

Manual roller door operation

WARNING: DO NOT OPERATE Unless trained and authorised to do so



HAZARD/RISK POTENTIAL:

1. Contact by door when in operation with employees and or stock.
2. Potential for door to be struck by mobile plant or personnel moving underneath if not fully raised
3. Failure to stop door at appropriate height for task performed.
4. Manual Handling injury

SAFETY PRECAUTIONS:

1. Refer to roller door Manual if available.
2. Employees trained in doors safe use and operation. SWS 5.1
3. Tag out system in place for reporting and isolating faulty equipment. SWS 3.19

Pre operation:

1. Only those trained and authorised and wearing appropriate PPE are to operate roller doors.
2. Prior to operation ensure the area is clear of obstructions and the door is not in contact with any object leaning upon it nor will it come in contact with any object whilst moving.
3. Visually inspect the chain for any signs of damage before operating.
4. If any damaged sighted **DO NOT** Operate the door. Isolate the door by placing chain into holder and securing to prevent chain from being used. Notify Supervisor of the concern. Supervisor to Tag out and arrange for repair.
5. If door is difficult to move or becomes jammed follow point 4 above.

Operation:

1. Ensure points above have been followed if safe to proceed stand to the side of the door and activate as below ensure no body part is under roller door at any time.
2. To raise the door pull down o the loop of chain furthest from the door panel. The door will rise continue to do this hand over hand till door is at required height.
3. To Lower the door pull the chain down closest to the door panel hand over hand until door is at required height.
4. When the action is stopped the door will stop and the chain is to be secured to prevent accidental movement.
5. The chain is to be under control at all times and at least one hand must remain in contact whilst moving door up or down.

Door position:

1. In the warehouse roller doors should be closed or fully open to avoid contact with partially raised masts on mobile plant.
2. In Loading docks where a dock leveller is being used to gain access to trailer the door may be lowered to the 100mm above the top of the trailer to reduce adverse weather conditions entering the site.
3. Prior to the truck moving away from the loading Dock the door is to be fully raised. If closing the door ensure the loading dock is fully home before lowering the door.