


**Safe Work Procedure – Raising/Lowering Movable Bollards**

Safe Work Procedure			
<b>Department / Area:</b> Logistics & Supply Chain - Bethesda	<b>Approved By:</b>	<b>Date Created:</b> December 19, 2014	<b>Review / Revised date:</b>
<b>Potential Hazards</b> Fill in those that apply		<b>Personal protective equipment / devices</b> Required / other safety considerations	
<b>H M L risk for injury</b> <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"/> Repetitive motions <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Skin Compression <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Pinch points <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Material falling		None	
		<b>Training / Reference information</b>	
		<ul style="list-style-type: none"> <li>- Module 1 SCHIPP Orientation</li> <li>- Department Orientation</li> <li>- Operator's information</li> </ul>	
<p><b>Note:</b> 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><b>Employers must ensure that workers are trained and follow this safe work procedure</b></p> <p><b>Steps to perform this task safely</b></p>			
<p><b>Lower bollard</b></p> <ul style="list-style-type: none"> <li>○ Stand at bollard with feet shoulder width apart (see picture #1)</li> <li>○ Grasp the handle with one hand and hold bollard tightly</li> <li>○ Insert key and turn clockwise ¼ turn, while maintaining hold of the handle.</li> <li>○ Keeping back straight and elbows close to the body &amp; with both hands on the handle slowly lower bollard to the ground bending at knees till bollard is completely flush with the ground.</li> </ul> <p><b>Note: Maintain full control of bollard. Do not let go and allow bollard to drop to the floor as may damage the shaft and/or floor.</b></p>		<p><b>Picture #1</b></p> 	

### Lifting Bollard

- In a squat position in front of bollard, set feet at shoulder width turning outwards and with elbows/bollard close to body (see picture #2).
- Insert key into locking mechanism and turn clockwise ¼ turn while keeping key in lock
- Grasp handles with both hands and slowly lift with your legs. Note: Lift a ¼ of the way up to ensure the locking mechanism does not catch causing a sudden stop. If bollard does not proceed past that point, re-position bollard back to ground level and repeat process again from the starting position.

**Once past the ¼ height mark, continue to lift with your legs, keeping back straight, raise to a full standing position with the bollard in full upright and locked position.**

#### **Note:**

- Always maintain 3 bollards in an upright position at all times (see picture #3).
- When delivering goods & require additional space, lower #3 and if required #2.
- **Important:** Always return bollards back to original upright position once carts/goods are passed through.
- **NEVER** bend at the waist when lifting/lowering bollards or other items.
- Maintenance to provide regular servicing on bollards according to the manufacture specifications.

**Picture #2**



**Picture #3**

