



Safety Instructions

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



10.3 Inclined Goods Hoists

- 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.

These notes apply to all hoists used at angles between approximately 10° and 85° to the vertical, including ladder hoists.

- 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 hoist must be used correctly in accordance with the manufacturer's or owner's instructions. A safe system of work should be established by the appointed person.
- 5 The operator must wear personal protective equipment as necessary. Hard hats and safety boots must be worn at all times and it is likely to be necessary to wear gloves sometimes.
- 6 If the hoist has a remote control fitted, then it should be operated from outside the enclosure.
- 7 If the hoist has no remote control, then the operator should stand in a safe position at the controls. He/she should be able to see the whole length of the hoist. If they cannot, then a system of signals must be used between him/her and a signaller.
- 8 **CHECK** before operating the hoist that all persons is outside the enclosure and that the gate is shut.
- 9 Loads must always be secured safely in the carrier and should not extend below it.
- 10 **DO NOT** allow a load to overhang the platform in any direction by more than 50% of the width or length of the platform.
- 11 **CHECK** that the load will not strike the hoist parts, enclosure, building etc.
- 12 Any load extending above the platform must be positioned so that its weight is in the centre of the platform.
- 13 Persons are **NOT** permitted to travel on the hoist. Signs should be placed in prominent positions.
- 14 **DO NOT** use two hoists alongside each other to lift one load.
- 15 **DO NOT** load the hoist more than the safe working load (SWL).
- 16 **DO NOT** operate the hoist if the wind speed exceeds the maximum specified by the manufacturers.
- 17 Isolate from the power supply before any cleaning or maintenance work.
- 18 **DO NOT** leave the hoist unattended without switching off the power with the carrier at the bottom and closing the gates.
- 19 **DO NOT** attempt repairs. Contact the Hire Company.

Routine Operational Checks

- 20 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** that all guards and fasteners are in place and secure.
 - **CHECK** that all ladder ties and props are secure with no undue movement.
 - **CHECK** for unusual noises from the platform motors, gearboxes etc.
 - **CHECK** the hoist rope and its terminations for damage.

Routine Checks on the Electrical Supply

- 21** The electrical supply will be either 110 volts or 230 volts. The equipment should be checked every shift with 230 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.
- 22** Report any defects to the appointed person immediately, stop all operations and isolate the power.

Petrol or Diesel Powered Hydraulic Hoist

- 23** **CHECK** that guards on the engine are secure. **NEVER** operate the equipment with missing or defective guards.
- 24** Before starting an engine the operator should familiarise himself/herself on how to stop it.
- 25** **DO NOT** smoke when refuelling or refuel with the engine running.
- 26** Replace the fuel caps securely on the engine and fuel container. Wipe up any spillage immediately.
- 27** Fuel containers should be in good condition and leak proof.
- 28** **CHECK** that there is no combustible material lying on or against the exhaust system. The exhaust pipe and silencer get very hot.
- 29** In the event of a leak of fuel or oil developing, switch the engine off **IMMEDIATELY**.
- 30** If warning lights show or gauges register outside normal limits, switch off the engine.
- 31** 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