HOISTING GUIDELINES

The hoisting guidelines have been developed by Yorkshire Back Exchange, in conjunction with the Health & Safety Executive. The aim of the guidelines is to ensure safe working practices of hoisting in all service areas.

A suitable and sufficient written risk assessment must have been completed in accordance with the Manual Handling Operations Regulations 1992 and an up to date handling/hoisting plan must be in place.

A written risk assessment should contain the relevant factors which are: Task, Individual capabilities (handler), Load (person), Environment. The risk assessment should be reviewed on a regular basis or when there has been a significant change.

The handling/hoisting plan should contain the risk reduction measures i.e. equipment, techniques, number of handlers required etc. In addition to this pictures and line drawing can be used as a visual aid.

The following guidelines assume that the handler has received relevant and current moving and handling training.

Safety checks prior to each use

Read and follow the handling/hoisting plan

Handlers must do an ‘on the spot’ risk assessment to check there is no significant change from the handling/hoisting plan and do a visual check of all equipment prior to using it.

Prepare environment for hoisting, ensure there is sufficient space to use the hoist safely

HOIST – mobile (electric and hydraulic), ceiling track systems, standaid, bath

Ensure:

- Safe working load (SWL) of the hoist and is clearly displayed
- The hoist is fully charged and the battery fitted correctly
- There are no obvious signs of damage
- Any leads are connected correctly
- The emergency stop button is set correctly
- There are no fluid leaks
- The lifting tape is intact and not frayed (applies to ceiling track, certain mobile hoists)
- The castors are moving freely i.e. free from carpet fibres/fluff etc (mobile & standing hoists)
- The base adjustment moves freely (mobile & standing hoists)
- The raise/lowering mechanism works
- LOLER checks are in date

SLINGS

Ensure:

- It has been assessed for the client and is fit for purpose
- The sling is compatible with the person and the hoist
- All labels are legible and show SWL and unique identifier
- There are no signs of fraying, tears etc
- All stitching is intact
• The fabric is not worn/wearing
• The velcro (if applicable) is clean and free of fibres/fluff etc
• The buckle (if applicable) has no signs of damage etc
• The loops/ clips have no obvious signs of damage, fraying etc
• The sling is clean
• LOLER checks are in date

Environment

Ensure:
• There is sufficient space to use the hoist safely
• The floor is clear of obstacles
• There is sufficient access around and under furniture
• There is a suitable and safe area to store and charge (if applicable) the hoist
• The environment is prepared for the task

If a fault is identified with either the hoist or sling it should be immediately withdrawn from use and follow your reporting procedures.

GENERAL GUIDANCE - GOOD PRACTISE FOR ALL HOISTING TASKS

• Do not use the hoist/sling unless you have had the necessary training
• Read the handling/hoisting plan and ensure it is current and relevant
• Familiarise yourself with the hoists emergency lowering systems
• All hoisting tasks should be performed with two handlers (unless otherwise risk assessed)
• Communicate with all involved in the task at all times
• Ensure safety and comfort of person at all times
• Reassure the person at all times
• Never use the hoist as a threat
• Brakes must not be applied during the hoisting procedure (unless otherwise risk assessed)
• Any concerns regarding the equipment, task, person, environment etc, handlers must contact their manager or follow organisational procedures immediately
• Apply sling first, bring hoist in last
• Double check the sling attachments and the sling and person are in the correct position prior to raising
• Ensure the support surface is ready to receive the person
• Hoist the person just above both support surfaces to obtain sufficient clearance
• Avoid using the hoist to transport over distances, thresholds and different surfaces unless otherwise stated in the risk assessment
• Follow local policies and procedures with regard to care and cleaning of the hoist
• Place hoist on charge when not in use
• Hoists and slings must not be adapted or misused

ADDITIONAL GUIDANCE FOR MOBILE HOISTS:
• Control the decent of the spreader bar and lower to the level of the person’s chest or below for sling attachment
• Store in safe place with boom/jib in lowest position with brakes on when not in use
ADDITIONAL GUIDANCE FOR CEILING TRACK/OVERHEAD HOISTING SYSTEMS:
- The motor should be directly overhead, ensure the lifting tape is vertical to the lift to avoid wear and tear and/or malfunction
- Elevate the spreader bar to its highest position when not in use
- Return the hoist to its docking station for charging when not in use
- Ensure the tracking is clear of obstructions
- Be familiar with how freely the motor moves on the tracking
- A safe way of transporting and attaching the lifting pod should be developed and followed

ADDITIONAL GUIDANCE FOR STANDING HOISTS:
- The person must be able to consistently and reliably bear weight through their legs and have sufficient upper body muscle strength
- The person must be able to physically participate in the hoisting process
- Is the person’s condition the same as when they were assessed for this piece of equipment?

ADDITIONAL GUIDANCE FOR SLINGS:
- Double check the loops/clips are attached to the spreader bar
- Ensure the correct loop configurations are used as identified in the handling/hoisting plan

ADDITIONAL GUIDANCE FOR BATH HOISTS:
- Please ensure the all staff are fully trained on that specific bath hoist and with the equipment in the bathrooms i.e. height adjustable baths etc
- Ensure the environment is safe i.e. slippy/wet floors, ventilation, sufficient space,
- Using bath oils, bubble bath, lotion, talc etc may make the surfaces slippery and effect the use of the equipment
- Check the temperature of the water
- Application of lap straps (if risk assessed for use) - Ensure correct fitting of lap strap
- Use identified method of getting person on bath hoist i.e. independently, hoisting
- Do not leave the person unattended
- Ensure two staff are present at all times
- Mobile hoists may also be used for bathing – see mobile hoist guidance

GLOSSARY
- BOOM/JIB — Also known as the LIFTING ARM
- COMPATABILITY — Works successfully with
- ENVIRONMENT — Working area
- HSE — Health & Safety Executive
- LAPSTRAP — Also known as SAFETY BELT, SEAT BELT, SAFETY HARNESS
- LIFTING TAPE — A strip of fabric which lowers/raises from the MOTOR to which the SPREADER BAR is attached
- LOLER — Lifting Operations and Lifting Equipment Regulations 1998
- MOTOR/UNIT/POD — Unit that runs along a TRACKING system from which the LIFTING TAPE lowers/raises.
- SPREADER BAR — Part of hoist to which the sling attaches. Also known as the CARRY BAR
- SWL — Safe Working Load
- TRACKING — Along which the motor of the ceiling track hoist runs
- UNIQUE IDENTIFIER — A number or code unique to each individual sling
CHECK LIST – PRIOR TO THE TASK

Is the person’s condition the same as when they were assessed for this piece of equipment?

- YES
- NO

Is there a current & relevant handling/hoisting plan?

- YES
- NO

Have you had up to date Moving & Handling training, including hoist training?

- YES
- NO

Are there two handlers available to perform the task together?

- YES
- NO

Are you familiar with this specific hoist/sling?

- YES
- NO

ENVIRONMENT

Is the area safe for hoisting?

- Sufficient space
- Clear of obstacles
- Access around and under furniture
- Clean/dry

- YES
- NO

HOIST

Are you familiar with the emergency stop and lowering systems?

- YES
- NO

FLOW CHART FOR USE OF HOISTS AND SLINGS

COMMENCE THE TASK

Have you done a visual check?

- Battery charged
- Service up to date (approx 6 months)
- No obvious signs of damage
- Castors move freely
- Base adjustment/lifting & lowering mechanisms move freely
- Emergency button set in correct position
- SWL clearly displayed

- YES
- NO

Check with my supervisor

- YES
- NO

Are the sling compatible with the hoist?

- YES
- NO

SLING

Is the sling the one identified in the handling/hoisting plan and is it still appropriate?

- YES
- NO

Is the sling compatible with the hoist?

- YES
- NO

Is the area safe for hoisting?

- Sufficient space
- Clear of obstacles
- Access around and under furniture
- Clean/dry

- YES
- NO

DO NOT USE

Commence the task

Do not use

Have you done a visual check?

- clean and undamaged
- label legible - SWL clearly displayed
- Unique identifier
- Service up to date (approx 6 months)

- YES
- NO

Commence the task