


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:			NUMBER:
ELEVATING WORK PLATFORMS (EWP)			WP-42
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PREPARED BY:	AUTHORIZED BY:	CLASSIFICATION:	EFFECTIVE:
PP&CPSD	 D.V.B. Riddell	Work Procedure	September 1, 2007
			SUPERSEDES:
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General

The Physical Plant Division (PPD) possesses elevating work platforms which are available to Division staff for use in the performance of their duties. An elevating work platform (EWP) is a device manufactured specifically to provide a height adjustable work platform. This policy will outline the circumstances under which a PPD employee may access a Division EWP and the procedures for doing so.

Policy

The Division's elevating work platforms will be controlled through the Tool Crib and released only to Physical Plant authorized users.

Procedures

1. The Tool Crib Technician will release the EWP key only to authorized users. An authorized user is a PPD employee who has received the appropriate training (see below) and is listed in the Training database as having met these requirements.
2. The authorized user will return the key to the Tool Crib Technician when finished with the EWP. Users **SHALL NOT** turn over an EWP to another employee.
3. Users must complete and sign an Authorization Form available in the Tool Crib (sample attached).
4. Prior to using the EWP the authorized user(s) must inspect the unit as per manufacturer recommendations and complete the Pre-Use Inspection form found on the reverse side of the Authorization Form (sample attached). To complete this inspection users must set up the equipment (following manufacturer's instructions, labels, and booklet) and secure the perimeter of the work area as outlined in WP-41 using caution tape and/or barricades.
5. Users must wear the following safety equipment while operating the EWP:
 - a. CSA approved full body harness and a travel restraint lanyard
 - b. CSA approved hard hat
 - c. CSA approved steel toe footwear

Training Requirements

1. Training will consist of a presentation outlining the safety features of EWP, manufacturer's recommendations, a written test, and a hands on demonstration.
2. The Facilities Safety Consultant (OHS) will maintain training documentation and provide the information to the Tool Crib Technician.