

# Information Sheet

## MEWP Supervisors Course Overview

**Elevating Work Platforms are recognised as one of the safest means of providing temporary access to the high-risk activity of work at height. The Mobile Elevating Work Platform (MEWP) Supervisor course is designed specifically for people who are currently in, or working towards, a supervisor or safety officer/manager role, where they may have responsibility for planning, supervising or managing the safe use of Elevating Work Platforms.**

**Course Aim:** The course highlights the aspects and importance of the role and duties of those who plan, supervise or manage the use of MEWPs to ensure work at height is undertaken safely and suitable prevention strategies are implemented.

**Objectives:** Participants should gain a broad knowledge and understanding of key information to be able to supervise the safe operation of MEWPs including:

- Relevant legislation
- Required competencies
- Appropriate job planning
- Selection, use and inspection of personal fall protection equipment
- Good and poor operator practices
- Emergency planning and procedures
- Machine security
- Inspection, maintenance and repair

Each participant will be issued with a course workbook containing key information from the course and links to a variety of reference material, including best practice guides, industry papers and guidance documents.

**On successful completion** of the course, each participant will:

- Be awarded a certificate of attainment
- This course has been mapped to the unit of competency; BSBPMG415 Apply project risk management techniques. If you are interested in obtaining this unit, please request an RPL pathway to obtain the Statement of Attainment through the EWPA owned RTO.

**Course structure:** The course is in a workshop format to encourage discussion and participation, which should lead participants to develop risk management strategies for each of the key stages of MEWP use, including:

- Selection and planning
- Delivery, pre-use and set-up
- During use
- After use, maintenance and collection

The classroom learning is reinforced with three assessment tasks:

- MEWP selection
- Risk assessment
- Composing supervisor check-lists

The course concludes with a written assessment paper to confirm participants have gained the knowledge and understanding of key information to be able to plan, implement, monitor and review key supervision strategies for the safe operation of MEWPs.

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**Course duration:** The course is approximately six hours in duration depending on group size and industry knowledge.

## Summary of course topics:

### 1. Introduction and legislation

National and International work at height injury statistics  
The role Supervisors can play in accident prevention  
Legal requirements for supervision and supervisor training

### 2. Selection

MEWP design standards  
MEWP types and features  
MEWP specifications, options and possible limitations  
Secondary guarding devices

### 3. Competence

Range of workers involved in MEWP use  
Competency requirements for all those roles involved  
Yellow card training and High Risk Work Licence  
Need for familiarisation

### 4. Planning

MEWP accident data and analysis  
Common causes of MEWP incident  
Principles of accident causation  
Planning stages and considerations  
Consequences of poor planning  
Hierarchy of control  
Risk assessment and preparation of Safe Work Method statements - SWMS  
Implications of 'so far as is reasonably practicable'

### 5. Preparation and setting up

Responsibilities and strategies for MEWP delivery  
Familiarisation – control panel layouts  
Managing 'self-familiarisation'  
Emergency planning and preparedness  
Requirements for fall protection  
Hazards to consider when travelling to the work site and setting up  
Pre-operation checks of MEWP and work site

### 6. Safe use and supervision

Principles of developing a good safety culture  
Good operating practices  
Management of key activities including;

- Working near power lines
- Exiting at height

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- Prevention of entrapment
- Working over water

Supervisory check list

## **7. Attachments and modifications**

AS 1418.10 design requirements

Possibility of affecting machine stability, functionality or structural integrity

Approval for use attachments and modification

## **8. Shut down and machine security**

Post operational checks

Refuelling / recharging

Parking and securing the MEWP

Access management and new technologies e.g. telematics

## **9. Inspection maintenance and repair**

Yellow log book – content and management

Factors affecting frequency of inspections

Types of inspection:

- Pre- use
- 3 monthly
- Annual
- Major – 10-year inspections

Management of defects and repairs

Common causes of reported breakdown

Strategy for minimising breakdowns

## **10. Course review and reference material**