

YOUR COMPANY NAME

PROCEDURE FOR USING MOBILE ACCESS TOWERS (MAT)

We take our health and safety duties seriously. So, a supervisor must go through this procedure with each new employee before they are allowed to commence work with a mobile access tower scaffold. Obtain their signature and keep on their personnel file.

MAT safety procedure - safety checklist

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Do ensure that:

- The employee has been trained in the safe use of a MAT.....
- A copy of a BS EN 1298 compliant manufacturer's instruction manual is on-site.
- All employees are familiar with the contents of the manual.
- The importance of distributing loads equally on the platform is understood....
- If the employee finds a defect in the MAT, he knows whom to report it to.
- All employees know that castors must be locked at all times except when the MAT is being moved.
- If a rope is used to move items up the MAT, it should be hauled within the footprint of the tower or its stabilisers/outriggers.....
- A check for both ground and overhead obstructions has been made before moving it.
- Effort is applied to the base of the MAT when moving it to ensure its stability.

Never:

- Use MAT in high winds (over 17 mph).....
- Move MAT with people, materials or equipment on the platform.
- Use a ladder, steps or box on the top platform to extend the height of the tower.
- Carry tools or heavy loads when climbing up a MAT.
- Use near power lines.
- Engage in horseplay on or around a MAT.
- Climb up a MAT from the outside, especially using a ladder.

I have read and understood this procedure.

Signed:..... Date:

Note: A copy of this procedure should be retained on the employee's personnel file.