, smart card)														
		29	Function enable (ignition key, foot switch, hold to run device)														
		30	Emergency stops and emergency lowering system														
		31	All switches, function controls (move freely, do not stick)														
		32	Lifting functions (raise, lower, slew, tele-out, tele-in)														
		33	Travel functions (forward, reverse, steer, brakes)														
		34	Elevated drive speed (reduced or prevented)														
		35	Lights, beacons, warning devices														
		36	Alarms (tilt, descent and travel)														
		37	Limit switches (e.g. descent, load, outreach, rotation)														
		38	Pothole protection device (fully deploys and retracts)														
		39	Oscillating axle locks, extending axles														
		40	Accessories, power to platform, extending decks														
		41	Jacks-legs, stabilisers, outriggers, levelling devices														
				Initialled:		Initialled:		Initialled:		Initialled:		Initialled:		Initialled:		Initialled:	

ALL FAULTS AND DEFECTS TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR

Only persons who are trained and authorised by their employer should operate this equipment.

OPERATOR NAME(S) AND PAL CARD NUMBER(S):

Appendix 6 Emergency and Rescue Plan

Example emergency rescue plan for work at height from a Mobile Elevating Work Platform (MEWP)

This rescue plan has been compiled in order to comply with current legislation (Work at Height Regulations 2005) for people who work at height. It is to be brought to the notice of those exposed to the risk of working at height and those supervising and managing the same work at height.

Emergency Situation	Proposed Action
Failure of upper control functions while elevated	Where the normal upper control functions fail, the operator will use the auxiliary controls from the platform to lower the boom safely to the ground.
Failure of the operator to be able to operate the MEWP functions while elevated due to the following reasons: **A.** Operator incapacitated **B.** Auxiliary functions fail to operate from upper control station.	Where the operator is incapable of lowering the MEWP using the upper controls, an appointed person familiarised in the use of the lower 'ground' controls will lower the platform safely to the ground using the lower ground controls.
Failure of lower ground controls	Where the lower ground controls fail to allow the boom to be lowered safely to the ground, the appointed person will use the auxiliary ground controls to lower the boom safely to the ground.
Failure of ALL normal and auxiliary lowering functions	Where all normal and auxiliary functions have failed, the appointed person on the ground should refer to BS8460 section 6.6 Rescue from height.

Machine Type and Location:-

DATE: -	Persons made aware of rescue plan on site
NAME (print)	Signature

Additional names to be continued overleaf if necessary

Appendix 7 Personal Protective Equipment

The Personal Protective Equipment required will be determined by the task. Anyone using the MEWP must comply with the PPE for MEWP Operations list below. A work restraint harness is not suitable for use as a climbing harness.

PPE for MEWP Operations

- Work restraint harness (EN813, EN538)
- Work restraint lanyard (EN358)
- Helmet with chin strap (EN397)
- Safety Boots
- Work Gloves
- Personal First Aid Kit
- Close fitting clothing suitable for weather conditions
- Anemometer (wind speed checker)