

Procedures for Mobile Working Platforms

ENGLISH

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1 Introduction

1.1 Purpose and Scope

This instruction clarifies local rules and safety regulations at Stockholm Live arenas in connection with work using mobile elevating work platforms (MEWPs). The instruction is a supplement to the Swedish Work Environment Authority's regulations AFS 1998:4 (Use of work equipment) and AFS 1993:40 (Use of personal protective equipment).

This instruction applies to:

- Employed staff at Stockholm Live
- External users with mobile elevating work platforms as work equipment

1.2 General Requirements

All personnel using mobile elevating work platforms within Stockholm Live arenas must:

- Be informed about the company's internal rules and safety regulations
- Hold a valid training certificate
- Read and digitally sign this instruction
- Complete an approved practical driving test
- Present a valid operator's license

The permit is valid for one year and is renewed annually from January 1st.

1.3 Key Management

To check out MEWP keys:

1. Collect plastic card from Centralvakten, "Globen Gate", Arenavägen 35
2. Show the card to check out keys on each occasion
3. The same key works for all MEWPs
4. Return the key to Centralvakten at the end of each workday

2 General Instructions for Mobile Elevating Work Platform

Operators of mobile elevating work platforms must be at least 18 years old and in good health.

The work platform must be inspected and approved before use. This also applies to machines hired from external sources. Inspection certificates must be available for all mobile elevating work platforms.

It is prohibited to operate a mobile elevating work platform if you are under the influence of any form of drugs, medication, alcohol, or if your general condition is impaired due to, for example, fatigue, fever, or similar conditions.

Operators must understand the machine's construction, safety systems, switches, tilt alarms, emergency stop, etc. The operator must also perform a daily inspection before using the machine.

Persons working with mobile elevating work platforms must remain inside the basket/platform and must not use the guardrails for climbing.

Objects must not be dropped from the basket/platform.

Never overload the basket/platform.

Mobile elevating work platforms may only be used on level ground.

3 Local Instructions for Mobile Elevating Work Platform

Only operators with a valid permit are authorized to use the company's mobile elevating work platforms. The permit is personal and non-transferable.

Keys must be checked out personally by the operator and must NOT be transferred to anyone else. The key must be returned to Centralvakten at the end of each workday, regardless of the length of the work period. Lost keys will be charged to the user.

If you leave the mobile elevating work platform, you must not leave the key in the machine.

You must personally verify that the mobile elevating work platform is safe for operation. Report any faults or deficiencies in the machine immediately to Stockholm Live. Mobile elevating work platforms with safety defects must not be used.

Be aware of the height of the mobile elevating work platform. Pay extra attention when driving under retractable seating, through doorways, and when entering and exiting the transport elevator in Valhall.

When using boom lifts, e.g. "Estelle", full PPE must be worn. PPE, Personal Protective Equipment, must at a minimum consist of safety shoes, helmet and full-body harness with a shock absorber or positioning lanyard with the shortest possible length.

Always ensure that you have selected the correct machine for the type of work.

- Annexet's scissor lift ("mellanliften") must **NOT** be driven or used outdoors. In exceptional cases, it may be used for other work in the arenas.
- For outdoor work, only machines designed for outdoor use may be used. "Stora saxliften" and boom lift "Estelle" can be used outdoors. Contact Stockholm Live well in advance if required.

No parking of mobile elevating work platforms is permitted outside the elevators in Valhall. Drive carefully near the ice machine opening and in other areas where visibility is limited or there are many people in the area.

Mobile elevating work platforms must not be driven among the public without an escort.

When operating a mobile elevating work platform in an elevated position, great care must be taken with regard to the surroundings. In our premises, there is a lot of construction work, including overhead, which changes the environment from time to time.

Goods transported with mobile elevating work platforms must be loaded so that they cannot fall out of the basket during braking, maneuvering, or movement on the platform.

After completing work with a mobile elevating work platform, it must be put on charge. Verify that the lift is actually charging.

When you have finished working with the mobile elevating work platform, you must clean it of any debris, etc., before returning the key. If the nature of the work requires it, the machine must be covered with protective plastic.

Parking locations for MEWPs:

- Annexet's "mellanliften": usually in Annexet, or if space is limited, it should be placed in Södra Vintergatan at the charging station for lifts.
- The large scissor lift ("stora saxliften"): Södra Vintergatan at the charging station for lifts.
- The small column lift ("lilla pelarliften"): Södra Vintergatan at the charging station for lifts.
- Manitou boom lift, called "Estelle": Södra Vintergatan opposite the charging station for forklifts/electric vehicles.