







Safe Work Instruction	
Vehicle Hoist	Issue date: 17 June 2010

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Example content:

Document no.	Work description Use of Vehicle Hoist		
	Scope Applies to the use and operation of a Vehicle Hoist to ensure that it is operated safely and maintained in good working order.		
Review date	References : AS4024.1 Safety of Machinery;		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
<i>Insert name in BLOCK letters</i>	<p>Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Do not stand on hoist whilst it is in operation.</p> <p>Wear all required PPE such as</p> <ul style="list-style-type: none"> • Safety glasses • . • . • . • . 	Only operators who have been authorised as properly	
 Safety glasses must be worn at all times in work areas.	 Long and loose hair must be contained.	 Appropriate footwear with substantial uppers must be worn.	 Close fitting/protective clothing must be worn.
 Rings and jewellery must not be worn.	 Do not stand on hoist whilst hoist is in operation.		
<p style="text-align: center;">IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE</p>			
Pre Operational Safety Checks	<ul style="list-style-type: none"> • Ensure that vehicle hoist has operating and maintenance instructions permanently located and clearly visible. • . • . • . • . • . • . 		
Safe Operational Use	<ul style="list-style-type: none"> • Centre vehicle hoist; ensure that the weight is evenly distributed to the front and rear. • . • . • . • . • . • . 		