

Doc Custodian: Safety	<b>Marathon Petroleum Company LP Refining</b>  <b>Mobile Elevated Work Platform (MEWP) Standard Practice</b>	Doc No.: RSW-0196-GV Rev No: 1
Approved By: Safety Supervisor		<b>Garyville Refining Safe Practice</b>
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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 (MEWP)**.

To define the procedures that shall be used as minimum guidelines when operating a 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 (manlifts) MEWP
- Self-Propelled (scissor lifts) MEWP

This practice does not apply to bucket trucks.

## 3.0 Definitions

- 3.1 **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)
- 3.2 **Operator** – An authorized person who controls the movement of the aerial platform.
- 3.3 **Rated Workload** – The designed carrying capacity of the aerial platform as specified by the manufacturer.
- 3.4 **Unrestricted rated workload** – The maximum designed carrying capacity of the aerial platform allowed by the manufacturer in all operating configurations.
- 3.5 **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.
- 3.6 **Qualified Person** – Individuals who are considered Mobile Elevated Work Platform subject matter experts and are classified by MPC as Training Facilitators.
- 3.7 **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 permission to operate.
- 3.8 **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.
- 3.9 **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.
- 3.10 **Spotter** – Individual who will ensure a MEWP is operated without coming in contact with personnel, or obstructions.

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## 4.0 Procedure

### 4.1 Roles and Responsibilities

#### 4.1.1 MPC Management

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

#### 4.1.2 MPC Operations/Maintenance

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

#### 4.1.3 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.

#### 4.1.4 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.

#### 4.1.5 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.

#### 4.1.6 MEWP Supplier

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

#### 4.1.7 Flagman

The flagman (when required) per Job Safety Analysis and hazard assessment of the site, shall control traffic around job site or the MEWP while in transit.

#### 4.1.8 MPC Training Department and Contractor Management

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/contractor MEWP Operators, Spotters, and Flagmen.

#### 4.1.9 Procurement

Shall communicate MEWP requirements to all affected contractor companies.

#### 4.1.10 Spotter

4.1.10.1 Spotter requirements can be found in the "[Motor Vehicle Driving Safety and Driving Standard Practice](#)" in Section 6.4.1.4.

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

4.1.11.1 Only authorized personnel who have received proper training shall be allowed to operate a manlift or scissorlift.

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

4.1.11.3 All passengers must wear a full body harness and attach the self-retracting lanyard when inside the basket.

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**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.

- 4.1.11.4 Attaching fall protection to an adjacent pipe and/or structure while working from the elevated platform is prohibited.
- 4.1.11.5 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.
- 4.1.11.6 The use of planks, ladders, or any other devices on the platform for achieving additional height or reach is prohibited.
- 4.1.11.7 If using approved manufactures attachment to work outside of the basket, tied off to the manufacturer approved anchor point. All manufactures recommendations shall be followed.
- 4.1.12 The ground controls shall be tested prior to operating the platform.
- 4.1.13 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:
  - 4.1.13.1 The upper controls fail and permission is granted by the equipment operator.
  - 4.1.13.2 The equipment operator is incapacitated, and emergency rescue is required.
- 4.1.14 When equipped, the auxiliary power shall only be used for descent in the event of a primary hydraulic and/or engine failure.
- 4.1.15 When used on a process unit, tank dike or near a potentially hazardous location, work permit procedures shall be followed.
- 4.1.16 Stunt driving and horseplay are strictly prohibited.
- 4.1.17 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.
- 4.1.18 **When driving a mobile lift or positioning the platform, all body parts must be kept inside the platform railings.**
  - 4.1.18.1 **MEWP operators shall verbally communicate to all employees working from the MEWP basket prior to basket movement.**
- 4.1.19 The operator shall never drive a mobile lift to someone standing in front of a fixed object.
- 4.1.20 Operators should use extreme caution when utilizing the drive function while elevated.
- 4.1.21 Operators shall not use the drive function to maneuver in close to an obstacle. The boom functions shall be used for final platform positioning.
- 4.1.22 Interlocks and/or other safety devices shall not be altered or disabled.
  - 4.1.22.1 The safety footswitch shall not be removed, modified, or disabled by blocking or any other means.
  - 4.1.22.2 All safety devices are to be inspected to ensure they are properly functioning as designed by the manufacture.
- 4.1.23 Modification, alteration or remanufacture of a mobile lift shall be made only with prior written permission of the manufacturer.
- 4.1.24 The operator shall limit travel speed according to conditions, including the condition of the

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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.

- 4.1.25 The work platform shall not be allowed to come in contact with any surrounding equipment and/or piping.
  - 4.1.25.1 The work platform shall not be positioned against another object to steady the platform or improve stability.
- 4.1.26 The boom shall never be used to push the aerial platform along the ground or attempt to free it from a stuck condition.
- 4.1.27 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, **approval shall be noted on the work permit.**
- 4.1.28 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.
- 4.1.29 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.
- 4.1.30 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 manlift rental company or the MPC vehicle shop Foreman shall be notified of the malfunction so that repairs can be scheduled.
  - 4.1.30.1 For manlifts, a "Do Not Operate" tag shall be hung on the lower controls "E-Stop" knob with the following information: description of the malfunction, date of occurrence, the employee's name and the company they are working for.
  - 4.1.30.2 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.
- 4.1.31 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.
  - 4.1.31.1 The carrying of plywood or other material having a large surface area shall be restricted outdoors when there is any significant wind blowing.
  - 4.1.31.2 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.
  - 4.1.31.3 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.
- 4.1.32 The rated capacity for the lift shall not be exceeded.
- 4.1.33 The rated horizontal load applied to platform shall never be exceeded.
- 4.1.34 The engine (if applicable) shall be shut down when refueling.
- 4.1.35 The lift shall not be used as a crane.
- 4.1.36 Outriggers, stabilizers, extendable axles, oscillating axles or other leveling and/or stability

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enhancing means shall be deployed and locked into place as required by the manufacturer.

- 4.1.37 Operators should have a radio available in the basket in case they experience any mechanical problems while elevated.
- 4.1.38 A working fire extinguisher shall be properly mounted inside the platform.
- 4.1.39 Consideration should be given to barricading the area directly beneath the intended platform work area to prevent individuals from walking underneath the overhead work.
- 4.1.40 Inspection
  - 4.1.40.1 The MPC designated equipment supplier shall confirm that the equipment is functional at the time it is received at the jobsite.
  - 4.1.40.2 The MPC designated equipment supplier shall have a preventative maintenance/repair program which meets or exceeds manufacturer's recommendations including:
    - 4.1.40.2.1 A process for records management.
    - 4.1.40.2.2 A system to ensure timely repairs.
    - 4.1.40.2.3 The equipment shall have a sticker or posting indicating when the next preventive maintenance is due. This shall include all manufacturer required inspections.
  - 4.1.40.3 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 while in use. Use Form 1 for aerial lifts.
  - 4.1.40.4 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.
  - 4.1.40.5 Equipment Operators shall communicate equipment damage or malfunctions so that equipment can be repaired or removed from service.
  - 4.1.40.6 See section 4.2 for additional inspection requirements.
- 4.1.41 Hazard assessment
  - 4.1.41.1 Each Equipment Operator shall conduct a Hazard Assessment (documented on JSA) for Mobile Elevated Work Platforms and retain with the Safe Work Permit (SWP).
    - 4.1.41.1.1 If no SWP is involved with the operation of the mobile elevated work platform the JSA's Hazard Assessment shall be held with the equipment until work is complete.
  - 4.1.41.2 The Hazard Assessment shall be documented on the JSA/SWP and used to evaluate:
    - 4.1.41.2.1 If the manlift or scissor lift is the right tool for the job,
    - 4.1.41.2.2 The need for a spotter.
    - 4.1.41.2.3 If a flagman is needed in transit and/or the work site.
    - 4.1.41.2.4 Inspection of the work area: must have a level working area, no drop offs or holes etc.
    - 4.1.41.2.5 Identify overhead obstructions

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4.1.41.2.6 Assess weather conditions

4.1.41.2.7 Mitigations to secure and maintain the work area below the MEWP.

## 4.2 Inspection

### 4.2.1 Annual Inspections

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

4.2.1.1 The inspection shall be made by a person qualified as a mechanic on that specific make and model.

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

4.2.1.3 Written records of the Annual inspections shall be retained for at least 3 years.

### 4.2.2 Pre-start Inspection

4.2.2.1 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

4.2.2.2 The Manlift 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

### 4.2.3 Worksite Inspections

4.2.3.1 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

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- Overhead obstructions and electrical conductors
  - Hazardous locations and atmospheres
- 4.2.3.2 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
- 4.2.4 When appropriate, the immediate work area around an lift should be barricaded and/or taped off to prevent potential injuries to other individuals working in close proximity.
- 4.2.5 All lift operators shall follow the requirements set forth by RSW-0112-GV, Motor Vehicle Safety and Driving Standard Practice.
- 4.3 Audit
  - 4.3.1 Contractor Deep Dive Audits shall include the following according to the audit matrix to verify that:
    - 4.3.1.1 Training programs for equipment operators meet or exceed OSHA, ANSI and MPC standards.
    - 4.3.1.2 Qualified Equipment Operators are being used.
    - 4.3.1.3 Pre-use Inspection Checklists are being used.
    - 4.3.1.4 The preventive maintenance sticker is being used.
  - 4.3.2 MPC vehicle shop Supervisor shall conduct an annual audit of maintenance records.
- 4.4 Competencies and Training
  - 4.4.1 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 manlift platform for a sufficient period of time to demonstrate safe operation.
  - 4.4.2 Initial equipment training conducted by the manufacturer or 3<sup>rd</sup> party is preferred.
  - 4.4.3 MPC Training Department and Contractor Management shall provide initial equipment



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operator safety training to MPC/Contractor personnel. The training shall adhere to the following:

- 4.4.3.1 ANSI A92.5 (Boom Supported Elevating Work Platforms), and ANSI A92.6 (Self Propelled Elevating Work Platforms).
- 4.4.3.2 Instruction on the completion of and require the student to demonstrate use of the Pre-Use Inspection and performing a quality JSA.
- 4.4.3.3 Equipment Operators and Spotters shall be qualified on equipment to be used and shall include the following:
  - 4.4.3.3.1 Be equipment specific and cover the intended uses of the equipment.
  - 4.4.3.3.2 Emergency operation of ground controls.
  - 4.4.3.3.3 Operation of basket controls in normal and inverse orientation.
- 4.4.3.4 Reporting and investigation of incidents, including improper use.
- 4.4.4 Upon successful completion of initial equipment training, Equipment Operators and Spotters shall be recertified to operate such equipment every three years.
  - 4.4.4.1 Recertification shall entail demonstration by the operator mastery of the following:
    - 4.4.4.1.1 Pre-use safety inspection
    - 4.4.4.1.2 Usage of the pre-use safety inspection forms
    - 4.4.4.1.3 Safe operation of the equipment
- 4.4.5 L&D shall develop refresher training. Refresher training shall be delivered annually by L&D via Passport or classroom. Refresher training shall include:
  - 4.4.5.1 Lessons learned from incidents and near misses
  - 4.4.5.2 Points of emphasis regarding safe operation and equipment inspection
- 4.4.6 Contractor companies shall provide training for mobile elevated work platform operators that meets or exceeds training requirements for MPC Personnel as specified above.
  - 4.4.6.1 MPC Procurement shall include in the contract requirement that contractors provide assurance they are meeting the requirements of this procedure.
  - 4.4.6.2 Contractor shall require employees that operate mobile elevated work platforms are currently qualified.
  - 4.4.6.3 Upon successful completion, contract personnel shall receive a certification card which shall be carried at all times while operating mobile elevated work platforms.

## 5.0 References

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

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## 6.0 Attachments

6.1 Form 1 Boom Lift Operator Pre-use Checklist

## 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	New Policy	Nick Martin	VPP Committee & RLT	12/1/2020	12/1/2020
1	Annual Review, No Changes	Kyler LeGrange	VPP Committee & RLT	11/30/2023	11/30/2023

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**Form 1 – Aerial Lift Pre-Use Inspection Checklist**

**AERIAL LIFT PRE-SHIFT INSPECTION CHECKLIST**

\_\_\_\_\_ (Month)

<b>Unit</b>		<b>Serial No.</b>	
<b>Manufacturer</b>		<b>Jobsite</b>	
<b>Model</b>			
<b>Items Inspected</b>			
1. Walk around the manlift looking for any damage and look under the vehicle for leaks.			
2. Check tires for wear and air pressure if needed.			
3. Check hydraulic oil, engine oil, radiator water levels.			
4. Check hydraulic hose and end connections.			
5. Check for presence of an operator manual and load capacity sign (both is legible).			
6. Check seat belts for loose, damage, worn or missing parts and proper operation.			
7. Check battery for loose, damage, worn or missing parts and proper operation.			
8. Check fuel level, fill if necessary.			
9. Check for proper operation of brakes.			
10. Check for proper operation of the control lever functions.			
11. Check for proper operation of boom controls (boom in/out, up/down and left/right).			
12. Check for proper operation for drive controls (forward and reverse).			
13. Check for proper operation of auxillary control switch			
14. Check for mounted fire extinguisher.			
15. Check flashing lights and backup alarm.			
16. Check all gauges for proper operation.			

**I verify that I have conducted a pre-shift inspection of the assigned manlift using the checklist listed above. The manlift is in good working condition and all maintenance issues have been addressed prior to operation of this manlift.**

Date	Inspector	Date	Inspector