

# SAFE WORK PRACTICES

## USE OF MATERIALS HOISTS

*\*This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

**Inspection:** Schedule detailed inspections of all hoists. Follow manufacturers' recommended maintenance schedules. Inspect hooks, ropes, and brakes and limit switches for wear and damage. Repair or replace items not operating properly.

### **Operation:**

1. Hoist from directly over the load. If not centered, the load may swing when lifted.
2. Lever operated hoists can be used to pull in any direction, but the straight line pull must be maintained. Side pulling or lifting increase wear and sets up dangerous stress levels on hoist parts. Only one person should pull on hand, chain and lever hoists.
3. Hang hoists solidly in the highest part of the hood area. Rigged this way, the hook support is directly in line with the hood shank.
4. When loading the lower hook, place the load directly in line with the hook shank. Loaded this way, the load chain makes a straight line from hook shank to hook shank.
5. Pushing a load is safer than pulling. If it must be pulled, use a rope.
6. Inspect the hoist before lifting a load. Check the upper and lower hoods to see that they swivel. Repair or replace worn chain or wire rope immediately.
7. Keep wire rope and chain lubricated.
8. Seat the load properly in the hook, and stand completely clear of the load.
9. Move the hoist controls smoothly. Avoid abrupt, jerky movements of the load. Remove slack from the sling and hoisting ropes before the load is lifted.
10. Ensure all loose materials, parts, blocking and packing have been removed from the load before starting to lift.
11. Make sure everyone is away from the load before starting to hoist.

**DON'T** use hoisting equipment for lifting people.

**DON'T** pass a load over workers.

**DON'T** tip load. The load is unstable and harms the hook and hoist.

**DON'T** insert the point of the hook in a link of the chain.

**DON'T** hammer a sling into place.

**DON'T** leave slings dangling from the load hook. Place sling hooks on the sling ring when carrying slings to the load.

**DON'T** raise loads higher than necessary to clear object.

**DON'T** exceed hoist load limit.