For guidance on managing construction health risks go to
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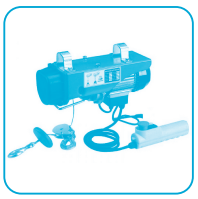
Scaffold Hoist

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 Scaffold Hoist

1. Electricity can be hazardous and must always be used with great care.
2. This scaffold hoist is designed to lift or lower materials only. Do not use it to lift persons.
3. The action of this scaffold hoist can cause injury or damage if the machine is not used in a careful and controlled way.
4. You should not use a scaffold hoist unless you have had previous experience, or you have had a course of instruction from a responsible body. You should also familiarise yourself with this equipment on some straightforward work before you start on the main task.
5. You must have at least the following items of personal protective equipment: safety helmet (EN397 or BS5240); gloves; rcd if using a 230 volt (mains) supply.
6. This machine must not be used by minors, or by anyone under the influence of drugs or alcohol.
7. This scaffold hoist is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

WORK AREA AND CONDITIONS

1. Do not use this scaffold hoist where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Keep the area below the scaffold hoist clear, put up barriers with warning signs. Make sure they keep people far enough way so that the hoist can be operated safely.
3. Check the area where the hoist will be situated, make sure there are no projections which will stop the hoist working properly. Check that there are no pipes or electrical cables that could become a hazard when operating the hoist.

(continued overleaf...)

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Using the Scaffold Hoist

(...continued)

5. Removal of a small section of the scaffold guard-rail or flooring to enable the hoist to be loaded or unloaded is allowed, but it must be replaced as soon as possible. Operators must exercise extreme caution during this time.
6. Make sure each load is secure.
7. Do not use the hoist cable as a sling. Do not wrap it round the load.
8. A suspended load should never be left unattended.
9. Do not leave a load suspended. Lift it or lower it and offload it.
10. When lifting or lowering a load use a smooth action to minimise dangerous, vertical or sideways movement of the load.
11. Keep hands clear while lifting or lowering – they could become trapped by the load.
12. Do not allow loads to spin while lifting or lowering. You could damage the cable. Use a guy rope if needed.
13. Stop the hoist and unplug before making any adjustments.
14. Lower and stop the hoist, remove the load and then unplug before leaving the machine unattended.
15. Keep the electrical cable clear of any sharp edges while you work.
16. If you think the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the scaffold hoist is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged, do not use it again.
17. Take care not to accidentally pull the plug from the socket.
18. Switch off and remove the plug from the socket before leaving the scaffold hoist unattended.
19. If the hoist is to remain in position when unattended, for example overnight, then you should make it secure to prevent unauthorized use.
20. If your scaffold hoist is left in position for more than one week it must be inspected by a competent person every seven days.
21. If your equipment does not work properly do not attempt to repair it. Contact the hire company.
22. 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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Before Starting Work...

WORK AREA (...continued)

4. Only essential people should work within the hoist's operating area.
5. Do not use the scaffold hoist in windy conditions.
6. Do not expose the electrical parts of this hoist to rain or water.

OPERATORS

1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use this machine. Particular jobs or environments may require a higher level of protection.
2. You should wear a safety helmet (EN397 or BS5240) whenever you are working at height or when someone is working above you. On a construction site you must wear a helmet at all times.
3. Anybody who is working near to you will also need to wear appropriate personal protective equipment.
4. Check that the wire ropes or chains are in good condition with no knots, loops or frayed parts. Wear your gloves to do this. Ensure the cable is long enough. When the hook reaches the ground there should be at least 4 turns of cable on the drum.
5. Ensure the cable is long enough. When the hook reaches the round there should be at least 4 turns of cable on the drum.
6. If there is no autostop device fitted, stop the hoist when the hook has reached the ground.
7. Do not exceed the Safe Working Loads (SWL) marked on the hoist.
8. Test the hoist each day before using, by operating it with no load on. Ensure that any brakes, ratchets and safety devices are working.
9. Make sure you understand all of the controls – before you start the scaffold hoist you must know how to stop it.

MOUNTING THE HOIST

1. Ensure the part of the scaffold you have selected will support the weight of the hoist and its safe working load (SWL).
2. Attach the hoist securely to a vertical member of the scaffold so that it is in its normal operating position.
3. Do not take risks when fitting the hoist, you must have a platform, and/or guarding or other means to prevent you or the hoist from falling while you are attaching it.
4. Do not try to mount the hoist along, get help, especially if the hoist is heavy.

ELECTRICAL SAFETY

Your machine will only operate on one voltage: it will be 110v or 230v. 110v machines will have a yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted or a blue industrial plug. Read the instructions below for your machine.

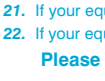
110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the 230 volt socket. Do not use any 230v extension cables.

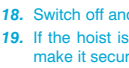
2. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty 110v extension cable, not longer than 50 metres (160 feet). You must only use an extension cable between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230 volt socket. Plug your machine into the rcd. This will help to protect you against electric shock if the cable or machine get damaged.



2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.



4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

USING THE SCAFFOLD HOIST

1. Wear you protective equipment including safety helmet and gloves.
2. Check the scaffold hoist each day before you use it.
3. If there is even a slight wind do not lift anything that will be blown about like a sail.
4. The man loading or unloading on the ground should also act as a lookout to prevent anyone standing under the hoist at any time.

(continued overleaf...)

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