



# LELAND OLDS STATION SAFETY PROCEDURE

<b>Origination Date:</b> 01/27/2023	<b>Procedure No.:</b> LOS-SAF-36	<b>Revision No.:</b> R2 6-19-23
<b>Affected Area(s):</b> LOS Plant Site	<b>Originator:</b> Safety Coordinator	
	<b>Final Approval/Date:</b> Plant Manager	
<b>Procedure Description:</b>  <p style="text-align: center;"><b>Alimak Elevator Operation</b></p>		

## 1.0 PURPOSE/SCOPE

- 1.1 To provide safe operation for all employees, contractors, vendors and visitors by reducing the probability of injuries from hazards that are not controllable at the source, while operating the Alimak Elevators at Leland Olds Station (LOS).

## 2.0 DEFINITION OF TERMS

- 2.1 On-Site Coordinator: LOS on-site employee that interfaces with contractors.
- 2.2 Qualified Employee: Any individual that has been trained on, authorized and engaged in the operation, and understands the Alimak Elevator Operation Program requirements.
- 2.3 Facility Management: the Plant Manager and Superintendents the “Facility Management” of this program and administers manning the installation, maintenance and the operations of the program. The Plant Manager may designate this authority if necessary.

## 3.0 RESPONSIBILITY/ APPLICABILITY

### 3.1 Applicability

- This program applies to anyone at LOS that anticipates the operation of an Alimak Elevator

### 3.2 Safety Coordinator is responsible for:

- 3.2.1 Safe administration of the Alimak Elevator Operation Program.
- 3.2.2 Maintaining training records.
- 3.2.3 Maintaining this program as regulations change.

### 3.3 Facility Management is responsible for:

- 3.3.1 Safe administration of the Alimak Elevator Operation Program.
- 3.3.2 Enforcing the program and disciplinary action regarding violations of this program.

### 3.4 Supervisors are responsible for:

- 3.4.1 Safe administration of the Alimak Elevator Operation Program
- 3.4.2 Enforcing the program and disciplinary action regarding violations of the program.



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3.4.3 Training employees on the Alimak Elevator Operation Program.

3.5 **Qualified Employees** are responsible for:

3.5.1 Following the Alimak Elevator Operation Program.

3.5.2 Following the safety requirements of this program and the manufacturer's documented operation manual specifications found in Electrical Shop.

3.5.3 Not operating Alimak Elevators if not properly trained.

3.5.4 Reporting any defects or damage to their supervisor.

3.5.5 Reporting any unsafe conditions observed in an Alimak Elevator.

3.6 **On-Site Coordinators** are responsible for:

3.6.1 Covering these procedures with contractors at the initial pre-job briefing and annually thereafter.

3.6.2 Following up with contractors if an issue is brought forth.

3.6.3 Obtaining proper training records for contract employees prior to the use of LOS elevators.

3.7 **Contactors** are responsible for:

3.7.1 Providing training of this procedure per contractor orientation checklist (LOS 0017) for Alimak Elevators prior to use.

3.7.2 Following all provisions in the contract.

## 4.0 PROCEDURES/GUIDELINES:

### 4.1 *Guidelines:*

4.1.1 **If you are unsure on the operation, get assistance before operating.**

4.1.2 **In the event of a power failure, always have some form of two-way communication with other individuals when using Alimak Elevators.**

4.1.3 Shift Supervisor (701-745-7248) for assistance in case you cannot return to the landing.

4.1.4 **Do not use elevator if wind speed exceeds 33 mph**



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4.1.5 **Do Not use if dense fog is obstructing view of power cord**

4.1.6 Elevator safety devices shall not be overridden or made inoperable for any reason.

4.1.7 **Before use, view the rails to ensure there is no ice buildup.**

4.1.8 **Before use, view rails to ensure the power cable hasn't blown out of cable guides, or for inside elevators, that the cable is in place. Do not operate if unsure.**

4.1.9 **Return elevator to ground level when not in use.**

## 4.2 In Case Of Power Failure or Malfunction for Alimak Elevators

4.2.1 **Review Manufacturer's In case of Power Failure instruction plate in elevator as some are different.**

4.2.2 Contact Shift Supervisor. Ensure you always have **some form of two-way communication with you when operating Alimak.**

4.2.3 When using brake during a power failure/malfunction, stop every 15-20 ft. and allow brake to cool down for 3-4 minutes. Then continue to next landing.

## 4.3 Operating Procedures

### 4.3.1 *Entering the Elevator*

- **Review Manufacturer's instructions or contact immediate supervisor if unsure on the operation.**
- Visually inspect elevator prior to use
- Make sure maximum load has not been exceeded
- Make sure outside wind speeds are not beyond 33 MPH. Contact Shift Supervisor for questions.
- Open the outer doors.
- Open the metal slide door.
- Step into the elevator.
- Close the outer doors.



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- Close the metal slide door.
- Make sure top hatch remain closed
- Ensure you have an emergency exit plan
- Ensure that the doors are fully closed or the elevator will not move.

#### **4.3.2 Going Up or Down in the Elevator**

- Once in the elevator with the doors closed, review the control panel.
- If you are going to a designated landing, press corresponding button.
- Exit the elevator as noted below.

#### **4.3.3 Exiting the Elevator**

- Once you have reached your designated landing, wait for lock sensor to release, then open the inside metal sliding door.
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- Open the outer doors.
- Exit the Elevator.
- Close the inner metal slide door.
- Close the outer doors.
- **Always remember to close the doors when exiting the elevator or it cannot be called to another landing.**

#### **4.3.4 Elevator Malfunctions**

- 1) Notify Shift Supervisor Immediately
- 2) Lock out elevator per site Clearance/Tagging Procedure
  - a) If landings can be accessed from different levels, ensure each landing for elevator has "Do Not Operate" tag installed
- 3) Write Work Request for malfunction
- 4) **Issue plant wide email conveying malfunction. LOS Site Contacts need to forward email to contractor onsite.**



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**5.0 TRAINING:**

- 5.1 Only trained individuals shall operate elevators.
- 5.2 Training shall be conducted by any qualified LOS employee.
- 5.3 Training shall include explanation of all safety features, operation of controls, and what to do in the event of a power failure.
- 5.4 This document will be covered in all new hire orientations, including practical demonstrations.

**6.0 ATTACHMENTS:**

None at this time.

**7.0 REFERENCES:**

- 7.1 29 CFR 1910; OSHA General Industry
- 7.2 [Alimak elevator maintenance manual found in Electrical Shop](#)

**8.0 Revision History**

Date	Revision #	Revised Changes	Revised By
6-27-23	R2	<a href="#">See Green font</a>	Matt M./Ryan F.

Approved By	Approval Date
<u>Matt Middlemas</u> <a href="#">Matt Middlemas (Jul 27, 2023 10:41 CDT)</a>	Date
<b>LOS Sr. Safety Coordinator</b>	Date
<u>Tony Michlitsch</u> <a href="#">Tony Michlitsch (Jul 27, 2023 10:18 CDT)</a>	Date
<b>LOS Plant Superintendent</b>	Date
<u>Bill Foster</u> <a href="#">Bill Foster (Jul 28, 2023 12:15 CDT)</a>	Date
<b>AVS/LOS Operations Superintendent</b>	Date
<u>Jon Dronen</u> <a href="#">Jon Dronen (Jul 28, 2023 11:05 CDT)</a>	Date
<b>LOS Maintenance Superintendent</b>	Date
<u>Jason D Cowan</u> <a href="#">Jason D Cowan (Jul 27, 2023 10:40 CDT)</a>	Date
<b>LOS Plant Manager</b>	Date












# Alimak Elevator Operation Revision 2 6-19-23


Final Audit Report


2023-07-28


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-  Document emailed to mmiddlemas@becp.com for signature  
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