



# Manual Winch

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

## It is important to read this entire leaflet BEFORE using the Manual Winch

1. Plan your work and think ahead to make sure you will always be working safely.
2. Lifting or pulling any load is hazardous. Make sure you always work safely.
3. You must not use this manual winch to lift people.
4. This manual winch is designed for lifting or pulling material only, within its safe working load (SWL).
5. The action of this winch can cause injury or damage if not used in a careful and controlled way.
6. If you have not used a manual winch before, familiarise yourself with the equipment before you start work.
7. You will need as a minimum the following items of personal protective equipment: helmet – EN397 or BS5240; gloves.
8. This winch must not be used by minors, or by anyone under the influence of drugs or alcohol.
9. This winch is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



Please keep this leaflet safely as it may be required for future reference



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6. Keep your hands clear of all parts under tension.
7. Make sure that each load is secure.
8. Do not leave the equipment under tension, release it as soon as it is safe to do so.
9. When lifting or lowering do not allow anyone to stand under the winch or a load.
10. Do not leave any load unattended while it is lifted off the ground.
11. Do not leave a load suspended needlessly. Lift it or lower it and off load it.
12. Do not allow loads to spin while lifting or lowering: you could damage the equipment.
13. Keep hands clear while lifting or lowering – they could become trapped between the load and any projecting fixture.
14. Stop work and make everything safe if someone approaches you.
15. When you have finished work, remove the wire cable from the winch and coil it tidily on its reel – do not allow it to kink or twist.
16. Always put the winch safely and securely away after you finish work each day. Do not leave it lying around where it may get stolen or damaged.
17. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.

1. If two persons are working as a team, each must be aware of the potential hazards, to himself and the other person, while using this winch.
2. Wear your gloves, and your helmet if lifting items.
3. Check the winch each day before you use it.
4. Make sure you only fasten the winch to an anchor point that is strong enough to withstand the force that will be exerted upon it.
5. Do not try to operate the tensioning and release levers at the same time.

### USING THE MANUAL WINCH



## Before Starting Work...

Useful Reference Points • [www.hae.org.uk/businessguard](http://www.hae.org.uk/businessguard)

1. Make sure that your work area is clear and safe and that no-one is near to you or could distract you.
  2. Protect other people from danger. Warn others to keep away, put up barriers or warning signs.
- ### PULLING
1. Make sure that you fasten the winch to a secure anchor point that will be capable of withstanding the force that will be exerted.
  2. Do not allow anyone to stand within the immediate area of the winch and cable.
- ### LIFTING
1. Make sure that the overhead support to which you fasten the winch is strong enough to support the weight of the winch and the load.
  2. Take care when lifting the winch into position ready for use. Get some assistance if it is difficult.
  3. Do not allow anyone to stand under a load.
- ### OPERATORS
1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use this manual winch. Particular jobs or environments may require a higher level of protection.
  2. You must wear a helmet (EN397 or BS5240) if you are lifting loads above head height with this winch.

3. Wear strong gloves.
  4. Anybody who is working near to you will also need to wear appropriate personal protective equipment.
- ### MANUAL WINCH
1. Check your manual winch and attachments. If anything is found damaged, do not use the winch – contact the hire company.
  2. Check carefully that the wire winch cable is in good condition with no knots, loops, kinks or frayed parts.
  3. Do not exceed the SFE Working Load (SWL) marked on the winch.
  4. Test the equipment before use with no load on. Make sure the operating arm works freely and that the ratchet safety device is working.
  5. This equipment can be used to pull horizontally or to lift vertically.
  6. Whether lifting or pulling, make sure the anchor point to which you fasten the winch is strong enough to withstand the force that will be exerted upon it.
  7. Always use the correct rope, wire or chain sling to securely fix the load to the hook on the winch cable.