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Doc Custodian: Safety Supervisor		<b>ME-3 Mobile Elevated Work Platforms</b>
Approved By: V. J. Meeks		
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## 1.0 Purpose

The purpose of this safety practice is to provide minimum requirements for use, inspection and operation of mobile elevated work platforms.

To define the procedures that shall be used as minimum guidelines when operating a **Mobile Elevated Work Platform (MEWP)** on MPC Property.

The intent is to provide minimum training, inspection, and operational guidelines for MEWP equipment operators.

## 2.0 Scope

This standard applies to operation by MPC or contract personnel of the following types of MEWP:

- Boom-Supported MEWP
- Self-Propelled MEWP

This practice does not apply to bucket trucks.

## 3.0 Procedure

### 3.1 Roles and Responsibilities

#### 3.1.1 MPC Garage Supervisor

Shall conduct annual audit of maintenance records

#### 3.1.2 MPC Line Management

Shall verify that MPC employees who operate MEWP equipment are currently qualified.

#### 3.1.3 MPC Operations/Maintenance

Shall communicate the requirements to all MPC personnel and verify that MPC employees who operate the MEWP equipment are currently qualified.

#### 3.1.4 Contractor Management

Shall ensure contract employees that operate MEWP equipment are trained as required by OSHA, ANSI and MPC standards and the equipment is operated safely and within the specifications of the manufacturer.

#### 3.1.5 MEWP Operator

Shall inspect the equipment and perform a JSA prior to use, safely operate MEWP as designed, and operate only MEWP equipment for which specifically certified to operate.

#### 3.1.6 Equipment Operator Supervisor

Shall verify that the JSA performed by MEWP operator is accurate and complete, the operator is certified to operate the MEWP, and be able to communicate the requirements of this practice to the MEWP operator.

#### 3.1.7 MEWP Supplier

Shall ensure that MEWP is functional upon delivery to jobsite and shall provide a preventative maintenance/repair program.

#### 3.1.8 Flagman

The flagman (when required) per the ME-3C Hazard Assessment and Job Safety Analysis shall control traffic around job site or the MEWP while in transit.

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### 3.1.9 Learning & Development

Shall provide and maintain a list of current qualified MPC MEWP Operators. Shall provide initial and refresher training as required by ANSI and MPC standards and the MEWP manufacturer to MPC MEWP Operators, Spotters, and Flagmen.

### 3.1.10 Procurement

Shall communicate MEWP requirements to all affected contractor companies.

### 3.1.11 Spotter

Shall aid the MEWP Operator to avoid contacting objects with the equipment and/or getting caught between equipment and objects and may be required to operate the MEWP in an emergency. Spotters shall have good communications to alert the operator (radio, air horn, whistle etc.) Spotters may be required at the worksite and may also be required in transit per the ME-3C Hazard Assessment and Job Safety Analysis.

## 3.2 General Requirements

### 3.2.1 Safe operation of (MEWP) Mobile Elevated Work Platforms

3.2.1.1 Only authorized personnel who have received proper training shall be allowed to operate a man lift or scissor lift.

3.2.1.2 Individuals shall maintain 3 points of contact while entering or exiting.

3.2.1.3 All passengers must wear a full body harness and attach the lanyard when inside the basket.

**NOTE:** Employees and contractors shall not exit an elevated boom or scissor lift, except where elevated work areas are otherwise inaccessible or hazardous to reach. Exiting the platform must only be executed with the knowledge and consent of the Safe Work Permit writer. When personnel exit to unguarded areas, a fall protection plan must be in place and personal fall arrest must be used.

3.2.1.4 Attaching fall protection to an adjacent pipe and/or structure while working from the elevated platform is prohibited.

3.2.1.5 Climbing by occupants onto the mid rail or top rail of the lifts platform is prohibited except when exiting to or entering from an adjacent structure.

3.2.1.6 The use of planks, ladders, or any other devices on the platform for achieving additional height or reach is prohibited.

3.2.2 The ground controls shall be tested prior to operating the platform.

3.2.3 The ground controls shall not be used for continuous operation or to override the upper controls with personnel in the platform except for the following scenarios:

3.2.3.1 The upper controls fail and permission is granted by the equipment operator.

3.2.3.2 The equipment operator is incapacitated, and emergency rescue is required.

3.2.4 When equipped, the auxiliary power shall only be used for descent in the event of a primary hydraulic and/or engine failure.

3.2.5 When used on a process unit, tank dike or near a potentially hazardous location, a vehicle entry permit must be obtained prior to the equipment's use.

3.2.6 Stunt driving and horseplay are strictly prohibited.

3.2.7 The operator shall never jam an operating control from one travel direction to another. The proper control shall include returning the control to a neutral position, stopping, and then proceeding in the other direction.

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- 3.2.8 When driving a mobile lift or positioning the platform, all body parts must be kept inside the platform railings.
- 3.2.9 The operator shall never drive a mobile lift up to someone standing in front of a fixed object.
- 3.2.10 Operators should use extreme caution when utilizing the drive function while elevated.
- 3.2.11 Operators shall not use the drive function to maneuver in close to an obstacle. The boom functions shall be used for final platform positioning.
- 3.2.12 Interlocks and/or other safety devices shall not be altered or disabled.
  - 3.2.12.1 The safety footswitch shall not be removed, modified, or disabled by blocking or any other means.
  - 3.2.12.2 All safety devices are to be inspected to ensure they are properly functioning as designed by the manufacture.
- 3.2.13 Modification, alteration or remanufacture of a mobile lift shall be made only with prior written permission of the manufacturer.
- 3.2.14 The operator shall limit travel speed according to conditions, including the condition of the support surface, congestion, visibility, slope, location of personnel, and other factors leading to hazards which may cause collision(s) or result in potential injury(s) to personnel.
- 3.2.15 The work platform shall not be allowed to come in contact with any surrounding equipment and/or piping.
  - 3.2.15.1 The work platform shall not be positioned against another object to steady the platform or improve stability.
  - 3.2.15.2 Depending on the scope of work and equipment accessibility, consideration should be given to having a spotter available while operating the mobile lift at the jobsite.
- 3.2.16 The boom shall never be used to push the aerial platform along the ground or attempt to free it from a stuck condition.
- 3.2.17 The operator shall ensure that adequate overhead clearance is maintained from overhead obstructions and energized electrical conductors. No part of the equipment or the MEWP operator can come within 20' of energized conductors without MPC electrical department approval. Prior to erecting or dismantling a scaffold within 20 feet of overhead power lines, a "GBR Permit for Mobile Equipment or Work Near Overhead Power Lines" must be submitted to the MPC Electrical Supervisor for approval to proceed.
- 3.2.18 When the lift is operated within the area of travel of a bridge crane or similar equipment, steps shall be taken to prevent a collision with the lift.
- 3.2.19 If the platform or elevating assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles such that control reversal does not free the platform, all personnel shall be removed from the platform before attempts are made to free the platform using the lower controls.
- 3.2.20 In the case of a suspected malfunction or a condition that is considered to be potentially hazardous or unsafe, the operator shall immediately cease the use of the man lift. They shall also secure the lift to prevent continued use and report the condition to their Foreman. Either the man lift coordinator (for rental machines) or the MPC equipment owning Foreman shall be notified of the malfunction so that repairs can be scheduled.
  - 3.2.20.1 For man lifts, a "Do Not Operate" tag shall be hung on the lower controls "E-

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- Stop” knob with the following information: description of the malfunction, date of occurrence, the employee’s name and the company they are working for.
- 3.2.20.2 For scissor lifts, a “Do Not Operate” tag shall be hung on the “E-Stop” knob at the controls with the following information: description of the malfunction, date of occurrence, the employee’s name and the company they are working for.
- 3.2.21 The operator shall ensure that only properly secured tools and materials which are evenly distributed and can be safely handled by a person(s) working from the platform, are included in the basket.
- 3.2.21.1 The carrying of plywood or other material having a large surface area shall be restricted outdoors when there is any significant wind blowing.
- 3.2.21.2 Nothing can be attached to the outside or placed on the top of the basket or railing of the platform without approval from the manufacture.
- 3.2.21.3 Wrapping the platform with plastic or fire blanket as use for wind or spark prevention shall also be evaluated when there is any significant wind blowing.
- 3.2.22 The rated capacity for the lift shall not be exceeded.
- 3.2.23 The rated horizontal load applied to platform shall never be exceeded.
- 3.2.24 The engine (if applicable) shall be shut down when refueling.
- 3.2.25 Scissor lifts shall not be connected to or disconnected from an electrical source for charging purposes while located on a process unit or in a hazardous location without first obtaining a proper hot work permit.
- 3.2.25.1 Valid hot work permit is required during the entire time the scissor lift is being charged.
- 3.2.26 The lift shall not be used as a crane.
- 3.2.27 Outriggers, stabilizers, extendable axles, oscillating axles or other leveling and/or stability enhancing means shall be deployed and locked into place as required by the manufacturer.
- 3.2.28 Operators should have a radio available in the basket in case they experience any mechanical problems while elevated.
- 3.2.29 A working fire extinguisher should be properly mounted inside the platform.
- 3.2.30 Consideration should be given to barricading the area directly beneath the intended platform work area to prevent individuals from walking underneath the overhead work.
- 3.2.31 Inspection
- 3.2.31.1 The MPC designated equipment supplier shall confirm that the equipment is functional at the time it is received at the jobsite.
- 3.2.31.2 The MPC designated equipment supplier shall have a preventative maintenance/repair program which meets or exceeds manufacturer's recommendations including:
- 3.2.31.2.1 A process for records management.
- 3.2.31.2.2 A system to ensure timely repairs.
- 3.2.31.2.3 The equipment shall have a sticker or posting indicating when the next preventive maintenance is due. This shall include all manufacturer required inspections.

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- 3.2.31.3 Each Equipment Operator shall complete the applicable Pre-use Inspection Checklist Form (e.g., 3 Equipment Operators = 3 pre-use inspection records) and retain with equipment. Use ME-3A for boom lifts and ME-3B for scissor lifts.
- 3.2.31.4 Equipment Operators shall discontinue use of and tag any equipment which cannot be operated safely. This includes taking out of service equipment in which the safety mechanisms are not properly functioning or are past the next indicated preventive maintenance date.
- 3.2.31.5 Equipment Operators shall communicate equipment damage or malfunctions so that equipment can be repaired or removed from service.
- 3.2.31.6 See section 2.3 for additional inspection requirements.

### 3.2.32 Hazard assessment

- 3.2.32.1 Each Equipment Operator shall complete a Hazard Assessment for Mobile 3.2.3.1 Elevated Work Platforms (Form ME-3C) and retain with the Safe Work Permit (SWP).
  - 3.2.32.1.1 If no SWP is involved with the operation of the mobile elevated work platform the JSA and Hazard assessment shall be held with the equipment until work is complete.
  - 3.2.32.1.2 A SWP for unattended hot work is required for entry into ISBL area.
- 3.2.32.2 The Hazard Assessment shall be used to evaluate:
  - 3.2.32.2.1 If the Boom Lift or Scissor Lift is the right tool for the job,
  - 3.2.32.2.2 To determine acceptable sizes of the Boom Lift or Scissor Lift.
  - 3.2.32.2.3 If a spotter is needed.
  - 3.2.32.2.4 If a flagman is needed in transit and/or the work site.

### 3.3 Use in HF Alky Unit

- 3.3.1 All man lifts operating inside the unit boundary limits of the HF Alky Unit will require completion of the "Man lift Analysis for the HF Alky" form (**ME 3D**).
- 3.3.2 All man lifts operating outside of the unit boundary limits of the HF Alky Unit where the fall radius of the boom could enter the HF Alky Unit will also require completion of the "Man lift Analysis for the HF Alky" form (**ME 3D**).
- 3.3.3 The completed form is to be attached to the SWP prior to operating any man lift is the responsibility of the appropriate MPC Supervisor or MPC contractor coordinator with direct responsibility for the operation of the man lift to complete and sign the form prior to operating the equipment. The Alky Foreman is also required to sign the form prior to operating the equipment.
- 3.3.4 A spotter shall be in place while operating the lift.
- 3.3.5 Following use in the HF Alky, the lift shall be properly decontaminated prior to leaving the unit.

### 3.4 Inspection

- 3.4.1 Annual Inspections
 

Annual inspections shall be performed on a recurring basis no later than 13 months from the date of the prior annual inspection.

  - 3.4.1.1 The inspection shall be made by a person qualified as a mechanic on that

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specific make and model.

3.4.1.2 The inspection shall include all items specified by the manufacturer for an annual inspection.

3.4.1.3 Written records of the Annual inspections shall be retained for at least 4 years – to be stored in the GBR Garage supervisor’s office.

### 3.4.2 Pre-start Inspection

3.4.2.1 Before use each day or at the beginning of each shift, the aerial platform (scissor lift) shall be given a visual inspection and functional test including but not limited to the following:

- Operating and emergency controls
- Safety devices
- Personal protective devices
- Air, hydraulic, and fuel systems leaks
- Cables and wiring harness
- Loose or missing parts
- Tires and wheels
- Placards, warnings, control markings, and operating manual(s)
- Outriggers, stabilizers and other structures
- Guardrail system
- Items specified by the manufacturer

3.4.2.2 The Man-lift Pre-Operational Daily Inspection shall be filled out by the operator prior to using the equipment. The current completed inspection form shall be on the lift when in use

### 3.4.3 Worksite Inspections

3.4.3.1 Before a lift is used and during use, the operator shall check the area in which the lift is to be used for possible hazards such as, but not limited to:

- Drop-offs or holes, including those concealed by water, ice, mud, etc.
- Slope(s) that might exceed those for which the lift is rated for by the manufacturer
- Bumps and floor obstructions
- Debris
- Overhead obstructions and electrical conductors
- Hazardous locations and atmospheres

3.4.3.2 Inadequate surface and support to withstand all load forces imposed by the lift in all operating configurations

- Wind and weather conditions
- Presence of unauthorized persons when barricaded off
- Other possible unsafe conditions

3.4.4 When appropriate, the immediate work area around an lift should be barricaded and/or



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taped off to prevent potential injuries to other individuals working in close proximity.

3.4.5 All lift operators shall follow the requirements set forth by ME-1 Motor Vehicle and Driving Policy.

### 3.5 Audit

3.5.1 HESS Safety Team Representative shall conduct audits of the following according to the self-assessment matrix to verify that:

3.5.1.1 Training programs for equipment operators meet or exceed OSHA, ANSI and MPC standards.

3.5.1.2 Qualified Equipment Operators are being used.

3.5.1.3 Pre-use Inspection Checklists are being used.

3.5.1.4 The preventive maintenance sticker is being used.

3.5.2 MPC Maintenance Services Supervisor shall conduct an annual audit of maintenance records.

### 3.6 Competencies and Training

3.6.1 The training shall include but is not limited to the following:

- Purpose and use of manuals
- That operating manuals are an integral part of the aerial platform and must be stored properly in the weather-resistant compartment when not in use
- A pre-start inspection
- Responsibilities associated with problems or malfunctions affecting the operation of the aerial platform
- Factors affecting stability
- The purpose of placards and decals
- Workplace inspection
- Safety rules and regulations
- Authorization to operate
- Operator warning and instructions
- Actual operation of the aerial platform under the direction of the qualified person, the trainee shall operate the man lift platform for a sufficient period of time to demonstrate

3.6.2 Initial equipment training conducted by the manufacturer or equipment supplier is preferred.

3.6.3 L&D shall provide initial equipment operator safety training to MPC personnel. The training shall adhere to the following:

3.6.3.1 ANSI A92.5 (Boom Supported Elevating Work Platforms), and ANSI A92.6 (Self Propelled Elevating Work Platforms).

3.6.3.2 Instruction on the completion of and require the student to demonstrate use of the Pre-Use Inspection and performing a quality JSA.

3.6.3.3 Equipment Operators and Spotters shall be qualified on equipment to be used and shall include the following:

3.6.3.3.1 Be equipment specific and cover the intended uses of the

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equipment.

- 3.6.3.3.2 Emergency operation of ground controls.
- 3.6.3.3.3 Operation of basket controls in normal and inverse orientation.
- 3.6.3.4 Discussion of lessons learned from previous incidents and the consequences of defeating safety devices – cover the safety bulletin that’s posted on the ME-03 policy.
- 3.6.3.5 Reporting and investigation of incidents, including improper use.
- 3.6.4 Upon successful completion of initial equipment training, Equipment Operators and Spotters shall be recertified to operate such equipment every three years.
  - 3.6.4.1 Recertification shall entail demonstration by the operator mastery of the following:
    - 3.6.4.1.1 Pre-use safety inspection
    - 3.6.4.1.2 Usage of the pre-use safety inspection forms
    - 3.6.4.1.3 Safe operation of the equipment
- 3.6.5 L&D shall develop refresher training. Refresher training shall be delivered annually by L&D via Passport or classroom. Refresher training shall include:
  - 3.6.5.1 Lessons learned from incidents and near misses
  - 3.6.5.2 Points of emphasis regarding safe operation and equipment inspection
- 3.6.6 Contractor companies shall provide training for mobile elevated work platform operators that meets or exceeds training requirements for MPC Personnel as specified above.
  - 3.6.6.1 MPC Procurement shall include in the contract requirement that contractors provide assurance they are meeting the requirements of this procedure.
  - 3.6.6.2 Contractor shall require employees that operate mobile elevated work platforms are currently qualified.
  - 3.6.6.3 Upon successful completion, contract personnel shall receive a certification card which shall be carried at times while operating mobile elevated work platforms.

#### 4.0 Definitions

- 4.1 **Mobile Elevated Work Platform (MEWP)** – A mobile device that has an adjustable position platform supported from the ground level by a structure. (I.E. Man lift or Scissor lift)
- 4.2 **Operator** – An authorized person who controls the movement of the aerial platform.
- 4.3 **Rated Work Load** – The designed carrying capacity of the aerial platform as specified by the manufacturer.
- 4.4 **Unrestricted rated workload** – The maximum designed carrying capacity of the aerial platform allowed by the manufacturer in all operating configurations.
- 4.5 **User** – A person(s) or entity that has care, control and custody of the aerial platform. This person or entity may also be the employer of the operator, a dealer, owner, lessor, lessee, or operator.
- 4.6 **Qualified Person** – Individuals who are considered Mobile Elevated Work Platform subject matter experts and are classified by MPC as Training Facilitators.
- 4.7 **Authorized Personnel** – Those persons who have been trained on the proper inspection and safe operation of Mobile Elevated Work Platform per this procedure and have been given

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permission to operate.

- 4.8 **Lessee** – A lessee is a person(s) or entity to whom an aerial platform is provided by lease, rental, loan, or other arrangement. A lessee may also be a dealer, owner, user or operator.
- 4.9 **Lessor** – A lessor is a person(s) or entity who leases, rents, loans, or otherwise provides an aerial platform to another party for the beneficial use of that party (the user). A lessor may also be a dealer, owner, lessee, user, or operator.
- 4.10 **Spotter** – Individual who will ensure a MEWP is operated without coming in contact with personal, or obstructions.

## 5.0 References

- 5.1 ANSI A92.5 – Boom Supported Elevating Work Platforms
- 5.2 ANSI A92.6 – Self Propelled Elevating Work Platforms.

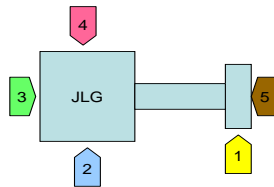
## 6.0 Attachments

- 6.1 ME-3A Boom Lift Operator Pre-use Checklist
- 6.2 ME-3B Scissor Lift Operator Pre-use Checklist
- 6.3 ME-3C Hazard Assessment
- 6.4 ME-3D Checklist for the HF Alky
- 6.5 Safety Bulletin

## 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Consolidated site procedure that replaces GBR-HESS-ME-03 and RSW-0068-TC under MOC 50273.	A. G. Roberts	J. G. Montminy	8/10/2018	10/15/2018
1	Technical revision to clarify spotter communication, contractor self-audit, JSA and Minimum Safe Approach Boundary requirements	A. G. Roberts	V. J. Meeks	4/30/2019	5/31/2019
2	Requires completion of Permit for Mobile Equipment or Work Near Overhead Power Lines when applicable under MOC 64980.	M. K. Alberts	V. J. Meeks	10/7/2019	10/7/2019

**ME-3A Form - Boom Lift Operator Pre-Use Inspection Checklist**  
**(MEWP) Mobile Elevated Work Platform Equipment Number \_\_\_\_\_**



- 1** Start with platform, rotation pins, gate, foot switch and controls in neutral
- 2** Review wear pads, power track, front wheels and side panel for leaks and fluids
- 3** Review hydraulics and back wheels
- 4** Review Emergency controls, fluids and leaks, turntable, front wheel, and Power track
- 5** Review placards, cleanliness, fire extinguisher, frame damage, function check

**CAUTION:** If any item is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, report condition immediately to your supervisor. The equipment shall not be operated until it has been restored to safe operating condition. During operation report any unsafe condition immediately to your supervisor.

**DO NOT ATTEMPT TO MAKE REPAIRS OR ADJUSTMENTS UNLESS SPECIFICALLY AUTHORIZED TO DO SO.**

For assistance contact the Garage at X1981.

	<b>Prior to operating the MEWP at the work location ensure the ME-3C form has been completed.</b>
1	Platform gate, guardrails, foot switch are in place and in good working condition.
	The manufacturer's operations manual and ANSI standard is stored on the lift.
	Basket control console switches return to neutral position and are clearly labeled.
	All safety devices are operational and have not been bypassed.
2	Emergency switch allowing control to go from platform to ground, & hydraulic or battery operating properly.
	Emergency stop & emergency lowering devices function properly.
	Rotation bolts are all secure.
	Wear pads and bolts are not worn down.
	Front drive hub and tires in good condition.
	Battery indicator shows an acceptable level remaining. (If applicable)
3	Oil supply and breather at acceptable level and condition.
	Rear drive hubs and tires in good condition.
4	Hydraulics in good condition.
	Limit Switch secure.
	Power Track secure.
	Turn table lock.
	Hydraulic level is acceptable and the system is not leaking.
	Fuel level is acceptable and the system is not leaking.
	No obstructions to turn table gears.
	Rental company maintenance sticker by controls.
Annual inspection sticker on equipment for validation. All manufacturer required inspections of all hydraulic control relief	
5	All safety indicator lights work properly and motion alarms are functional.
	No loose or missing parts. (Bolts, fasteners, braces, bracket, etc.)
	Operator knows rated capacity for this equipment?
	Other personal protective devices are in good condition (Fall restraint anchor points).
	No defects such as cracked welds, damaged control cables, damaged wire harness or other obvious damage.
	Work platform is clean, dry and clear of debris and there is no equipment attached (Air hoses, welding leads, etc.).
	Stabilizers, outriggers and/or extending axles function properly (If applicable).
Drive motor brake/braking devices are operating properly.	



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## ME-3B Form – Scissor Lift Operator Pre-Use Inspection Checklist

**Equipment Number** \_\_\_\_\_

1. No defects such as cracked welds, damaged control cables, damaged wire harness or other obvious damage. Operator knows rated capacity for this equipment.
2. Drive hubs and tires in good condition.
3. Hydraulics in good condition, no leaks, and level is acceptable.
4. Limit switch is secure.
5. Hydraulic level is acceptable and the system is not leaking.
6. Wear pads and bolts are not worn down.
7. Battery indicator shows an acceptable level remaining (If applicable).
8. Annual inspection sticker on equipment is current.
9. Rental company maintenance sticker attached near motor control panel.
10. All emergency controls and devices are fully functional.
11. Stabilizers, outriggers and/or extending axles function properly (If applicable).
12. Drive motor brake/braking devices are operating properly.
13. Platform gate, guardrails, foot switch are in place and in good working condition.
14. The manufacturer operations manual and ANSI standard is stored on the lift.
15. Basket control consol switches return to neutral position and are clearly labeled.
16. All safety devices are operational and have not been bypassed.
17. Other personal protective devices are in good condition (fall restraint anchor points).
18. Work platform is clean, dry and clear of debris and there is no equipment attached (air hoses, welding leads, etc.).

**CAUTION:** If any item is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, report condition immediately to your supervisor. The equipment shall not be operated until it has been restored to safe operating condition. During operation report any unsafe condition immediately to your supervisor.

**DO NOT ATTEMPT TO MAKE REPAIRS OR ADJUSTMENTS UNLESS SPECIFICALLY AUTHORIZED TO DO SO.**

**For assistance contact the Garage at X1981.**



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**ME-3C Form – Hazard Assessment for Mobile Elevated Work Platforms**

**ME-3C HAZARD ASSESSMENT FOR  
MOBILE ELEVATED WORK PLATFORMS**

SWP No. \_\_\_\_\_

*TO BE COMPLETED IN INK and ATTACHED TO APPLICABLE SWP*

SECTION A – SPECIFIC TASK DESCRIPTION		EQUIPMENT OPERATOR	
PROJECT:		DATE:	
EQUIPMENT TYPE/NO.:		LOCATION:	
SECTION B – HAZARD ASSESSMENT		EQUIPMENT OPERATOR	
		Yes / No	Comments
<b>Right tool for the job</b>	1. Have other alternatives been considered? (scaffolding, etc.)		
	2. When compared to other alternatives, is this the solution that presents the least hazard?		
	3. Is this the correct size of boom lift or scissors lift required for the job? (bigger is not always better)		
	4. Is the equipment designed for the job and is it marked accordingly?		
	5. Has the job been properly planned to provide sufficient time, materials and supervision?		
<b>Operator trained/certified</b>	6. Are equipment operators trained and authorized to operate designated equipment?		
	7. Can training documentation be readily provided?		
	8. Will the equipment operator review the manufacturer's operating manual and become familiar with the equipment?		
	9. Has the equipment operator operated designated equipment within the last six months?		
	10. Have all personnel involved with the lift been fully briefed on the sequence of the planned operation and its limitations (visibility, load capacities, landing area capacity, etc.)?		
<b>Mechanical Integrity</b>	11. Will a pre-use inspection be completed prior to starting the job?		
<b>Workplace Inspection</b>	12. Is the area free of drop-offs, holes, or bumps, including those concealed by water, ice, mud, etc.?		
	13. The aerial platform shall not be operated on grades, side slopes or ramps exceeding the rating given by the manufacturer. Is the aerial work platform on flat stable ground?		
	14. Is the work area free of debris?		
	15. Is adequate clearance between overhead obstructions and electrical conductors maintained? MEWP shall <b>NOT</b> come within 20' of Equipment or Work Near Overhead Power Lines" approved by Electrical Supervisor.		If no, GBR Permit for Mobile Equipment or Work Near Overhead Power Lines" must be submitted to the Electrical Supervisor for approval.
	16. Is the area clear of hazardous locations and atmospheres?		
	17. Is the ground surface and support sufficient to withstand all load forces imposed by the aerial platform in all operating configurations?		
	18. Are the wind and weather conditions conducive to the operation? Maximum allowable wind speed is 25 mph.		
	19. Is the affected area barricaded to control unauthorized persons?		
	20. Have other possible unsafe conditions been considered?		



		Yes / No	Comments
<b>Personal Protection</b>	1. Is the guardrail system complete and intact?		
	2. Do all occupants have proper personal fall protection?		
	3. Do all occupants know how to properly wear personal fall protection?		
	4. Are all of the operators aware that standing on midrails, step-stools or anything other than the floor of the aerial lift is prohibited?		
	5. Does the aerial platform contain only the tools and other loose articles necessary to complete the job? Are the tools stored neatly?		
	6. If it is necessary as a last resort to exit the aerial platform while elevated, has fall hazard been addressed on the SWP and JSA? Have alternative access methods been considered? Have approved anchor points been identified? Has a GBR HESS Representative reviewed and signed agreeing to allow exiting the platform and the controls that will be put in place?		
<b>Spotter</b>	7. Will the operator move equipment over uneven terrain in route?		If yes, Spotter required while transporting equipment.
	8. Can the operator and/or equipment potentially contact overhead or adjacent objects when operating the equipment?		If yes, Spotter required while operating the equipment.
	9. Does the spotter have good way to alert the operator of hazards adjacent to lift operation (radio, air horn, whistle etc.)?		
	10. Is the spotter trained on how to operate the equipment?		
<b>Flagman</b>	11. Is a flagman needed for traffic control while in route?		
	12. Is a flagman needed for traffic control at the job site?		
<b>Verify that all items have been marked Yes. If an item has been answered No, sufficient controls must be applied and documented in the comments section prior to approval.</b>			
<b>Attach the completed Hazard Assessment to the SWP</b>			
<b>SECTION E – SIGNATURES</b>			
Equipment Operator: _____			
	<i>Name (Print)</i>	<i>Signature</i>	<i>Company</i>
			<i>Date</i>
Equipment Operator: _____			
	<i>Name (Print)</i>	<i>Signature</i>	<i>Company</i>
			<i>Date</i>
Spotter (when required): _____			
	<i>Name (Print)</i>	<i>Signature</i>	<i>Company</i>
			<i>Date</i>
Equipment Operator's Supervisor / MPC Servicing Group			
Rep: _____			
	<i>Name (Print)</i>	<i>Signature</i>	<i>Company</i>
			<i>Date</i>
Sign for approval to exit Mobile Elevated Work Platform			
GBR HESS Rep: _____			
	<i>Name (Print)</i>	<i>Signature</i>	<i>MPC</i>
			<i>Date</i>

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-3 Mobile Elevated Work Platforms	Doc Number: RSW-000022-GB	Rev No: 2

## ME-3D Form – (MEWP) Mobile Elevated Work Platform Operator Pre-Use Inspection Checklist for HF Alky Unit

Equipment Number \_\_\_\_\_

Work Description/Location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1) Have details of the man lift required work (path to be taken, equipment swing radius, man lift's reach, etc.) been reviewed with Operations and Maintenance supervision?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: (If NO, explain why): \_\_\_\_\_

2) Will all work activities in the immediate work area (within the swing radius of the boom) be stopped during the lift?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Comments (If NO, explain why): \_\_\_\_\_

3) Has a communication link been established with the HF Alky Unit Operations Personnel?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ **IF NO, JOB CANNOT PROCEED.**

Comments: \_\_\_\_\_

4) Are the HF Mitigation System and safety showers in operable condition?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ **IF NO, JOB CANNOT PROCEED.**

Comments: \_\_\_\_\_

5) Is the refinery emergency alarm system available to be activated?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ **IF NO, JOB CANNOT PROCEED.**

Comments: \_\_\_\_\_

6) The Man lift Pre-Operational Check-List (Appendix B) has been filled out.

Equipment Operator: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
*Printed Name* *Signature*

**NOTE: This form is to be attached to the work permit for the work.**

**Approval Signatures and Date**

Maintenance Foreman/Contractor Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Shift Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Bulletin



# Safety Bulletin



## Galveston Bay Refinery

### Aerial Lift Joystick Safety Device

Aerial Lifts are equipped with a secondary safety device on the boom lift/swing control joystick. This device, known as a detent, must be lifted before the joystick can be moved. Below are instructions for performing a test to ensure the secondary safety device is working properly.



**Step 1, Test the joystick controller with your palm to make sure it stays in the locked position while applying pressure to all 4 directions.**



**Step 2, Roll the handle of the joystick counter clockwise. A properly functioning joystick will remain locked.**



**This joystick controller failed to pass the test. If any of the Aerial Lift controllers fails these test, take the machine out of service immediately and tag DO NOT USE.**



**Verify that the drive joystick stays locked by applying pressure to all four positions. Unlock, then release the joystick. It should return back to the center and locked position, same for the basket controller.**

Anyone operating aerial lifts with a safety device bypassed or inoperable will be subject to **IMMEDIATE REMOVAL** from the Galveston Bay Refinery.