



# O & M Industries, Inc.

## Belt Manlift Training

Many of the plants where O & M employees work utilize Belt Manlifts for access to certain areas as part of their regular operations. O & M employees should use these manlifts only under the following circumstances:

- The manlift provides the only feasible access to an area where work activities mandate O & M worker's to be present. **ONLY USE THE MANLIFT IF THERE IS NO OTHER REASONABLE MANNER IN WHICH TO ACCESS A WORK AREA.**
- Plant supervision has provided evidence that the manlift meets mechanical requirements, has been inspected, and is in an acceptable condition and working order.
- An O & M supervisor has requested that Host Plant supervision make training material for the make and model manlift that they employ available to O & M for review with their crews.
- All employees who might use manlifts have been trained.
- The supervisor has inspected the manlift for obvious defects prior to allowing O & M personnel to use it.
- The entire manlift has been inspected by a host plant competent person at least monthly.

Most manlift entrance and exit platforms are protected by railings with gates. The gates should be self-closing (not tied open). The manlift entrance and exit platforms must be dry and free of clutter. The manlift shall be used only to carry people. **The manlift shall never be used to carry tools, equipment, materials, or supplies.** Only authorized personnel may use the manlift. Only one person may ride each step at any one time.

Steps must be 12 – 14 inches deep by 17 - 21 inches wide. Belts shall not run faster than 80 feet per minute, and all belts in a given plant should run at approximately the same speed.

To use the manlift, wait for an empty step to come along. As the handhold comes by, grasp it with one hand and look down to locate the step. The other hand can rest on the rail for support. **You must face the belt.** Place the other foot on the step and grasp the handhold with both hands. Position your feet side-by-side with toes about one inch from the belt. Ride the belt to the appropriate floor. To exit the manlift, extend your foot backwards and step off the step at the same time as you release the handhold. Step away from the landing area immediately.

All manlifts have an emergency shutoff rope immediately next to the belt. In case of any problems, pull the rope in the same direction the belt is traveling.

There should always be a ladder or stairway near the manlift that extends from floor to floor. Use this in case of malfunction.

The top floor must be marked with the following warning: **TOP FLOOR – GET OFF!**

The bottom floor shall be marked with the following warning: **BOTTOM FLOOR - GET OFF!**

Be sure to heed the warning if you are near the end of the manlift.

Signs should be posted at each landing, with high contrast colored letters at least 1” in height. The signs should say:

- FACE THE BELT
- USE THE HANDHOLD
- TO STOP—PULL ROPE IN DIRECTION OF TRAVEL

1. T F Only trained and authorized workers may use manlifts.
2. T F All manlifts are the same, so if you are trained for one, you can use them all.
3. T F If the manlift is not in good condition, it’s the plant’s fault and I have to use it anyway.
4. T F The manlift can be used anytime it is the easiest way to get to my work area.
5. T F It is Ok to ride the manlift with tools in my hand, as long as they’re small.
6. T F The rope next to the manlift is for emergency stop.
7. T F The top floor must be marked with a sign that says: TOP FLOOR-GET OFF!!
8. T F I should report any noted defects to my supervisor immediately.
9. T F Steps can be any size that the plant wants them to be.
10. T F The belt has no speed limit, the faster the better.

Employee Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

*The above employee acknowledges participating in, and receiving full benefit of the training identified above.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_