

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 practises 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. slippery/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
MHOR	—	Manual Handling Operations Regulations 1992
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**

**FLOW CHART FOR USE OF
HOISTS AND SLINGS**

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

YES

Is there a current & relevant handling/hoisting plan?

YES

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

YES

Are there two handlers available to perform the task together?

YES

Are you familiar with this specific hoist/sling?

YES

ENVIRONMENT

Is the area safe for hoisting?

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

YES

HOIST

Are you familiar with the emergency stop and lowering systems?

NO

NO

NO

NO

NO

NO

NO

YES

DO NOT USE

Check with my supervisor

DO NOT USE

COMMENCE THE TASK

YES

Have you done a visual check?

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

YES

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

NO

Is the sling compatible with the hoist?

NO

SLING

YES

NO

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