**Safe Work Requirement**

Manlift Safety work instruction

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| PURPOSE Man-lifts are indispensable tools when working at heights is required, their operation and proper maintenance require special care. It can be extremely dangerous if operated carelessly.  The purpose of this instruction is to provide a regulation to control the risk and hazard during operate or maintenance man lift. SCOPE This instruction is applicable to all ECDC man lift equipment, to the extent that it does not conflict with the applicable OEM instructions. RESPONSIBILITY      Rig Manager The Rig Manager has overall responsibility for manlift operation and safety issues. This includes overall responsibility for ensuring the system is in place to provide the means of manlift operate and maintenance on the location.  The Rig Manager is responsible for implementing the approved manlift safety work instruction at rig site where work is carried out under their control. Additionally, they shall ensure that any subcontractor who working under their direction are fully follow this instruction. HSE Supervisor The HSE Supervisor shall assist the Rig Manager in ensuring all related personnel are trained in operating the manlift.  The HSE Supervisor shall periodically verify the employee who operate the manlift are trained.  Providing advice on the use of all types of protective device and equipment. Operator The operator should have suitable qualifications and experience in accordance with OEM instructions.  Ensuring that safe working practices are being enforced at all times PROCEDURES AND GUIDELINES    Specifications Man-lifts shall be rated and maintained to meet the classification of the area in which they are to operate. The man-lift unit is only to be used for positioning personnel, their tools and equipment. Do not use these units for any other purpose.  Man-lifts shall be fitted with:   1. An emergency shut down and manual descent device 2. An audible warning for reversing. 3. A visual warning (rotating amber beacon mounted on the roof) 4. Automatic limit switches for the lifting device.  General Rules  1. A Cold Work Permit must be activated before using the man-lift. 2. Only competent qualified persons shall operate man-lifts, as per ECDC training matrix. 3. At the commencement of each shift, before operating a man-lift, the operator must do a walk-around using Man-lift Operator’s Pre-start Checklist, to ensure man-lift is safe to operate. 4. Report any defects and apply ECDC Lockout / Tag-out Procedure immediately, do not use a faulty man-lift until repaired. 5. Never attempt repairs by yourself. Maintenance work should be performed by the Mechanic and Electrician. 6. The Safe Working Load (SWL) is to be clearly marked on the unit and relevant documents filed in the asset file. Never attempt to use the unit that exceeds the man-lift's maximum rated capacity. This piece of equipment shall not be used for any material handling jobs and should be used for personnel work positioning only. 7. Man-lifts must be properly equipped when operating in hazardous areas e.g. flame-proofing, air starter, spark arrester, air intake shut off, etc. 8. Under no circumstances shall the unit be modified from its original design. 9. The man-lift should be inspected weekly by the Operator and Rig Mechanic to see that it is in safe working condition, Weekly Maintenance Checks. 10. Maintenance records shall be kept for the man-lift in the asset file. 11. Hardhats, eye protection and safety harnesses will be worn at all times when operating man-lifts. 12. Never allow personnel to tamper with or operate the unit from the ground with personnel in the platform except for emergency situations. 13. Never allow anyone to be lifted on the outside of the work platform. 14. Man-lifts should only be used on flat/level surfaces and shall carry loads within their rated capacity. 15. The unit’s work areas should be kept as dry as possible at all times. If they are found to be too slick for safe operation, the unit should be parked in a safe area and its further use restricted. 16. Be aware of the man-lift’s capabilities and always work within them. 17. Ensure that your man-lift is the correct type for the area you are to work in. Do not enter a hazardous zone with an unsuitable man-lift. 18. The man-lift operator should remain alert and aware of the presence of pressure vessels, pressure and fuel lines, fuel compartments and exercise caution while maneuvering the unit in such areas. Extra attention is required on land locations concerning overhead lines, guy wires, derrick escape lines and overhead power lines. 19. Always adopt the correct operating position: both feet firmly positioned on the floor of the work platform. 20. You must be correctly tied off with all parts of your body within the limits of the work cage. Safety harnesses MUST be secured to the correct point when operating the man-lift. 21. At no time should you reach between or place any part of your body outside of the work platform while the unit is being moved. 22. Never park the man-lift in the way of fire-fighting equipment, exits or anywhere it would be an obstruction or safety hazard. 23. Do not allow anyone to walk under the unit or anywhere near the articulating sections while the man-lift is being operated. 24. At crossings, aisles or gangways, slow down and sound horn. Watch for the sudden and unexpected appearance of people from concealed entrances, etc. 25. Operators should never drive over unprotected cables, pipes, etc. 26. Ensure bridge plates, and ramps are strong enough to withstand the combined weight of the man-lift and load. Ensure that they are firmly fixed. 27. When in motion, the platform should be lowered to the lowest practical position to provide maximum view and stability. 28. All starts/stops should be gradual to prevent injury to personnel or damage to the unit. 29. Face direction of travel and keep a clear view of the way ahead. 30. Do not use the reach mechanism as a means of pushing or dragging loads into position. 31. The man-lift operator should not exceed the allowable side slope and grade while operating the unit to prevent tipping over. 32. When operating on inclines the platform should be kept upgrade for stability. 33. Observe the following rules before raising / lowering personnel into position: 34. Never attempt to lift / lower SWL of the unit. 35. Ensure the area is cleared of all obstacles. 36. Ensure safe distance is maintained from electrical lines. 37. Do not allow anyone to walk under or near the unit when being operated. 38. Do not lift personnel with the carriage tilted down wards. 39. The man-lift should not be parked in an enclosed area with the engine running. 40. At the completion of a task or if the man-lift is left unattended the operator shall make sure that: 41. The platform is fully lowered 42. The controls are neutralized 43. Power or engine is shut off 44. The permit signed off 45. Spotter shall walk alongside the man-lift when it is in motion.  Electrocution Hazards These man-lift units are not insulated and do not provide protection from contact or proximity to electrical current. Allow for unit movement and electrical line swaying.  Maintain safe distance from electrical lines, apparatus, or any other energized (exposed or insulated) parts according to the Minimum Safe Approach Distance as shown in Table 1-1.  Table 1-1 **Minimum Safe Approach Distance**   |  |  | | --- | --- | | **Voltage Range**  **(Phase to Phase)** | **Minimum Safe Approach Distance**  **In Feet (Meters)** | | 0 to 300V | AVIOD CONTACT | | Over 300V to 50KV | 10 (3) | | Over 50KV to 200KV | 15 (5) | | Over 200KV to 350KV | 20 (6) | | Over 350KV to 500KV | 25 (8) | | Over 500KV to 750KV | 35 (11) | | Over 750KV to 1000KV | 45 (11) |  Summary Statement Man-lifts form an integral part of the company’s operations for assisting in the safe operations whilst performing work at elevated heights. They can be used in complete safety where appropriate control measures are observed.  The three most important steps are to:   1. Ensure that only qualified operators are allowed to use man-lifts. 2. Plan daily, routine and major servicing to maintain safety. 3. Always operate man-lifts sensibly, consistent with the type of load and prevailing conditions. |