

Mobile Elevated Work Platforms (MEWPs) Minimum Standard H50

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	✓	n/a	n/a	n/a	n/a	n/a	✓	✓	n/a

1. PURPOSE

The purpose of this Minimum Standard is to detail management controls relating to the use of Mobile Elevated Work Platforms (MEWPs). It is based on guidance, training and best practice from information provided by the HSE, IPAF and UKCG members. The main reference document is H50-G01 *UKCG Mobile Elevated Work Platforms Good Practice Toolkit*.

2. SCOPE

This procedure applies to VolkerFitzpatrick, VolkerLaser and VolkerInfra.

3. REFERENCES (INPUTS)

- H50-G01 *UKCG Mobile Elevated Work Platforms Good Practice Toolkit*
- H50-G02 *Mobile Elevated Work Platforms for Managers Training Course*
- H50-G03 *IPAF Technical Guidance Note F1 Familiarisation*
- H50-G04 *PAL Plus Training Course*
- H50-G05 *Safe Use of Mobile Elevated Work Platforms - Ground Conditions*
- H50-G06 *Best Practice Guidance for Mobile Elevated Work Platforms*
- H50-G07 *Guidance on Mobile Elevated Work Platforms Emergency Rescue*
- H50-G08 *IPAF Technical Guidance Note H1 Fall Protection in MEWPS*

4. ABBREVIATIONS & DEFINITION OF TERMS

Safe Systems of Work (SSOW) - consists of formal procedures which result from systematic examination of a task, e.g. risk assessments and method statements, to ensure that hazards are eliminated, or risks minimised.

5. ACTIONS (PROCESS)

Management and Planning

- 5.1 All managers and supervisors involved with the planning and on-site management of MEWPs should possess a level of knowledge that ensures the right selection of access equipment along with a suitable and sufficient Safe Systems of Work (SSOW).
- 5.2 On every site where a MEWP is operating the site shall appoint a competent person with sufficient authority for planning, preparation and oversight of MEWP activities and named in HSE-33 *Allocation of Responsibilities* in the 'MEWPs' line entry of the health and safety section.
- 5.3 The competent person should be available to the site team when MEWPs are in operation and ideally be based on the site where MEWPs are operating; a mandatory requirement on large construction sites where multiple MEWPs are present.
- 5.4 This competent person must attend the IPAF 'MEWPs for Managers' training course. Information can be found in: H50-G02 *Mobile Elevated Work Platforms for Managers Training Course*.
- 5.5 All MEWP operations must be effectively planned to ensure the safety of the operator and others working near or next to the MEWP. All risk assessments are required to be specific to the site, ensuring considerations are given to local working environments and the potential additional hazards presented. All SSOW must include as a minimum, the hazards and control measures set out in H50-01 *Mobile Elevated Work Platforms (MEWPs) Risk Assessment*.

Operator Competence

- 5.6 IPAF provides guidance on the requirement for all operators to be familiar with the make and model of the MEWP that is being used. It will not always be the case that the MEWP in which the operator has been trained, is the same as that chosen and provided for the work in hand. All operators must be given familiarisation training by their employer and evidence recorded that this has been undertaken in H50-G03 *IPAF Technical Guidance Note F1 Familiarisation*.
- 5.7 Safety Net Erectors and Steel Erectors must also have PAL+ qualification please refer to H50-G04 *PAL Plus Training Course*.

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5. ACTIONS (PROCESS) (CONTINUED)

- 5.8 An IPAF training card must not be seen as the only means of assessing competence. VolkerWessels UK management must check the operator has recently used the actual make and model of MEWP and observe them whilst at work to ensure they are competent.

MEWP Selection

- 5.9 All MEWPS must be CE Marked and all signage / instructions / user handbooks be written in English.
- 5.10 MEWPS must be selected after careful planning and appreciation of the site in which it will be used. Consideration must include as a minimum:

- The heights and outreach required to be accessed
- The areas required to be accessed
- Site layout and other buildings and structures
- Ground conditions and gradients
- Weather conditions
- Materials to be used
- Fuel Type - Diesel / Electric

Pre-Use Inspection

- 5.11 Prior to each use of a MEWP the Operator must ensure that a pre-use inspection and function check of the MEWP is carried out and recorded using (H50-02 *IPAF MEWP Pre-Use Inspection Checklist*).
- 5.12 The Operator should refer to the Operators User Manual or Hirers Guidance to determine the content of the pre-use inspection / daily / weekly and statutory thorough examination (maximum 6 monthly).

Ground Conditions and Spreader Plates

- 5.13 All areas in which MEWPs are required to either transit or work must be assessed by both the operator and site management. They must accurately assess the ground make up and stability, and the Temporary Works process must be adopted that allows for the initial inspection and testing of ground to ensure the machine is safe to operate.
- 5.14 Spreader plates are mandatory when using jacking legs / outriggers. This applies for all ground conditions including concrete and tarmac surfaces. Guidance can be found at: H50-G05 *Safe Use of MEWPs - Ground Conditions*.
- 5.15 When MEWPs are delivered to site they must have spreader plates accompanying the equipment for immediate use. IPAF have provided a "Ready Reckoner" which should form part of the planning process to determine the size of spreader plates best suited to the machine and ground conditions.

<https://www.ipaf.org/en/spreader-pad-calculator>

Anti-Entrapment / Involuntary Operation of Controls

- 5.16 All MEWPs provided on sites must have anti-entrapment and involuntary operation control devices fitted. This is to ensure the risk to an operator of being crushed and any accidental operation of any of the controls is eliminated. Guidance on the two topics can be found in H50-G06 *Best Practice Guidance for MEWPs*.

Segregation and Physical Protection

- 5.17 As part of the Safe Systems of Work consideration must be given to segregation and selection of barriers. It is vital that all MEWPs have exclusion zones established to prevent other vehicles / plant from operating to close and having the potential to hit and knock over a MEWP. Exclusion zones also keep groundworkers out of a danger zone in which equipment / tools / materials may fall from height.

Emergency Response Plan

- 5.18 It is a legal requirement under the Working at Height Regulations to ensure a suitable and specific emergency rescue plan is in place and is known to all persons associated with MEWPs. This includes anyone required to operate auxiliary controls from the base of the machine. Further information is available in H50-G07 *Guidance on Mobile Elevated Work Platforms Emergency Rescue*.

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5. ACTIONS (PROCESS) (CONTINUED)

Fall Prevention

- 5.19 All MEWP operators and users must be trained in the use of fall protection systems and working at height.
- 5.20 Boom type MEWPs - all operators are required to wear a full body harness and an adjustable fall restraint lanyard to prevent falls. This includes Static Booms (1b) and Mobile Booms (3b). Fall Arrest Lanyards must not be used unless express permission has been obtained from a VW UK Health and Safety Manager and a justifiable reason has been provided and included as part of the risk assessment.
- 5.21 Vertical Lifts - It is not normally necessary for personnel working from a vertical lift to wear fall protection equipment, other than in exceptional circumstances. This includes Static Verticals (1a), Mobile Verticals (3a), Push Around Verticals (PAV) and Mast Climbing Work Platforms (MCWP). The need for a fall protection system will be the outcome of a job specific risk assessment undertaken prior to work commencing and taking into consideration the manufacturer's operators' manual.
- 5.22 Refer for H50-G08 *IPAF Technical Guidance Note H1 Fall Protection in MEWPS* for further guidance.

Medical Fitness

- 5.23 Operation and working in MEWPS is classified as a "safety critical" activity.
- 5.24 Subcontractors are required to maintain protocols to ensure the health and wellbeing of their employees and provide evidence that the operator and others accessing MEWPs have been deemed fit to work at height. All site staff and operatives are required to complete H81-02 *Fitness for Work* as part of our site induction process.
- 5.25 All persons operating MEWPs will be authorised to do so through the completion of the H09-09 *Permit to Operate Plant*.

Manufacturer's Instruction / User Manual

- 5.26 MEWPs must be accompanied by the Manufacturers User Handbook which will allow the operator and others to reference and familiarise themselves with the operation of the specific make and model.

6. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Where alternative formats are used, they shall contain the same or additional content.

- (H50-G01 *UKCG Mobile Elevated Work Platforms Good Practice Toolkit*)
- (H50-G02 *Mobile Elevated Work Platforms for Managers Training Course*)
- (H50-G03 *IPAF Technical Guidance Note F1 Familiarisation*)
- (H50-G04 *PAL Plus Training Course*)
- (H50-G05 *Safe Use of Mobile Elevated Work Platforms - Ground Conditions*)
- (H50-G06 *Best Practice Guidance for Mobile Elevated Work Platforms*)
- (H50-G07 *Guidance on Mobile Elevated Work Platforms Emergency Rescue*)
- (H50-G08 *IPAF Technical Guidance Note H1 Fall Protection in MEWPS*)
- (H50-01 *Mobile Elevated Work Platforms (MEWPs) Risk Assessment*)
- (H50-02 *IPAF MEWP Pre-Use Inspection Checklist*)
- (H81-02 *Fitness for Work*)
- (H09-09 *Permit to Operate Plant*)
- (HSE-30 *Safety Belts Harnesses and Lanyards - Record of Inspection*)
- (HSE-30G *Safety Belts Harnesses and Lanyards - Guidance on Inspection*)

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7. ISSUE RECORD

Issue	Date	Comments
1	Aug 2014	First issue of the procedure.
2	Aug 2016	This procedure and its related documents have been made applicable to VolkerInfra.
3	Sep 2018	Reviewed and updated references within the document.
4	Dec 2020	The whole H50 family of documents have been made applicable to VolkerLaser. H50-02 <i>IPAF MEWP Pre-Use Inspection Checklist</i> is a new document. The following external guidance documents have been updated to the latest versions: H50-G01 <i>UKCG Mobile Elevated Work Platforms Good Practice Toolkit</i> , H50-G02 <i>Mobile Elevated Work Platforms for Managers Training Course</i> , H50-G03 <i>IPAF Technical Guidance Note F1 Familiarisation</i> and H50-G04 <i>PAL Plus Training Course</i> . H50-G08 <i>It's Your Life Wear Harness</i> has been replaced by H50-G08 <i>IPAF Technical Guidance Note H1 Fall Protection in MEWPS</i> .

8. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

The whole H50 family of documents have been made applicable to VolkerLaser. H50-02 *IPAF MEWP Pre-Use Inspection Checklist* is a new document. The following external guidance documents have been updated to the latest versions: H50-G01 *UKCG Mobile Elevated Work Platforms Good Practice Toolkit*, H50-G02 *Mobile Elevated Work Platforms for Managers Training Course*, H50-G03 *IPAF Technical Guidance Note F1 Familiarisation* and H50-G04 *PAL Plus Training Course*. H50-G08 *It's Your Life Wear Harness* has been replaced by H50-G08 *IPAF Technical Guidance Note H1 Fall Protection in MEWPS*.

9. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
CR Director	CR Director is the document owner, approves changes, no briefing required.
HSEQS Leads / Teams	Notification from CR Director
All operational staff	Notification from HSEQS Leads / Teams
All employees	Record of Revisions and cascade briefings as appropriate.

10. IMS AUTHORISATION

Document owner approval:

Adrian Shah-Cundy, CR Director - 16.12.2020

Approval for IMS:

Andria Georgiou, IMS Coordinator - 17.12.2020

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