



Safe Work Procedure

Vehicle Hoist Safety

Program/Services Vehicle Hoist Safety		Document ID RSS 18.28.4	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used Safety Glasses Work Gloves Hearing protection (where noise >85 dB) CSA-approved protective footwear Fitted clothing (no loose garments, jewellery, or unsecured hair)	Training Requirements Classroom-based safety instruction covering hazards, safe work procedures, and regulatory requirements. Hands-on practical training in the shop under direct supervision, including equipment operation, PPE use, and emergency procedures. Verification of understanding through demonstration of safe practices and instructor sign-off.	Applicable Documents Annual vehicle hoist inspections performed by a qualified external contractor, with records maintained in accordance with WorkSafeBC OHSR Part 4.9. Operators manuals must be available and referenced during training and operation. Equipment inspection logs and maintenance records must be kept current and accessible to instructors. Pre-Lift Job Hazard Assessment Form (RSS 10.11.3) must be completed prior to lift activity.	Creation Date: Apr. 03 2014
			Effective Date: 21 Nov. 2025
			Next Review: November 2026
			Revision no.: 4 Reviewer: Safety Technician

HAIR GETTING CAUGHT	PINCH POINTS	HIGH SOUND LEVELS	CLOTHING GETTING CAUGHT IN MACHINERY	FOOT INJURY	FALLING FROM MACHINERY AND EQUIPMENT
					
Long and loose hair must be contained	Use LOCK-OUT procedures when performing maintenance or conducting any work within 12" of an exposed pinch point	HEARING PPE is required when Sound levels exceed 85 dB.	Coveralls or close fitting protective clothing must be worn. Loose or dangling components are a hazard.	Approved protective footwear is required when there is the risk of foot injury.	Do not stand on hoist whilst hoist is in operation.

PRE-USE REQUIREMENTS

- Always inspect and test the hoist to ensure all components are working properly.
- Do not use any faulty equipment. Immediately report any suspected defects.
- Ensure operating and maintenance instructions for the hoist are permanently posted and clearly visible.
- Use the equipment strictly in accordance with the manufacturer's instructions.
- Verify the hoist's capacity matches the vehicle's weight. Do not proceed if the vehicle exceeds the rated capacity.
- Confirm the work area is clean and free of grease, oil, and any slip/trip hazards.
- Review and test all machine operations and controls before use.
- Inspect all safety devices to ensure they are in good working condition.
- Confirm that support arms can be securely locked in position.
- Check that rubber pads are intact and in good condition at all load contact points.

OPERATIONAL RULES

- Centre vehicle on the hoist, ensuring even weight distribution front to rear.
- Identify correct jacking points position lifting pads securely under those points.
- Only one person shall operate the hoist at a time.
- Ensure hoist area is clear of people and equipment before operation.
- Never leave the hoist running unattended.
- Visually confirm vehicle stability by looking at the jacking points.
- Engage manual lock before beginning work.
- After completing work, lower the vehicle hoist and leave all equipment in a safe position.

HOUSEKEEPING

- Secure and chock vehicles left on hoists.
- Power down equipment after use.
- Lockout the hoist if required.
- Leave the equipment and work area clean, organized, and free of hazards.

POTENTIAL HAZARDS

Hazard	Control Measure
Falling objects	Keep tools and loose items off the hoist; store tools in designated toolboxes.
Trapping Hazard:	Engage safety locks to prevent accidental lowering and entrapment.
Crushing Hazards:	Maintain a safe distance during hoist operation; avoid pinch points.
Entanglement	Wear close-fitting clothing; keep hands and body clear of moving parts.
Slips/Trips	Keep work area clean and free of oil, grease, and debris.
Overloading	Verify vehicle weight does not exceed hoist capacity before lifting.
Incorrect Positioning	Use manufacturer-recommended jacking points; confirm pads are secure.

RECORDS/VERIFICATION OF UNDERSTANDING

- Maintain operator training records including Verification of Understanding and make available upon request.
- Inspection records must be retained digitally for minimum one year.
- A training master log will be maintained by leadership/instructors. Facilities, Warehouse, and Trades will maintain records of training of all qualified operators of forklift trucks. Copies made available to RSS when requested.

Applicable Occupational Health and Safety Regulation (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Pre-Operational Safety Checks	Equipment inspection, manufacturer instructions, rated capacity, area safety	OHSR 4.3, 4.5, 4.9, 12.78, 12.79
Operational Safety Checks	Vehicle positioning, single operator, area clearance, manual lock engagement	OHSR 14.34
Housekeeping	Vehicle chocking, equipment shutdown, lockout, clean work area	OHSR 10.3–10.8, 12.80.1
Potential Hazards	Identification of falling, trapping, crushing, and entanglement risks	OHSR 4.13
PPE and Clothing Requirements	Safety glasses, gloves, boots, hard hats, fitted clothing, no jewelry, hair secured	OHSR 8.10–8.11, 8.14-17
Training Requirements	Classroom and hands-on instruction, verification of understanding	OHSR 3.23–3.24
Records and Documentation	Instructor-maintained training records and master log	OHSR 3.24, 3.25

SUMMARY OF CHANGES

Rev#	Date	Changes	Issued By
1	03/04/2014	NEW	OHS Officer
2	04/29/2019	Review, Revision, and New Format	Safety Officer
3	08/26/2024	RSS update	Safety Advisor
4	10/24/2025	RSS update	Safety Technician

APPENDIX A: VEHICLE HOIST PRE-USE INSPECTION

Inspection must follow Manufacturer Specifications & WorkSafeBC OHSR 12.80–12.85

Operator:			Hoist ID/Unit No.:				
Department:			Date:				
Location:			This checklist supports the following SWP sections: Pre-Use Requirements, Operational Rules, Housekeeping, and Potential Hazards as outlined in RSS 18.28.XX				
Check boxes accordingly: OK = No Issues NO = needs attention / repair N/A = not applicable							
HOIST CONDITION	Status			WORKSITE CONDITIONS	Status		
	OK	NO	N/A		OK	NO	N/A
General condition (no cracks, corrosion, missing parts)	☐	☐	☐	Floor surface is level, solid, unobstructed	☐	☐	☐
Safety decals, load rating plate legible	☐	☐	☐	Area free of debris, tools, spills	☐	☐	☐
Hoist structure free of oil, grease, debris	☐	☐	☐	Adequate lighting around hoist	☐	☐	☐
Lift arms, pads, and adapters undamaged	☐	☐	☐	Adequate clearance overhead	☐	☐	☐
Arm restraints present and functional	☐	☐	☐	Pedestrian/bystander hazards controlled	☐	☐	☐
Mechanical locks / latch teeth undamaged	☐	☐	☐	Ventilation adequate for shop conditions	☐	☐	☐
Cables/chains/pulleys tensioned and intact	☐	☐	☐	PPE worn as required (eyewear, gloves, boots, hearing protection)	☐	☐	☐
Hydraulic cylinders/hoses – no leaks	☐	☐	☐	Other:	☐	☐	☐
Anchor Bolts secure	☐	☐	☐				
Controls operate smoothly	☐	☐	☐				
Safety Locks engage properly	☐	☐	☐				
Emergency Stop functions	☐	☐	☐				