

# VEHICLE LIFTING DEVICES – HOISTS

LOW RISK	MEDIUM RISK	HIGH RISK
<p>Vehicle lifting devices based on vehicle suitability.</p> <p>Vehicle lifting devices are only operated by authorised and trained staff, especially when manoeuvring vehicles, positioning chocks, jacks and props, and to prevent overloading.</p> <p>Hoists are subject to the requirements of Australian Standard <b>AS/NZS 2550.9</b> with inspections undertaken to manufacturer’s specifications.</p> <p>Daily pre-operation inspections conducted by a suitably qualified and competent person.</p> <p>Scheduled routine inspection and maintenance conducted every three months.</p> <p>Annual comprehensive inspections carried out.</p> <p>All inspections, maintenance and servicing are recorded and available to operators, maintenance or inspection personnel in a log book.</p> <p>Maintenance and servicing undertaken by a suitably qualified and competent person.</p> <p>Prominent display of Operating and Maintenance Instruction plate on hoist.</p> <p>Implementation of safe work procedures when moving heavy loads, particularly when they are raised.</p> <p>Safe Working Load prominently displayed and not exceeded.</p> <p>Vehicle lifts/hoists positioned so that any moving part is a minimum of 600 millimetres from the nearest fixed structure or other moving equipment.</p> <p>All-round protection for both surface and recessed lifts provided to prevent toe-trapping injuries between the lift platform and the floor. If the lift is fitted into a recess, it can be ‘blocked-up’ to provide clearance for toes beneath the moving structure.</p> <p>To prevent hoist lowering to less than 760 millimetres, dropper bar fitted to in-ground hydraulic ram type hoist.</p> <p>Effective hold-to-run hoist controls that are clearly marked to indicate their safe operation/function and fitted with automatic anti-fallback protection.</p> <p>Electrical hoists and wiring are tested in accordance with Australian Standard <b>AS/NZS 3000 Australian Wiring Rules</b>.</p> <p>Fitted with arm-locking devices where appropriate.</p> <p>Provision of chocks or hinged end-stops to prevent the vehicle falling from the lift when elevated.</p>	<p>Non-scheduled hoist inspections.</p> <p>Inspections, maintenance and servicing are not recorded and available to operators, maintenance or inspection personnel.</p> <p>Prominent display of Operating and Maintenance Instruction plate on hoist.</p> <p>Safe Working Load prominently displayed and not exceeded.</p>	<p>No routine hoist inspection and maintenance program in accordance with Australian Standard <b>AS/NZS 2550.9</b>.</p> <p>Absence of Operating and Maintenance Instruction plate on hoist.</p> <p>Safe Working Load is not displayed on hoist.</p> <p>No hoist-operator training.</p> <p>The vehicle lifts/hoists’ moving parts is positioned closer than 600 millimetres to any fixed structure or other moving equipment, which could result in a worker being trapped.</p> <p>Damaged hoist-operator controls that are not clearly marked to indicate their safe operation/function, poorly positioned and not fitted with automatic anti-fallback protection.</p> <p>In-ground hydraulic ram type hoist not fitted with dropper bar.</p> <p>Vehicle lift/hoist, equipment and electrical wiring damaged.</p>

# HYDRAULIC JACKS AND TROLLEY JACKS

LOW RISK	MEDIUM RISK	HIGH RISK
<p>Hydraulic jacks and trolley jacks are subject to the requirements of Australian Standard <b>AS/NZS 2615</b> with inspections undertaken to manufacturer's specifications.</p> <p>Daily pre-operation inspections conducted by a suitably qualified and competent person to ensure jacks are in good working order.</p> <p>Scheduled routine inspection and maintenance conducted every three months.</p> <p>Annual comprehensive inspections carried out.</p> <p>All inspections, maintenance and servicing are recorded and available to operators, maintenance or inspection personnel in a log book.</p> <p>Maintenance and servicing undertaken by a suitably qualified and competent person.</p> <p>Prominent display of Operating and Maintenance Instruction plate on jack.</p> <p>Safe Working Load prominently displayed and not exceeded.</p> <p>Operators trained in their correct use.</p> <p>Implementation of safe work procedures:</p> <ul style="list-style-type: none"> <li>• Work conducted beneath a vehicle supported only by a jack or jacks is prohibited.</li> <li>• The vehicle must be supplemented with appropriate vehicle stands and the wheels of the vehicle still in contact with the ground should be chocked.</li> <li>• Jack selection based on vehicle type/load requirements and applied to the correct jacking point of its underside, as identified by the vehicle manufacturer.</li> <li>• Jacks are only to be used on firm, level ground.</li> </ul>	<p>Non-scheduled hydraulic jack and trolley jack inspections.</p> <p>Inspections, maintenance and servicing are not recorded and available to operators, maintenance or inspection personnel.</p> <p>Safe Working Load prominently displayed.</p> <p>Vehicle stands only in place when worker under vehicle elevated by hydraulic jack or trolley jack.</p>	<p>No routine hydraulic jack and trolley jack inspection and maintenance program in accordance with Australian Standard <b>AS/NZS 2615</b> and manufacturer's specifications.</p> <p>Absence of Operating and Maintenance Instruction plate on hydraulic jack and trolley jack.</p> <p>Safe Working Load is not displayed on hydraulic jack and trolley jack.</p> <p>Vehicle stands are not used when vehicle elevated by hydraulic jack or trolley jack.</p> <p>No hydraulic jack and trolley jack operator training.</p>

# VEHICLE SUPPORTS – RAMPS AND STANDS

<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
<p>Vehicle ramps and stands inspections undertaken to manufacturer's specifications.</p> <p>Daily pre-operation inspections conducted by a suitably qualified and competent person to ensure ramps and stands are in good working order.</p> <p>Scheduled routine inspection and maintenance conducted every three months.</p> <p>Annual comprehensive inspections carried out.</p> <p>All inspections, maintenance and servicing are recorded and available to operators, maintenance or inspection personnel in a log book.</p> <p>Maintenance and servicing undertaken by a suitably qualified and competent person.</p> <p>Use of handbrake/wheel chokes to prevent vehicle movement on ramp.</p> <p>Safe Working Load prominently displayed and not exceeded.</p> <p>Correct pins for axle stands – screwdrivers, nails and bolts are not acceptable.</p> <p>Operators trained in their correct use.</p>		<p>No routine vehicle ramps and stands inspection and maintenance program.</p> <p>Safe Working Load is not displayed.</p> <p>No braking/chocking of vehicle wheels on ramp to prevent movement.</p>

# TAG-OUT/LOCK-OUT SYSTEM

<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
<p>Out-of-service tags are securely fitted to all hoists, hydraulic jacks, trolley jacks, ramps and stands that are unsafe due to fault, damage or malfunction and are immediately taken out of service.</p> <p>Lock-out/Tag-out system implemented which render vehicle lifting equipment unsafe and inoperative.</p>		<p>Lock-out/Tag-out, Out-of-service system not implemented for vehicle lifting equipment, which is unsafe due to fault, damage or malfunction.</p>

# VEHICLE HOIST CHECKLIST

CHECK	YES	NO	N/A
Vehicle hoists must have valid design registration and safety decals prominently displayed on hoist.			
All vehicle hoists must be regularly inspected, serviced and maintained to ensure all functional controls and safety devices are operating as per the manufacturer's manual. These inspections must include the critical components, which are subject to wear and may require replacements periodically.			
All pre-start checks, inspections, maintenance and servicing are recorded and available to operators, maintenance or inspection personnel in a log book.			
A documented pre-operational inspection on the hoist should cover, but are not limited to: <ul style="list-style-type: none"> <li>• All relevant items indicated in the operator's manual.</li> <li>• Operating and emergency controls.</li> <li>• Brakes.</li> <li>• Safety switches and devices.</li> <li>• Mechanical and electrical interlocks functioning correctly.</li> </ul>			
All lifting and holding equipment (i.e. trolley jacks, vehicle stands) has a Safe Working Load (SWL) label with a designated weight as per the manufacturers' specification.			
If the hoist's log book reveals any outstanding faults or safety issues, has the hoist been assessed and appropriate action carried out and recorded by a competent person prior to being put back in to service?			
Vehicle lifts/hoists positioned so that any moving part is a minimum of 600 millimetres from the nearest fixed structure or other moving equipment.			
Prior to personnel entering the space under the vehicle, all locking devices on vehicle hoists are in good working order.			
To prevent hoist lowering to less than 760 millimetres, dropper bar fitted to in-ground hydraulic ram type hoist.			
Electrical hoists and wiring are tested in accordance with Australian Standard <b>AS/NZS 3000 Australian Wiring Rules</b> .			
Vehicle hoists that have support arms are in good working condition and are fitted with non-slip pads.			
Provision of chocks or hinged end-stops to prevent the vehicle falling from the vehicle lifting equipment when elevated.			