

# SAFE JOB PROCEDURE

**Job Description:** Setting up a Hand Hoist

**Hazards Present:** Fall From Heights, Strains, and Sprains

**PPE Required:** Fall Protection (Harness & Lifeline) Hard Hat, Work Gloves

**Note:** Operators of equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location of the use of a fire extinguisher.

## SAFE JOB PROCEDURE

### 1. Conduct a pre-starting inspection of equipment and work area;

- ✓ Make sure all components of the hoist have been inspected and are in good working condition before they leave the yard.
- ✓ Make sure the rope and pulley you select will be of sufficient length for the height of the building you will be working on.
- ✓ Inspect work area on ground and at roof level to ensure that they are clear of debris and clutter to reduce trip hazards.
- ✓ Ensure that you have sufficient counter weights for the hoist.

### 2. Pull the hoist components onto the roof;

- ✓ Select an area away from windows, entrances or public access; provide barriers or signs as per the supervisor's instructions.
- ✓ Use proper fall protection when standing at edge of roof (i.e. harness & lifeline, or guardrails).
- ✓ Personnel on the ground must be wearing a hard hat and must be competent in securing hoist components to the lifting rope.
- ✓ If items are being pulled to roof weigh more than 50 lbs do not lift alone, get help.
- ✓ Once an item is pulled onto the roof, place it far enough back from the edge of the roof to reduce trip hazards.

### 3. Assemble hoist components;

- ✓ Assembly should be done well back from the edge of the roof to reduce fall hazards.
- ✓ Make sure all braces, pins and/or bolts are in place and securely tightened.
- ✓ Visually inspect all components for any damage or excessive wear, do not use any components you might suspect is damaged,
- ✓ Hang the rope and pulley at the front of the hoist.

### 4. Position the Hand Hoist;

- ✓ Choose a location that is clear of windows, doors, power lines etc.
- ✓ Place appropriate material under the hoist to protect the roof surface.
- ✓ Once the hoist is in place, have a person stand on the back cradle to ensure the hoist does not tip over.
- ✓ Lower both ends of the pulley rope to the ground so the counter weights may be pulled up.

### 5. Pull up the counter weights;

- ✓ Ensure a person remains on the back of the hoist while the counter weights are hoisted up.
- ✓ A person on the ground will secure the clasp end of the pulley rope to the counter weight
- ✓ A person on the ground will begin pulling up the load, when it reaches the roof the weight will be pulled onto the roof.

### 6. Conduct a post operational inspection;

- ✓ Once sufficient counter weights have been lifted to the roof they should be placed on the hoist
- ✓ Place the counter weights in a manner in which they will not move or shift.