

THILMANY MILL MANLIFT TRAINING

I. Information

- A. Intended Audience: Contractors and Employees that use the manlifts
- B. Course Code: ST115
- C. Course Length: Approximately 15 to 30 minutes
- D. Materials needed: Video “Manlift training”, handouts – quiz
- E. Employees/Contractors must demonstrate competency to successfully pass this module.

II. General – Manlift Safety Rules

- A. Only trained personnel shall be permitted to use the manlifts. An authorized Kaukauna facility representative must do training or a Contractor representative that has been trained by a Kaukauna representative.
- B. Unsafe conditions or action on manlifts are prohibited. **Lockout** is required during installation or other activities near/around the manlift when an expose exists that could harm personnel and equipment (e.g. installation of conduit or piping).
- C. When riding a manlift, the passenger shall stand squarely on step, face the belt, and grip handhold securely. Jumping on step, yanking on handhold or horseplay of any kind is prohibited.
- D. No freight, packaged goods, pipe, lumber, or materials of any kind shall be carried or transported on any manlift.
- E. No tools, except those that will fit entirely within a pocket in usual working clothes, shall be carried on any manlift. This means:
 - a. Nothing can be carried on the manlift if it is held in your hand or under your arm (examples include clipboards, coffee cup, flashlights, etc.)
 - b. Tool pouches such as used by electrical and instrument people are permitted provided all tools fit properly in the pouch and the pouches are used as intended. This would include radio, flashlights, unless secured by holster and close to body.
 - c. It is not permissible to carry tools and supplies in makeshift holders.

- d. It is not permissible to carry tools or supplies up the manlift by tying them to one's person.
- e. No loose fitting clothing, coats, backpacks, or body harnesses are allowed. These items can become caught on the equipment and pull an employee off the manlift.
- F. Before starting or restarting manlift, it shall be necessary to alert passengers on the manlift and all others in its vicinity.

III. Demonstration of Skills

- A. Use a chart or blackboard to explain how a manlift is constructed. Point out the location of limit switches, top override switches, hand control rope, and bottom boot stand. Discuss all rules regarding the use of manlifts.
- B. Walk the trainee(s) to the lowest level of the manlift.
 - a. Explain how to use hand control rope. Include direction of pull.
 - b. Explain function and location of red lights and that lights could possibly be burned out.
 - c. Grasp the handhold as it appears at waist level.
 - d. Look down and step on moving steps as it levels with landing.
 - e. Face the belt, grasp handhold with both hands, both feet in center of step.
 - f. Stop manlift almost immediately with control rope.
 - g. Explain how to restart manlift. (Alert anyone on manlift of your intent to start the manlift.) If manlift is tripped contractor is to contact mill representative to reset manlift.
 - h. Ride to first landing and return to trainee(s) on "down" belt.
 - i. Step off manlift as step reaches unloading platform. Use handrail.
 - j. Explain dismounting details. Ask for questions on how to get on and off.

C. PRACTICE

1. Station an assistant or an experienced manlift rider on first landing above

the lowest landing.

- a. Standing alongside of step at lowest landing, encourage each trainee rider to mount the manlift for a one-floor ride. Be ready to pull rope in case of a miss-step.
 - b. Have an assistant or experienced rider watch each trainee rider as (s) he/she arrives at the next floor and watch carefully as trainee steps off the manlift. Be ready to pull the control rope, if necessary. Continue to watch and comment, as pertinent, as each trainee practices riding the “up” belt.
2. Repeat the process on the “down” side of the belt from an upper landing, this time stationing the assistant or experienced rider at the lowest floor served.
- a. Explain the technique of watching for the correct handhold to come level with chest and simultaneously grasp it while stepping on the descending step.
 - b. Have each trainee, in turn, ride down one floor.
3. Send an assistant or experienced rider to the top floor served and have each trainee, in turn, ride the belt its full length. En-route to the top landing, have trainee stop and start the manlift at one or more floors (with required warning at start-up) to become familiar with the rope control. **If, at any time, an employee expresses fear of riding the manlift, the employee should not use the manlift, and training should be suspended.**

If at any time the trainee shows fear of height or the manlift he/she should not use a manlift.

MANLIFT QUIZ

This is a true-false test. Circle the correct answer. In order to be true, a statement must be entirely correct.

- | | | |
|---|---|--|
| T | F | 1. Whenever an automatic safety device stops the manlift, only a qualified Thilmany employee must reset the motor. |
| T | F | 2. The emergency stop control rope should be used to stop the belt at the floor you want to get off at. |
| T | F | 3. All manlifts are equipped with at least two automatic safety stop devices that will stop the belt if a rider fails to get off at the top floor or Bottom. |
| T | F | 4. Manlifts have a dual purpose; they can be used to transport workers and materials between floors. |
| T | F | 5. Once you have mounted the manlift, it's unimportant which direction you face. |
| T | F | 6. You should report immediately any defects or irregularities in the operation of the manlift or the safety devices. |

MANLIFT TRAINING CHECKLIST

This is to document that Name: _____

Currently Employed by: _____ has been trained on the use of manlifts and is authorized to use manlifts in the course of job duties.

The employee has been instructed on, and exposed to, the following:

- | | |
|--|-------|
| 1. Number of floors at each manlift are not all the same | _____ |
| 2. Warning signs and their meaning | _____ |
| 3. Warning red lights and their function | _____ |
| 4. Emergency stopping procedures | _____ |
| 5. Restarting/stopping manlift with pull rope | _____ |
| 6. Microswitches and their function | _____ |
| 7. Demonstration and practice session | _____ |

Signature of Employee

Date

Signature of Trainer

Date

Routing: Employees – Send to your EHS representative
Contractors – Send signed copy to Contractor Coordinator.

