

	<b>Industrial Site Services Co. Ltd</b>	Issue Date: February 2017
	<b>Safe Operating Procedures – Air Winch</b>	Authorised By: HSE Manager
<b>Uncontrolled if Printed</b>		

**DO NOT use this machine unless you are trained in its safe operation and have been given permission by a supervisor**



Safety glasses must be worn at all times



Helmet must be worn at all times



Foot Protection Must Be Worn At All Times



Hearing protection must be used at all times



Close fitting/protective clothing must be worn at all times



Protective/leather gloves must be worn at all times

### Pre-Operational Safety Checks

1. Hose connected and whip tie attached
2. Rope in good condition - wire
3. Rope laid correctly on drum
4. Drum brake is operational and adjusted correctly
5. Winch is mounted/anchored securely
6. Oiler is full and operational
7. Check actuator handle returns to neutral when released

### Operational Safety Checks

1. Actuator handle engages forward and reverse smoothly
2. Drum brake holds load
3. Lead block is correct distance from winch drum
4. The rope is being pulled from the top of the drum
5. Ensure load is balanced during lift
6. Air winch must be stable during lifting procedure

### Forbidden

- |   |   |
|---|---|
| <b>Do not</b> Leave the air winch unattended while loaded | <b>Do not</b> Proceed with any lifting if there is less than 5 wraps on |
| <b>Do not</b> Use to lift or lower persons                | <b>Do not</b> Modify the air winch during operation                     |
| <b>Do not</b> Lift or lower the load suddenly             | <b>Do not</b> Overwind or go past last 3 winds on the drum              |
| <b>Do not</b> Let anyone under the load                   | <b>Do not</b> Overload the winch  |

### Housekeeping

1. Ensure rope is laid evenly on the drum
2. Leave drum brake engaged when not engaged

### Potential Hazards

- Rotating equipment
- Wire rope breakages
- Incorrect anchor for load
- Triangle of death (diagram Required)

	<b>Industrial Site Services Co. Ltd</b>	Issue Date: February 2017
	<b>Safe Operating Procedures – Air Winch</b>	Authorised By: HSE Manager
<b>Uncontrolled if Printed</b>		