



# Using the Material Hoist

1. You must not climb up this equipment as if it were a ladder.
2. Wear your protective equipment which includes safety helmet, gloves and boots.
3. Make sure that the material hoist is on a substantial level surface. Check the area for steps, holes, debris, inclines, unstable or slippery surfaces.
4. Make sure the lifting area above is clear of obstructions – power cables etc.
5. Make sure the load to be lifted does not exceed the Safe Working Load as marked on the machine.
6. Position the load centrally on the forks or other lifting attachment, as close to the mast as possible.
7. Make sure each load is securely tied or fixed centrally at the back of the forks or other lifting attachment (keeping the centre of gravity as close to the mast as possible).
8. Do not attempt to lift materials in strong winds.
9. The operator must ensure that everyone is clear of the hoist so that no-one can be trapped by the load as it starts to rise.
10. No one should stand under the material hoist while it is in use.
11. At the required height the load can be removed from the material hoist into its required position or onto an adequate platform. Operatives carrying out the unloading should do so from the safety of a purpose made platform, deck or floor and must not work from ladders or from the material hoist itself.
12. Do not leave your loaded material hoist unattended, unload and / or lower it.
13. If the hoist is to remain unattended for long periods, for example overnight, then you should make it secure to prevent unauthorised use.
14. If your equipment does not work properly do not attempt to repair it – contact the hire company.

Please keep this leaflet safely as it may be required for future reference



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# Material Hoist

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet BEFORE using the Material Hoist

1. Plan the use of the Material Hoist so that it can always be used safely.
2. This manual material hoist is designed to lift or lower different types of materials using various attachments.
3. It must not be used to lift persons.
4. The action of this material hoist can cause injury or damage if the machine is not used in a careful and controlled way.
5. You should not use a material hoist unless you have had previous experience, or you have received a course of instruction from a responsible body. You should also familiarise yourself with the material hoist if you have not used this type of equipment recently.
6. You must have at least the following items of personal protective equipment: safety helmet (EN397 or BS5240); safety boots (EN345 or BS1870 / 4972), strong gloves will help protect your hands. Particular jobs or environments may require a higher level of protection.
7. Anybody who is working near to you will also need to wear the appropriate personal protective clothing.
8. This machine must not be used by minors, or by anyone under the influence of drugs or alcohol.
9. This material hoist is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



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- Ensure that the stabilisers/nourtingers on all models capable of lifting 24 feet (7.3 metres) are locked in place – on some models the stabilisers hinge down to the ground from the base of the mast – others slide out from the cross member at the base of the mast. In either case check the locking pins are in place.
- Check the forks or any other special lifting device (platform, pipe cradle, extension forks or boom) are in place and the locking pins are inserted.
- Raise the carriage to full height by firmly grasping the winch handles and rotating them towards the mast.
- The carriage should rise to the top of the front mast section, followed in consecutive order by each mast section. The winch should operate smoothly, free of hesitation or binding.
- Fully lower the carriage by rotating the winch handles away from the mast. The mast section should lower in the reverse order. After lowering to the desired position, turn the winch handles outward the mast a 1/4 turn to set the brake. The winch should operate smoothly, free of hesitation or binding.
- Make sure you understand how the lift is controlled – before you use the material hoist.

1. study them before you assemble the material hoist.
2. Check that the material hoist you have hired is in good condition. If anything is found damaged, do not use it – contact the hire company.
3. Make sure you understand the hazards before you use the material hoist.
4. Do not use a machine with worn, frayed kinked or damaged cables.
5. Do not use a machine with less than four wraps of cable on the winch drum when the carriage is fully lowered.
6. Be sure all decals are in place and legible and you understand them.
7. Do not exceed the Safe Working Load (SWL) marked on the material hoist.
8. Exceeding the Safe Working Load can be extremely dangerous with the possibility of the hoist overturning or components breaking causing the load to fall.
9. Test the hoist, without a load, each day, before using it by carrying out the following checks:
  - Check the legs are fully lowered and the locking pins are in place.



## Before Starting Work...

1. The material hoist must only be used on a firm, level surface. Check the work area for steps, holes, debris, inclines, unstable or slippery surfaces. The work area must also be capable of carrying the combined weight of the hoist and the proposed load.
  2. Keep others especially children and animals away when using this hoist. Set up an exclusion zone of about 7 metres from the hoist, using physical barriers, barrier tape and signs. Work should stop immediately should anyone enter this zone.
  3. Check the area where the hoist will be situated, ensure that there are no overhead cables or other obstructions near to the material hoist. The table below outlines the minimum distances from live power cables.
- | Voltage         | Minimum Safe Approach Distance | Metres | Feet |
|-----------------|--------------------------------|--------|------|
| 0 to 300V       | Avoid Contact                  | 3.1    | 10   |
| 300V to 50KV    | Avoid Contact                  | 4.6    | 15   |
| 50KV to 200KV   | Avoid Contact                  | 6.1    | 20   |
| 200KV to 350KV  | Avoid Contact                  | 7.6    | 25   |
| 350KV to 500KV  | Avoid Contact                  | 10.7   | 35   |
| 500KV to 750KV  | Avoid Contact                  | 13.7   | 45   |
| 750KV to 1000KV | Avoid Contact                  |        |      |
4. Do not use blocks, boards or any other device to level the machine.
  5. Only the operatives directly involved in using the material hoist should be allowed to remain inside the barrier while the material hoist is in use.

### OPERATORS

1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use this machine: safety helmet (EN397 or BS5240); safety boots (EN345 or BS1870 / 4972), strong gloves.
  2. Particular jobs or environments may require a higher level of protection.
  3. Anybody who is assisting you or working near to you will also need to wear appropriate personal protective equipment.
- MATERIAL HOIST**
1. If the hire company has supplied a parts list and assembly instructions, read them carefully.