

<b>1 Purpose</b>	To outline the general requirements for safely working in areas with overhead doors.
<b>2 Application</b>	Applies to all NTPC employees and contractors that walk or work near overhead doors.
<b>3 Definitions</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>4 References</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>5 Equipment</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>6 PPE</b>	<ul style="list-style-type: none"> <li>• CSA-approved Class E hard hat</li> <li>• Work gloves</li> <li>• CSA-approved safety glasses</li> <li>• High-visibility clothing</li> <li>• CSA-approved foot protection</li> </ul>
<b>7 Training</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>8 Work Practice</b>	<p><b>Introduction</b></p> <p>When in a raised position, overhead doors present the hazard of a very heavy suspended weight. Associated hazards include overhead ice/snow and the movement of vehicles, equipment, and materials through the doorway. Precautions must be taken to ensure the safety of overhead doors and of those who work near them.</p> <p><b>Guidelines</b></p> <ul style="list-style-type: none"> <li>• Before overhead doors are used a visual inspection for hazards shall be conducted (e.g., overhead hazards, slip and trip hazards, moving equipment/vehicles).</li> <li>• Prior to operating an overhead door, visually inspect the door for:             <ul style="list-style-type: none"> <li>○ Damaged or worn components</li> <li>○ Potential obstructions</li> <li>○ Other workers and moving equipment in the area</li> </ul> </li> <li>• Do not operate an overhead door unless all people and equipment are clear.</li> <li>• Watch the overhead door while in motion to ensure:             <ul style="list-style-type: none"> <li>○ The door is free from obstructions.</li> <li>○ The door is functioning properly.</li> <li>○ The door has opened/closed correctly and is</li> </ul> </li> </ul>

	<p>properly secured in position.</p> <ul style="list-style-type: none"> <li>• At no time shall workers or equipment pass under a moving overhead door.</li> <li>• Overhead doors are to have only two positions, unless a secure locking device is engaged: <ul style="list-style-type: none"> <li>○ Fully open <ul style="list-style-type: none"> <li>▪ Once the door is up as high as it can go, a spring system counterbalances the door and helps to hold it in place.</li> <li>▪ If the door is not all the way up, it may not be properly secured in position.</li> </ul> </li> <li>○ Fully closed</li> </ul> </li> <li>• Overhead doors shall not be left partially open/closed unless the secure locking device is engaged.</li> <li>• The primary purpose of an overhead door is for the movement of vehicles, materials, and equipment in and out of a building. <ul style="list-style-type: none"> <li>○ Personnel-doors shall be used to enter/exit buildings, where practical.</li> <li>○ Personnel may enter/exit through an overhead door providing the door is fully open or locked in place, all associated hazards have been assessed and suitably controlled, and personnel do not linger.</li> </ul> </li> <li>• Motorized overhead doors shall be equipped with photo eyes and/or sensing edges to reverse the door's direction when it encounters an obstacle while closing.</li> <li>• Overhead doors shall be inspected and certified annually by competent technicians.</li> <li>• Overhead door maintenance and repairs shall be performed by competent technicians.</li> <li>• If an overhead door is found to be damaged or malfunctioning, immediately tag the door control mechanism with a <i>Special Instructions Tag</i> indicating the door is out of service and report the issue on <i>Form 10.4: Concern Report</i>.</li> </ul>
<b>9 Documentation</b>	<ul style="list-style-type: none"> <li>• <i>Form 10.4: Concern Report</i></li> </ul>

**Development**

<b>Name</b>	<b>Position</b>	<b>Date</b>
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**Revision History**

<b>#</b>	<b>Revised Sections</b>	<b>Description of Revisions</b>	<b>Revised by (name, position)</b>	<b>Approved by (name, position)</b>	<b>Issue Date</b>
01					
02					
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