



## Safe Work Procedure – Vehicle Hoist

Authorised by HR Manager

Issue Date: 20.11.17 | Last Review: 20.11.17 | Next Review: **20.11.19**

**DO NOT use this equipment unless you are authorised to use it and, have been instructed in its safe use and operation**



Safety glasses must be worn at all times in work areas



Sturdy non slip footwear must be worn at all times



Long and loose hair must be contained



Close fitting/protective clothing must be worn



Rings and jewellery of a loose nature must not be worn

### POTENTIAL HAZARDS:

- Include Manual Handling, falling objects, trapping hazards, crushing hazards, entanglement hazards

### PRE-OPERATIONAL SAFETY CHECKS

- Ensure the vehicle hoist has operating & maintenance instructions visible & permanently located
- Ensure the equipment is only used in accordance with manufacturer's instructions
- Check the capacity of the hoist and weight of the vehicle. If vehicle is too heavy, do not use the hoist
- Ensure there is sufficient access and clearance provisions (at least 600mm)
- Ensure the area is clean and clear of grease, oil, and objects that may be a slip/trip hazard– check for leaks, loose or missing parts
- Familiarise yourself with, and check all machine operations and controls.
- Check that all safety devices are in good condition and guards correctly fitted
- Ensure support arms are capable of being locked in position
- Ensure rubber pads are in good condition on all load points
- Faulty equipment must not be used. Immediately report suspect equipment and disable the hoist

### OPERATIONAL SAFETY

- Centre vehicle on hoist, ensuring that 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. Shut all doors, bonnet / boot, lower aerial
- Only one person shall operate the hoist at a time (stand to one side / keep clear of vehicle)
- Never allow any person under raised vehicle while the hoist is used
- Ensure the hoist area is clear of people and equipment before operating
- Never leave the hoist running unattended
- Check vehicle stability by looking at the jacking points and whether the vehicle placed squarely
- When raising the vehicle on the hoist, always operate controls manually. Engage manual lock
- At the completion of work, lower the vehicle hoist and ensure all equipment is left in a safe position

### POST-Operation:

- Switch off equipment. If fault noted, take out of service immediately and report.
- (Check jump/jerk with raising, slow to settle after raising, coming down very slowly, oil leaks)
- Leave the equipment and work area in a safe, clean and tidy state

### IMPORTANT – NEVER

A Vehicle Hoist must not be operated unless it has a current certificate of inspection confirming it is fit for purpose and suitable for use.





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*By signing below, I acknowledge that I have read and understood the content in this Safe Operating Procedure (SOP). I understand that this SOP does not necessarily cover all possible hazards and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching safety procedures, AAG Policy and, to act as a reminder to users prior to undertaking any activity relevant to this SOP. By Signing this SOP, I also acknowledge that I have the opportunity to ask any questions that I felt pertinent regarding these issues and I am able to seek further clarification with my manager at any time in the future.*

[illegible]