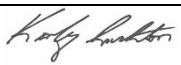




Safe Work Practice (SWP)

Name of Task: Portable Hoist	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• Long or loose hair must be tied back or contained• No loose-fitting clothing• No jewelry, watches, rings, necklaces etc.• Protective Apron Required• CSA Approved Safety Footwear required• Hearing protection recommended• Mechanics gloves recommended	
Hazards: <ul style="list-style-type: none">• Cuts, lacerations and amputations• Noise• Risk of catching loose clothing and jewelry on moving parts• Burns• Crushing Hazard	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.• Check for rated capacity before operating (compare to vehicle weight).• Ensure no slip/trip hazards are present in workspaces and walkways.• Make sure guards, if present, are installed and are working properly.• Faulty equipment must not be used. Immediately report suspect machinery.• Locate and ensure you are familiar with the operation of the ON/OFF switch/lock-out.• Disconnect power supply before adjusting equipment.
Prohibited Activities	<ul style="list-style-type: none">• Do not Smoke (Fire Hazard)• Never operate a damaged hoist• Never operate a hoist with non-operational locking devices• Do not leave this equipment unattended while running.• Never lift a vehicle with someone inside• Never lift an unstable vehicle• Never work under a vehicle while hoist locks are off• Never operate a portable hoist on an unstable/soft surface
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments with POWER OFF.
3	Make sure all guards are in place, properly adjusted, and secured.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

4	Make all adjustments with POWER OFF. Inspect hoist and locking mechanisms prior to use to ensure that hoist is in proper working order. If damaged, do not use and report to the instructor
5	Make sure vehicle is positioned correctly on hoist. Secure wheel chocks before operating hoist. (if using a two wheeled vehicle, ensure it is properly secured and strapped down).
6	Make sure there are no people or objects in path of hoist. Follow manufacturer's procedures in operation of hoist.
7	Clean up dust and debris with POWER OFF.
	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p>Housekeeping</p> <ul style="list-style-type: none"> • Ensure equipment is off. • Place all materials in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it.
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: 1/20/2020	Approved by: 
Last Reviewed / Revised by and Date: 1/26/2021	Note: This task will be monitored periodically to ensure compliance and effectiveness.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.