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MANUAL WINCH

SAFETY PRECAUTIONS & WARNINGS

It is in the interests of those operating this equipment, and for the safety of others, that these **SAFETY PRECAUTIONS & WARNINGS** are carefully read and understood before operating this equipment.

PURPOSE

1. This equipment is designed for lifting or pulling heavy items within the safe working load (SWL) of the equipment. It must never be used lift people.

PERSONAL SAFETY

2. As this equipment is designed for lifting/moving heavy items, it must only be operated by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it. It must not be operated by minors, or by anyone under the influence of drugs or alcohol.
3. If the equipment is not used in a safe, careful or controlled way, personal injury to you, or others, may result.
4. Before attempting to operate this equipment, familiarise yourself with the equipment, its controls and operating characteristics.
5. Before starting your work, think and plan ahead to ensure you will be working in a safe environment.
6. When operating this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
 - Safety boots to EN345 or BS1870/4972.
 - Safety helmets to EN307 or BS5240.
 - Appropriate industrial gloves.

Note: Other types of work, or environment, may require a higher level of PPE.

SECURING THE MANUAL WINCH TO A SUPPORT

LIFTING

7. That part of the overhead support you have selected to secure the winch to must be capable of supporting the combined weight of the winch and the load to be lifted.
8. The overhead support must be of sufficient height for the intended loads to be lifted.
9. The winch is heavy, therefore enlist assistance before attempting to mount and secure the hoist to the overhead support.
10. Ensure the winch is correctly secured to the overhead support.

PULLING

11. Ensure that the anchor point for attaching the winch is capable of forces that are to be exerted by the winch.
12. The winch is heavy, therefore enlist assistance before attempting to mount and secure the hoist to the anchor point.
13. Ensure the winch is correctly secured to the anchor point.

OPERATING AREA SAFETY

14. Before commencing work, ensure that the area you are to operate the equipment in is a safe environment.
15. Make sure that the work area is clear of obstructions and that no one is near you that could distract you.
16. Anybody who is working near to you will also need to wear the appropriate PPE.
17. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place barriers around your work area.

BEFORE OPERATING THE EQUIPMENT

SAFETY CHECKS

18. Visually check your equipment and all its accessories for serviceability (completeness, signs of damage and undue wear etc.). Do not use the equipment if found damaged or worn - contact the hire company immediately.
19. Before attempting to operate the equipment, familiarise yourself with the equipments controls. Make sure you understand their purpose and function.
20. With no load, check that the winch operates correctly and the ratchet safety device operates correctly.
21. Before you start the equipment, you must know how to **STOP** it in an emergency.

OPERATING THE EQUIPMENT

USING THE EQUIPMENT

22. Always ensure that loads to be lifted or pulled are securely attached to the winch cable.
23. Never use the winch wire rope as a 'sling', or wrap around the load.
24. Always use the correct type of rope, chain or sling for the load being lifted or pulled.
25. Ensure the wire winch cable is serviceable (i.e. no kinks, knots, etc.). Inspect the cable at regularly for damage, wear and deterioration.
26. Never exceed the SWL of the winch.
27. Do not walk, or stand, under suspended loads, or permit other people to do so.
28. Be aware of people close to the winch when it is being operated.
29. Any additional persons assisting in the operation of the winch must be made aware of these safety instructions.
30. When employing the winch to move loads in the horizontal plane, ensure that the winch, cable and anchor point are in a straight line.
31. Never leave loads unattended or suspended.
32. Do not use the winch to lift loads in windy conditions.
33. Use smooth and deliberate movements when operating the winch to minimise the tendency of the load to 'swing' or 'spin'.
34. Take care to ensure hands and clothing do not become entangled in either the winch equipment or the load.
35. Do not attempt to operate to tensioning or release levers at the same time.
36. Never leave the winch cable under tension for any lengthy periods, release the tension at the earliest opportunity.

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SECURITY & MAINTENANCE

37. Visually check the condition of the winch at the start of each day.
38. If the winch operates erratically, or incorrectly, do not use and do not attempt to repair it. Inform the hire company.
39. On cessation of work, disconnect the wire cable from the winch and coil it on its reel. Care must be taken not to kink or knot the cable.
40. Periodically clean the winch to ensure it is free from dust, dirt and other debris.
41. When the winch is left unattended for long periods (i.e. overnight), ensure it is made secure to prevent unauthorised use or loss.

COLLECTION & PICK-UP

42. For safety reasons this equipment requires you to use a **VAN** or an **ESTATE**.

