

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR THE HOIST

Name: Training Date:.....

	Instruction	Understands ✓ or X
1	Only trained operators to use the hoist.	
2	Ensure the loads weight does not exceed the SWL of both the hoist and sling.	
3	Make sure the load is secured in the slings.	
4	Lift the load to clear safety rails.	
5	Move the loads to edge of safety rails and stop.	
6	Go to lower floor put chain across walkway from stairs and office. All person's assisting to wear a hard hat.	
7	Put out warning signs, one facing the Warehouse and one facing Engineering to warn of moving over head objects.	
8	When signs are placed in position bring the load over the safety rail and stop when it is clear of rail.	
9	Lower the load to the ground, remove slings, raise the slings back up to hoist.	
10	Raise hoist so it is at the end of the hoist rack, above Wooden Pools.	
11	Remove chain and signs	
12	IF ANYONE WALKS UNDER THE LOAD WHILST IT IS IN THE AIR STOP IMMEDIATELY.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: