

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Schools	Lorie Carriere Leon Prevost	Gordon Howe	October 30, 2012	July 7, 2017

HAZARDS PRESENT	EQUIPMENT ( & PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Overhead hazards</li> <li>• Tipping</li> <li>• Fall hazard</li> <li>• Electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phone</li> <li>• Safety glasses</li> <li>• Pylons</li> <li>• Fall protection - guardrails</li> <li>• Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Instruction on assembly and use of equipment.</li> </ul>

## SAFE WORK PROCEDURE

### PRE-USE INSPECTION:

- Inspect the work platform before each use.
- Inspect the platform to ensure that it is assembled correctly.
- Check all four ladder lock pins are fully engaged and the cable is taut under the sheaves.
- Ensure the base outriggers are extended to maintain a 3:1 height to base ratio in keeping with applicable legislation.
- Ensure all four casters are securely installed with bolts and brakes are set .
- Ensure all guardrails, chains and anti-sway braces are correctly and securely installed.
- Ensure a safe access is provided.
- There should be no overhead obstructions or live electrical lines within 12 feet of the work platform.
- Oil spring pins and cable sheaves occasionally.
- Ensure proper function of brakes and locks and lubricate caster bearings on a regular basis.
- Do not overload the platform – maximum static load 550 lbs.
- Maximum working height approximately 17.5 feet.

### OPERATION INSTRUCTIONS:

1. Prior to setup of the unit, inspect the area and ensure that there are no overhead hazards or ground hazards. Set up a 10 foot perimeter around the unit and ensure the area is free from hazards.
2. The Tele-Tower will be delivered already assembled. Refer to the instruction manual for assembly instructions where required.
3. When moving the Tele-Tower Adjustable Work Platform: Do not move the by pulling on overhead structures such as beams, pipes, trusses, etc. from the top. Doing so can result in tipping of the platform possibly resulting in severe property damage and/or severe bodily injury or death. Before moving secure or remove all materials, tools, and equipment. The force used to move the Tele-Tower must be applied as close to the base as practicable, and provision must be made to stabilize the tower during movement from one location to another. Persons are prohibited from riding on the Tele-Tower while it is being moved.

4. For platform heights that will be used from 2' to 6' high, the deck may be placed on the lower rungs. For added safety always use the guard rails even when the deck is used on the lower rungs.



5. For deck heights used that are 6' high or greater, place the deck on the top rungs of the telescoping ladders and attach **ALL FOUR** deck braces between the deck and the base of the telescoping ladders. Jog base of end sections to facilitate brace pin alignment. **DO NOT** hammer on braces.

**WARNING:** NEVER use the Tele-Tower at deck heights over 6' without the deck braces. Doing so can result in damage to the structure which can lead to failure that can result in severe property damage and or severe bodily injury or death.



6. Install the guard rails on the top of the telescoping ladder sections. **CAUTION:** Keep fingers clear of hinge joints when handling guard rails. Attach all four safety chains between the guard rails on each end.



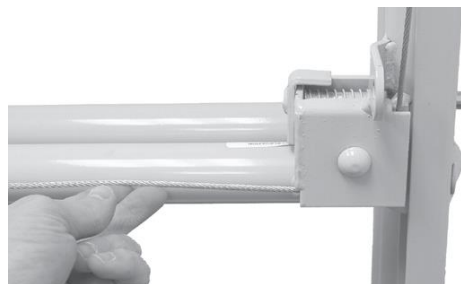
7. Adjust base outriggers to maintain a 3:1 height to base ratio in keeping with applicable legislation. Always engage the outrigger latch pin before climbing the Tele-Tower.



8. **TO ELEVATE DECK:** Retract and rotate the ladder lock spring pins to the disengaged position. Rotate winch handle clockwise until deck is 2" - 4" below the desired height. Return **ALL FOUR** ladder lock spring pins to the engaging position. Rotate winch handle further until **ALL FOUR** ladder lock spring pins engage through the holes in the guide channels.



9. If ladder lock spring pins do not readily engage, raise the cable between the sheaves slightly and jog the telescoping ladder section to help facilitate complete engagement. **DO NOT** pound on the lock pins.



10. TO LOWER DECK: Be sure the cable passing under the telescoping ladder sheaves is taut and that the cable is wound evenly at both ends of the winch tube. Retract and rotate the ladder lock spring pins to the disengaged position. Rotate the winch handle counter clockwise.



**WARNING:**

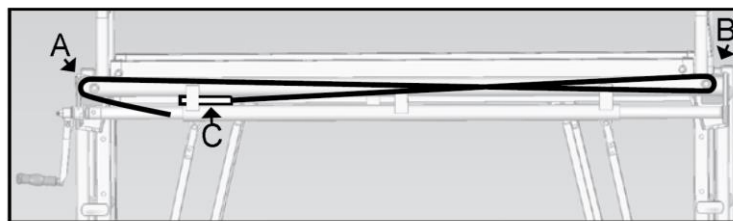
**ALWAYS** make sure ALL FOUR ladder lock spring pins are fully engaged before climbing.

**NEVER** make height adjustments while a worker is on the work platform.

**ALWAYS** keep the cable taut under the telescoping ladder sheaves while operating the Tele-Tower.

**NEVER** rotate the winch handle counterclockwise while the ladder lock pins are engaged. Doing so will allow the cable to go slack, which can cause the cable to wind unevenly on the winch tube. This will cause the two telescoping ladders to move unevenly in relation to each other, binding up in the telescoping frame, and will hinder proper and safe locking of the ladder lock spring pins.

11. Storing the cable: Leave one end attached (as when in operation), wind loose end around spools A-B and place spring tube on hook C. Detach other end and wind in similar reverse pattern. Take up slack by rotating winch clockwise.



## **REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006, Part 16, Sections 16.1 – 16.18
  - Part 2, Section 2.1 Safe Work Procedures
  - Part 6, Section 6.1 PPE
  - Part 8, Musculoskeletal Injuries
  - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
- Tele-Tower Adjustable Work Platform Operators Manual