

SAFE WORK PRACTICE

TOPIC ID: SWP 019



SAFE INSTALLATION OF A SERVICE BODY

BEFORE YOU START

- Only trained hoist operators who have completed their 'Safe Hoist Operation' online course and have been signed off on a verification of competency are able to undertake this task
- Ensure the area is clean and tidy before starting work
- Review the Hoist Daily Checklist to ensure it has been completed before use
- If your service body arrives secured to the pallet in an "east-West" configuration, you will need the dolly's to rotate it 90deg before moving it into the hoist.
- Position the service body pallet on 4 suitably rated moving dollies using a forklift (**Photo 1 – service body removed to see positioning**) then remove the wrapping and move the pallet under the hoist in preparation for the installation



Photo 1

GUIDELINES TO STAY SAFE

- Position the pallet so the adjustable hoist arms under each corner of the service body (**Photo 2**)
- Unbolt the service body from the pallet and ensure the service body is evenly distributed across each of the hoist pads
- Lift the service body approx. 30 centimetres off the ground and test for stability at low height
- Remove the pallet so the area underneath is clear and then secure the service body to the hoist lifting arms at each corner using a ratchet strap (**Photo 3**)
- Lift the service body using the hoist to a height that will allow the vehicle to be reversed underneath it
- Ensure the area is clear of rubbish, pallets and people before moving the vehicle
- Have a spotter in place at a safe distance who can guide the driver into position
- Then reverse the vehicle underneath the lifted service body (**Photo 4**)
- if required to align the vehicle, use Go Jacks place 'Go Jacks' under each wheel to allow safe movement of the vehicle into its exact position under the service body (**Photo 5**)
- Lower the service body onto the vehicle ensuring all people remain out of the way
- Fix the service body to the vehicle following the supplied fitting instructions



Photo 2



Photo 3



Photo 4



Photo 5

TIPS TO AVOID INJURIES

- Always ensure the hoist is in good working order and the checklist has been completed.
- If there are any faults, tag out the hoist immediately and advise your manager
- Never lift or lower a hoist with anyone in the area or under the hoist
- When working under or on a vehicle wear suitable PPE for the task



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