

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> July 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>

**Facilities Management
Chain Hoists
Safe Work Instructions**

Service: Trades Services	Shop: Carpentry
Hazards Identified: Pinch points, falling objects, crush points, being hit by objects	
Personal Protective Equipment Required: Safety footwear, safety goggles or glasses, hard hat, work gloves	
Training Required: Proper Operation of Chain Hoists Proper Use of Slings and Rigging Procedures	

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained, competent, employees should be allowed to operate chain hoists.
2. DO NOT use this equipment for any purposes other than those intended by the manufacturer.
3. Always follow the manufacturer's instructions for installation.
4. Always follow the manufacturer's instructions for use and maintenance.
5. Required PPE must be worn at all times during the operation of this equipment.

6. Always check the chain and to ensure it is being maintained and in good working condition.
7. Before each use check to ensure there are no kinks in the chain.
8. Do not use this equipment if it is defective in any way. Tag it as out of service and report the problem to your supervisor for immediate action.
9. Always ensure that a load is properly attached to the hook and the latch is firmly closed before lifting.
10. Never remove safety latches from a hook.
11. Use multiple lifting points when ever possible to help support the load evenly.
12. Never use more than one sling eye in a hook. Always use a shackle to connect two or more sling eyes to the hook.
13. Do not under any circumstances use the load chain as a sling.
14. Ensure that the load is centered over the load before starting a lift
15. Ensure that the load is balanced before doing a lift.
16. Always use properly inspected and approved slings and lifting accessories.
17. Ensure that the load will clear all other equipment or potential obstructions before proceeding with the lift.
18. Never leave a load hanging on a hoist or chain fall unattended or unsecured.
19. Before starting a lift ensure that the item to be lifted is clear of all objects.
20. Raise the load several inches from its resting place to ensure that is suspended and balanced properly.
21. Never stand or have any part of your body under the suspended load.
22. Keep hands well clear of all moving parts.
23. Ensure that all non-necessary persons are kept clear of the lift area.

24. Never allow the load chain to become wrapped around the load.
25. Never hammer the chain or hook to get into place.
26. Attach a guide line to the load to help stabilize it and prevent the load from turning and becoming entangled with the load chain or hand chain.
27. Always place the load in the centre of the hook; NEVER suspend the load from the point of the hook.
28. Never exceed the lifting capacity posted on the chain hoist.
29. Never shorten a chain by using knots.
30. Do not allow the load to move in jerky motions.
31. Never leave a suspended load unattended.