|  |  |
| --- | --- |
| Operating Mobile or Fixed Hoists on Site |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Job Description:** |  | **Location:** |  |

# Performance Metrics

|  |  |  |  |
| --- | --- | --- | --- |
|  | ✓ | 🗶 | • |
| Safe working load (SWL) marked on lifting hoist equipment. |  |  |  |
| Auxiliary lifting equipment/ gear used for slinging hoist loads (any rope, chain, wire rope, shackle, eyebolt, sling or other item used for attaching a load to a hoist, crane or any item of lifting equipment)must be marked with a SWL. |  |  |  |
| Exclusion zone under and in the path of lifting operations controlled to prevent access e.g. barriers, spotters, signage. |  |  |  |
| OTML-owned auxiliary lifting equipment/ gear used for slinging of hoist loads must be: a) uniquely identified, b) marked or coded to identify its inspection status or when it is next due for inspection, c*)* listed in a register. |  |  |  |
| Hoist operators trained and competent and licensed where required. Hoist operated within manufacturers limits. |  |  |  |
| Personnel required to sling loads (where operator required to exercise judgement in the selection of sling, weight of load or its centre of gravity) are trained and competent. |  |  |  |
| Auxiliary lifting equipment (hook, block and rigging equipment) is checked before each use to ensure required maintenance and inspections have been carried out. Equipment not damaged or worn. Damaged or defective equipment or equipment outside its inspection date is withdrawn from service and not used. |  |  |  |

# Supervisor Task Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Verify that any person required to operate a hoist is trained and assessed competent in conduct of those operations. |  |  |  |
| Verify that any person required to sling or guide a hoist load are trained and assessed competent in conduct of those operations. |  |  |  |

# Operator / Maintainer Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them. |  |  |  |
| Check weight to be lifted to ensure the maximum SWL of hoist is not exceeded. Only operate equipment within limits of SWL. |  |  |  |
| Operate hoist within technical capabilities and limitations for the load/ weight distribution. Do not operate equipment if not trained. |  |  |  |
| Check hoist, hook, block and rigging equipment before use for damage or wear. Damaged or defective equipment removed from service and not used. |  |  |  |
| Do not sling loads unless trained and assessed competent in conduct of those operations. |  |  |  |
| Stop work if personnel enter exclusion zone under suspended load. |  |  |  |

# Comments/Actions