

**STANDARD OPERATING PROCEDURE
FOR THE ROTARY LIFT VEHICLE HOIST & ROLLING JACKS
IN THE PUBLIC WORKS GARAGE/SHOP**

1. Purpose:

To provide a procedure which outlines the responsibilities of all employees in the Operations & Facilities Division of the Town of Fort Frances in the safe usage of the rotary lift vehicle hoist & rolling jacks in the Public Works garage/shop.

2. Responsibility:

All employees in the Operations & Facilities Division are responsible for understanding and carrying out the responsibilities and duties outlined in the policy. All employees using the vehicle hoist & rolling jacks must be trained in the safe operation of the equipment and familiar with lift controls. Untrained personnel are not permitted to operate this equipment.

3. Procedure for operating vehicle hoist/lift:

- **Loading:** Lift must be fully lowered and no one in the service bay while the vehicle is brought on the lift.
- Rolling Jacks must be fully lowered and the rear jack pushed toward centre of lift to provide under vehicle clearance.
- Drive vehicle onto lift and stop vehicle with its centre of gravity near the longitudinal centre of the runways. At all times, be sure rear wheels are forward of the rear wheel chocks and the chocks will clear tires when the lift is raised.
- Driver and passenger must exit before raising vehicle. Place triangular wheel stops on each side of the rear tires.
- **To Raise Lift:** Push the “raise” switch on the power unit. Release switch at the desired height.
- **Before Lowering Lift:** Be sure no one is in the lift area and that all tools, tool trays, etc. have been removed from under the lift. **Caution:** The runways, ramps and connecting yokes at each end of the lift are designed to rest on the floor when fully lowered. Observe pinch point warning decals.
- Rolling Jacks must be fully lowered and the rear jack pushed toward centre of the lift to provide under vehicle clearance.

- **To Lower Lift:** If lift has been resting on the locking latches, lift must be raised high enough for all four (4) latches to clear the latch place slots inside the columns.
- Push the latch release air valve button on power unit to disengage all four locking latches. Hold button in until lift has fully lowered. **Note:** If button on air valve is released, the latches will automatically reset to the engaged position.
- Push the lowering valve handle on the power unit to lower lift. Lowering speed can be controlled by the force applied to the lowering valve handle.
- Observe lift and vehicle to be sure lift is level while being lowered. If not **“STOP”** and repeat the three previous steps.
- Fully lower lift, remove the triangular wheel stops and check to be sure area is clear before removing vehicle.
- If the lift is not operating properly, DO NOT use until adjustments or repairs have been made by qualified automotive lift representative. **Caution:** Keep hands clear of yoke ends while the lift is being raised or lowered.

4. **Procedure for operating rolling jacks:**

- Observe and avoid any pinch point areas of the linkage mechanism. Jack must be fully lowered to reset locking device. When jack is partially lowered, locking latches must be manually reset by lifting handle out of retainer clip.
- Place jack under vehicle at manufacturer’s recommended pick-up points. Extend adapter assemblies and use flip-up adapters or auxiliary adapters for under chassis clearance when required.
- **To Raise Rolling Jack:** Connect air supply. Depress **Raise** button and hold until desired height is achieved. Lower to next available latch position.
- **To Lower Rolling Jack:** Raise off latch, release locking latch by moving release handle downward until locked in retainer clip. Depress **Lowering** handle. Jack must be fully lowered to automatically reset locking latch. **NOTE:** When jack is partially lowered, locking latches must be manually reset by lifting handle out of retaining clip.

5. **Safety Tips:**

- Always stand clear of lift when raising or lowering and observe “Pinch Points” Warning.
- Never overload lift: Capacity is 12,000 lbs. Capacity should not be exceeded.

- Always engage parking brake and use the rear wheel chocks to keep the vehicle from rolling freely on the runways.
- Always exit vehicle from driver's side.
- Keep area around lift clean of tools, debris, grease and oil.
- Always keep runway clean.
- Replace all caution, warning, or safety decals on the lift when unable to read or missing.
- Never overload rolling jack. Capacity of rolling jack is stated on the nameplate. Capacity should not be exceeded. Observe and avoid any pinch point areas of the linkage mechanism.
- CSA approved safety boots and safety glasses should be worn.

6. Maintenance Tips:

All maintenance will be performed by qualified personnel only. The Operations and Facilities mechanics will perform periodic checks and repairs and maintenance, as per manual. Contracted personnel completely familiar with automotive lift maintenance and procedures will inspect this equipment annually.