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**P&C FENCING**

SECURITY ♦ SAFETY ♦ STYLE

# SAFE OPERATING PROCEDURE



SWING GATES

## **VERY IMPORTANT:** SAFE OPERATING PROCEDURE (SOP) FOR VEHICULAR SWING GATES

Congratulations on the purchase of your new vehicular swing gate. With the correct usage procedures, regular maintenance and ongoing servicing, your gate will last for years. The estimated lifespan of a gate in a commercial or Government environment is approximately 5 years, however our gates can easily exceed this, with some client's having gates still working 15 and 20 years later.

**Purpose:** To ensure the safe operation, maintenance, and use of the swing gate to prevent accidents or injuries.

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**Scope:** This procedure applies to all personnel responsible for operating, maintaining, and interacting with the swing gate.

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### **1. Pre-Operation Checks:**

#### **1. Visual Inspection:**

- Inspect the gate for any visible damage, wear, or obstruction.
- Ensure that the hinges, locks, and latches are in good condition.
- Verify that the gate swings freely without any resistance or unusual noise.
- Check that the gate is securely mounted and stable.

#### **2. Clear the Area:**

- Ensure that the area around the swing gate is clear of people, vehicles, or objects that could obstruct the gate's movement.
- Confirm that no one is standing in the path of the gate.

#### **3. Function Test:**

- Test the gate to ensure it opens and closes smoothly.
  - Verify that any mechanical or electric parts (if applicable) are functioning properly.
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### **2. Operating the Swing Gate:**

#### **1. Opening the Gate:**

- Stand clear of the gate and ensure that no one is in the path of the gate.
- Use the manual or automatic operation system to open the gate (depending on the gate type).
- Open the gate slowly and steadily, never forcing it.

#### **2. Closing the Gate:**

- Before closing the gate, ensure the area is clear of obstacles, people, and vehicles.
- Close the gate slowly, ensuring it moves in a controlled manner.
- Do not attempt to force the gate closed if there is resistance.
- Always lock the gate securely after closing if required.

### 3. Use of Electric or Automated Gates:

- If the gate is automated, ensure the control system is functioning properly before use.
  - Follow manufacturer guidelines for operation and troubleshooting.
  - Always be mindful of safety sensors and emergency stop functions.
  - Never try to override automatic functions unless you are trained.
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### 3. Safety Precautions:

#### 1. Warning Signs:

- Ensure proper signage is in place to warn people of the moving gate.
- Clearly mark the opening and closing path with visible signs to prevent accidents.

#### 2. Avoid Entrapment:

- Never place body parts or items between the gate and its frame during operation.
- Always ensure that no one is in the gate's path before activation.
- Train personnel to avoid standing or walking in the swing path while the gate is in motion.

#### 3. Supervision:

- When the gate is in operation, it should be supervised by a designated person.
  - In case of automatic gates, ensure that safety devices such as infrared sensors or motion detectors are functioning.
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### 4. Post-Operation:

#### 1. Secure the Gate:

- After using the gate, ensure it is properly closed and secured with locks or latches.
- If the gate has an automatic locking system, ensure it has engaged.

#### 2. Final Inspection:

- Perform a final inspection of the gate to ensure it is in its correct position, without damage, and fully secure.
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### 5. Maintenance:

#### 1. Routine Maintenance:

- Inspect the swing gate monthly for wear and tear, checking for issues such as rust, damage, or loose parts.
- Lubricate the hinges and mechanical moving parts to ensure smooth operation.
- Check and clean the gate sensors, if any, for proper functioning.

## 2. Repairs:

- If any issues are identified during inspections, report them to the maintenance department immediately.
  - Do not attempt to repair the gate unless you are properly trained and authorized.
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## 6. Emergency Procedures:

### 1. Gate Jam or Malfunction:

- In case the gate becomes jammed or malfunctions, stop all operations immediately.
- If it is a manual gate, disengage the locking mechanism and move the gate manually, if possible.
- For automated gates, use the emergency stop button (if available) and contact the maintenance team.

### 2. Injury or Accident:

- If someone is injured while operating the gate, immediately stop the operation.
  - Provide first aid if necessary and call emergency services if required.
  - Investigate the cause of the accident and correct any identified hazards before resuming normal operation.
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## 7. Training and Competency:

### 1. Training Requirements:

- All personnel who are responsible for the operation or maintenance of the swing gate must be trained on its proper use, safety precautions, and emergency procedures.
- Supervisors must regularly assess operator competence and reinforce safety practices.

### 2. Ongoing Education:

- Periodic refresher training should be provided to ensure safe operation of the gate.
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## 8. Documentation:

### 1. Inspection Logs:

- Keep detailed records of all inspections, maintenance, and repairs performed on the swing gate.
- Include the date, name of the person performing the task, and any issues found or fixed.

### 2. Incident Reports:

- If any incidents or accidents occur, document them thoroughly, along with corrective actions taken.
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**Approval:** This Safe Operating Procedure is approved by James Mannah on 06.06.2024.

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By following this SOP, you ensure safe and efficient operation of the swing gate, protecting both people and property.

**KEEP IT *SERVICED*, KEEP IT *MAINTAINED*, KEEP IT SAFE!**

For any questions, speak to our friendly and experienced gate and gate motor service and maintenance team.

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