



Safety Instructions

THESE INSTRUCTIONS MUST BE READ BY THE HOIST OPERATOR BEFORE FIRST USING THE HOIST.



10.1 Vertical Goods Hoist

- This equipment is designed to be operated by someone with normal ability. Persons with a disability or injury must assess whether their disability, when using the equipment, will affect their health and safety and the safety of others.
- It should only be operated by someone with experience of similar equipment.
- This equipment must not be used by anyone whose competence is impaired, for example by drink or drugs.

- 1 The Appointed Person is responsible for all aspects of safety and is appointed by the organisation requiring the hoisting operation.
- 2 It is also the responsibility of the appointed person to ensure that the hoist is regularly maintained, inspected, thoroughly examined and tested by a competent person as required by law.
- 3 **DO NOT** operate the hoist after any test conducted by the competent person until you have received authorisation from the appointed person.
- 4 The goods hoist must be operated correctly in accordance with the manufacturer's or owner's operating instructions. A safe system of work shall be established by the appointed person.
- 5 The operator must wear protective equipment as necessary. Hard hat and safety boots must be worn at all times and it is likely to be necessary to wear gloves sometimes.
- 6 When operating the hoist, stand in a safe position outside the base enclosure where you can see all the landing levels. If you cannot, then a system of signals must be used between you and the person at the landing level.
- 7 The gates must be kept closed except for loading or unloading.
- 8 Loads must always be evenly distributed and secure on the platform.
- 9 The carrying of long loads on the platform should be avoided. If it is necessary then they must be secured safely in the vertical position so that they cannot fall or strike the hoist parts or enclosure. The Hire Company might be able to provide a purpose built frame.
- 10 Barrow handles should be left facing the off-loading side of the platform, to minimise the need to walk on the platform at the landing levels.
- 11 **CHECK** that the load on the platform **NEVER** exceeds the Safe Working Load (SWL). The weight of any handling equipment (such as a pallet truck) must be included in the load.
- 12 Persons are permitted to walk onto stationary platforms at the landings but must not travel on the platform with or without goods. Signs should be placed in prominent positions.
- 13 Keep the floor of the platform and the loading ramps clear of debris and loose materials at all times.
- 14 Before leaving the goods hoist unattended lower the platform to the bottom, close all landing gates and isolate the power.
- 15 **DO NOT** operate the hoist if wind speeds exceed the maximum specified by the manufacturer.
- 16 **DO NOT** attempt repairs. Contact the Hire Company.

Routine Operational Checks

- 17 At the start of each shift the following safety checks should be carried out on the hoist:
 - All operational and emergency controls (with the exception of the overspeed safety brake) must be checked for correct operation.
 - Run the empty platform through its operational cycle to check the correct operation of the upper and lower limit switches.
 - **CHECK** to ensure that the motor brake is operating normally.
 - **CHECK** for the correct operation of all flaps, gates and interlocks at the landings.
 - **CHECK** for the correct operation of the base enclosure's landing gates and interlocks (where fitted)
 - **CHECK** that all guards and fasteners are in place and secure.
 - **CHECK** that the mast ties are secure (with no undue movement).
 - **CHECK** for unusual noises from the platform motors, gearboxes etc.
 - If the hoist is a rope hoist, check visually the rope and its terminations for damage.

Electrical Hoists

18 The electrical supply will be at 110 volts, 230 volts or 415 volts (3 phase). The equipment should be checked every shift with 230 and 415 volt hoists and every week with 110 volt hoists using the following guide:

- **CHECK** that the power cable is positioned where it is least likely to be damaged.
- **CHECK** that bare wires are not visible
- Make sure that cables are not damaged
- **CHECK** that the plug is in good condition, the casing is free from cracks, the pins are not bent or the socket is not blocked with debris or dirt
- **ENSURE** that there are no taped or other non-standard joints in the cable
- **CHECK** that the cable covering has not been pulled out of the grips at the plug or equipment. (The coloured insulation of the internal wires should not be visible)
- **CHECK** the outer casing of the equipment for damage and check for loose or missing parts or screws
- Make sure that there are no overheating or burn marks on the plug, cable and equipment
- **CHECK** the operation of the RCD power breaker by operating the test button.

19 Report any defects to the appointed person immediately, stop all operations and isolate the power.

Diesel Powered Rope Operated Hoist

20 **CHECK** that guards on the engine are secure. **NEVER** operate the equipment with missing or defective guards.

21 Before starting an engine the operator should familiarise himself/herself on how to stop it.

22 **DO NOT** smoke when refuelling or refuel with the engine running.

23 Replace the fuel caps securely on the engine and fuel container. Wipe up any spillage immediately.

24 Fuel containers should be in good condition and leak proof.

25 **CHECK** that there is no combustible material lying on or against the exhaust system. The exhaust pipe and silencer get very hot.

26 In the event of a leak of fuel or oil developing, switch the engine off **IMMEDIATELY**.

27 If warning lights show or gauges register outside normal limits, switch off the engine.

28 Report any defects to the appointed person immediately, stop all operations and stop the engine.



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This leaflet is one in a comprehensive series of equipment safety instructions available from the CPA