


STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist		Document Number: 960C-SOP-303
Original Approval Date: Jan 10, 2010	Revision Number: 3	Page 1 of 7
Latest Revision Date: Apr 07, 2022	Next Revision Date: Apr 07, 2025	Document Approval Level: 4

This document is not controlled if printed.

OPERATION OF A TWO POST LIGHT VEHICLE HOIST

						
3	APP	Apr 07, 2022	Approved			Tammy Siver
2	APP	Dec 16, 2014	Approved	Elizabeth Barrett	Tammy Siver	Stan Miller
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by



STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist		Document Number: 960C-SOP-303
Original Approval Date: Jan 10, 2010	Revision Number: 3	Page 2 of 7
Latest Revision Date: Apr 07, 2022	Next Revision Date: Apr 07, 2025	Document Approval Level: 4

This document is not controlled if printed.

The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to the operation of a two post light vehicle hoist.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Light duty vehicle contacting the hoist beams.
 - Doors are to remain closed except when adequate clearance from the hoist beam has been established.
 - Spotter is to be used for vehicles that have minimal side clearances.
 - Stop the vehicle before the side mirrors reach the hoist beams to ensure there is adequate clearance.
- Unintentional vehicle movement.
 - While in neutral, wheel chocks are to be placed tight against one tire. If the truck needs to be repositioned, the wheel chock is to be moved no greater than the anticipated length for correction. The second wheel chock is to be placed tight against the same tire immediately following the adjustment.
 - Only shift the transmission from the position of sitting behind the wheel with the door closed.
 - Ignition is to be turned off with lock out and tag on/ or close to the steering wheel and the keys in the possession of the person working on the unit. Follow 950C-C-028 Hazardous Energy Isolation Code.
- Vehicle falling off of hoist.
 - Know the center of gravity of the unit and place the hoist lifting pads accordingly.
 - Test the stability of the vehicle on the hoist when the tires are just clear of the floor by pushing on the vehicle at the front and the back.
 - Hoist is to be inspected before use and verify annual certification is current.

STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist		Document Number: 960C-SOP-303
Original Approval Date: Jan 10, 2010	Revision Number: 3	Page 3 of 7
Latest Revision Date: Apr 07, 2022	Next Revision Date: Apr 07, 2025	Document Approval Level: 4

This document is not controlled if printed.

- Personal injury by being caught in, between and under vehicle and hoist. Personal injury due to overexertion.
 - Push the hoist arms under the vehicle with feet or with straight arms to minimize chances of a strain. Avoid long reaches and jerking motions when moving the hoist arms. Request help or service hoist if hoist arms are not moving with ease.
 - Ask for assistance if the vehicle needs to be repositioned on the hoist arms while in neutral.
 - Arms, hands and fingers are to remain clear of where the arm tubes connect and where the pads make contact with the frame.
 - Worker is to remain at the hoist controls while the hoist is in movement. All other personnel need to be clear of the work area. Use flagging and tagging in congested work areas.
 - Workers are encouraged to stretch and take micro breaks.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third party processors.

5.3 HSE

Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

- 1) Complete hazard assessment (i.e. FLRA) for task. Notify supervision if unsure of task and if there are hazards outside of the worker's control.
- 2) Inspect hoist, verify annual certification is current.
- 3) Drive to the hoist. Ensure the shop door is completely up. Travel as slow as possible with the vehicle centered in the hoist frame. Stop before the mirrors reach the hoist beams and check the clearance before proceeding. Use a spotter for large vehicles that have minimal side clearances.

STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist

Document Number: 960C-SOP-303

Original Approval Date: Jan 10, 2010

Revision Number: 3

Page 4 of 7

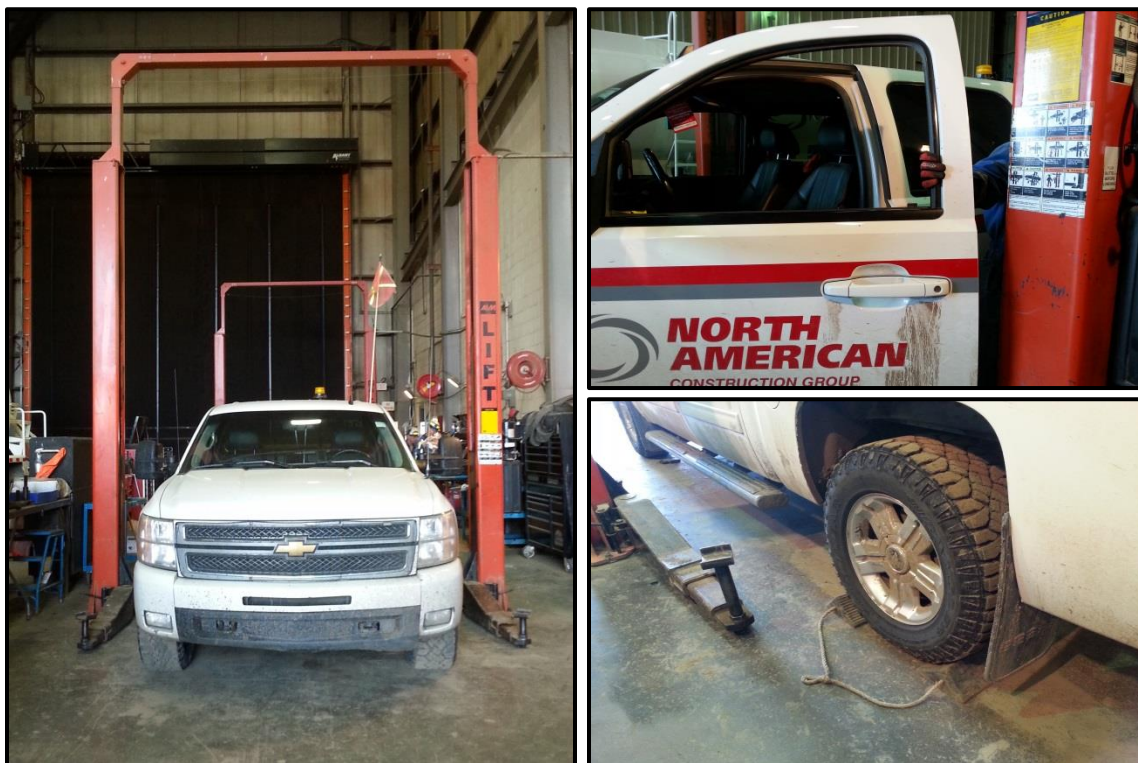
Latest Revision Date: Apr 07, 2022

Next Revision Date: Apr 07, 2025

Document Approval Level: 4

This document is not controlled if printed.

- 4) Position the vehicle so the door may be completely opened without contacting the hoists posts. Place the vehicle in park, exit vehicle, and set the wheel chocks tight against one tire. Enter the vehicle, turn off the ignition and place the unit in neutral. Lock out the unit as per 950C-C-028 Hazardous Energy Isolation Code. Get out and close the door.



- 5) Set the lift arms.
 - a. Push the arms under with your feet or with straight arms to minimize chances of a strain.
 - b. Extend the arms to reach the frame. Be aware of the pinch points where the arm tubes mate plus between the pad and the vehicle frame.
 - c. ** If necessary, move the vehicle forward or backward to get the arms past the tires or to place the frame over the arms for best contact and/or balance:
 - d. Move the wheel chocks further from the tire to allow the movement required.
 - e. Push the vehicle by hand to the needed position.
 - f. Reposition the wheel chocks tight to the wheel.
 - g. Raise the lift so the pads are near their contact points. Adjust the arms positions so the pads will have good contact with the frame.

STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist

Document Number: 960C-SOP-303

Original Approval Date: Jan 10, 2010

Revision Number: 3

Page 5 of 7

Latest Revision Date: Apr 07, 2022

Next Revision Date: Apr 07, 2025

Document Approval Level: 4

This document is not controlled if printed.



6) Raise the hoist.

- a. The operator must remain at the controls while the hoist is in motion.
- b. Raise the hoist until the pads make contact with the frame.
- c. Do a circle check to ensure all four pads are positioned well. Adjust as needed.
- d. Check the balance stability on the hoist: raise the hoist until the tires are a few inches off of the floor and moderately push/rock the vehicle at the front and back to ensure it is very stable on the pads.
- e. Raise the vehicle to the desired height.
- f. Set the hoist safety locks. No one will be under a vehicle until after the hoist is resting on its safety locks.
- g. Listen for the safety locks to drive into a slot while going up and release the switch.
- h. Push the hydraulic relief valve allowing the hoist to lower until the safety locks are taking the weight of the lift.



7) Lower the hoist.

- a. Ensure all tools and equipment is removed from under the vehicle and is well clear all around.
- b. Raise the hoist enough to take the weight off the safety locks.
- c. Push in the release button to retract the safety locks and then push the pressure relief valve handle. Both the button and the valve handle must be held for continuous lowering.

STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist		Document Number: 960C-SOP-303
Original Approval Date: Jan 10, 2010	Revision Number: 3	Page 6 of 7
Latest Revision Date: Apr 07, 2022	Next Revision Date: Apr 07, 2025	Document Approval Level: 4

This document is not controlled if printed.

- d. Allow the hoist to go all the way down. If not, the arm locking rods will not allow the arms to swing out.
- e. Replace the wheel chocks to approximately where the tire will rest.
- f. Pull the arms all the way out and clear of the vehicle's tire paths. If the vehicle needs to be moved, follow the same steps as listed above for moving the vehicle.



- 8) Reverse from the hoist.
 - a. Perform a circle check to ensure there is a clear path all the way out to the yard.
 - b. Open the shop door completely.
 - c. Remove the wheel chocks and take the driver's position. Close the vehicle door.
 - d. Honk twice; back straight out, travel as slow as possible; watching to ensure the mirrors will clear the hoist posts.
 - e. Use a ground guide when vehicles have minimal side clearances.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 6, Cranes, Hoists and Lifting Devices}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 15, Managing the Control of Hazardous Energy}
- 950C-C-008 – Cranes and Hoists and Rigging Code
- 950C-C-028 – Hazardous Energy Isolation Code
- 970C-P-003 – NACG Employee Wellness Process – Stretching Program

9.0 APPENDICES

No appendices.

STANDARD OPERATING PROCEDURE

Operation of a Two Post Light Vehicle Hoist		Document Number: 960C-SOP-303
Original Approval Date: Jan 10, 2010	Revision Number: 3	Page 7 of 7
Latest Revision Date: Apr 07, 2022	Next Revision Date: Apr 07, 2025	Document Approval Level: 4

This document is not controlled if printed.