



maintenance management order

SUBJECT: Dock Levelers, Safety Lockout
and Maintenance Procedures

DATE: November 10, 1994

NO: MMO-055-94

TO: 1. Maintenance Capable Offices
2. Human Resources-Safety
3. Customer Service & Sales, Area Offices

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This Maintenance Management Order (MMO) provides generic safety and maintenance procedures for Dock Levelers. Managers must recognize that there is little, if any, standardization between Dock Levelers currently being utilized in the Postal Service. Dock Levelers used at any one office may not be the same because they may be from different manufacturers, they may be different models from the same manufacturer, they may be old designs vs. newer designs, or a variety of other reasons. Because of this non-standardization, the Maintenance Manager and the servicing Safety Officer at each site are jointly responsible for the development, implementation, training, inspection, documentation, and certification of specific safety, lockout, and maintenance procedures for Dock Levelers used at their site.

Attachment 1 to this MMO provides generic procedures. Each office must develop specific written local procedures to ensure safe servicing, repair, and maintenance of Dock Levelers. Attachment 2 provides generic safety guidelines to be observed while any Postal employee is working under a Dock Leveler. Consult the manufacturer's operations & maintenance instructions and, where necessary, contact the manufacturer to ensure that the latest information is available.

The Maintenance Manager, in consultation with the servicing Safety Office at each site utilizing Dock Levelers, is responsible for providing specific written procedures for each machine type based, as a minimum, on the generic guidelines provided in Attachments 1 and 2. The Maintenance Manager is to provide a copy of this information to the servicing Safety Officer. For additional information, refer to the OEM Manual(s) for the particular Dock Leveler(s) at your location.

Area Office Managers of Maintenance Support are requested to make distribution of this MMO to the district offices in their geographic area of responsibility. The district offices are to provide a copy of this MMO to all non-maintenance capable sites to ensure they are made aware of this safety issue.

SAFETY BULLETIN SAFETY BULLETIN SAFETY BULLETIN

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Direct any questions or comments concerning this bulletin to the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73070-6708; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.



Electronic copy of signature.

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- Attachments: 1. Generic Guidelines
2. Safety Guidelines for Working Under a Dock Leveler

ATTACHMENT 1
**GENERIC GUIDELINES
TO ENABLE
SAFE SERVICING, REPAIR, AND MAINTENANCE
OF
DOCK LEVELERS**

Each office employing Dock Levelers of any kind must:

1. Have any effective energy control (lockout) program consisting of an energy control procedure which requires:
 - a. The identification of qualified and competent personnel to implement the program at the site;
 - b. Coverage of electrical, pneumatic, hydraulic, and mechanical energy lockout;
 - c. Employee training before any employee attempts to perform any servicing, repair, or maintenance of any Dock Leveler where the unexpected energizing, start-up, manual operation, or release of stored energy could occur and cause injury or death;
 - d. That the program procedures would be effectively implemented.
2. Ensure that specific written procedures have been developed, validated, documented, and implemented for each type Dock Leveler utilized at the local site. Ensure that such procedures are in compliance with OSHA's 29 CFR 1910.147.
3. Provide adequate training to ensure that employees acquire the knowledge and skills required to accomplish the energy control (lockout) procedures.
4. Ensure that stored energy control (lockout) procedures are applied or performed on the Dock Levelers by trained, qualified, and authorized personnel identified by the local site Maintenance Manager.

The Occupational Safety and Health Administration (OSHA) has developed guidelines for the implementation of stored energy control (lockout/tagout) procedures. The following warning appears in many Dock Leveler Owner's Manuals:

WARNING

When working with electrical or electronic controls, make sure that the power source has been locked out and tagged according to OSHA regulations and approved local electrical codes.

It is an OSHA requirement, in addition to posting safety warnings and barricading the work area, including but not limited to the trucking area and loading docks, that the power supply has been locked in the OFF position or disconnected. It is mandatory that an approved lockout device is utilized. The proper lockout procedure requires that the person responsible for the servicing, repair, or maintenance is the **only** person who has the ability to remove the lockout device.

In addition to the lockout device, it is also an OSHA requirement to tag the power control in a manner that will clearly note that servicing, repair, or maintenance are underway and state who is responsible for the lockout condition. Tagout devices must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or become unreadable.

5. Maintain written documentation identifying currently authorized Postal employees and/or qualified commercial vendors that can be utilized for the servicing, repair, and maintenance of Dock Levelers. Postal personnel so authorized to work on Dock Levelers must also have been trained on the proper use of energy control (lockout) procedures and have periodically demonstrated same.
6. Maintain current written documentation certifying that periodic inspections of energy control (lockout) procedures have been accomplished.
7. Ensure that the work area around the Dock Leveler is free from recognized hazards that are likely to cause serious physical harm or death to employees. For instance, ensure that employees working on or near the ramp and dock access area are not exposed to hazards associated with uncontrolled motor vehicle traffic and operations where employees load and unload mail.
8. Require that barricades are erected and safety instruction signs are utilized to warn employees that work is underway in the loading dock area or that servicing, repair, and maintenance of Dock Levelers is in process.
9. Ensure that maintenance struts (usually on newer style Dock Levelers) are located in their normal storage location and available for servicing, repair, and maintenance tasks on the Dock Levelers. When maintenance struts were not provided with the Dock Leveler, ensure that adequate bracing is available as recommended by the manufacturer.

ATTACHMENT 2**SAFETY GUIDELINES FOR
WORKING UNDER A DOCK LEVELER****WARNING**

Failure to follow the following guidelines while servicing, repairing, or maintaining Dock Levelers may result in serious injury or death!

Only currently authorized repair personnel are allowed to work under a Dock Leveler. Refer to the local written documentation covering energy control (lockout) procedures (see Attachment 1, item 5) for the list of Postal personnel and commercial vendors currently authorized to work under a Dock Leveler. Any Postal person working on a Dock Leveler as a minimum must comply with the following guidelines:

1. **ALWAYS** barricade the work area both on the dock and in the driveway area around the Dock Leveler and place safety instructional signs around the work area in locations they would most likely be seen by and warn passersby.
2. **ALWAYS** make sure the electrical power supply is in the OFF position or disconnected and install and tag a proper lockout device to prevent anyone from energizing the Dock Leveler while it is being serviced.
3. **NEVER** be under a Dock Leveler unless it is securely held in its raised position by two separate forms of bracing or support (neither of which are the leveler's own springs) that cannot be moved or forced out of position. In particular:
 - a. **ALWAYS** use two adequate means of support.
 - b. **ALWAYS** use bracing that will support the weight of the leveler.
 - c. **ALWAYS** position bracing so that it is vertical and trapped securely and firmly in position and will not slip or move. Examples of holding the leveler securely in position could be one of the following:
 - 1) When provided as part of the Dock Leveler, position the maintenance strut so that the strut is fully seated in the pre-positioned cups. If necessary, replacement maintenance struts should be ordered from the original manufacturer of the Dock Leveler.

WARNING

NEVER place wood bracing on the lip or outside of the leveler frame. Also, do not use wood bracing unless adequate trapping both top and bottom can be made.

- 2) Position 4-inch by 4-inch wood supports (or larger, as required) (1) so that the top of the support is inside the front header of the deck plate and between the C-channels under the leveler platform; (2) so that the bottom of the support is just inside the front frame angle of the Dock Leveler frame; and (3) so that the support is held firmly in place by the downward force of the deck plate.
4. NEVER be under an unsupported leveler.
5. NEVER be under a Dock Leveler unless properly supervised and fully trained and certified in the servicing, repair, and maintenance of the specific leveler, including training in the proper bracing procedures.
6. NEVER remove springs from a Dock Leveler unless the leveler is properly braced as described above. Unless leveler is securely braced, removal of a spring will cause leveler to fall, causing serious injury or death.
7. ALWAYS comply with all OSHA and USPS safety requirements applicable to your facility.