

Mobile Elevated Work Platform (MEWP) Safety Program

1. Purpose

- 1.1. This program establishes safe use requirements for all Mobile Elevated Work Platforms (MEWPs) at the University of Notre Dame. The program applies to employees, students, contractors, and vendors who operate, ride in, or work around MEWPs, including scissor lifts, boom lifts, and vertical lifts.

2. Definitions

- 2.1. **MEWP:** A mobile device with an adjustable position platform supported from ground level by a structure. This includes scissor lifts and boom lifts. It may also be called an Aerial Lift.
- 2.2. **Familiarization:** Providing information regarding the control functions and safety devices for the aerial platform(s) to a qualified person or operator who controls the movement of the aerial platform(s) being delivered.
- 2.3. **Guardrail system:** A vertical barrier primarily intended to protect against personnel falling to lower levels.
- 2.4. **Maintenance:** The act of upkeep, such as inspection, lubrication, refueling, cleaning, adjustment, and scheduled part(s) replacement.
- 2.5. **Manufacturer:** A person or entity who makes, builds, or produces an aerial lift.
- 2.6. **Operation:** Performance of functions of an aerial lift within the scope of its specifications and per the manufacturer's instructions, the user's work rules, and applicable governmental regulations.
- 2.7. **Operator:** An authorized user who is qualified through training to control the movement of a MEWP.
- 2.8. **Outriggers:** Devices that increase the stability of the aerial lift and can lift and elevate the aerial platform.
- 2.9. **Platform:** The portion of an aerial lift intended to be occupied by personnel with their necessary tools and materials.
- 2.10. **Repair:** The act of restoring to a good condition that which has been broken, damaged, or worn due to use, abuse, or other reasons.
- 2.11. **Stability/Stable:** A condition of an aerial lift in which the sum of the moments that tend to overturn the unit is less than or equal to the sum of the moments tending to resist overturning.
- 2.12. **Stabilizers:** Devices that increase the aerial lift's stability but are incapable of lifting or leveling the aerial platform.

3. Responsibilities

3.1. Risk Management & Safety (RMS) Responsibilities

- 3.1.1. Audit this program annually and update it as needed, verify that:
 - 3.1.1.1. Departments complete annual inspections.
 - 3.1.1.2. Departments perform maintenance at proper intervals.
 - 3.1.1.3. All operators receive required training.
 - 3.1.1.4. Records are accurate and current.
- 3.1.2. Pre-use inspections are being completed.
- 3.1.3. Coordinate training opportunities and maintain aerial lift operator records.

- 3.1.4. Approve trainers for specific lift familiarization training.
- 3.1.5. Provide technical support to departments and employees regarding MEWP safety.
- 3.1.6. Maintain a contract with a qualified contractor to perform annual inspections and maintenance.
- 3.1.7. Serve as approval authority for all lift rentals and purchases to ensure compliance with this program.

3.2. Department Responsibilities

- 3.2.1. Actively support implementation and compliance with this program.
- 3.2.2. Provide funding for operator training, inspections, and equipment upkeep.
- 3.2.3. Before purchasing a MEWP, Department Managers/Supervisors must:
 - 3.2.3.1. Contact Risk Management & Safety (RMS) for approval so RMS can track the unit.
 - 3.2.3.2. Provide operators with operating and maintenance manuals and store a copy in a weatherproof compartment on the lift.
 - 3.2.3.3. Acquire repair and parts manuals within 60 days of acquiring a new lift.
 - 3.2.3.4. If purchasing used equipment, coordinate with RMS to ensure an annual inspection is completed by an approved vendor before use.
- 3.2.4. Ensure operators receive proper training.
 - 3.2.4.1. Coordinate with RMS to arrange initial aerial lift training and “Specific Lift Familiarization Training” from the manufacturer, RMS, or an approved vendor before operators use a lift, including rentals. Complete the Specific Lift Familiarization Training Form (Appendix A) for internal training.
 - 3.2.4.2. Document all training sessions and send the records to RMS, including the training date, attendees, trainer, and lift used.
- 3.2.5. Require operators to review the operator’s manual and sign the acknowledgment form before using a lift for the first time.
- 3.2.6. Repair lifts as needed.
- 3.2.7. Complete required inspections:
 - 3.2.7.1. Perform workplace and pre-use inspections before using any aerial lift.
 - 3.2.7.2. Schedule annual inspections per manufacturer requirements and this program. Contact RMS to arrange inspections.
- 3.2.8. Remove lifts from service immediately when inspections or use reveal safety concerns. Lock and tag out the unit until repairs are complete.
- 3.2.9. Prohibit untrained personnel from operating aerial lifts. Only allow employees who have completed classroom and hands-on training for the specific lift to operate it.
- 3.2.10. Empower operators to lower the lift at any time they feel unsafe. Grant operators full authority to stop work activities if safety concerns arise.
- 3.2.11. Stop unsafe operations immediately.
- 3.2.12. Contact RMS before selling, donating, or disposing of a lift to ensure it is removed from Notre Dame’s inventory system.

3.3. Employee / Operator Responsibilities

- 3.3.1. Complete aerial lift classroom and familiarization training before operating a lift.

- 3.3.2. Complete fall protection training.
- 3.3.3. Review the operator's manual before initial use of each lift. Document this review using the "Operator Manual Acknowledgement Form" linked in Appendix B and on the RMS website.
- 3.3.4. Operate the lift safely and follow manufacturer instructions.
- 3.3.5. Identify hazards that could compromise safety.
- 3.3.6. Understand lift control functions.
- 3.3.7. Follow all placard warnings.
- 3.3.8. Operate all safety devices correctly.
- 3.3.9. Know the location of user manuals (OEM, AEM, ANSI).
- 3.3.10. Identify who is authorized to operate or ride on the lift.
- 3.3.11. Locate and use designated personal fall arrest anchorage points.
- 3.3.12. Perform and document pre-use and workplace inspections before lift use.

3.4. Occupants (anyone riding in the platform)

- 3.4.1. Receive instruction on fall protection, platform behavior, and emergency procedures.
- 3.4.2. Remain inside the guardrails and use assigned fall protection.

3.5. Contractors

- 3.5.1. Contractors operating MEWPs on campus or for campus projects must adhere to the University's safety program requirements.
- 3.5.2. If the use of a MEWP is necessary, it will be provided by the contractor. The contractor must also provide a trained operator.
- 3.5.3. Contractors may not use University-owned equipment. Exceptions to this requirement must be arranged with Risk Management & Safety and the Office of Treasury Services.

4. Training and Authorization

- 4.1. The employer trains and evaluates all operators before authorization.
- 4.2. Training includes:
 - 4.2.1. Manufacturer instructions and limitations.
 - 4.2.2. MEWP classification and type-specific operation.
 - 4.2.3. Hazard recognition (electrical, fall, tip-over, weather, overhead).
 - 4.2.4. Fall protection requirements.
 - 4.2.5. Emergency procedures and rescue plans.
- 4.3. The employer provides refresher training when:
 - 4.3.1. Every three years to include both classroom and hands-on instruction.
 - 4.3.2. The operator is observed using a MEWP unsafely.
 - 4.3.3. An incident or near miss occurs.
 - 4.3.4. Equipment types or worksite conditions change.

5. Inspections

- 5.1. **Pre-Use Inspection:** Operators inspect MEWPs before each shift using the electronic checklist, which can be accessed either using the QR code on the lift or via Appendix B of this program. Operators must remove unsafe lifts from service immediately. A **worksite**

risk assessment is also completed as part of the pre-use inspection, including but not limited to:

- 5.1.1. Drop-offs, holes, slopes, unstable surfaces.
- 5.1.2. Overhead obstructions and power lines.
- 5.1.3. Weather conditions (wind, storms, ice).
- 5.1.4. Traffic and pedestrian exposure.
- 5.1.5. Other work activities in the area.
- 5.1.6. Rescue plan identified and communicated.

5.2. **Annual Inspection:** A detailed inspection performed and documented by an approved vendor at least once every 13 months. MEWPs that are not inspected within the given time frame will be locked out of service until an inspection can occur.

- 5.2.1. Inspections must be made by a person qualified as a mechanic on the specific type of MEWP or one having similar design characteristics. The inspection must be performed per the manufacturer's recommendations.
- 5.2.2. The department retains inspection records.
- 5.2.3. RMS will contract a vendor to conduct inspections and maintenance. Departments will initiate maintenance to address noted deficiencies promptly following all inspections.

6. Safe Operating Requirements

6.1. Operators must:

- 6.1.1. Follow the manufacturer's instructions at all times.
- 6.1.2. Set brakes and use wheel chocks if on an incline.
- 6.1.3. Not exceed platform load capacity.
- 6.1.4. Maintain clearances from power lines (minimum 10 feet, or more if voltage requires).
- 6.1.5. Not climb guardrails or use makeshift devices for extra height.
- 6.1.6. Only move the MEWP while elevated if the manufacturer allows.
- 6.1.7. Secure tools and materials to prevent falling objects.

6.2. Outdoor operation of aerial lifts is prohibited when:

- 6.2.1. Wind speeds reach 28 mph or greater
- 6.2.2. When a wind warning of 28 mph or greater is in effect
- 6.2.3. When the nearest lightning strike is within 10 miles
- 6.2.4. When thunder is heard and/or when thunderstorm warnings are issued

6.3. When lifts are used outdoors, weather conditions shall be continuously monitored through a real-time weather monitoring service source (e.g., WeatherBug). Weather conditions shall be documented on the Aerial Lift Pre-Use Inspection form.

7. Fall Protection and PPE

- 7.1. Operators and occupants must wear a full-body harness with a lanyard tied off to the manufacturer-approved anchorage point.
- 7.2. All operators and occupants must wear hard hats when overhead or at head-height hazards are present.
- 7.3. All operators and occupants must wear at a minimum close-toed shoes.

8. Rescue Plan

- 8.1. A documented rescue plan is required as part of the worksite risk assessment.
- 8.2. The plan ensures a prompt rescue of any worker stranded or incapacitated in a MEWP.
Rescue methods include:
 - 8.2.1. Self-Rescue by the operator.
 - 8.2.2. Assisted Rescue using ground controls or a second MEWP.
 - 8.2.3. Emergency Services if other methods fail.
- 8.3. Operators communicate the rescue plan with coworkers.
- 8.4. Operators ensure rescue equipment and procedures are ready before work begins.

9. Maintenance and Records

- 9.1. The department must maintain MEWPs per manufacturer requirements.
- 9.2. Only qualified persons may perform repairs.
- 9.3. Training records shall be maintained by Risk Management & Safety for five (5) years.
- 9.4. The following records shall be maintained by each department owning an aerial lift for the entire lift ownership:
 - 9.4.1. Annual inspection documentation.
 - 9.4.2. All maintenance performed on the lift.
 - 9.4.3. All signed Operator's Manual Acknowledgment forms.

10. Program Review

- 10.1. Risk Management and Safety reviews this program annually and updates it when:
 - 10.1.1. OSHA or ANSI standards change.
 - 10.1.2. New MEWPs are introduced.
 - 10.1.3. Incidents or inspections identify deficiencies.

History	Effective Date
Replaced “Aerial Platform & Scissor Lift Policy” dated October 2012 with this newly created procedure.	March 2019
Replaced “Aerial Platform & Scissor Lift Policy” dated 3/7/2019 with this newly created procedure. Revised for clarity, updated appendices with links to electronic forms, and added specific guidelines for an Operator with a Passenger section.	May 2023
Removal of references to “Frequent Inspections” as these are not conducted due to the limited use of the equipment.	January 2024
Minor grammatical updates only.	January 2025
Revisions made to transition from “Aerial Lift” to “Mobile Elevated Work Platform.” Language revisions to improve the clarity of expectations from contractors. Addition of Section 8 Rescue Plan to meet OSHA & ANSI regulatory requirements.	August 2025
Reviewed - No Changes made.	January 2026



Appendix A

Mobile Elevated Work Platform (MEWP) Certification Form Specific Lift Familiarization Training

This form documents the OSHA-required Mobile Elevated Work Platform training performed by an approved, competent person. Risk Management & Safety shall approve the trainer based on their experience with the particular lift or safety training experience. The training may also be performed by the lift manufacturers or the vendor's appointed representative, or through a video provided by the manufacturer, specific to the particular lift. Each operator shall be trained on each aerial platform or scissor lift. The Specific Lift Familiarization Training shall consist of a review of the following items:

- A. All safety placards and warnings
- B. All switches, drive mechanisms, adjustments, and controls (both lower & upper controls)
- C. The functional operation of the lift
- D. Using the outriggers or stabilizing equipment
- E. All gauges, horns, and lights
- F. Proper fueling and/or battery charging procedures
- G. Inspections and the inspection process

Mobile Elevated Work Platform (MEWP) Information:

Lift Manufacturer	Model	Serial Number
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I certify that I have met with the trainee identified below and reviewed the operations of the specific lift identified above, making myself available to answer any questions they may have had regarding the operation of this lift.

Trainer's Name (print)	Trainer's Signature	Date
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I certify that I have met with the trainer identified above and that they have reviewed the operations of the specific MEWP identified above. I was allowed to ask questions that, if any, were answered to my satisfaction, and I now have the necessary understanding of the operations of this lift. I also certify that I have received general training on the safe operation of MEWPs through the Risk Management & Safety Department, which covers responsibilities, inspections, platform stability, precautions, safety considerations, standard operating procedures, and other related safety concepts. I have reviewed the operator's manual for this lift and have been allowed to ask questions I may have had.

Trainee's Name (print)	Trainee's Signature	Date
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Trainer's Dept. or Company Name: _____



Appendix B
Links to Necessary Documents and Forms

[Operator Manual Acknowledgment Form](#)

[MEWP Pre-Use & Workplace Inspection Form](#)