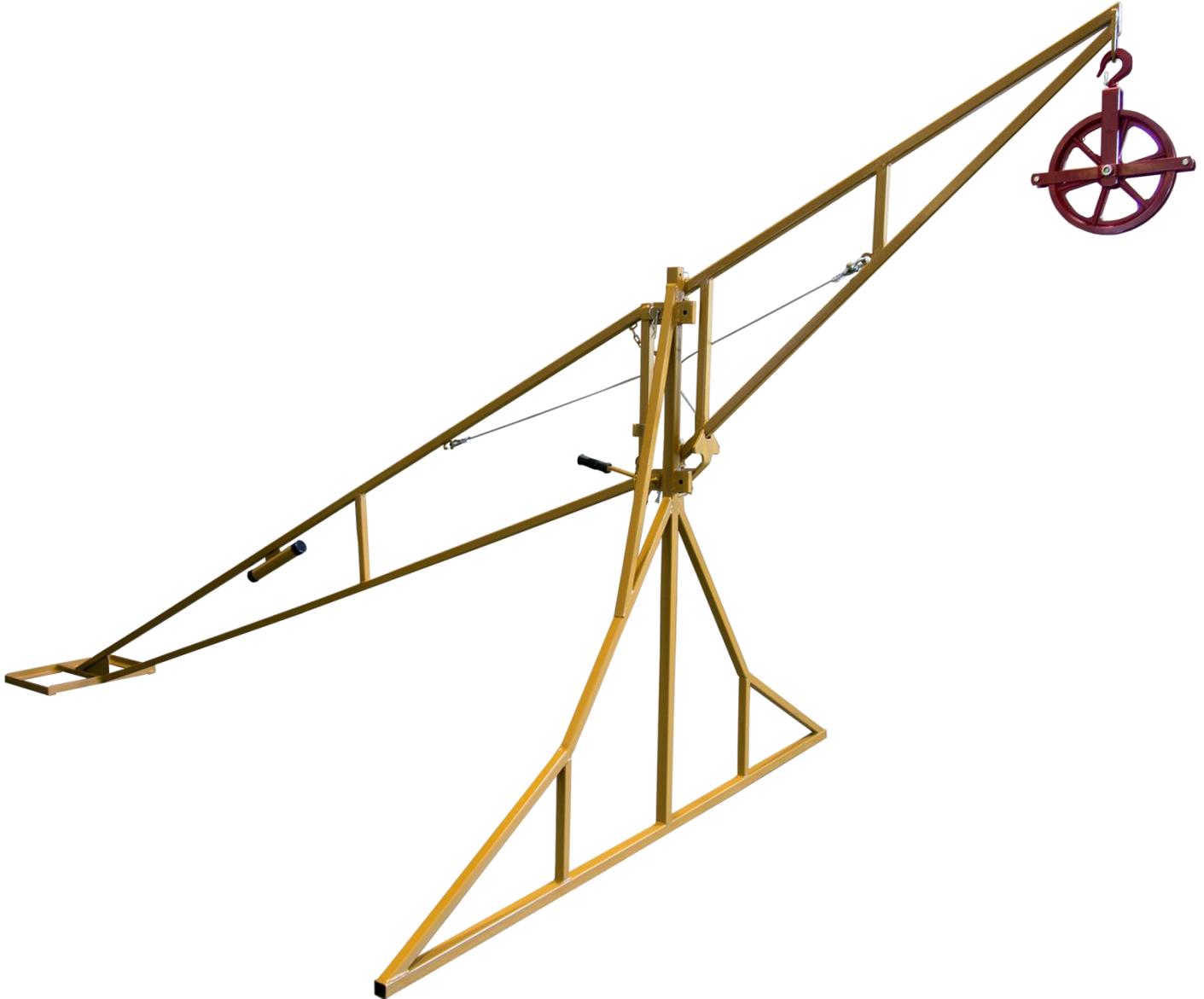


# Owner's Manual

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## 300 Hand Swing Hoist



**ALL SEASONS  
EQUIPMENT**

1-888-308-4763 [www.asequip.com](http://www.asequip.com)

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# Pre-Hoisting Checklist

- Discuss work plan, personal protective equipment, and each member's responsibility before starting to set up.
- Ensure OSHA/OHSA approved roof top barriers are in place.
- Ensure competent person (Qualified Engineer) has determined the structural deck can support the intended loads in hoisting and material handling.
- Ensure hoisting operation will clear all power lines and obstructions.
- Ensure hoisting area is secured from all unauthorized personnel.
- Capacity of the slings decrease as the angle increases. Ensure slings have a capacity of at least 300 lbs. and are in good condition.
- Inspect the rope for signs of wear or damage. Replace if required.
- Ensure the pin and hitchpin between the front frame and counterweight frame are connected and are in good condition.
- Ensure the bolts that connect the front frame and swing frame are in good condition.
- Ensure that the structural members of the hoist are free of defects and damage which may affect the integrity of the hoist.
- Ensure the front vertical frame is vertically plumb.
- Ensure that ASE approved counterweights totaling two times the load-weight are secured in the counterweight container with rope or chain. (Check local regulators for differing safety factors)

Employers must keep records of all health and safety training. Accurate records can provide evidence of the employer's good faith and compliance with OSHA standards. Documentation can also supply an answer to one of the first questions an investigator will ask: "Was the injured employee trained to do the job?"

Training in the proper performance of a job is time and money well spent, and the employer should regard it as an investment rather than an expense. An effective program of safety and health training for workers can result in fewer accidents and illnesses, better morale, and lower insurance premiums among other benefits.

## Safety Precautions

### Intended Use

This machine is intended to be used for the sole purpose of hoisting materials and equipment directly up from ground to roof or directly down from roof to ground. The hand hoist is to be used on a flat, level roof only. Any other use of this equipment voids the manufacturer's warranty and is the sole responsibility of the owner/user should any damage or injuries occur.

## Capacity

Maximum Load Rating: 300 lbs

Always check the capacity of the rope before lifting with the hoist. While the frame is capable of supporting 300lbs, the lift rope may not. Check the rope for fraying or other damage, even a small imperfection can significantly reduce a ropes lifting capacity; putting the operator and others in danger of injury or even death.

## General Safety Procedures

1. Do not modify the hoist; never operate a hoist that has been modified.
2. Always wear safety footwear and eyewear.
3. Guard all openings on the roof; do not allow unauthorised people near the hoist or loading area.
4. Due to the fact that this is a hand operated hoist, if the operator on top of the roof loses their grip on the load, there is no way to safely stop its fall. Keep the loading area clear at all times when the load is suspended off the ground.
5. Keep the loading area clear of obstacles.
6. Use guardrails on each side of the access point at the roof edge. Avoid reaching over the roof edge.
7. Do not overload the roof deck; account for the ballast weight as well as the load weight when checking all deck load calculations.
8. Do not operate the hoist under the influence of alcohol, drugs or medication that could impair judgement and ability.
9. The owner or operator must ensure that all safety decals are in place and legible.
10. Machine instructions must be with the machine and available to the operator.
11. Handle only stable or safely arranged loads.
12. Do not operate within 10ft of electrical wires.
13. Do not wrap hoist rope around the load. The load must be attached by lift rings, slings or other suitable means.
14. Avoid contact of the load with any obstructions.
15. Use tag lines when necessary to prevent the load from swinging into the building.
16. Operators should always wear gloves to protect their hands.

# Assembly and Setup

## Frame Assembly

1. Safe assembly of the 300 Hand Hoist requires two people. Injury can result from attempts to assemble this hoist by a single operator.
2. Check the hoist components for cracked or broken welds as well as bent frame members. If any welds are damaged or frame members bent, do not use the hoist. Replace the component immediately.
3. The hoist pieces should be brought up to the roof and assembled more than 10ft. back from the roof edge.
4. Before proceeding, the operator must decide which direction the hoist will swing. Once decided, it must be noted that the vertical boom (Figure 1, Part #4) can be attached from either side; this is what dictates the direction of swing.

- Two people are required for this next step. One person holds the vertical frame (Figure 1, Part #4); the other person must hold the rear weight frame (Figure 1, Part #2). These are then attached via 2 pins that are included. Once inserted, attach additional hitch-pins to prevent the securing pins coming loose.



**\*Note**, the Safety Pin (Figure 2, Part C) should be inserted as shown in Figure 2; so not to interfere with the usage of the Locking Handle. As stated before, the Vertical Frame can be attached on either side, changing the side in which the handle will be on.

- The Swing Boom (Figure 1, Part #6) is then attached to the Vertical Frame (Figure 1, Part #4) via supplied  $\frac{3}{4}$  x  $4 \frac{1}{2}$  " bolts and nylon lock nuts.
- Now insert the Locking Handle (Figure 2, Part A) into the Vertical Frame (Figure 1, Part #4) and then lock it into place via Lock-Pin (Figure 2, Part B). The Lock-Pin will then need to be secured with the  $\frac{1}{4}$  " nut and bolt.



**\*Note**, ensure that the Locking Handle is able to move freely.

- Attach the Pull Cable (Figure 2, Part D) to the Swing Boom (Figure 1, Part #6) using shackle. The opposite end will then be attached to the laplink onto Counter Weight Boom (Figure 1, Part #2).
- Attach Gin Wheel (Figure 1, Part #7) to the head of the Swing Boom via provided hook.

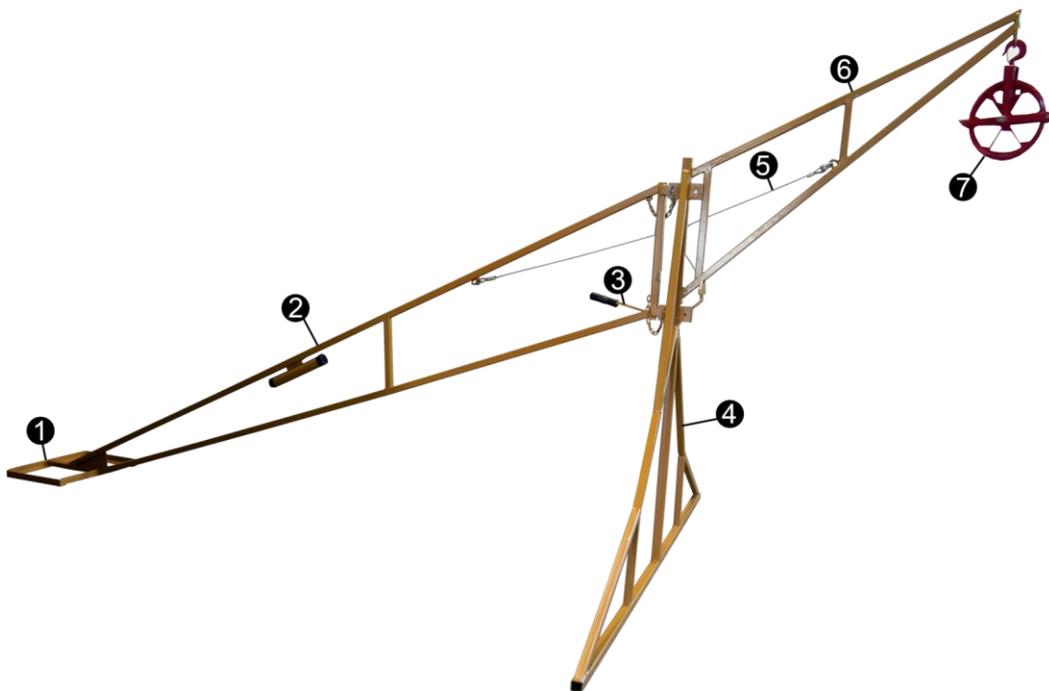


Figure 1

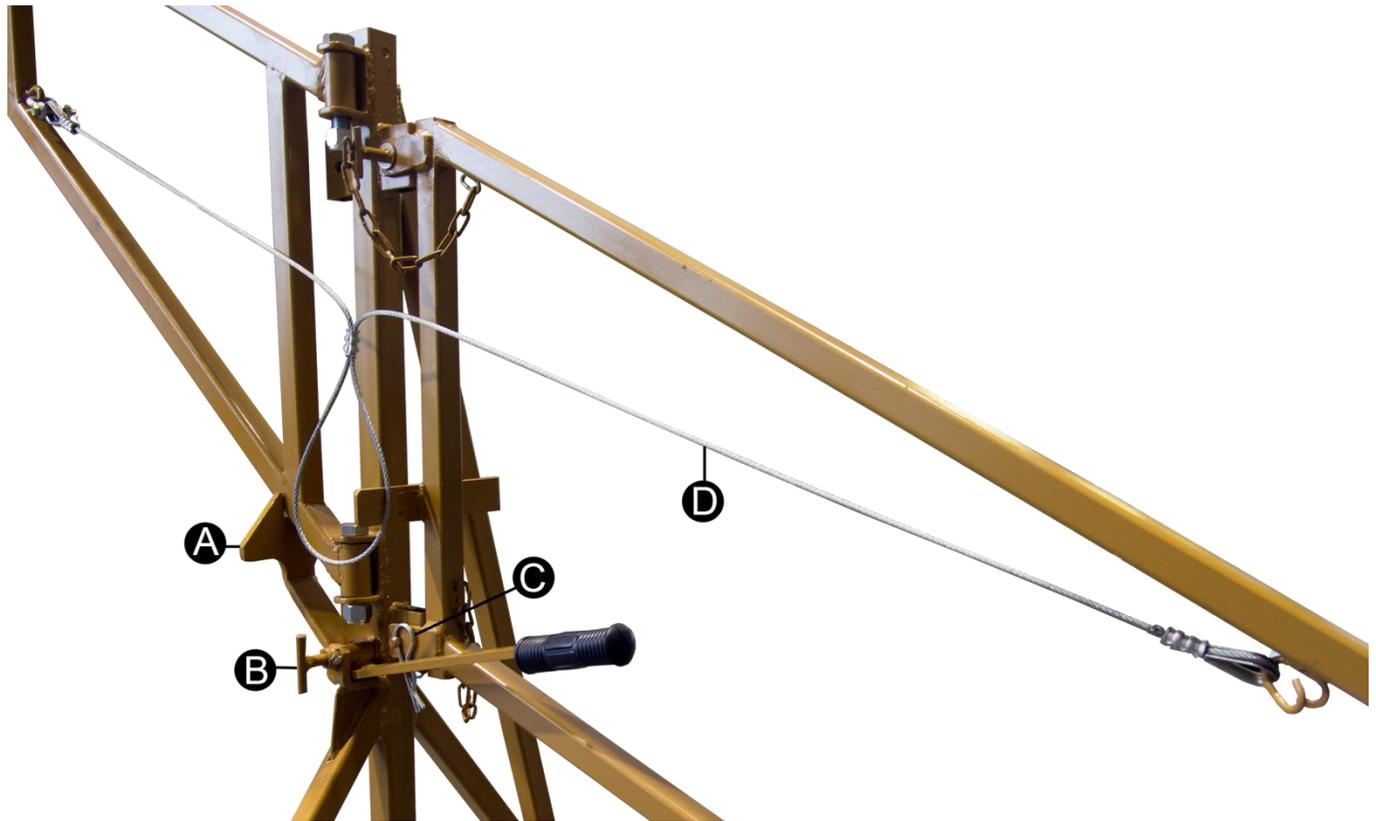


Figure 2

## Jobsite Setup

1. Now that the hoist is structurally assembled it is time to move it to the roof edge. With the operators on the roof deck side (away from the roof edge) slide the hoist into the desired operating position. If there is no adequate safety rail system in place the operators should be in safety harness, as per local fall protection regulations.
2. Once the hoist is in operating position install the counterweight ballast, All Seasons Equipment recommends a safety factor of 2 times the lifted amount to be used as ballast on the 300 Hand Hoist. For a full lift of 300lbs, the hoist will require that 600lbs of counterweight ballast be installed. Never use building process or pourable materials as counterweight. Counterweights should have their weight clearly displayed.



**WARNING, DO NOT USE HUMAN BEINGS AS COUNTER WEIGHTS.**

# Operating Procedure

## Usage

The 300 Hand hoist is designed to be operated by several people, working together to manually lift materials up to the roof deck. The 300 Hand Hoist is only a support frame, all lifting and braking of the load is done by the operator. For this reason it is imperative that the operator wear good gloves and keep the area under the hoist clear of people.

Always use hoisting rope that has a working load rating of at least 300 lbs.

## Operation Safety



**WARNING:**

**ONLY TRAINED PERSONNEL SHOULD OPERATE THIS EQUIPMENT. A TRAINED PERSON IS ONE WHO HAS READ AND THOROUGHLY UNDERSTANDS THIS INSTRUCTION MANUAL AND RELATED EQUIPMENT MANUALS AND, THROUGH TRAINING AND EXPERIENCE, HAS SHOWN KNOWLEDGE REGARDING THE SAFE OPERATIONAL PROCEDURES.**



**WARNING:**

**THE HOISTING OPERATION MUST BE CLEAR OF ALL ELECTRICAL LINES AND OBSTRUCTIONS. CONSULT POWER COMPANY BEFORE WORKING NEAR POWER LINES.**



**WARNING:**

**PERSONNEL MUST NEVER SECURE A LIFELINE TO THE HOIST FRAME STRUCTURE.**



**WARNING:**

**INADEQUATE COUNTERWEIGHT CAN CAUSE TOPPLING OF EQUIPMENT, RESULTING IN DEATH OR SERIOUS PERSONAL INJURY.**



**WARNING:**

**NEVER ALLOW ANYBODY TO RIDE ON THE HOIST AS THE EQUIPMENT IS NOT DESIGNED FOR THE SAME AND CAN RESULT IN DEATH OR SERIOUS INJURY.**



**WARNING:**

**KEEP OUT FROM UNDER A RAISED LOAD.**

1. Make a few “dry runs” with ballast in place, but no load to become familiar with the operation, and to test hoisting clearance. Do NOT attempt to make any equipment adjustments during operation.
2. The boom lock lever must securely lock the boom in position when hoisting a load and lowering it onto the roof. The lever must always be fully engaged into the lock position.
3. When hoisting a load from the roof, ensure OSHA compliant fall protection is in place and footing is on a firm surface. For maximum control of the load, multiple people on the roof should pull the rope simultaneously.
4. Release the boom lock handle and use the boom tether to swing the load over to the rooftop.
5. Slowly lower the load to the roof deck. Do not remove the rope from the load until all tension has been relieved in the rope.

# Safety & Regulations

For rules governing the use of guard rail in the United States, please refer to:

U.S. Department of Labor  
Occupational Safety & Health Administration  
Part 1926 - Safety and Health Regulations for Construction  
[www.osha.gov](http://www.osha.gov)

For rules governing the use of roofing equipment in Canada, please refer to:

Canadian Centre for Occupational Health and Safety  
[www.ccohs.ca/oshanswers/information/govt.html](http://www.ccohs.ca/oshanswers/information/govt.html)

## Contacts for Provincial Offices for Occupational Health and Safety:

### Alberta

Web Site: <http://www.gov.ab.ca/hre/whs/>

### British Columbia

Worker's Compensation Board of British Columbia: <http://www.worksafebc.com/>  
Contact List/Regional Offices: [http://www.worksafebc.com/contact\\_us/regional\\_locations/default.asp](http://www.worksafebc.com/contact_us/regional_locations/default.asp)  
WCB Publications: <http://www.worksafebc.com/Publications/default.asp>

### Manitoba

Manitoba Labour: <http://www.gov.mb.ca/labour/safety/>  
Contact List: <http://www.gov.mb.ca/labour/safety/contactus.html>

### New Brunswick

Regional Offices: [http://www.whscc.nb.ca/index\\_e.asp](http://www.whscc.nb.ca/index_e.asp)

### Newfoundland and Labrador

Occupational Health and Safety: <http://www.gs.gov.nl.ca/ohs/>  
Contact List/Regional Offices: <http://www.gov.nl.ca/gs/ohs/locations.stm>

### Northwest Territories and Nunavut

Web Site: <http://www.wcb.nt.ca/default.asp>

### Nova Scotia

Occupational Health and Safety:  
<https://www.gov.ns.ca/enla/contact/default.asp?div=gen&pg=dept&bk=/enla/ohs/Default.asp>

### Ontario

Ministry of Labour (OHS): <http://www.labour.gov.on.ca/english/hs/>  
Contact List/Regional Offices: [http://www.labour.gov.on.ca/english/about/reg\\_offices.html](http://www.labour.gov.on.ca/english/about/reg_offices.html)

### Prince Edward Island

Workers' Compensation Board: <http://www.wcb.pe.ca>

### Quebec

CSST Internet address: <http://www.csst.qc.ca/portail/fr/>

### Saskatchewan

Saskatchewan Labour: <http://www.labour.gov.sk.ca>

### Yukon

WCHSB: <http://wcb.yk.ca>