



CHECKLIST

 **MEDACO**[®]

HOISTING HEALTH AND SAFETY CHECKLIST

A CHECKLIST FOR SAFE MOVING AND HANDLING PRACTICE



INTRODUCTION

The following checklist represents safe handling practice and is designed to remind those transferring people with hoists points to consider. The list does not cover every individual circumstance and should be used as a guide.

It is recommended that managers undertake people handling activities are requested to complete this check list annually.



CHECKLIST

ALL HOIST TASKS

	YES	NO	N/A
Do you view relevant risk assessments and individuals handling plan to ensure that it is current and up to date, prior to carrying out the transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you review and assess individual's condition prior to the transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure that the hoist and sling is the same as specified in the individuals handling plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the hoist and sling suitable for the individuals weight (SWL not exceeded)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had all required relevant training to carry out the transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient number of competent staff to carry out the transfer as identified in the individuals handling plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure that the hoist received has been inspected within the last six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you carry out pre use visual inspection of both the hoist and sling prior to carrying out the transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you visually inspect the equipment to be satisfied that it is free from defects prior to use? If defects are identified the equipment must not be used and organisational procedures must be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Do you ensure that there sufficient space to manoeuver the hoist safely?

YES NO N/A

Do you ensure that all precautions taken to prevent contact injuries?

YES NO N/A

Are you satisfied that the support surface ready and safe to receive the person?

YES NO N/A

Prior to raising have you checked that the sling is attached and positioned correctly?

YES NO N/A

Can you confirm that the individual is attended at all times during the transfer?

YES NO N/A

Is it clear who is taking the vocal lead when carrying out the transfer?

YES NO N/A

Do you ensure that the individual comfortable at all times during the transfer?

YES NO N/A

Is it standard practice to lift the individual Just above the surface to re-check attachments and individual comfort prior to proceeding further?

YES NO N/A

Do you appropriately clean the hoist and associated equipment upon completion of the transfer?

YES NO N/A

Are arrangements in place for re-charging the hoist following use?

YES NO N/A

CHECKLIST

HOIST TASKS

	YES	NO	N/A
Is the hoist transfer a relatively short distance, has the need to travel over thresholds and different surfaces been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the hoist legs in the most stable position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the hoist stored in a safe place with the boom/ jib in the lowest position and brakes on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CEILING TRACK/OVERHEAD HOISTS

	YES	NO	N/A
Is the motor directly overhead, lifting tape vertical to avoid wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the spreader bar elevated to the highest possible point when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure that the hoist is returned to the docking station (where recommended) for charging when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the tracking and pathway clear from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with how freely the motor moves on the tracking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST

STANDING HOISTS

Is the individual able to consistently weight bear through their legs and have sufficient upper body strength/ sitting balance?

YES NO N/A

Is the individual able to co-operate and physically participate in the hoisting process?

YES NO N/A

SLINGS

Is the sling compatible with the hoist?

YES NO N/A

Is the spreader bar elevated to the highest possible point when not in use?

YES NO N/A

Are the loops/clips attached to the spreader bar throughout the transfer procedure?

YES NO N/A

Are the /clip configuration as identified in the handling plan?

YES NO N/A

Are you satisfied that the sling attachments are not caught/stuck on any equipment when starting the lift?

YES NO N/A

CHECKLIST

BATH HOISTS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Are you fully trained to use the bath hoist? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | N/A |
| Is the environment safe and floors free from slip/trip hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | N/A |
| Is there sufficient space for the transfer to be carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | N/A |
| Has consideration and appropriate controls been given to the increase in hazards due to bath oils, bubble bath talc etc? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | N/A |
| Has the temperature of the water been tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | N/A |
| Is the lap strap (safety belt/seat belt/safety harness) fitted correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If **NO** is answered to any of the questions you must not carry on with the transfer until you have spoken to your supervisor.

Comments

MAINTENANCE

Ensure there are adequate systems in place for maintenance and inspection of hoists and slings in line with the manufacturer's instructions, the Provision and Use of Work Equipment Regulations 1998 (PUWER) and LOLER. The MHRA device bulletin on managing medical devices, DB2006(05), gives some guidance on this topic.

LOLER

Where lifting equipment, including hoists and slings, is used by people at work the Lifting Operations and Lifting Equipment Regulations apply. In addition to routine maintenance and servicing, LOLER requires lifting equipment to be inspected and thoroughly examined.

THOROUGH EXAMINATION

by a 'competent person' is required either at six-monthly intervals or in accordance with a written scheme of examination drawn up by a 'competent person'. A competent person is someone with the relevant technical knowledge and practical experience of lifting equipment to enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the specific equipment being examined.

Medaco is the UK's top servicing and maintenance. We work within healthcare organisations, ensuring our customers have the right products, are LOLER compliant, operating equipment safely, and doing all those things — big and small — that support the long-life of their patient handling equipment. Want to find out more? Talk to us [here](#).



MAINTENANCE AND SERVICING

It is important that equipment such as hoists is maintained regularly to keep it in good working order.

Hoist users need to ensure daily checks are completed as recommended in the instructions for use. In the domestic situation a relative carer, formal carer, a visiting health worker or the user might complete this.

The owner of the hoist has the duty to ensure faults are repaired. It is essential to keep a note of who is the owner and to whom faults should be reported. It is advisable to keep a written record of the date and type of faults reported and of the repairs carried out. Formal checks and servicing also need recording.

It is recommended in the British Standard for mobile hoists that they should be serviced by competent personnel at regular intervals of not more than 12 months. Ensure that responsibility for this is established at the time of provision - especially if the funding has come from several sources.

The Lifting Operation and Lifting Equipment Regulations 1998 (part of Health and Safety at Work Legislation) places a duty on the employer to ensure equipment used by the employee for lifting people is also checked every six months by a competent person if the equipment is exposed to conditions liable to result in a dangerous situation.

It is wise to complete a six monthly check as, over time, the person's abilities and his/her size may vary, carers change and the environmental demands differ. Sometimes it is necessary to have a more frequent check.

MEDACO SOLUTION

Medaco offers a comprehensive range of flexible service contracts to suit your requirements and budget, all designed to optimise the performance of your medical equipment and meet UK compliance standards. Reporting and equipment condition summaries can also be included to provide effective asset management to achieve lean operational efficiencies.

Making sure your facility is running at maximum operational capability is more than simply investing in the right equipment, you need to be certain everything is working at full capacity. Regular servicing and preventative maintenance of equipment ensures continued reliability, prolongs their useful life, minimises the risk of emergency breakdowns and ensures less exposure to manual handling related injuries to carers as a result of equipment failure, leading to increased staff absences.





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