

## RECOMMENDED EMPLOYEE TRAINING PROGRAM

for using

### HUMPHREY EMPLOYEES' BELT MANLIFT

#### A. LECTURE

1. Describe in general terms how a manlift is constructed, operation of the control rope, step mounting, limit switches, safety devices, etc.
2. Discuss the Operating Instructions. Explain the "why" of each rule. Answer questions.
3. Explain operation of safety stop devices and method of resetting them.

#### B. DEMONSTRATION

1. Walk trainee rider(s) to the lowest landing of the manlift, and go over start-up procedures:
  - a. Check to see that everyone is clear of the belt and steps.
  - b. Wait for an "up" handhold to appear waist level and grasp it.
  - c. Step on the next step as it levels with the landing.
  - d. Face the belt and grasp handhold with both hands.
  - e. Place both feet securely on step.
2. Stop Manlift almost immediately by grasping rope:
  - a. Explain operation of the control rope.
  - b. Ride to first landing and return to trainees on "down" belt.
  - c. Release handhold.
  - d. Explain all steps you have taken in dismounting. Answer questions on how to get on and off manlift.
3. Go to top landing and show safety stop device limit switches, and demonstrate reset procedures.

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#### C. PRACTICE

1. Station an assistant or an experienced manlift rider on first landing above the lowest landing.
  - a. Standing alongside of step at lowest landing, encourage each trainee rider to mount the manlift for a one-floor ride. Be ready to pull rope in case of a miss-step.
  - b. Have an assistant or experienced rider watch each trainee rider as (s)he arrives at the next floor, and watch carefully as trainee steps off the manlift. Be ready to pull the control rope, if necessary. Continue to watch and comment, as pertinent, as each trainee practices riding the "up" belt.
2. Repeat the process on the "down" side of the belt from an upper landing, this time stationing the assistant or experienced rider at the lowest floor served.
  - a. Explain the technique of watching for the correct handhold to come level with chest and simultaneously grasp it while stepping on the descending step.
  - b. Have each trainee, in turn, ride down one floor.
3. Send an assistant or experienced rider to the top floor served and have each trainee, in turn, ride the belt its full length. En-route to the top landing, have trainee stop and start the manlift at one or more floors (with required warning at start-up) to become familiar with the rope control. **If, at any time, an employee expresses fear of riding the manlift, the employee should not use the manlift, and training should be suspended.**