

Using the Goods Lift service to transport Dangerous Goods.

SOMS SAFE WORK PROCEDURE

Applies to **All** gas cylinders, **All** liquid nitrogen items, **All** dry ice.

To use the Goods lift, two people are needed: one to send the dangerous goods to the required floor, the other to receive the goods at the floor. Each needs a key.

To get the Goods lift control keys, go to the **Zone office** (8 AM to 4 PM and located in G15 near the lifts in foyer at the western end, Bio Sci Bldg). You have to sign for them.

Have everything ready to move before taking the keys and use the service immediately. Don't keep the keys longer than necessary as others may need them.

First Person

1. Take north facing lift No.5 to the floor from which you wish to load the dangerous goods.
2. Insert the key into the switch (located immediately below the floor button panel) and turn it clockwise to **ON** and remove the key. The lift remains at the floor with its doors open.
3. Place dangerous goods in lift. (Please ensure gas cylinders are secured to their trolley and remain upright).
4. Press the button of the floor to which you wish to send the dangerous goods.
5. Exit the lift.
6. Turn key clockwise to **START** and hold it in that position until the doors close and the lift has commenced traveling.
7. Allow enough time for the second person to activate their switch to the ON position before turning yours OFF and removing the key.

Second Person

1. Wait at the level to which the dangerous goods are to be sent.
2. When the lift arrives, insert the key into the switch and turn it clockwise to **ON**. The lift remains at the floor with its doors open.
3. Remove the dangerous goods.
4. Turn the key to **OFF** and remove it.

After you finish moving the dangerous goods, take the keys back to the Zone Office and have their return signed for.

Note: **There is a \$500.00 charge for loss or non-return of keys. Return Immediately.**