SAFETY GUIDELINES FOR THE MOBILE HOIST (page 1 of 2)
(To be used in conjunction with Lifting Procedure for the Mobile Hoist)

All staff who use the mobile hoist to lift the child should be familiar with the following information and ensure that they have read the manufacturer’s instructions.

DESCRIPTION:
The mobile hoist is suitable for situations where manual lifting of a child is not viable, usually for a larger child who is not walking and is unable to do a standing transfer. It is useful for lifts across short distances, usually to and from specific positions, for example from wheelchair to change table or wheelchair to floor. It consists of a width-adjustable wheeled base, a lifting boom and a pivoting spreader bar to which a fabric lifting sling is attached. Slings are available in a variety of styles depending on the amount of support required. The mobile hoist is powered by a rechargeable battery and is operated with a hand-held control.

* These guidelines are intended as general information only and are not a substitute for specific advice from the child’s therapist. The mobile hoist is to be used only for a nominated child, on the recommendation of the child’s therapist and/or the SET Program. It should not be used for any purpose other than that described.

* It is important to note that a certain amount of circulation space is required, and that use of a hoist is generally a two-person operation (one to control the hoist and one to move the child into the correct position), and that while use of a hoist cuts down on the actual lifting required, there is still manual handling involved in moving the hoist and positioning the child.

CHARGING THE BATTERY:
- Battery life will be maximised if it is not allowed to become fully discharged. The battery should be recharged after each use and ideally should be charging at all times when not in use, even if the hoist is unused for long periods. It is not possible to overcharge the battery.
- To charge the battery where a separate charging station is provided, remove the battery from the hoist (hold the release handle at the top and squeeze, then lift the battery off) and clip it onto the charging station.
- To charge the battery without a separate charging station, leave the battery on the hoist and connect the power cord to the base of the control box. The hoist cannot be operated while it is connected to mains power. The cord should be disconnected from the base of the control box before use.
- Ensure the power is on (green light will be on). The amber light will come on to indicate the battery is charging. When charged the amber light will go out.
- Low battery charge is indicated by a buzzer in the battery unit and a warning light on the hand-held control, or a display on the control box, depending on hoist model.
SAFE USE OF THE MOBILE HOIST:

- The child must never be left unattended during the lifting procedure.
- The hoist should only be used on level ground.
- The hoist should not be pushed over obstacles that the front wheels can’t easily manage.
- Other children should not be allowed near the hoist while it is in use.
- The battery should be fully charged before use.
- Brakes on equipment being transferred to or from (e.g., wheelchair, change table) should be locked on.
- Hoist brakes should be used if there is a risk of the hoist rolling (not during lifting/lowering).
- The hoist is designed to lift, not transport. It is ideally for transfers within the one room. It is better to use a wheelchair to move the child for longer distances.
- The hoist should only be pushed along by holding the push handles, not by holding any other part of the hoist, sling, or child.
- The Emergency Stop button (the large red button on the control unit or the body of the hoist) can be pushed in to immediately stop the hoist, overriding other controls. It can be released by turning the button as indicated by the arrows marked on it.
- If the hand-held control fails to operate the hoist, an emergency down button (on the control unit) can be activated with a ball-point pen.
- If power to the hoist is lost, the child may be lowered by pulling up on, or turning, the red emergency release mechanism (depending on hoist model) on the lifting shaft.
- The safe working load (maximum weight of the child being lifted, indicated on the hoist and sling as SWL) must not be exceeded.
- The power cord, charging station, and other electrical components must be positioned away from wet areas, and care should be taken to ensure that cords are not positioned where they could become caught in the framework, be run over by the hoist or pose a tripping hazard.
- Adjustments to the hoist and sling should only be carried out by authorised service personnel.

MAINTENANCE OF THE MOBILE HOIST:
The hoist should be wiped clean with a cloth dampened with water and mild detergent. The sling should be washed in accordance with the care instructions printed on its label. The hoist and sling should be checked before each use for signs of damage or missing parts. Please check that:

- all nuts and bolts are secure
- castors are securely attached and moving freely, and brakes are functioning correctly
- the spreader bar is securely attached to the boom, and rocks and swivels freely to allow the child to be positioned correctly
- the boom moves up and down smoothly and is reliably operated by the hand-held control
- the wheeled base is easily adjusted in width using the hand-operated lever or pedal
- the battery is not losing charge more rapidly than usual
- there is no bending, cracking, buckling or rusting of the hoist
- there are no signs of damage to the control box, battery, charging station, cords, or hand-held control
- there is no damage to the sling. If there are abrasions, cuts, holes or burns in the fabric of the sling or the webbing straps, broken or unravelling stitching, or damaged buckles or D rings (if any), the sling should not be used

If there are any signs of damaged, missing or loose parts, contact SET immediately.
LIFTING PROCEDURE FOR THE MOBILE HOIST  (page 1of 2)  
(To be used in conjunction with Safety Guidelines for the Mobile Hoist)

• Fit the sling, ensuring that the label and webbing handles are on the outside, and the sling is not twisted or uneven.
  - If the child is seated, slide the body of the sling behind the child so that the base of the body of the sling is level with the base of the spine. Pass a leg section under each thigh, ensuring that it is supporting as much of the thigh as possible (pull firmly on the leg section to ensure a snug fit).
  - If the child is lying, place the sling next to the child so the base of the body of the sling is level with the base of the spine and roll the child from side to side to pass the sling underneath into the correct position. Bend the child’s knees and pass a leg section under each thigh.

• To hoist the child from a chair or wheelchair, it is generally best to approach from the front if possible. The wheeled base of the hoist may need to be widened to accommodate some wheelchairs. Ensure that the brakes of the wheelchair or other equipment being transferred to or from are locked on.

• To hoist the child from the floor, the hoist should be wheeled around the child’s feet, not his/her head. Widen the wheeled base of the hoist and pass one leg of the base under the child’s bent knees so that the child’s body is positioned between the legs of the wheeled base.

• Take care not to damage toes or property with the hoist, and take care not to bump the child’s head with the spreader bar.

• Hook the sling onto the hoist. The leg sections should be crossed for greater security (see picture above). The sling has webbing straps of various lengths to enable the lifting position of the child to be adjusted. Use of the longer straps of the body of the sling and the shorter straps of the leg sections will create a more reclined position. Use of the short straps of both the body and leg sections will allow a higher lift.

• Brakes on the hoist should be OFF, as the hoist needs to be free to move slightly to establish its centre of gravity as it begins to lift the child.
LIFTING PROCEDURE FOR THE MOBILE HOIST (page 2)
(To be used in conjunction with Safety Guidelines for the Mobile Hoist)

• Ensure all straps are securely and correctly attached to the hooks on the spreader bar before beginning to lift the child.

• Start the lift, checking the child’s position as he/she is lifted.

• If the child looks unbalanced or uncomfortable, lower him/her and reposition the sling before continuing the lift.

• If it is necessary to move more than a short distance, lower the child so his/her feet are just clear of the ground. This keeps the centre of gravity lower for greater stability, and the child will feel more secure.

• If going around a corner, walk the back of the hoist (the part farthest from the child) around rather than dragging the front, then continue in a straight line.

• If passing through a doorway or passageway, the wheeled base of the hoist may need to be narrowed.

• Approach the equipment being transferred to. Rotate the child if necessary to face the desired direction.

• Lower the child, with one staff member controlling the hoist and operating the hand-held control and the other guiding the child into the correct position using the webbing handles on the back of the sling.

• Unhook the sling from the hoist when the child is fully lowered and no longer supported by the sling. Move the hoist out of the way so it is not a tripping hazard. Remove the sling (this should generally slide out from under the child, or it may be necessary to roll the child off the sling).