

SAFE OPERATING PROCEDURE

Task / Equipment Description: DUCT MANUAL LIFTER (Manual Lifting Device)

Example picture only
















Potential Hazards and Risks

- Other people in work area
- Overhead cables/structures
- Overloading/Stability of the load
- Crush
- Musculoskeletal injuries

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
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Other PPE (describe):

ALWAYS

- Read manufactures operation instruction on Diamond Hire website before operating
- Check condition of crane including hoist ropes, sheaves and chains prior to use
- Check chain, slings and shackles are tagged and Safe Working Load (SWL) exceeds the intended load
- Lower forks to ground when not in use

NEVER

- stand, walk, or work under the load or forks
- lift people or carry passengers
- use on sloping surfaces

Safe Operating Procedure:

Pre-Operation – Safety Checks

- Ensure forks are in place and set at correct working width
- Ensure wheels are in good condition (no cracks and gouges)
- Ensure handle snaps back to the vertical position when released
- Ensure cables are tight and undamaged
- If hydraulic operated ensure there are no hydraulic leaks

Operation – Safety Procedure

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

- Only use on level ground – do not use on sloping surfaces
- Make sure the path of travel is free from obstructions and level
- Check for overhead safety risks (e.g live wires)
- Do not operate in windy conditions
- Ensure the load is within the lift's capacity
- Stand close enough to have proper control, but not too close to risk the machine running over your feet
- Make sure your path is clear of obstacles and people before moving
- Ensure items to be lifted are stacked correctly, balanced and secured

Lifting from floor

- Move forks into position
- Lift load off ground no higher than the wheel arm height (approximately 100mm)
- Move load to destination before raising the load to height required.

Lower load

- ensure no obstructions are in the way (under the load)
- ensure other persons have not placed hands under the load

Lifting from height – pallet rack / back of truck

- Move forks into position
- Lift load with enough clearance to clear racking / truck bed
- Move lifter back until the load has cleared the pallet rack / truck bed

Lower load

- ensure no obstructions are in the way (under the load)
- ensure other persons is under the load
- lower load to ground so as no higher than the wheel arm height (approximately 100mm)
- Move load to destination before raising the load to height required.
- Make sure your path is clear of obstacles and people before moving

Post-Operation – Housekeeping

- Park the machine in the designated location with the forks at ground level
- Secure machine during transportation