

# Form 2.2.1 Example Operator Course Syllabus

## Duration:

1–3 days dependent on machine type(s)

## 1.00 Course entry criteria

As the assembly and use of MEWPs can be physically demanding, users should be physically fit and in good health and should, **generally**, not have problems with eyesight or hearing, heart disease, high blood pressure, epilepsy, fear of heights/vertigo, giddiness/difficulty with balance, impaired limb function, alcohol or drug dependence or psychiatric illness.

If you have any problems with literacy or language comprehension, or have any doubts about your fitness to use MEWPs, you **must** bring them to the attention of your employer. This need not preclude you from using MEWPs, provided your employer conducts an assessment and is able to put into place adequate measures to take account of any difficulties you may have.

## 2.00 Course aim

To instruct an operator to prepare and safely operate various types of Mobile Elevating Work Platforms (MEWPs) and to obtain an IPAF MEWP PAL card.

## 3.00 Course objectives

At the end of the course the operator will:

- Be aware of the relevant Health and Safety regulations.
- Be aware of accident prevention and control.
- Be aware of the needs regarding personnel protection.
- Be aware of the need to refer to the machine's Operating Manual.
- Drive the MEWP safely and manoeuvre the machine as required, to correctly position and carry out the required tasks in a correct and proper manner.

## 4.00 Theory

The operator should know:

- The pre-use checks and daily maintenance to be carried out prior to commencing work.
- The correct and safe method of operating the specific machine.
- The correct emergency procedures, capacities and limitations to enable safe operation.
- Selection and use of fall protection equipment covering, as a minimum, anchorage points in platforms, harness standards, explanation of fall arrest, lanyard types, harness inspection, use and correct fitting, rescue procedures, current recommendations [HSE & IPAF H1/05/05].

## 5.00 Course programme

(start time may vary)

08:30 hrs

### Introduction

Equipment brought by the students (hard hats, gloves, steel toe capped boots, harnesses with correct lanyards, warm clothing, and hi-viz vests), housekeeping facilities, PAL card overview and pre-course theory test.

### Regulations

ISO 18878, European, HSWA, PUWER, LOLER, MHSW, WAHR and RIDDOR.

### MEWP categories

Different types of MEWP and their description and other courses available.

10:00 – 10:15 hrs

### Coffee break

10:15 hrs

### Structural parts

Stabilising, levelling, chassis drive options, turntable, boom/scissor pack and MEWP selection.



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## Pre-use inspections / handovers

Thorough examinations; familiarisation; pre-use inspection; identify safety items & controls; defects & emergency descent.

## Safe operating methods and hazards

Travelling to the workplace; positioning/terrain; safe working load (SWL); weather; electrical hazards; harness statement; do's and don'ts and parking.

11:45 hrs

### Theory test

A written test must be taken by each candidate. The instructor provides an explanation of pass requirements including the stipulation that should a candidate fail they will be required to re-sit the course on another day. Instructors can choose to use either Operator Theory Test Paper A or B.

12:15–12:45 hrs

### Lunch break (provided)

12:45 hrs

### Practical training

- Introduction to the machine – walk around and familiarisation with the MEWP.
- Major components – identification of each component and its function.
- Pre-use checks and inspections – carry out all the required checks/inspections on the following items: tyres, main frame, turntable, fluid levels, hoses, electrical cables, booms, cage, brakes, steering, lights, travel, controls, (lower/upper), pins/retaining bolts and decals, and any additional points from the machine operations manual.
- Starting/stopping the machine – correct starting and shut down procedures.
- Pre-use function checks – conduct a full function check of the machine and carry out full emergency lowering procedure.
- Checks prior to road travel – For example: power take off (PTO) disengaged, booms retracted, stabilisers retracted, machine secure, e.g. no loose objects.

- Planning the route – gradients, access, overhead obstructions and ground conditions.
- Travelling the route and manoeuvring the machine (where applicable) – ensure the route is clear, use of assistant to signal, etc., practise close manoeuvring and observe correct driving practices (tail swing, etc.).
- Setting the machine for work – practise setting up, barrier off requirements, road requirements, stabiliser set-up and carry out stabiliser deployment checks.
- Basic operational practice – carry out operational functions at 75% of the operating envelope so far as is reasonably practical, observe all safety practices.
- Typical work applications – carry out practice applications observing all safety practices.
- Parking the machine – ensure that the machine is correctly parked, engine stopped, brakes applied, keys removed and clearance of all obstacles. Correct refuelling procedures, diesel, LPG. Battery checks, charging and safety precautions.

15:00–15:15 hrs

### Coffee break

15:15–17:00 hrs

### Practical assessments

Individual verbal questions from the operator practical verbal question paper and practical test based on the use of the MEWP Operator Practical Test Plan with explanation of pass requirements. Should a candidate fail the practical assessment they will be required to re-sit the course on another day.

17:15 hrs

### Course evaluation

Use of IPAF log books (over five years the log book should have at least 60 entries).

17:30 hrs

### Close

