

SAFE JOB PROCEDURE

Job Description: Setting up a Power 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 there is a sufficient amount of cable on the hoist winch 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).
- ✓ Use a ginpole hoist (hand hoist) to lift the power hoist components to roof level, keeping all loads away from the wall to prevent property and equipment damage, ensure hand hoist has been set up following safe work procedures.
- ✓ 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,
- ✓ Make sure chain guard is in place.

4. Position the power Hoist;

- ✓ Choose a location that is clear of windows, doors, power lines etc.
- ✓ Place appropriate material under the hoist to protect the roof surface.
- ✓ Lower both ends of the pulley rope to the ground so the counter weights may be pulled up.

5. Start the hoist motor;

- ✓ Follow the safe work procedure for starting gas engines
- ✓ Allow hoist motor to warm up before lifting any loads.

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.