

Weber State University

Mobile Elevating Work Platform Maintenance Program (MEWP)

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1. Scope

- a) It is the policy of Weber State University (WSU) in coordination with the Environmental Health and Safety Office to provide WSU’s community with a safe environment. This program defines practices and procedures to be implemented for the safe operation of WSU-owned or leased mobile elevating work platforms (MEWPs).
b) This program applies to the operation of WSU-owned or leased MEWPs and to WSU-employed operators of MEWPs owned by others.

2. Definitions

Aerial device - Any device, extensible, articulating or both, which is primarily designed and used to position personnel, designed to the ANSI/SAIA A92.20 standard.

Anchorage(s) - A designated point of attachment utilized with a personal fall protection system.

Authorized Personnel (authorized person) - Personnel who have received training and certification through the WSU Environmental Health and Safety Office and have been approved or assigned to perform a specific type of duty or duties at a specific location(s) at a work site.

Base - The relevant contact points of the aerial platform that form the stability fulcrum (e.g., wheels, casters, outriggers, stabilizers.)

Boom - A cantilever beam that supports the platform.

Entity - An individual or company that has its own set of responsibilities pertaining to MEWP design, safe use, and training, and may include manufacturers, dealers, owners, users, supervisors, operators, occupants, lessors, lessees, and brokers.

Familiarization - Providing the necessary information regarding the features, functions, devices, limitations, and operating characteristics as defined by the manufacturer in the operator's manual, in order to properly utilize a specific model MEWP, to include the location of the manufacturer's operation manuals.

Group A - MEWPs on which the vertical projection of the center of the platform area, in all platform configurations at the maximum chassis inclination specified by the manufacturer, is always inside the tipping lines. E.g., Vertical plane MEWP.

Group B - MEWPs not in group A. E.g., Boom-supported MEWP.

Mobile Elevating Work Platform (MEWP) - Machine/device intended for moving persons, tools and material to working position, consisting of at least a work platform with controls, an extending structure and a chassis.

Occupant - A person on the work platform of the MEWP.

Operator - A person qualified by training and certification through the WSU Environmental Health and Safety Office to control the movement of a MEWP.

Owner - A person or entity that has possession of a MEWP by virtue of proof of purchase.

Qualified Person - One who, by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

Stowed Position - Configuration of the MEWP as defined by the manufacturer in which the extending structure is lowered and retracted and stabilizers and/or outriggers are retracted.

Type 1 MEWP - MEWP for which traveling is allowed only when in the stowed position.

Type 2 MEWP - MEWP for which traveling with the work platform in the elevated travel position is controlled from a point on the chassis.

Type 3 MEWP - MEWP for which traveling with the work platform in the elevated travel position is controlled from a point on the work platform.

User - The college, center, and/or department that has care, custody, and control of the MEWP.

3. Roles and Responsibilities

WSU Environmental Health and Safety Office shall be responsible for developing and periodically reviewing and updating the MEWP program.

- i) Providing or coordinating fall protection training.
- ii) Creating and providing MEWP operator training.

MEWP Owners/Users shall be responsible for the implementation and enforcement of the MEWP program with the operators.

Operators shall be responsible for complying with the procedures outlined in the MEWP program.

4. Procedures

1. Manuals and Documentation

- a. Upon purchase or lease of the MEWP, the user shall ensure the operating and maintenance manuals have been received.
- b. The user shall, within sixty days (60) of acquisition, provide the manufacturer with the full name and address of the purchaser and the model and the serial number of the MEWP acquired. The purpose of notification is to ensure that any important safety bulletins and recall information is effectively communicated and that any warranty is in effect.

2. Record Retention

- a. The following records shall be maintained by the user for the duration of ownership of the mobile elevating work platform:
 - i. Purchase information including receipts and serial number.
 - ii. Inspections, maintenance, safety bulletins and repair documentation.
- b. Environmental Health and Safety will maintain in house training records to include:
 - i. Training/familiarization records of all individuals receiving operator training/familiarization. Records must include the name of the individual trained/familiarized, name of trainer, summary of training content (i.e. based on the content of the particular operator's manual of the machine to be operated) and training/familiarization date.
 - ii. Submitted copies of outside training records to the WSU Environmental Health and Safety Office will be included in WSU's safety training database.

3. Maintenance and Repair

- a. Scheduled Maintenance - Maintenance specified in the equipment's operation and service manual shall be performed on a timely basis by an individual who is qualified to perform the task. This maintenance and service record shall be documented through the use of a log book or electronically. Aside from minor routine tasks identified in the operator's manual, it is expected that most maintenance tasks shall be completed by specially trained personnel or an authorized service or repair vendor. A preventative maintenance program developed in accordance with the manufacturer's recommendations and taking into account the environment and severity of use shall be implemented.
- b. Replacement Parts - When any entity replaces a part or component, it shall be identical or equivalent to the original MEWP part or component.
- c. Repairs - When the aerial platform is damaged or in need of repair, all malfunctions and problems identified shall be corrected before it is returned to service. The unit shall be conspicuously tagged as (and locked if feasible) out of service.

4. Inspections

- a. Annual Inspection

- i. User must coordinate performance of an annual inspection no later than thirteen months from the date of the prior annual inspection. The inspection shall be performed by a person qualified to inspect the specific make and model of MEWP. The inspection shall include all items specified by the manufacturer for an annual inspection, to include manufacturer's bulletins. The inspection shall verify that the MEWP is registered with the MEWP manufacturer and that any open safety-related bulletins are addressed as part of the inspection. The MEWP shall not be placed back into service until all malfunctions and problems identified in the inspection have been corrected.
 - ii. The owner shall maintain on the MEWP a means, as provided by the manufacturer, to identify the date the last annual inspection was performed. If the manufacturer has not provided a means of tracking annual inspections, the Owners/Users shall create a tracking form or plate that will identify the date of the last annual inspection.
 - b. Pre-Start Inspection
 - i. Prior to each use, the Owners/Users shall ensure the operator performs a pre-start and functions test (checklist located in Appendix A)

5. Training

- a. Operators - Individuals who use/operate the MEWP shall be trained and certified on each type of work platform they will be operating. Training and certification will be provided by the WSU Environmental Health and Safety Office. Training will occur upon:
 - i. Initial assignment
 - ii. If an accident occurs during MEWP use
 - iii. Misuse of MEWP or bad conduct during use is discovered
 - iv. A different type of MEWP is used/assigned
- b. Supervisors - All personnel who directly supervise MEWP operators shall receive training. Training shall cover selection of the appropriate MEWP for the task, maintenance and inspection requirements, fall protection requirements, specific operations limitations of the MEWP and judging proficiency of operators.
- c. Maintenance and Repair - The owner/user shall ensure that their maintenance and repair personnel are trained by a qualified person to inspect and maintain the MEWP in accordance with this program and the manufacturer's requirements.

MOBILE ELEVATING WORK PLATFORM MAINTENANCE

Appendix A

Mobile Elevating Work Platform (MEWP) Pre-Use Inspection

Department				MEWP make/model:			
MEWP type:	scissor lift	<input type="checkbox"/>	personnel lift	<input type="checkbox"/>	MEWP ID:		
	aerial lift	<input type="checkbox"/>	telescoping lift	<input type="checkbox"/>	Hour meter reading:		
	boom lift	<input type="checkbox"/>	articulating lift	<input type="checkbox"/>			
Inspection conducted by (operator/inspector):					Date Click to enter date		

Power Off Checks	OK	No	N/A	Power On Checks	OK	No	N/A
1. Wheels and tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Unit starts and runs properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lights/strobes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Instruments/gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mirrors/visibility aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Warning lights/audible alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Engine/engine compartment:				25. Fuel/charge level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Belts/hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Horn/audible warning device(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Cables/wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Function controls:			
c. Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Boom/jib/lift arms – raise/lower/extend/retract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Battery/batteries				b. Turret rotate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Terminals tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Drive - forward/reverse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean/dry/secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Steer – left/right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hydraulics:				e. Platform – tilt/rotate/extend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Cylinders/rods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Stability enhancing devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Hoses/lines/fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Function – enable (deadman) devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fluids:				28. Emergency/auxiliary controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Engine oil Level Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Safety interlocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Engine coolant Level Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Braking – stops & holds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Hydraulic oil Level Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Fuel/battery Level Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	OK	No	N/A
8. Data/capacity plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Mfr. operating manual stored on MEWP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Counterweight/Counterweight bolt(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Safety decals/warnings/placards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Cover panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Misc. parts – loose/missing/broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Boom valley/under platform – leaks/debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Area Inspection	OK	No	N/A
12. Accessory plugs and cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Drop-offs or holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Boom/lift arms – general condition/wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Bumps and floor/ground obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Power track – lines/hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Safety prop functional (stabilizers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Overhead obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Platform–guardrails/toeboard/anchorages/gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Energized power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Weather-resistant storage compartment/manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Hazardous locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Control markings visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. Ground surface and support conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. Pedestrian/vehicle traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43. Wind and weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Other possible hazards:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report any problems found to supervisor. ALWAYS lock/tag-out unsafe equipment.

Item #	Comments/Action Items

