

### Safe Working Practices:

#### SWP-37 Sainsbury's Hoists

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

The lifting point for the equipment varies on the type and model of the equipment to be hoisted; these are covered specifically within this safe working practice. Before undertaking hoisting tasks it is important that you have all PPE to hand and all tools and parts required for the job to keep the time the equipment is in the air to the minimum.

All TMH Team Members undertaking hoisting tasks must be fully trained in lifting operations, including specific training for the equipment being used. They are also required to be familiar with the equipment to be lifted and the area designated for the lift.

#### General

- 1.0 Select a safe working area (refer to SWP-01 - Work Area). The surface area must be level, even, non-slip and firm.
- 1.1 Conduct before-use inspections on the hoist and the lifting chains / frame in accordance with SWP-06 - Use of Lifting Equipment. Take particular note of procedures SM-25 Work Equipment and The Thorough Examination Manual.
- 1.2 Carefully move the hoist from its designated holding position to the area where lifting operations are to be undertaken. **This task requires a minimum of 2 persons.** It is important that when positioning the gantry surrounding hazards are taken into consideration. Also account for the position of the electrical connection lead and try to avoid the risk of producing trip hazards wherever possible.
- 1.3 Apply all the brakes to aid stability and stop movement.
- 1.4 Cordon off the area to ensure that no other persons may enter the area whilst lifting operations are being conducted.
- 1.5 Ensure that all relevant PPE is being worn, this is to include; Industrial shoes / boots, company overalls, Hi Viz jacket / vest, safety helmet (with chin strap) and work gloves. This is additional to any other site specific PPE required by the site operator.
- 1.6 Connect electrical connector to 440v supply, ensuring the cable is routed as best as reasonably practicable to prevent damage and lower the risk of a trip hazard.
- 1.7 Lower the hook and connect specialist lifting frame. Ensure it is secure and fitted correctly. Raise frame to the desired height.
- 1.8 Positioning of the equipment to be lifted must be undertaken by a technician qualified in manoeuvring techniques for the relevant models.

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- 1.9 Storage of the lifting frame is to be upon a pallet to allow ease of movement by mechanical means.

#### 2.0 Attachment points

Listed below are the specifics to each type of equipment to be lifted:

##### LPE240 (Short Forks)

Attach the double hooks to the chassis, using the smaller of the hooks as shown in figures 1.0 and 1.1



Fig 1.0



Fig 1.1

Attach the remaining hooks to the forks, as shown in figures 1.2 and 1.3



Fig 1.2

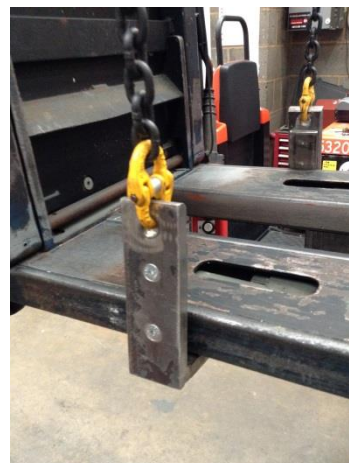


Fig 1.3

##### LPE240 (Long Forks)

Attach the double hooks to the chassis, using the smaller of the hooks as shown in figures 2.0 and 2.1



Fig 2.0



Fig 2.1

Attach the remaining hooks to the forks 380mm along their length as shown in figures 2.2 and 2.3



Fig 2.2



Fig 2.3

### **OSE250**

The attachment for the OSE250 differs from the LPE240 as it is lifted entirely by its frame and not the forks. There is also a requirement to adjust the chains (annotated by the white painted link) on the rear (single) hooks and the frame sits at an angle, not parallel to the floor. These are shown in figures 3.0 and 3.1.



Fig 3.0



Fig 3.1



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Attach the double hooks to the chassis, using the larger of the hooks as shown in figures 3.2 and 3.3



Fig 3.2



Fig 3.3

Attach the remaining hooks to the rear of the chassis frame as shown in figures 3.4 and 3.5.



Fig 3.4



Fig 3.5

#### **Attachment using modified 'H' Frame**

The modified lifting frame has been introduced to improve safety and make the lifting of the equipment easier. The new frame consists of a 4 chain attachment to the hoist, 2 x hooks and 1 x clamp to be attached to the forks to stop any movement when lifting (Figs 3.6, 3.7)

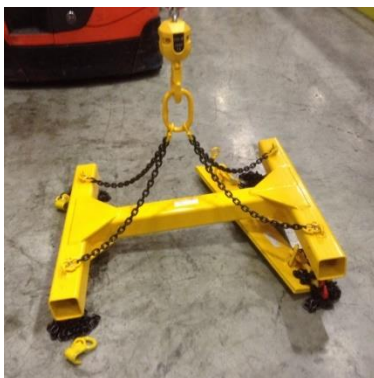


Fig 3.6



Fig 3.7

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Attachment to the chassis with the hooks is similar to that as pictured above (Figs 3.8, 3.9)



Fig 3.8



Fig 3.9

The clamp is to be opened by undoing the three threaded screws then placed onto the forks then clamped closed again. This allows easy adjustment before tightening screws once in position (Figs 4.0, 4.1) **NOTE: The clamping screws are not to be used for lifting.**

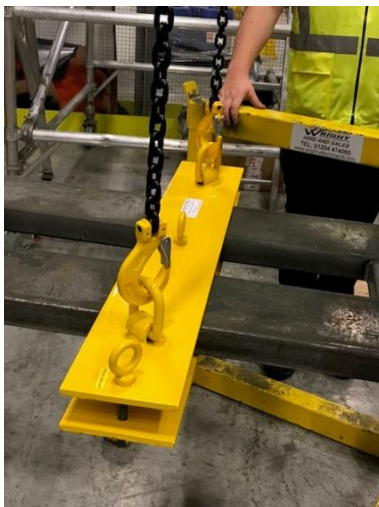


Fig 4.0

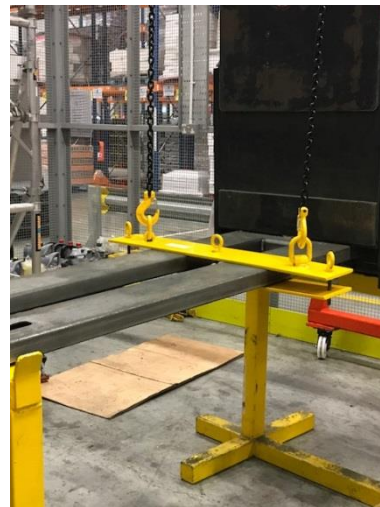


Fig 4.1

### **Lifting**

The guidelines stated in SWP-06 - Use of Lifting Equipment are to be adhered to at all times.

**Under No Circumstances are any personnel to position themselves beneath a suspended load at any time.**

- 2.1 After the hooks have been positioned slowly raise the frame, adjusting the position of the hooks if required before lifting the equipment off the floor. Hooks should only be attached to the chassis or forks, not to any ancillary equipment or guards etc that may have been fitted as part of a special order.

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- 2.2 Slowly (the gantry has a two-step speed, only lift using the slow setting to ensure maximum stability) raise the equipment, ensuring that it remains parallel to the floor and is stable with no swinging. If the equipment begins to twist then lower and reposition the attachments.
- 2.3 Once the desired height is achieved place the servicing stands underneath the equipment.
- 2.4 Slowly and carefully lower the equipment, ensuring that it is positioned centrally and securely onto the servicing stand.
- 2.5 Disconnect the hooks and remove all lifting equipment from the area. Servicing/repair tasks may now be undertaken.
- 2.6 To remove the equipment from the servicing stands follow the guidelines listed above ensuring that once the equipment is lifted clear of the servicing stands they are removed to a safe area to avoid producing an additional hazard.

### **CHILDREN AND YOUNG PERSONS**

- 3.0 Refer to safety & Environmental Manual procedure SM-09 – Employment of Young Persons for precise definitions on children and young persons.
- 3.1 “Children” will not be involved with tasks directly involving the use of lifting equipment. They may be allowed to observe such operations and work practices, however they must take no active part, remain a safe distance and under the constant supervision of a competent person at all times.
- 3.2 “Young Persons” may be allowed work involving this process subject to the conditions imposed above and only when under the constant supervision of a competent person.
- 3.3 Nobody under the age of 17 years may operate the hoist or the equipment to be lifted.