

Learner Workbook

**National Licence RTO-VET
Learning Materials**

Licence to operate a

Personnel and Materials Hoist

CPCCLHS3001



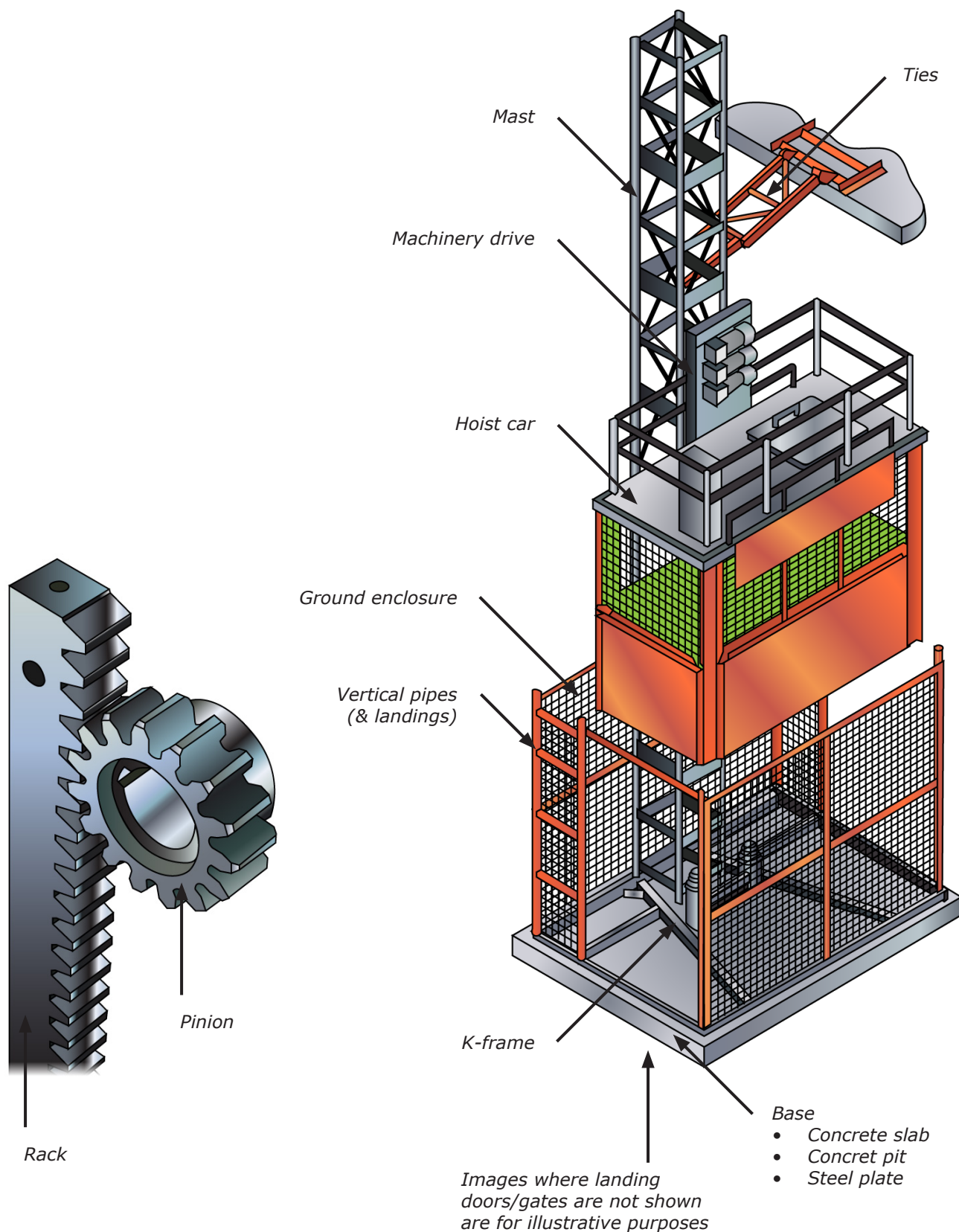
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Contents

What is a personnel and materials hoist?	1
Learning support materials	3
How to get the most out of this book	4
Learning and practical tasks.....	5
Introduction to high risk licensing	6
New National Vocational Education and Training (VET) licensing pathway	7
Training and assessment requirements	8
Who has a duty of care?	9
Where to find licensing information	12
Introductory training exercise	13
Part 1—Prepare for hazards	16
Practical Task 1	24
Practical Task 2	25
Part 2—Check the hoist	28
Practical Task 3	37
Part 3—Plan the move	40
Practical Task 4	46
Part 4—Move the load	50
Practical Task 5	55
Part 5—Shut down and pack up	58
Practical Task 6	63
National Quality Council (NQC) noted 'tick'	65
Acknowledgements	66
Continuous improvement.....	67

What is a personnel and materials hoist?

A personnel and materials hoist is like a temporary elevator. It is attached either to the side of a building or in a lift shaft. The hoist uses a motorised rack and pinion to drive the cage assembly up and down a stacked mast tower. It is used to hoist people, goods and/or materials.



Prepare for hazards



This section covers performance criteria:

- 1.1 Review task instructions, consult with relevant persons to seek clarification as required
- 1.2 Obtain and interpret information, including safe work method statements (SWMSs), required to ensure that activities are in compliance with workplace-specific and safe work requirements.
- 1.3 Obtain and interpret information required to ensure that equipment inspection, use, maintenance and storage complies with manufacturer requirements.
- 1.4 Identify workplace and task-specific hazards and determine required risk controls and safety measures and equipment
- 2.1 Put risk controls and safety measures and equipment in place in consultation with relevant persons

Performance Criterion: 1.4

Identify workplace hazards

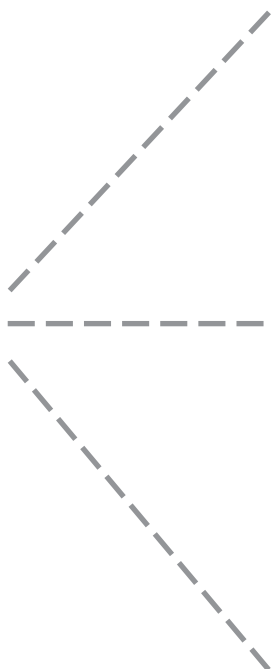
A hazard is anything that can hurt you or others while you work. You need to know (identify) workplace hazards before you start work. Look for hazards. Look above you, look around you, and check the ground below you.



Theory Training Task 1

Performance Criterion: 1.4

- a) Give examples of hazards you should look for before you begin work.



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- b) Tick any of these hazards you may have come across in past or present workplaces.

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Theory Training Task 6

Performance Criterion: 1.1, 1.4, 1.7

Give an example of why you might have to wear each of the following.

Safety shoes

Hard hat

Ear protection

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Face mask

Safety glasses

Gloves

Safety harness

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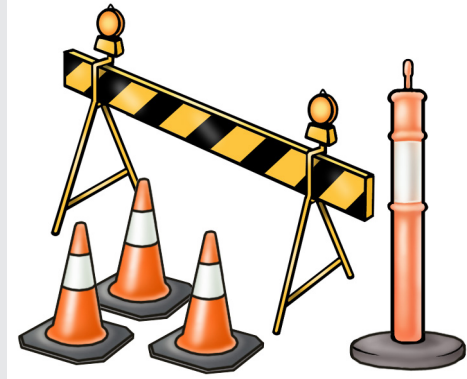
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Performance Criterion: 2.1

Control hazards

Talk with your supervisor to find out what hazard controls are used on the work site. Set up the hazard controls if you need to.



Theory Training Task 7

Performance Criterion: 2.1

Before you begin work you will need to put in place hazard controls. Look at the list below and cross those you might need to do to ensure you and your work area are safe.

- Turn on additional lighting.
- Put on a hard hat to protect your head.
- Disconnect power (if applicable).
- Call your partner to let them know you are safe.
- Move obstructions that will be in your path.
- Wash the personnel and materials hoist so it looks nice.
- Ask a safety observer to help you.
- Check the MSDS if you are handling chemicals.
- Tell other people you are working in a particular area.
- Disconnect your horn so it doesn't annoy anyone.





Theory Training Task 8

Performance Criterion: 2.1

What information will you find in a material safety data sheet (MSDS)?

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Theory Training Task 9

Performance Criterion: 1.3, 2.1



Why is it a good idea to make sure there is no grease, mud or other liquid on the controls or your hands and shoes?

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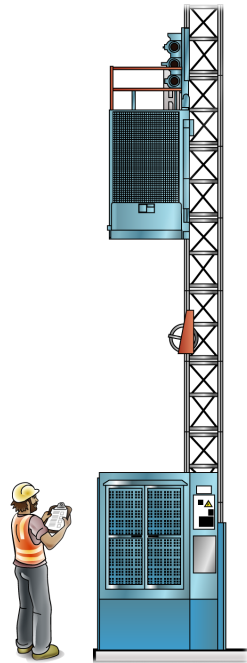
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Check the hoist



This section covers performance criteria:

- 2.2 Access hoist safely.
- 2.3 Visually check hoist for damage and defects.
- 2.4 Carry out pre-start checks, including checking the hoist logbook and controls.
- 2.5 Carry out operational checks, including testing hoist safety devices and checking for fire extinguisher and other emergency equipment.
- 2.6 Ensure hoist is operating correctly and free of obstructions.
- 2.7 All controls located and checked for serviceability.
- 2.8 Conduct test run of hoist, check for abnormal noises and shut down, tag and report identified abnormalities as required.
- 2.9 Isolate, report, tag out and record defective equipment.
- 4.4 Report, tag out, isolate and record damages and defects.

Performance Criterion: 2.3

Look for any damage or defects

Look at the physical appearance of the hoist before you use it. You may notice the hoist looks different to the last time you used it. A faulty hoist could cause an accident and injure or kill you or your workmates.

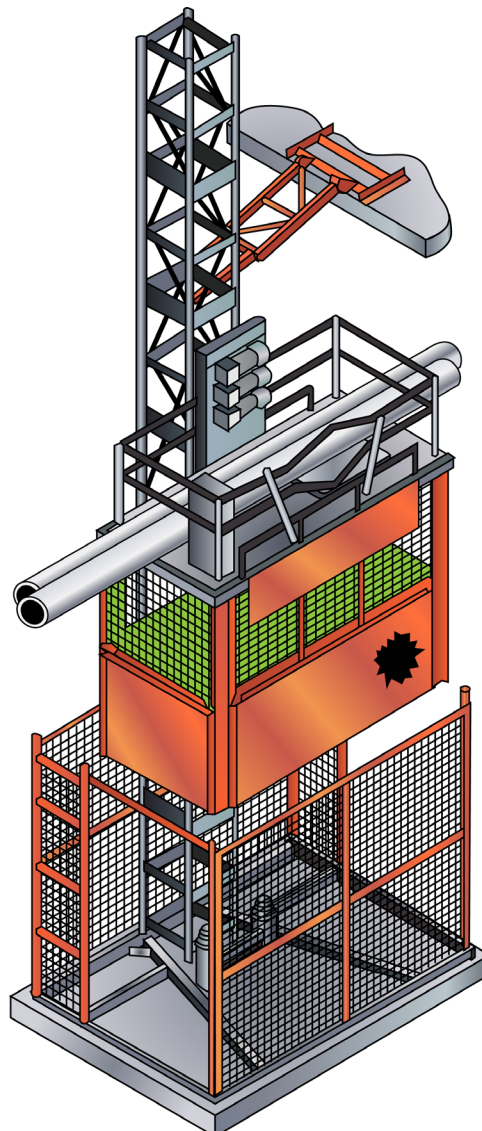


Theory Training Task 10

Performance Criterion: 2.3



Circle the problems you see on the hoist.



Performance Criterion: 2.2, 2.5

Switch on main power supply

Turn the main ON/OFF switch to ON.



Theory Training Task 15

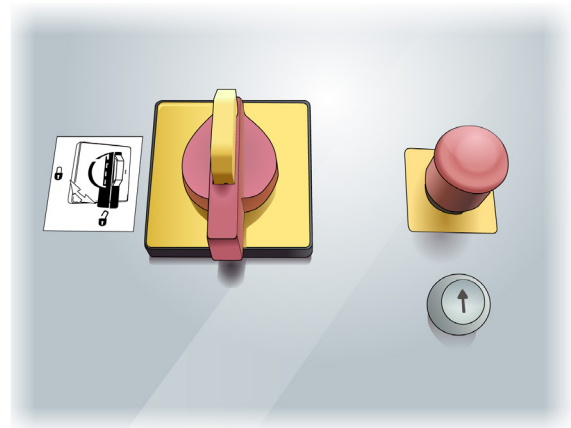
Performance Criterion: 2.2, 2.5

Where do you usually find the hoist's main power supply switch?

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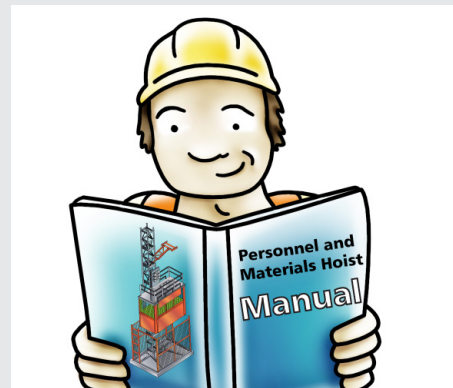
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Performance Criterion: 2.5

Starting the hoist

To find out the right way to start the hoist, look in the operation manual.



Theory Training Task 16

Performance Criterion: 2.2, 2.5

a) How do you start the hoist?

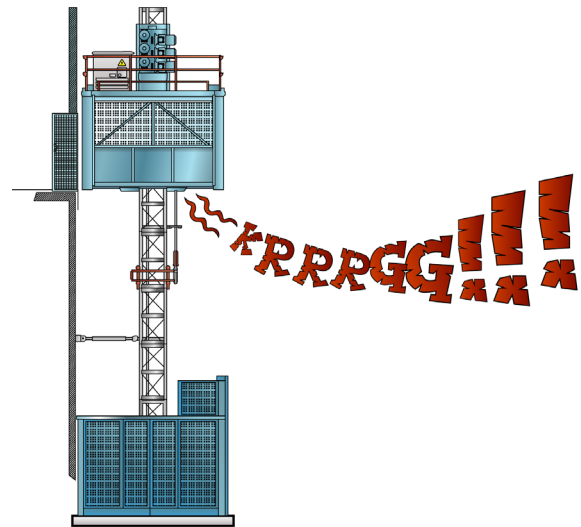
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b) What do you do if you hear a strange noise coming from the hoist when you start it?

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Performance Criterion: 2.7

Hoist controls

Get to know the position and use of all controls on the personnel and materials hoist.

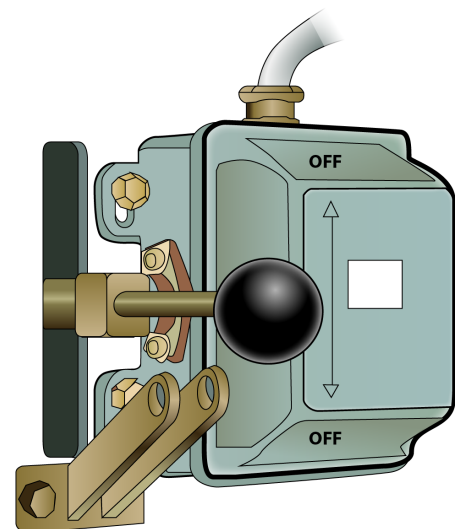


Theory Training Task 17

Performance Criterion: 2.7

Name the main controls on a personnel and materials hoist.

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Theory Training Task 18

Performance Criterion: 2.7



How do you test the controls to see if they work?

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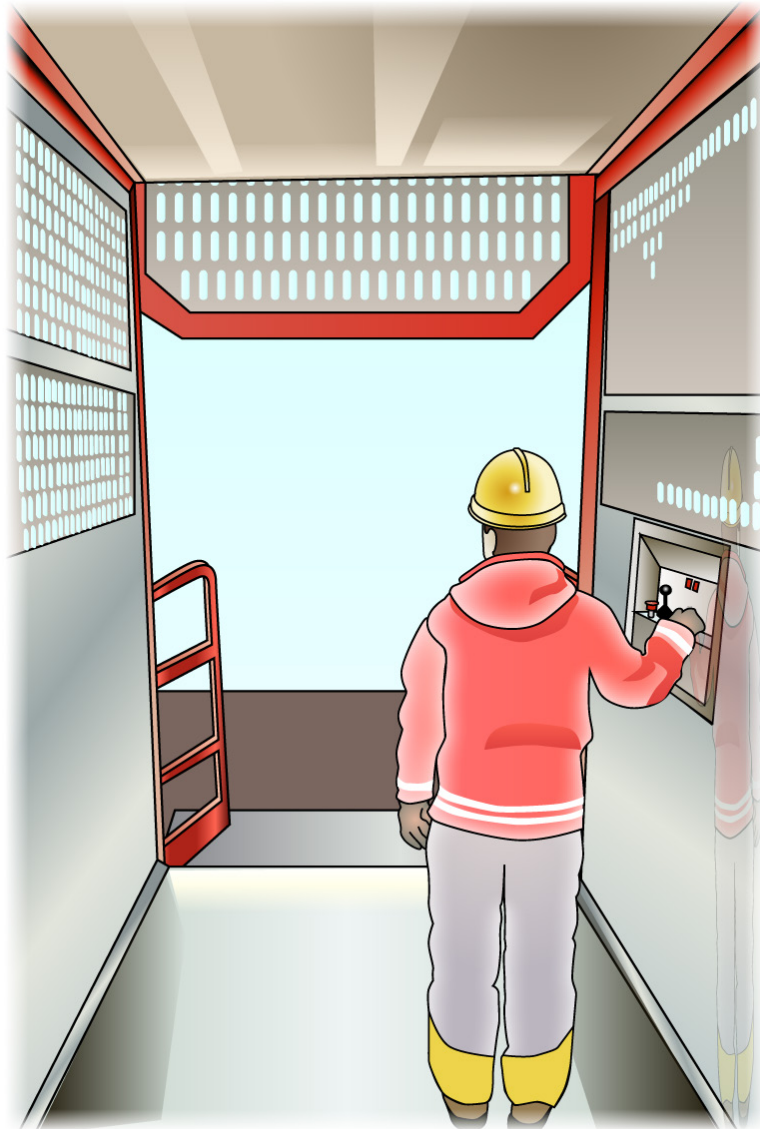
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Plan the move



This section covers performance criteria:

- 1.5 Calculate load weight, check that it is within the working load limit (WLL) of the hoist and distribute it in accordance with manufacturer requirements.
- 1.6 Established required communication methods with relevant persons.
- 2.5 Carry out operational checks, including testing hoist safety devices and checking for fire extinguisher and other emergency equipment
- 2.7 Check communication equipment, lighting and alarm systems to make sure they are working and fit for use.
- 2.8 Conduct test run of hoist, check for abnormal noises and shut down, tag and report identified abnormalities as required.
- 3.1 Maintain communication with relevant persons during hoist operations and emergency situations.

Performance Criteria: 1.5

Check the safe working load (SWL)

Hoists can lift anything from 1000 kg to 3.9 tonnes. Before you move a load find out its weight and size.



Theory Training Task 20

Performance Criteria: 1.5

How do you find out the hoist’s lifting capacities to make sure it hoist can lift the load?

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Theory Training Task 21

Performance Criteria: 1.5

Give some examples of how you find the weight of an unmarked load.

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