

# PERSONNEL & MATERIALS HOIST SAFETY AND LICENCE GUIDE



CPCCLHS3001  
Licence to operate a  
personnel and  
materials hoist



# CONTENTS

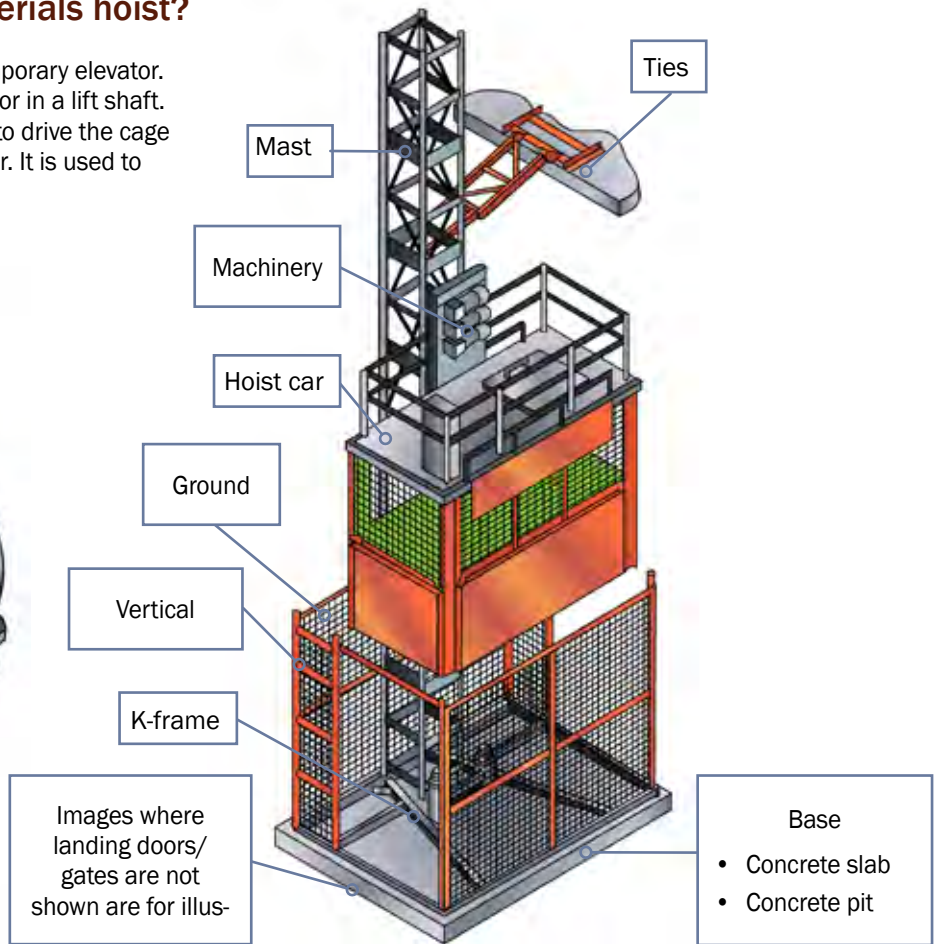
How to use this guide	4
Language – Literacy – Numeracy (LLN)	5
Acknowledgements	7
High risk licensing and the law	9
Element 1    Plan task	15
Element 2    Select and prepare equipment	59
Element 3    Conduct hoist operations	93
Element 4    Shut down and secure hoist	117
Test yourself – Learning tasks	127

# INTRODUCTION TO PERSONNEL & MATERIALS HOISTS



## 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.



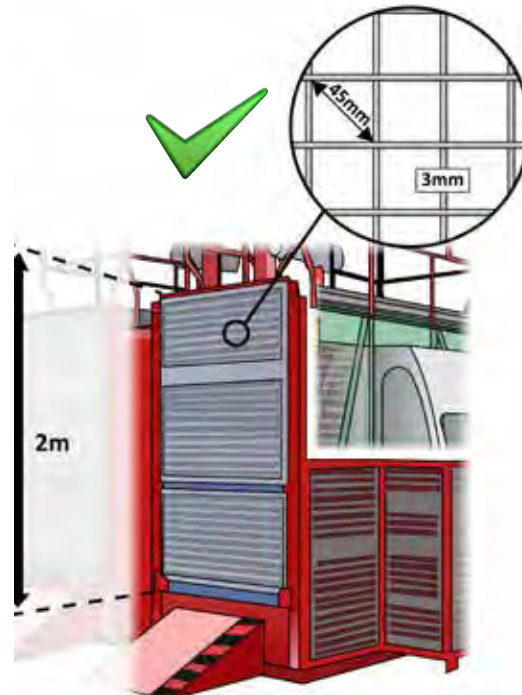
**QUESTION 20**

What are the minimum sizes of hoist gates?

A gate must be at least 2 metres high. When it is covered with wire that wire must be at least 3 mm thick. The gaps in the mesh must have a diagonal of no more than 45 mm.



This gate is 2 m high

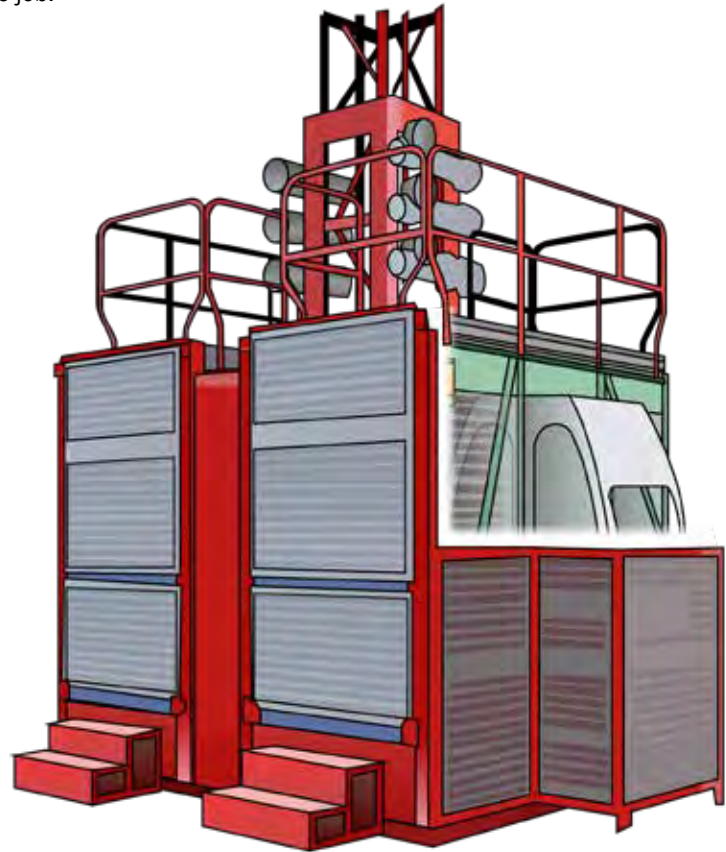


Source: Australian Standard 1418.7, clauses 4.5.4.3 and 4.5.4.4

**QUESTION 36**

Why is it important to check the hoist and its equipment before you use it?

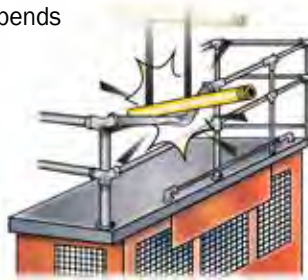
So you know the hoist is safe to use and suitable for the job.



**QUESTION 37**

What kind of easy to see faults do you check the hoist for?

1. Structural bends and twists.



2. Make sure cage and door are not damaged and there are no cracks in the welds or structure.



3. Rust on welds or joints



4. Flaking paint



5. Loose bolts



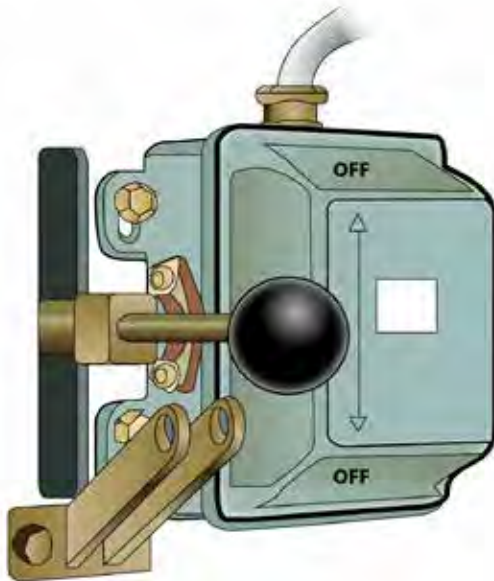
6. Oil leaks





## Hoist controls

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



Final limit



Emergency

Up, Down and Stop Next

Joystick



# CONDUCT HOIST OPERATIONS

## Element 3

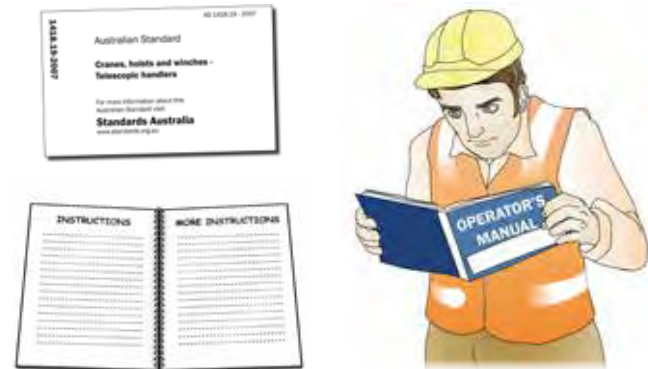


## Move the load

### Operate hoist according to procedures (rules)

Follow Australian Standard AS 1418.7 and site procedures when operating a personnel and materials hoist.

For example, if you don't know how to start the hoist, read the user manual or manufacturer's instructions.



## Lights

Hoists have a number of safety lights. For example:

### Overload warning lights

The overload warning lights tell you if you are under or over the hoist's SWL. If the load is over 90% of the hoist's SWL, the overload warning light will flash red. If the load weighs more than the SWL, the red light will stay on. Do not use the hoist if the red light is on. If you are under 90% of the SWL, all warning lights will be off. Try to keep

