

# *Jefferson Lab Alignment Group*

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## **Vehicle ramp Procedure**

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**Revision Number: 2**      **Date: April 28, 2008**

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**File Name: PROC\_Ramp.DOC**

### **Procedure Overview**

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This procedure was developed to help prevent possible back and hand injuries which can result from improper use of the vehicle folding ramp along with improper techniques for transporting equipment. When used correctly, the ramp can reduce the risk of back injuries resulting from lifting heavy equipment.

### **Safety issues**

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The folding ramp should only be used for transporting equipment in and out of the van which is in or on carts designed to roll on wheels. Any other equipment should be loaded by hand in the side door or along side the ramp. Equipment should not be carried up the ramp as this can result in back injuries.

### **Procedure Steps**

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- 1:** Vehicle should be parked in a level area where the rear of the van is clear from traffic.
- 2:** Personnel and equipment should stay clear of area where ramp will extend outwards at least ten feet.
- 3:** Visually check ramp ensuring handles and other hardware is intact. Release locking pin to unfold back portion of ramp.
- 4:** Grab both handles on side of ramp and pull out and down to extend ramp keeping hands clear of pinch points and legs clear from side of ramp.

- 5:** With outside portion of ramp firmly positioned on pavement, release front locking pin and fold bridge portion of ramp backwards to give clearance for van doors to open.
- 6:** While ensuring any equipment inside the van is clear from the doors, open van doors.
- 7:** Release the front locking pin again to fold the bridge into position over the doorsill.
- 8:** Load or unload equipment making sure to use two man rules if necessary. Keep clear of the bay door to avoid hitting your head.
- 9:** If equipment is loaded into van, lock wheels on carts and tie down if necessary.
- 10:** Release front locking pin to fold bridge back away from van and close doors. Keep hands clear from pinch points.
- 11:** Bring bridge back to upright position and lock pin.
- 12:** To raise back portion of ramp into upright position, secure a grip on both side handles and pull upward and toward van. Avoid pinch points. Continuous control with an even tug should be used to guide the ramp thus preventing the ramp from slamming into the van window.
- 13:** Lock the rear portion of the ramp into position with the pin.
- 14:** Before driving the vehicle, check that all locking pins are secure, ramp is stable and intact, and any equipment inside van is tied down.
- 15:** At all times, before backing the van up, make sure rear of vehicle is clear from people and equipment.