

Safe Work Procedure

VEHICLE HOIST

DO NOT use this vehicle hoist 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.



Long hair must be contained and loose 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.
- ✓ Check that cables are correctly adjusted and in good condition.
- ✓ Check hydraulic pipes and fitting ensuring there are no leaks.
- ✓ Ensure support arms are capable of being locked in position.
- ✓ Ensure rubber pads are in good condition on all load points.
- ✓ Hoist with runways have suitable wheel chocks available.

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 correct contact. Place vehicle wheel chocks on 4 post hoists.
- ✓ 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 operating.
- ✓ Check vehicle stability by looking at the jacking points. Raise the hoist slightly off the floor and check stability before raising the vehicle further.

- ✓ **Always** engage the manual lock/s before moving under the vehicle.
- ✓ **Always** be aware of the job to be done to ensure the removal of parts will not displace the load, be diligent of any extra loads – eg: toolboxes, bull bars.

ENDING OPERATIONS AND CLEANING UP

- ✓ Lower the vehicle hoist and switch off machine when work completed.
- ✓ Leave the equipment and work area in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

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

NEVER

- ✗ Use faulty equipment. Immediately cease work if anything seems different from normal operating conditions.
- ✗ Remove large items like engines without allowing for the imbalance of the vehicle on the hoist.
- ✗ Use blocks of wood or self-made devices for extra lifting height - any accessories used by the operator of a vehicle hoist must be engineered to comply with AS/NZS 1418.9 – 1996 and have the manufacturer's approval.

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



Mobile: 0411590989

web: resinspectionsservices.com.au

email: resinspectionsservices@gmail.com