

Safe Work Procedure

Overhead Door Safety

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Department / Area: Logistic & Supply Chain Management	Approved By:	Date Created:	Review / Revised date:
Potential Hazards Fill in those that apply		Personal protective equipment / devices Required / other safety considerations	
H M L risk for injury <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Forceful exertions <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Skin Compression <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Sharp points / edges <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Pinch points <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Other- Overreaching or overstretching		<ul style="list-style-type: none"> ➤ Gloves when handling sharp or jagged items of when there is a risk of pinches ➤ Protective closed toe footwear ➤ 2-person lift (oversized door or made with heavy composite material) 	
		Training / Reference information <ul style="list-style-type: none"> ➤ Module 1 SCHIPP Orientation ➤ Department Orientation ➤ Operator's manual 	
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor</p>			
<p>Employers must ensure that workers are trained and follow this safe work procedure</p> <p>Steps to perform this task safely</p>			
<p>Pre-Operational Safety Checks:</p> <ul style="list-style-type: none"> ➤ Refer to the product manual for correct operation and maintenance procedures. Read and follow all instructions carefully. ➤ Ensure all overhead doors panels are secured within their tracks before attempting opening or closing. ➤ Do not use if repair or adjustment is needed. Springs and hardware are under high tension and can cause injury. <p>Manual operation: (hand lift, chain pull)</p> <ul style="list-style-type: none"> ➤ Assess the load. If weight of door is too heavy, get assistance. ➤ Allow space. Keep area clear of obstructions (transfer carts, boxes, etc) ➤ Locate and use handles to prevent pinching of fingers. Follow proper lifting techniques is to: <ul style="list-style-type: none"> ➤ Use a wide stance either side of the handle. Get close to what you have to lift. ➤ Get a good grip before lifting or lowering with both hands if possible. ➤ Bend your knees and hips. ➤ Try to keep your back straight, shoulders back and elbows in. ➤ Lift by pushing with your legs. ➤ Don't hold your breath. ➤ Keep the door close to your body when lifting. ➤ Once in standing position, continue the operation by pushing the door upwards in a smooth continuous motion until the door is fully open and stops moving. Do not force opening as the door can quickly return back to the closed position. ➤ For oversized openings, open door using proper lifting techniques until beyond reach and use an extendable pole at door base to complete the opening operation. ➤ Chain opening doors pose an entanglement risk, Use chain according to manufacturer instructions. ➤ Avoid over reaching, if door is beyond reach, use an extendable pole with a hook to reach the handles and pull door downwards in a smooth and continuous motion rather than over stretching or use a ladder. 			