

# VEHICLE HOIST SAFE WORK PROCEDURE

**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

## PERSONAL PROTECTIVE EQUIPMENT

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Do not stand on hoist whilst hoist is in operation.
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the vehicle hoist has operating and maintenance instructions permanently located and clearly visible.
- ✓ Check the capacity of the hoist compared to the weight of the vehicle. If vehicle is too heavy, do not proceed.
- ✓ Ensure the area is clean and clear of grease, oil.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Check that all safety devices are in good condition.
- ✓ Ensure support arms are capable of being locked in position.
- ✓ Ensure rubber pads are in good condition on all load points.

## OPERATIONAL SAFETY CHECKS

- ✓ Centre the vehicle on the hoist, ensuring the weight is evenly distributed to the front and rear.
- ✓ Identify the correct jacking points and place the lifting pads under the vehicle at the front and rear on the jacking points, ensuring contact.
- ✓ Only one person shall operate the hoist at a time.
- ✓ The hoist must not be operated unless it has a current certificate of inspection.
- ✓ Ensure the area is clear of people and equipment before raising or lowering.
- ✓ Check vehicle stability by looking at the jacking points.
- ✓ Engage manual lock, if fitted.

## ENDING OPERATIONS AND CLEANING UP

- ✓ Lower the vehicle hoist and switch off machine when work completed.
- ✓ Lower hoist during lunch breaks and at the end of each day.
- ✓ Leave the equipment and work area in a safe, clean and tidy state.

## POTENTIAL RISKS AND INJURIES

-  Falling objects.
-  Trapping risks.
-  Crushing risks.
-  Hair/clothing getting caught in moving machine parts.

## DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Never leave the machine running unattended.
- ✗ Don't exceed rated capacity and loading conditions.
- ✗ Do not use for the fitting or removal of motors, gearboxes, springs and other components from a vehicle.
- ✗ Do not allow another person to ride on the hoist unless they are seated in the vehicle, and the work can't be completed without a person in the vehicle, and the hoist is raised to a minimum height necessary to complete the work

**This does not necessarily cover all possible risks associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**

***This information is based on material published in ASNZS 2550.9 1996 and from manufacturers operating guides.***