

**OPENING AND CLOSING SECURITY ROLLER DOORS
AND SHUTTERS SAFELY**

* DO NOT open/close roller/shutters unless you have been shown how to operate them safely.
* Failure to comply with product instructions may result in serious injury or property damage.
* Mechanised roller doors eliminate manual tasks risks associated with heavy or repetitive roller door use

## Foot protectionPOTENTIAL HAZARDS

**◼** Entrapment/crush **◼** Awkward posture **◼**  Forces (dynamic,

**◼** Sprains/strains **◼** Poor Maintenance inertial, friction)

**◼** Shock/electrocution **◼** Overreaching and **◼** Slip/trip/fall
(powered doors)overstretching **◼** Entanglement (chains)

#### PRE-OPERATIONAL SAFETY CHECKS

1. Refer to manufacturer’s manual for correct operation and maintenance procedures. Follow all instructions carefully.
2. Visually check door and report any faults immediately to a supervisor for repair
3. Do not use if repair or adjustment is needed since springs and hardware are under high tension. A fault can cause serious personal injury.
4. Do not allow students to operate or play near roller doors, or door controls.
5. Mechanical garage door openers can pull or push a garage door with enough force to seriously injure people if they become trapped. Ensure ‘force settings’ are set to manufacturer recommendations to make sure the door reverses if it encounters too much resistance while closing or opening.

**OPERATIONAL SAFETY CHECKS**

**General**

1. Ensure overhead doors are stationary in their tracks before moving under them as free falling doors can cause serious injury.
2. Keep hands and loose clothing clear of the door and guides at all times.
3. Keep area clear of obstructions/unnecessary personnel.

**Manually operated (e.g. hand lift, chain pull)** **roller doors and shutters**

1. Practice correct lifting techniques when required to lift the door as per installation instructions. Position body comfortably. Bend knees rather than your back.
2. Share the task amongst staff to reduce repetition and exertion on upper back and shoulders.
3. Articulated sections of rollers/shutters represent a major pinch hazard. Handles should be installed vertically, to promote ‘vertical orientation of the hand’ to avoid entrapment.
4. Chain opening doors pose an entanglement risk. Use chain according to manufacturer instructions.
5. Avoid over reaching (e.g. stretching over a bench or overhead) to open roller shutters or close high roller doors. Use an extendable pole with a hook or attach a rope to the door handle to avoid over extending shoulders. Check for overhead hazards.

**Powered (motorised) lift doors**

1. Stand clear when powered doors are opened and closed.
2. Do not operate opener if cable is damaged.

#### HOUSEKEEPING

**◼** Roller doors are large, heavy, moving objects and should be tested and serviced regularly according to manufacturer instructions to ensure they are maintained in good condition.

**◼** Conduct regular inspections every 6 or 12 months to examine door, particularly cables, springs and mountings for signs of wear, damage or imbalance. Do not use if repair or adjustment is needed since a fault may cause injury.

**◼** Record any servicing and maintenance in a plant/equipment maintenance register.

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| **Date of last review** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |