

STANDARD OPERATING PROCEDURE – Operation of the Loading Dock’s Mechanical Lift

INTRODUCTION

Mechanical (scissor type) lifts are used to transport materials and supplies from the service yard to the first floor of the Creamery. Materials and ingredients must be thoroughly checked for signs of breakage, leakage and matching lot numbers. They must be transported and handled in a safe manner.

MATERIALS

1. Supplies
 - a. Gloves
 - b. Goggles or face shield, and apron when appropriate
 - c. Broom and dust pan for cleaning up dry ingredient spills
2. Hazards
 - a. Chemical burns to skin and eyes. Wear appropriate personnel protective clothing and safety shoes. Avoid breathing fumes or dust.
 - b. Lock-out procedure. Be sure the tail gates of the lift are secured in an upright position.

PROCEDURE FOR LIFT OPERATION (LIFT IS IN THE LOWERED POSITION)

1. Remove safety keys from their electrical sockets.
2. Remove the chains from their locked position and lower the tail gate to the ground.
3. Move items on to the lift.
4. Raise the tail gate and secure the chains.
5. Insert safety keys into their electrical sockets.
6. Walk inside the building and make sure loading dock area is free of any obstructions or unneeded materials.
7. Raise the lift to the height of the loading dock.
8. Remove safety keys from their electrical sockets.
9. Remove the chains from their locked position and lower the tail gate to the level of the loading dock.
10. Move items into the building.
11. Raise the tail gate and secure the chains.
12. Insert safety keys into their electrical sockets.
13. Lower the lift to the floor of the service yard.

The following individual is responsible for implementation of this SOP and has overall authority on-site:

Name: _____ Title: _____ Date: _____

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12. Insert safety keys into their electrical sockets.
13. Lower the lift to the floor of the service yard.