

## SOP - Vehicle Hoist

**DO NOT use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.  
Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



Long and loose hair must be contained or covered.



Eye protection must be worn

### POTENTIAL HAZARDS AND RISKS

- ⓘ Entanglement**  
Entanglement in moving parts
- ⓘ Struck by Moving Object**  
Struck by moving object due to unexpected movement of plant  
Struck by moving object due to work pieces being ejected
- ⓘ Slip, Trips, Falls**  
Slip, trip, fall due to uneven or slippery work surfaces
- ⓘ Crushing**  
**Crushing due to being trapped between plant and fixed structure**

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist if applicable
- ✓ Ensure vehicle hoist is used in accordance with manufacturer's instructions
- ✓ Ensure vehicle hoist has operating and maintenance instructions clearly visible and permanently located
- ✓ Ensure that guards and other safety devices are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Check the capacity of the hoist compared to the weight of the vehicle. If vehicle is too heavy, do not proceed
- ✓ Ensure support arms are capable of being locked in position
- ✓ Ensure rubber pads are in good condition on all load points
- ✓ Ensure the work area is clean and clear of grease, oil and other slip / trip hazards

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Centre vehicle on hoist, ensuring the weight is evenly distributed to front and rear
- ✓ Load vehicle on lift carefully. Ensure the weight is evenly distributed front and rear.
- ✓ Position lift supports to contact at the vehicle manufacturers recommendation lifting points.
- ✓ Raise lift until supports contact vehicle. Check supports for secure contact with vehicle.
- ✓ Raise lift to desired working height. CAUTION: If you are working under vehicle, lift should be raised high enough for locking device to be engaged
- ✓ Always engage manual lock
- ✓ Only one worker to operate the hoist at a time
- ✓ Ensure hoist area is clear of people and equipment before operating

- ✓ Check vehicle stability by looking at the jacking points

### ENDING OPERATIONS

- ✓ At the completion of work, lower the vehicle hoist and leave in a safe position, switch off
- ✓ Ensure plant is in good working order and stored in the appropriate location

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not allow anyone to 'ride' the hoist
- ✗ Do not leave plant running unattended
- ✗ Do not wear loose jewellery or clothing
- ✗ Do not use mobile phone while operating plant

\*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.