



CODE OF SAFE PRACTICE GUIDELINE FOR MOBILE ELVATING WORK PLATFORMS (MEWP) DEVELOPED FOR INDUSTRY BY THE ACCESS ASSOCIATION OF CANADA (AAC)

It shall be the responsibility of all users to read and comply with the following recommended guidelines which are intended to promote safety in the operation and use of Mobile Elevating Work Platforms.

GENERAL GUIDELINES:

1. **HAZARD AWARENESS:** Before operating the machine, the operator must conduct a work survey of hazards such as uncompacted soil, ditches, debris, overhead electric lines, unguarded openings, or hazardous conditions created by other trades. The machine should not be operated on surfaces other than those intended by and set out in the manufacturer's instructions.
2. **INSPECTION:** All equipment must be inspected prior to each shift by the operator. Such inspections should include the daily maintenance checks in accordance with manufacturer's instructions and a visual inspection of the machine for damage and devices which do not appear to operate properly. Equipment which has obvious defects must be repaired before being operated.
3. **NEVER USE EQUIPMENT FOR PURPOSES OR IN WAYS FOR WHICH IT WAS NOT INTENDED.**
4. **REPORT ANY UNSAFE CONDITIONS.**
5. **NEVER TAKE CHANCES:** Do not work on platforms if your physical condition is such that you feel dizzy or unsteady in any way. Workers must ascend to and descend from the platform using the facilities provided.
6. **TRAINING:** Workers must be properly instructed on applicable class of machine as per current CSA Standards before they operate the equipment. Such instruction should include a review of manufacturer's operating instructions, location of all emergency devices, safety decals, daily maintenance checks, machine limitations and pertinent regulations regarding use of the equipment. Workers must be able to exercise common sense and be competent to operate this equipment. A worker must not operate a Mobile Elevating Work Platform when their physical abilities are impaired by illness medication, drugs, or alcoholic beverages. Occupants must also receive the training as per current CSA Standard.
7. **RESCUE PLAN:** Ensure you have a rescue plan in place in case of machine malfunction. Ground personnel should know how to lower machine with emergency lowering protocols.
8. Elevating work platforms, normally, are not intended for use near electrically energized circuits. User should therefore consider the work platform to be non-insulated unless otherwise labeled.
9. The operation of any work platform is subject to certain hazards that cannot be protected against by mechanical means but only by the exercise of intelligence, care, and common sense. It is, therefore, essential to have competent careful operators; physically and mentally fit and thoroughly trained in the safe operation of this type of equipment. If you do not fit this description do not operate equipment.

GENERAL INSTRUCTIONS:

1. Read the manufacturer's operating instructions. Never exceed the manufacturer's recommended load. All accessories must be installed and used in accordance with the manufacturer's recommended procedures.
2. Perform manufacturer's daily maintenance checks and conduct a visual inspection of the vehicle and surrounding area to be sure both are clear of other personnel and obstructions (including overhead obstructions).
3. Do not use machine without guardrails. Do not stand on guardrails to gain extra reach. Do not use guardrails



to carry materials unless designed for this purpose and do not allow excessive overhang of materials when elevating the platform.

4. When the machine is being moved either vertically or horizontally on boom-type machines, a safety harness with FIXED LENGTH lanyard must be attached to the designated point on the platform. On scissor or mast-type machines, a harness OR body belt with fixed length lanyard must be used.
5. Do not lean out over platform railings to perform work.
6. Do not use ladders or makeshift devices on the platform to obtain greater height, unless approved by the manufacturer.
7. All personnel must remain clear while equipment is in use. Do not climb up or down extendable, articulating, or scissor arms.
8. Outriggers or stabilizers must be used in accordance with the manufacturer's recommendation.
9. Care must be taken to prevent ropes, electric cords, hoses, etc. from becoming entangled in equipment when the platform is being elevated or equipment is moved.
10. Do not alter equipment or override safety devices in any way.
11. A Mobile Elevating Work Platform must NOT BE operated near electrically energized overhead power lines, unless insulated per CSA.
12. It is the responsibility of the operator to ensure that the load of workers, materials, and tools on the platform does not exceed the capacity or the machine. Loads should be secured from rolling or excessive movement.
13. The machine must not be moved until the operator has determined by visual inspection that the direction of intended movement is clear of hazards, obstructions, and other site personnel.
14. Under no circumstances may a machine be modified without the written approval of the manufacturer. In addition, the machine must not be operated when any of the safety devices are inoperable.
15. When a scissor or boom lift is left unattended by the operator, the unit shall be locked or rendered inoperative to prevent the device from being started or set in motion by an unauthorized person.
16. Machines designed for interior use have limitations when taken outdoors. Ensure you are aware of any limitations on the make and model of the machine you are operating.

IF YOU DO NOT UNDERSTAND THESE GUIDELINES, ASK YOUR SUPERVISOR FOR CLARIFICATION.

DISCLAIMER:

This Code of Safe Practice ("Code") provides some commonsense procedures for safely operating and using Mobile Elevating Work Platforms. As equipment differs, comply with the instructions and procedures of the MEWP supplier and manufacturer(s). As field conditions vary and are beyond the control of the Access Association of Canada and Mobile Elevating Work Platform Committee, safe and proper use of the Mobile Elevating Work Platform is the sole responsibility of the employer and users. The Code provides information on methods of safe use but does not purport to be all-inclusive, or to supplant or replace any manufacturer or other safety and precautionary measures.

The information contained herein is to be used as a guide and not intended to replace legislative requirements with respect to the proper use, operation, or maintenance of Mobile Elevating Work Platforms, nor the general obligations of parties under applicable occupational health and safety legislation to take every reasonable precaution for the health and safety of workers. The user(s) must refer to such provisions in the applicable legislation. Further, the information provided is believed to be accurate as of the date of publication. In the event of conflict between the Code and all applicable legislation, including the Occupational Health and Safety Act and its regulations, such legislation shall supersede and govern. The Access Association of Canada expressly disclaims all liability as to any results obtained or arising from any use of the product or reliance on such information. The ownership of the copyright for this guide belongs to the Access Association of Canada.