



Method Statement for Mobile Elevated Work Platforms (MEWP) Operations

1. Introduction

This Method Statement outlines the procedures for using Mobile Elevated Work Platforms (MEWPs) to ensure safety and compliance with relevant regulations.

2. Scope of work

This document covers the procedures for operating MEWPs ie. Scissors Lift and Boom Lifts including setup and operation, It applies to all personnel involved in these operations

3. Responsibilities

- **Project Manager:** Ensure compliance with this method statement, provide training, and oversee MEWP operations.
- **MEWP Operators:** Conduct operations as per this method statement, report any issues, and follow safety protocols.
- **Safety Officer/Coordinator** Monitor safety compliance, conduct risk assessments, and ensure that appropriate safety measures are in place.
- **Site Supervisor:** Oversee and coordinate the work operations.

4. Materials & Equipment

- Scissors Lift
- Boom Lift
- Full body harness
- Wheel chokes
- Fire extinguishers
- Instruction manuals
- MOM inspection certificates
- Safety signage
- Barricades e.g. Cones, sticks

5. Risk Assessment

Conduct a risk assessment prior to starting work. Consider potential hazards such as:

- Falling from height
- Falling objects
- Electrical hazards
- Ground stability
- Overhead obstructions
- Adverse weather conditions

6. Preparation

- Ensure that all operators have valid MEWP training and certification.
- Inspect the MEWP before use, checking for:
 - Mechanical condition eg. Oil leakage
 - Fluid levels
 - Battery charge
 - Safety features (e.g., emergency stop, guardrails)
- Ensure operator survey the work area is clear of obstacles and hazards such as holes or bumps before operating.
- Set up warning signs and barriers as necessary.

7. Operation Procedures

- **Pre-Operation Checks:**
 - Conduct a pre-operation inspection, including checking that all safety devices are operational.
 - Check the validity of MOM Certificates.
- **Starting the MEWP:**
 - Ensure that the platform is on a stable, level surface.
 - Turn on the MEWP following the manufacturer's instructions.
 - Ensure that the emergency lowering system is functional.
- **During Operation:**
 - Always wear appropriate personal protective equipment (PPE), such as helmets and harnesses.
 - Do not exceed the MEWP's load capacity, SWL
 - Operate controls smoothly and avoid sudden movements.
 - Maintain a clear line of sight or use a spotter if necessary.
 - Avoid working in adverse weather conditions (e.g., high winds, heavy rain).
 - Do not drive the Scissors Lift when platform, with worker on board, is elevated.
 - No operator / worker sits or stands on guard rail.
 - Ensure that ladder is not used on scissor lift or boom lift
- **After Operation:**
 - Lower the platform fully and turn off the MEWP.
 - Secure the MEWP with appropriate locking mechanisms.
 - Report any issues or damage to the site manager.
 - Park the scissors lift or boom lift at the designated charging area or parking area

8. Emergency Procedures

- **Emergency Stop:**
Use the emergency stop button in case of an urgent situation.
- **Evacuation Plan:**
Follow the site-specific evacuation plan in case of an emergency.
- **First Aid:**
Ensure that a first aid kit is available and that personnel are trained in first aid procedures.

9. Training and Competence

- Ensure all operators have received training in MEWP operation and are familiar with this method statement.
- Record all training and certification in the personnel file.