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| **Safety Task Card** | | | | |
| **SO13** | **Manual Lift Release and Lift rescue** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Uneven surfaces  Trip hazards  Exposed edges  Entrapment | | | Slips, trips, falls  Falls into lift shaft  Moving machinery | |
| **Safe System of Work** | | | | |
| * All Officers must carry a site radio when conducting lift release duties. * Only trained officers to attempt the release of trapped persons or wait for fire brigade personnel ( confirm in site specifics contractual requirements) * Officer is to seek permission from Duty Manager before performing release. * Officers are not to enter the lift shaft either above or below the lift carriage. * Lift doors to be opened the minimum amount to allow egress of trapped persons to prevent further persons entering area. * Officers to be aware trapped persons may be upset/scared/aggressive and should deal with accordingly. * Officers to adhere to warning signs relating to the moving mechanism within the lift machine rooms.   REFER: Security SOP24 – Lift rescue | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | | |
| **SO14** | **Manual Lift Release and Lift rescue** | | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | | |
| Operative Name | | Signature | Date | Trainer |
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