



2. Approval from either the Assistant Directors of Environmental Health and Safety or the Director of Facilities Management to remove the manhole cover without the magnetic manhole cover lift system.

Use of the magnetic manhole cover lift system follows the RWU policy that, whenever possible, engineering controls will be put into place over administrative controls to prevent accidents and injuries.

#### Magnetic Manhole Cover Lift Procedure

1. If manhole cover removal is required to access a confined space, complete a Confined Space Entry Form and follow all confined space entry procedures per the RWU Confined Space Entry Policy. Only confined space entry trained personnel can act as a confined space entrant, attendant, or supervisor.
2. Post traffic control at the entry site as necessary (traffic control arrangements will be coordinated and in place prior to any manhole cover removals and will remain in place until manhole cover replacement).
3. Post a Safety Observer for the duration of the cover removal. The Safety Observer will have no other duties than observing, following, and enforcing the requirements of this procedure.
4. The driver will back vehicle over manhole using the video camera system mounted on the truck cab dashboard.
5. Using the remote control device, lower magnet onto manhole cover.
6. Activate magnet control and lift manhole cover using the magnetic control device.
7. Drive vehicle away from manhole with manhole cover on the magnetic (DO NOT attempt to perform any work under the raised manhole cover while attached to magnet prior to moving the vehicle away from the manhole).
8. When work is completed, the Safety Observer will resume manhole cover lift procedure observation and enforcement duties.
9. The driver will back vehicle over manhole using the video camera system mounted on the truck cab dashboard.
10. Lower manhole cover into place using the remote control device only. The Safety Observer will visually confirm its proper placement over the manhole. Personnel must never “adjust” the manhole cover’s position by kicking it, picking it up, using hand tools for leverage, etc.
11. Release the magnetic control and raise magnet.

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3. Post a Safety Observer for the duration of the cover removal. The Safety Observer will have no other duties than observing, following, and enforcing the requirements of this procedure.

**APPENDIX A**  
**NIOSH WORK PRACTICE GUIDE FOR MANUAL LIFTING**