



HOIST SAFETY CHECK LOG BOOK

CHECK DAILY

Check safety mechanism to see that it functions properly

CHECK MONTHLY

Safety mechanism

Condition of sheaves, shafts and shaft locks

Condition of wire ropes

Overall cleanliness

Clean tracks of dry lubricant and re-apply lubricant on wear pad tracks and roller tracks

CHECK 6 MONTHLY

State of swivel arms

Oil leaks from cylinder

Oil leaks at pipe joints

Anchor bolts

Wire ropes

NOTE: Refer to trouble shooting chart on the next page, for fault remedies.

**ANY FAULTS FOUND PLEASE DO NOT USE
THE HOIST, APPLY A NOTICE TAG AND
REPORT IT TO YOUR SUPERVISOR ASAP**

TRAINING GUIDE FOR USE OF HOIST

All employees using this equipment must be trained and signed off on its safe use and operation. Safe use and operation of this hoist can be found in the operators manual of the hoist listed on the front page of this logbook.

All hoist maintenance and work is carried out to conform with AS/NZS 2550 (1996) and 2550.1 (2011). Australian & New Zealand Standards cranes part 9 vehicle hoists.

HOIST COMPLIANCE CHECKLIST

To meet current OH&S and Australian standards, the hoist you are using should comply with these points and operations

REQUIREMENT	YES	NO	SIGNATURE
Australian Design Registration #			
Safe working load displayed			
Safety Guards to moving parts			
Hold to run switching			
Operators / Maintenance Manual			
Data Plate (Make, Model & Serial #)			
Safety Decals			
Armlocks			

ANY REQUIREMENTS MARKED “NO” SHOULD BE ATTENDED TO AND REPAIRED BEFORE INSTALLATION OR USE OF THIS HOIST.

DAILY INSPECTIONS

PRE-OPERATIONAL (before each shift begins)

- OPERATING CONTROLS FOR CORRECT OPERATION
- VISUAL CHECK OF STRUCTURE
- AIR/HYDRAULIC SYSTEM FOR LEAKS
- LOOSE OR MISSING PARTS
- GUARDING CORRECTLY FITTED
- CRUSH POINT CLEARANCE (ESPECIALLY FOR MOVABLE PLANT)
- ARM LOCKS FOR OPERATION
- LIFT PADS FOR WEAR/DAMAGE
- SAFETY DEVICE FOR OPERATION (REFER RELEVANT MANUAL)
- CHECK UPPER, LOWER AND OVERHEAD LIMIT SWITCHES

3 MONTHLY INSPECTIONS

- ALL LISTED PRE-OPERATIONAL CHECKS
- LUBRICATION AS PER MANUFACTURERS REQUIREMENT
- FLOOR FIXINGS (DYNA BOLTS) FOR TENSION
- WIRE ROPES AND CHAINS (REFER HOIST MANUAL)
- HYDRAULIC OIL FOR LEVEL AND CONDITION
- DRIVE NUT WEAR (REFER HOIST MANUAL)
- VISUAL INSPECTION OF STRUCTURAL WELDS

3 MONTHLY INSPECTIONS

ITEM	3 MONTH	6 MONTH	9 MONTH	FAULTS / COMMENTS
OPERATIONAL CONTROLS FOR CORRECT OPERATION				
VISUAL CHECK OF STRUCTURE				
AIR/HYDRAULIC SYSTEM FOR LEAKS				
LOOSE OR MISSING PARTS				
GUARDING CORRECTLY FITTED				
CRUSH POINT CLEARANCE (ESPECIALLY FOR MOVABLE PLANT)				
ARM LOCKS FOR OPERATION				
LIFT PADS FOR WEAR / DAMAGE				
SAFETY DEVICE FOR OPERATION (REFER RELEVANT MANUAL)				
ALL LIMIT SWITCHES FOR OPERATION				
LUBRICATION AS PER HOIST MANUAL				
FLOOR FIXINGS (DYNA BOLTS) FOR TENSION				
WIRE ROPES AND CHAINS Visual inspection of damage & wear				
HYDRAULIC OIL FOR LEVEL AND CONDITION				
DRIVE NUT WEAR ON SCREW TYPE HOIST (REFER MANUAL)				
VISUAL INSPECTION OF STRUCTURAL WELDS				
PLACARDS / SAFETY DATA / MANUAL AVAILABLE				

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FAULT CHART

FAULT	PROBABLE CAUSE	REMEDY
Noise from rollers.	Lack of lubrication on roller tracks and roller pins.	Lubricate roller tracks with CRC Dry Glide. Lubricate roller pins with 80/90 grade gear oil.
Noise from pulleys.	Lack of lubrication on pulley pins.	Lubricate pulley pins with 80/90 grade gear oil.
Leakage of oil at joints.	Loose joints in the high pressure pipes.	Inspect the piping and tighten joints.
Leakage of oil at top of hydraulic cylinder.	Worn packing seal in hydraulic cylinder	Replace packing seal or cylinder.
Hoist does not respond to operation switch.	Power supply to motor is interrupted. Motor turning in opposite direction. Cables either cut or damaged.	Check main fuse, power source, magnet switch and terminal relay. Interchange 2 terminals in 3 phase circuit.
Damaged cable.	Worn sheaves and sheave pins or bushes.	Replace sheaves, sheave pins and cables and bushes.
Carriage shuddering in lifting and lowering mode.	Lack of lubricant on wear pad tracks causing wear pads to grip instead of sliding.	Clean and re-apply lubricant on wear pad tracks.
Excessive side movement of carriage.	Worn wear pads.	Replace wear pads.

NOTES

MATHS SAMPLE

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MATHS SAMPLE

MTA SAMPLE

MTA
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MTA Printing and Stationery Service

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SAFETY OPERATING PROCEDURES

Vehicle Hoist

DO NOT use this machine unless you are authorised and have been instructed in its safe use and operation.



Safety glasses must be worn at all times in work areas.



Sturdy footwear must be worn at all times in work areas.



Rings and jewellery of a loose nature must not be worn.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn.



Do not stand on hoist whilst hoist is in operation.

A vehicle hoist must not be operated unless it has a current certificate of inspection.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure vehicle hoist has operating & maintenance instructions visible & permanently located.
2. The equipment must be used in accordance with manufacturer's instructions.
3. Check the capacity of the hoist compared to the weight of the vehicle. If vehicle is too heavy, do not proceed. Ensure there is sufficient access and clearance provisions (at least 600mm).
4. Ensure the area is clean and clear of grease, oil, and objects that may be a slip/trip hazard– check for leaks, loose or missing parts.
5. Familiarise yourself with and check all machine operations and controls.
6. Check all safety devices are in good condition, guards correctly fitted.
7. Ensure support arms are capable of being locked in position.
8. Ensure rubber pads are in good condition on all load points.
9. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Centre vehicle on hoist, ensuring that the weight is evenly distributed to the front and rear.
2. Identify the correct jacking points and place the lifting pads under the vehicle at the front & rear on the jacking points, ensuring contact. Shut all doors, bonnet/boot, lower aerial.
3. Only one person shall operate the hoist at a time (stand to one side/keep clear of vehicle).
4. Ensure hoist area is clear of people and equipment before operating.
5. Never leave the hoist running unattended. Check max. load sign – if too heavy do not proceed.
6. Check vehicle stability by looking at the jacking points and vehicle placed squarely.
7. When raising hoist always operate controls manually. Engage manual lock.
8. At the completion of work lower the vehicle hoist and ensure all equipment is left in a safe position.

HOUSEKEEPING

1. Switch off equipment. If fault noted, take out of service immediately and report. (Check jump/jerk with raising, slow to settle after raising, coming down very slowly, oil leaks)
2. Leave the equipment and work area in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Falling objects ■ Trapping hazards ■ Crushing hazards ■ Entanglement hazards

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching safety procedures and to act as a reminder to users prior to machine use.

Date of last review

Signature