



Quarries National Joint Advisory Committee (QNJAC)

Plant Safety

Information Sheet 2

November 2011

MEWPs

Maintenance and Safety checks

This Information Sheet has been developed by the Quarries National Joint Advisory Committee (QNJAC) to help quarry operators, contractors, managers and others learn how to make health and safety improvements in the quarry industry. This guidance represents good practice which may go further than the minimum you need to do to comply with the law.

Approved by the Quarries National Joint Advisory Committee (QNJAC)
(Version 1: 2 November 2011)

Use of this Book

The purpose of this book is to ensure that all mobile elevating work equipment operated within operations are maintained in a safe condition. Maintenance and safety checks are to be made before the machine is used. Local rules will be set by business area.

This book must be used for all owned, hired or leased mobile elevating work equipment.

The book shall be stored in safe place and be available at all times for inspection. If the book is lost or damaged, report it immediately to your supervisor/manager.

1. Enter the vehicle make and type and plant number at the top of each sheet used.
2. All items must be meaningfully addressed with the appropriate box receiving a (✓) if in order, a cross (X) is requiring attention or a zero (0) if not applicable. The defects box requires a **yes** or **no** entering.
3. The operator shall initial the sheet for each shift operated.
4. At the end of each week, the sheet shall be signed by the operator and the supervisor/manager. The top white sheet is then removed and filed for future reference.
5. When the book is full, it shall be handed back to the supervisor/manager and replaced with a new one.

Defect Reporting

1. **All defects shall be recorded in the defects section at the back of the book and be reported to the supervisor/manager IMMEDIATELY.**
2. Where a defect is likely to affect the safe operation of the machine, e.g. missing pins, defective warning systems, broken handrails, the defect sheet must be completed and the book handed back to the supervisor/manager immediately.
3. Where the supervisor/manager deems the machine is safe to continue working, they shall make a note of the reason on both copies of the defect sheet before acknowledging receipt and removing the top copy from the book.
4. Where a defect sheet is received by the supervisor/manager, it shall be given a job reference number (top right hand box).

Daily Checks

- Oil Fuel & Coolant Levels : Check as per manufacturer's recommendations.
- Oil Fuel & Coolant Leaks : Visual check for any leaks.
- Wheels, Tyres and Tracks : Overall condition, presence of wheel nuts, No obvious punctures, lack of air pressure or dangerous damage to tread or side walls. Loose or damaged tracks,
- Instruments : Check that all instruments and gauges are functioning correctly.
- Controls : Test operation of machine controls including steering, raising lowering, turning
- Audible Warnings : Test functionality of all audible warning systems.
- Levelling Devices : Check operation of all levelling devices.
- Emergency Lowering Devices : Test functionality of machine emergency lowering system.

- Emergency Stops : Test functionality of all emergency stops
- Battery Condition : Visual examination of condition of battery
- Retaining Pins : Check presence and security of all retaining pins
- Basket and Handrails : Visually examine basket/ handrails for damage/ cracks.
- Steps/ Ladders : Check overall condition, particularly bottom step and treads.
- Machine Structure : Check for signs of cracking or structural failures affecting the safe operation of the machine.
- Machine Guards : Check all guards on the machine are in place and secure.
- Machine Isolator : Check function of machine lockable isolator
- Brakes : Test functionality in designated area as per local rules.
- Hand Brake : Check operation of machine handbrake as per local rules.
- Harnesses & Fall Prevention Equipment : Visual check of condition of harnesses/ lanyards/ ropes, condition of anchor points.
- Two way radios : Check two way radio communication systems are operating correctly.

Category A

When defects with any of the following occur, the vehicle **MUST** be taken out of service immediately and reported:

- Brakes.
- Machine controls
- Machine structure.
- Potentially dangerous tyre/ track damage.
- Any safety warning device, including interlocks.
- Basket and handrails other than cosmetic.
- Missing or damaged anchor point(s)
- Major oil leaks.
- Guards damaged or missing.
- Emergency lowering system.
- Emergency stop(s)
- Missing pins or non secure pins.
- Isolator.
- Levelling device.
- Inoperative gauges.
- Inoperative or ineffective communication system.

Category B

If any other defects identified management **MUST** be informed immediately and arrangements made to rectify the defect as soon as possible. Additional short term or intermediate controls may be required until category B defects are repaired.

Mobile Elevating Platform Daily Safety Check Sheet

Operators Name..... Plant No.....

Make..... Type.....

Week Commencing..... Shift Hours.....

To be completed prior to first use of the shift

Inspection areas (if applicable)	M	T	W	T	F	S	S
Oil, Fuel and Coolant Levels							
Oil, Fuel and Coolant Leaks							
Wheels, Tyres and Tracks							
Instruments							
Controls							
Audible Warnings							
Levelling Devices							
Emergency Lowering Devices							
Emergency Stops							
Battery Condition							
Retaining Pins							
Basket and Handrails							
Steps/ Ladders							
Machine Structure							
Machine Guards							
Isolators							
Brakes							
Handbrake							
Harnesses and Fall Prevention Equipment							
Two way radio communication system							
Defect/Job No.From rear of book							
Operators Initials							
All defects must be completed using the forms in the back of this book. Comments only not defects in this section.							
Operator	Supervisor/Team leader						

Machine Defect Report:	Job Ref No:
Machine:	Plant No:
Defect:	
Reported by:	Date:
Received by:	Date:
Remedial Action Taken:	
Fitter's Signature:	Date:
Manager/Supervisor:	Date:

**MOBILE ELEVATING WORK PLATFORM
DAILY SAFETY CHECK**

**THIS BOOK SHOULD BE HANDED TO AND
SIGNED BY THE MANAGER OR SUPERVISOR ON
A WEEKLY BASIS**