

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management Vehicle Lift Gates Safe Work Instructions</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> August 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Service:</b> Central Services	<b>Shop:</b> Central Stores	
<b>Hazards Identified:</b> Falling objects,		
<b>Personal Protective Equipment Required:</b>  Safety boots, hard hat, safety goggles or safety glasses, hearing protection, long trousers, safety gloves, sunscreen		
<b>Training Required:</b>  Before using this type of equipment employees must be trained by a competent person in its proper use. The operator's manual must be understood and followed by the operator at all times and reviewed regularly.  Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.		

These safe work practices are general in nature; the operator's manual for each lift gate should be studied by the operator to ensure familiarity with specific safety information.

1. Ensure that the lift gate is serviced and maintained as specified in the owner's manual.
2. Always make sure that the lift gate is properly latched in place when vehicle is in transit.
3. Always follow the warning and operations information labels.

4. Immediately replace missing or damaged warning and / or operation labels.
5. Inspect the lift gate components before use.
6. Ensure that the vehicle is properly parked and the vehicle brakes are securely applied before using the lift gate.
7. Ensure that the area where the lift gate platform will open and close is clear of other people or objects that could be struck before opening or closing.
8. Ensure that the area around the platform including the area in which loads may fall is clear during operation of the lift gate.
9. Only use the control switches to operate the lift gate.
10. If operating from platform keep feet firmly on platform and away from edges during raising and lowering.
11. Do not dismount from platform before it has come to a complete stop at ground level or at level of the truck bed.
12. Immediately report any damage to, or, malfunctioning of the lift gate to your supervisor.
13. Do not use a lift gate that is damaged or malfunctioning.
14. Do not continue to run the motor after the lift gate is raised to the truck bed level.
15. Never exceed the load rating of the lift gate.