

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
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Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS15: Use of MEWP [Mobile Elevated Work Platforms]

Scope of Works

Use of MEWP

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Pre-survey the proposed location for access, reach, height and working requirements.
- Confirm that the work location at height can be reached from the man basket hoist on the Van.
- If not ensure to supply all required information to supplier: type, size and product required.
- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Inspect ground conditions – stability, level, underground hazards (utilities) etc.
- Ensure wind speed is not excessive, nor beyond the safe working limits of the machine.
- Check for overhead lines on access route and at lifting / unloading point; demarcate with crossing flags any overheads.
- Inspect for other overhead restrictions such as tree branches, confined spaces, entrapment etc. Banksman/Site Supervisor to direct delivery vehicle / plant in to set up position for the lifting / unloading.
- Check all Plant and Operator Permits, License and Certificates are valid and in date.
- Close off working area around the MEWP if the site location is liable to be accessed by Non-Working Personnel and members of the public. This can be achieved by Barrier, Fence or cordon and signage. If at all in doubt employ a spotter to be available at ground level.
- Deploy outriggers and Stabilisers.
- Levelling of the machine; position so that it is within the specified reach of the work position.
- Use MEWP to access the location of work position, carrying out a test run to confirm the reach and load ability.
- Carry out required work
- Ensure that all persons working within the MEWP platform are attached, by lanyard, to the anchor point within the confines of the platform.

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- If movement of the MEWP is required, ensure that the route is safe and clear of hazards (when using the man basket hoist on the back of the van, all relocations must only take place when the basket is not in use)
- Check all works prior to leaving the work area (checklist and photo if required).
- Remove all Plant and Waste from site.

During the work the Driver / Operator is responsible for ensuring that:

- The MEWP is constantly monitored for stability
- That wind and weather conditions are monitored
- The safe working load (SWL) is not exceeded
- The MEWP is not used as a crane or lifting appliance, unless it has been tested and certified for such activities.
- There is no overreach, which may cause instability and a risk of overturning.
- There is no possibility of entrapment of persons between the machine and any obstacle.
- That tools and other equipment are secure
- That the platform is clean and not slippery and free from obstacles

Note:

- Additional equipment to gain extra height must never be used e.g. ladders, step-ups or the safety handrails. If extra height is required, the MEWP must be re-sited, or another MEWP brought in of the required height.
- If work is suspended overnight or for any other reason, the site and equipment must be secured to prevent misuse by unauthorised persons.
- When working near or on a road, pathway and/or pedestrian precinct, safety is paramount at all times. Appropriate control measures are to be in position before any work is carried out.
- Fall-arrest lanyards must never be attached to any point outside the confines of the MEWP working platform.
- Travelling with the platform occupied or boom extended should only be undertaken when this mode of operation is within the machines specified capabilities.
- If the Operator / Driver cannot produce his license or the Site Supervisor and H&S Department immediately.
- All operatives involved in MEWP operations must be able to demonstrate the ability to lower the basket and cease the operation in the event of an emergency situation

Plant & Equipment and Certification Required

The Driver / Operator of the MEWP are responsible for:

- Operating the machine in a safe manner, without putting at risk himself and others who may be affected by the works which are being carried out.
- Operating the machine in compliance with their Company and manufacturer's instruction and recommendations, ensuring that it remains in a safe and stable status.
- Holding the required certification for the MEWP, showing that it has been inspected by a competent person at 6 monthly intervals or after 1000 hours of operational use, or as recommended by the manufacturer.
- The Operator must produce, on request, the Certification and License.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Training is provided in Safe Pass and first aid. Where required technical training is provided to staff on specific equipment. Certification of subcontractors e.g. MEWPs are checked. The driver / operator is responsible for being physically fit and carrying with them their own personal current license for use that shows the type of machine they have been trained on.

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Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Working hours

Normal Working Hours will be 08.00-17.00.

PPE

Safety Harness, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (as required), Ear protection (as required), Dust Mast (as required)