

Personnel Hoist Loading Awareness

TRADE: ELEVATORS & HOISTING INTERFACES

LEADER GUIDE: 8-12 MINUTES

USE WHAT FITS TODAY

LEADER NOTE

Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

Use today's Personnel Hoist Loading Awareness talk as a quick crew check on overloading, door controls and passenger movement. Talk through the real conditions, the controls in place and what would make the crew stop and reset the job. A lift can look controlled until the load shifts, the radius changes, the ground settles or communication breaks down. Nobody should be guessing about load weight, rigging, travel path, exclusion zones or who is giving the signal.

A SCENARIO TO DISCUSS

The first part of Personnel Hoist Loading Awareness goes as planned, then the load has to be picked from a different position and the working radius changes. The rigging looks the same, so the crew is tempted to continue. What capacity, rigging, ground, and exclusion-zone checks must be repeated?

BEFORE WORK STARTS

- Confirm load weight, pick points/center of gravity, equipment capacity and rigging configuration before the lift.
- Inspect rigging, hooks, hardware and lifting equipment and remove questionable components from service.
- Walk the load path, landing area and exclusion zone and assign the signal/spotter roles.
- Protect hoistways, pits and landings so workers cannot enter an opening or moving-equipment zone unintentionally.
- Inspect gates, interlocks, controls and loading areas before using a hoist or elevator for the task.

SAFE WORK SEQUENCE / CONTROLS

- Protect hoistways, pits and landings so workers cannot enter an opening or moving-equipment zone unintentionally.
- Inspect gates, interlocks, controls and loading areas before using a hoist or elevator for the task.
- Stay within posted load/passenger limits and distribute material so it cannot shift during movement.
- Keep hands, tools and material clear of doors, guide rails and pinch points.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. What is the load weight/configuration, and how do we know the equipment, rigging, and attachment points are within capacity?
2. Where are the fall zone, swing radius, and pinch/crush areas, and how will people be kept out for the entire lift?
3. Who is giving signals, what communication method are we using, and what happens the instant communication is lost?

COMMON FAILURE POINTS

- Starting before the load weight/center of gravity and capacity at radius are understood.
- Allowing people into the fall zone or swing radius because the load "is only moving a little."
- Continuing after communication, ground support, rigging condition or load control changes.

STOP AND RESET IF...

- Load weight, center of gravity, rigging configuration or equipment capacity is unknown or different from the plan.
- Ground, outrigger support, wind, visibility or communication conditions are not acceptable.
- A worker enters the fall zone, pinch zone or swing radius without the lift being stopped and controlled.

4. What change in ground, wind, rigging, load control, or travel path would make us set the load down and re-plan?
5. What capacity, rigging, ground, and exclusion-zone checks must be repeated?

MAKE IT REAL ON THE JOB

Point out the fall zone, rigging connection and signal person before the load leaves the ground.

BEFORE YOU RELEASE THE CREW

Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.



ATTENDANCE & SIGN-OFF

Personnel Hoist Loading Awareness

Project / Job:		Date:	
Talk leader:		Location:	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
1			
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QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

☐ Crew can point to the main hazard.	☐ Critical control is in place and usable.
☐ The responsible person/check is clear.	☐ Stop/re-brief conditions were discussed.