



MEWP PRE-USE INSPECTION TOOLBOX TALK

WHY CARRY OUT A PRE-USE INSPECTION?

A mobile elevating work platform (MEWP) must be inspected daily or at the start of each shift to make sure it is:

- Safe to use; and
- will not cause an injury to the platform occupants or other personnel.

WHAT SHOULD I DO?

Before carrying out a pre-use inspection you must:

1. Ensure you are trained in the category of MEWP about to be used;
2. Ensure you are familiarised on the specific model.

Your employer must provide you with adequate training to enable you to operate the equipment safely and be aware of any associated risks.

HOW DO I CARRY OUT A PRE-USE INSPECTION OF A MEWP?

- a) Check that the manufacturer's operating manual is on the machine;
- b) Conduct checks as required by the manufacturer's operating manual;
- c) Check that any modification has been authorised;
- d) Check the date of the mandatory service examination is valid;
- e) Record evidence of the daily pre-use inspection.

WHO NEEDS TO KNOW?

This toolbox talk applies to:

- User (who has control of the use of the MEWP on site);
- MEWP operators.

WHAT IF THE MEWP IS FAULTY?

If a fault is deemed to affect the safe use of the machine, then you must:

1. **Isolate** the machine;
2. **Tag** the equipment to also inform other operators in the area that the machine has a fault; and
3. **Report** the fault to your employer and the MEWP owner.

Never operate a faulty MEWP

DO I NEED TO WEAR ANY SPECIFIC PPE WHEN CARRYING OUT THE PRE-USE INSPECTION?

Wear eye protection and rubber gloves when checking the power supply (electric or diesel/gas).

You **must wear a harness and lanyard** for category 1b and 3b MEWPs when operating from the platform.

IPAF MEWP PRE-USE INSPECTION CHECKLIST		MACHINE:	DATE:	TIME:
VISUAL CHECKS	Documentation	21 Operator's manual is available with the manufacturer's manual		
	Wheels/tires	22 Tyres are in good condition and correct size for machine		
	Engine/power source	23 Fuel level is adequate for intended use		
		24 Fuel level is adequate for intended use		
	Hydraulics	25 Hydraulic oil level is correct		
		26 Hydraulic oil is clean and free of contaminants		
	Hoists and cables	27 Hoist and control cables are in good condition		
		28 Hoist and control cables are in good condition		
	Outriggers, stabilisers	29 Outriggers are fully extended and locked		
		30 Outriggers are fully extended and locked		
	Chassis, boom and scissor parts	31 Chassis, boom and scissor parts are in good condition		
		32 Chassis, boom and scissor parts are in good condition		
Platform or cage	33 Platform or cage is in good condition			
	34 Platform or cage is in good condition			
Cables and signage	35 Cables and signage are in good condition			
	36 Cables and signage are in good condition			
FUNCTIONAL CHECKS	37	37 Operate and check controls (light, horn, etc.)		
	38	38 Operate and check controls (light, horn, etc.)		
	39	39 Operate and check controls (light, horn, etc.)		
	40	40 Operate and check controls (light, horn, etc.)		
	41	41 Operate and check controls (light, horn, etc.)		
	42	42 Operate and check controls (light, horn, etc.)		
	43	43 Operate and check controls (light, horn, etc.)		
	44	44 Operate and check controls (light, horn, etc.)		
	45	45 Operate and check controls (light, horn, etc.)		
	46	46 Operate and check controls (light, horn, etc.)		
	47	47 Operate and check controls (light, horn, etc.)		
	48	48 Operate and check controls (light, horn, etc.)		



USEFUL REFERENCES

- Statement of Best Practices for Workplace Risk Assessment and Aerial Work Platform Equipment Selection (available at www.ipaf.org/resources)
- Manufacturer's Operating Manual
- IPAF Operators Safety Guide
- IPAF Pre-use Inspection Check Sheet (available at www.ipaf.org/resources)