

OXFORD ADVANCE HOIST USER TRAINING

COMPETENCY ASSESSMENT CHECKLIST

Staff Name :

Date :

Observed By :

Oxford Advance Hoist Pre-Operation Check

Parts		
<p>[] Boom - a hoist having a spar projecting from the mast to support and guide the load</p> <p>[] Leg Restraining Cord - A Strong cord to hold the hoist in place after folding</p> <p>[] Battery - Charging is automatic and will fully charge the batteries over a period of four (4) hours. The charger will not allow the batteries to overcharge.</p> <p>[] Push Handle - to push the hoist to desired location</p> <p>[] Push Pad - its for caregiver to place their foot to support the hoist when its lifting or folding the hoist.</p> <p>[] Braked Castor - The lift has two braked castors, which can be applied for parking.</p> <p>[] Actuator - used to Move the mast and boom with or without load</p>	<p>[] Cradle/Spreader - A bar that holds sling and distributes the weight over two or more pick points</p> <p>[] Spreader Retainer - used to lock the spreader bar in place when its not in use</p> <p>[] Mast Knob - needs to be tighten to lock the mast and boom in place. Loosen the mast knob when folding the hoist.</p> <p>[] Leg Extrusion - The legs can be open wide for easy access through the user it can be operate by the use of the foot pedal mechanism located at the rear of the base.</p> <p>[] Smart Monitor - used to read out total lifting cycles, total work done, overloads and number of days since last service.</p>	<p>[] Handset - used to operate the hoist up and down remotely</p> <p>[] Emergency Stop - The red Emergency Stop Button is located on the rear of the control box and is activated by pressing in. This will cut all power to the lift and only be reset by twisting the button counterclockwise and releasing.</p> <p style="text-align: center;"><i>*tick the following options given</i></p>

On/Off switch, battery power and strength indication, removal, charging and installation.

On/Off switch

To turn the hoist On simply press in the red Emergency Stop Button that is located on the rear of the control box and is activated by pressing in. To switch off turn the emergency red button anti clockwise and this will cut all power to the lift and only be reset by twisting the button counterclockwise and releasing.

Battery Power and Strength

The batteries are protected from deep discharge by a LOW VOLTAGE ALARM. This will sound when the batteries need recharging and the hand control is being operated. It will not sound independently of the hand control being operated. CAUTION: DO NOT IGNORE THIS WARNING ALARM. Complete the lifting operation and place the lift on charge.

- Green Light - Indicates main power is on.
- Yellow Light - Indicates battery is charging.
- Battery will be fully charged when yellow light goes off.

- If the Smart Monitor display showing full battery means that the battery is fully charged and the lift is ready for use. The display showing a half empty battery indicates that it is time to charge the battery. The empty battery symbol showing on the display indicates that the battery has no capacity left and should be placed on charge immediately.

Removal, Charging and Installation

When the power pack needs charging it is removed from the lift and fitted to an off board charging unit.

1. Remove the power pack from the lift. The pack is retained by a simple latch at the top of the power pack. Lift the latch and the power pack will be released.
2. Fit the power pack to the charging unit. The location and latching of the power pack to the charger is the same system as used on the lift.
3. Plug the charger mains plug into a suitable mains outlet and switch the mains supply ON.
4. Charging is automatic and will fully charge the batteries over a period of four (4) hours.
5. To return the lift to service, switch OFF the mains supply and remove the power pack from the charger. Fit the power pack to the bracket on the mast and ensure the retaining latch is fully engaged and 'clicks' into place.

Emergency Lowering Lever

In the case of a complete electrical failure, the electric actuator is fitted with a mechanical lowering device (RED BOSS). This will only operate when the lift is under load. The device must be pulled upwards to activate and a slow decent will commence. NOTE: The MINIMUM load required to manually lower the hoist using the mechanical emergency down function is 30 kg.

Folding and Unfolding of the hoist when not in use

FOLDING

1. Lower the mast to the lowest possible position, then insert spreader bar into retaining cradle.
2. Release leg-locking device (pulling it away from the cast base), close legs tightly together.
3. Loosen the mast locking device sufficiently to allow the mast to be lifted upwards. Lift the mast fully until the upper stop is reached. Carefully fold the mast towards the legs. Use the push handle to assist this action.
4. If you wish to separate the mast and boom completely from the base and legs, undo the mast locking device fully (remove) and lift the mast and boom completely free from the base. Be careful not to lose the mast lock device's knob and location spindle.
5. Lift the folded Advance upright (using the legs and push handle as a guide) being careful that the mast and boom stay together as you tilt upright.
6. Pull the restraining strap sharply upwards and extend over the wheels. (This will keep the legs, mast and boom neatly together during transit and storage).

UNFOLDING

1. Stand the lift in the upright position (in a triangular stance).
2. Release the leg and mast assembly by unfastening the restraining strap from the wheels. This strap will retract neatly into the top of the mast section.
3. Lay the Advance flat on the floor (ensure rear castors are securely locked).
4. Lift the mast assembly upright (using the top of the push handle), and drop the mast into the slot, tighten mast lock knobs, release braked castors.
5. Open legs fully. ENSURE leg-locking knob engages flush against the base casting and the legs will no longer move freely. The legs will then only operate by the use of the foot pedal mechanism located at the rear of the base.
6. Release the spreader bar from the retaining cradle. The lift is now ready for operation.

ALWAYS CHECK THE FOLLOWING BEFORE FOLDING AND UNFOLDING:

- The legs are fully engaged from the stowed position
- The mast is fully locked into position .
- The legs open and close satisfactorily when the foot pedal is operated.
- Fit the power pack to the bracket on the mast and ensure the retaining latch is fully engaged and 'clicks' into place.
- The red emergency stop button, located on the control box, is in the OUT position.
- Depress the RAISE and LOWER buttons on the hand control and confirm the boom operates correctly.

Cleaning and Maintenance of both the hoist and sling

HOIST

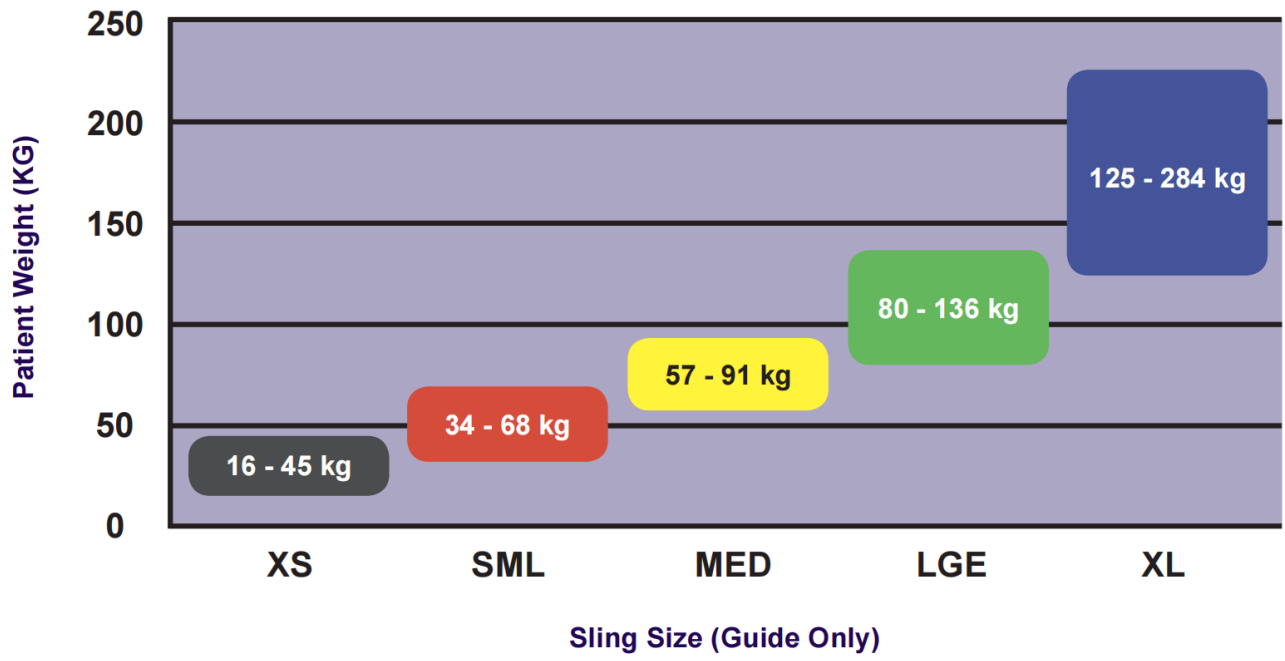
Clean with ordinary soap and water and/or any hard surface disinfectant. Harsh chemical cleaners or abrasives should be avoided as these may damage the surface finish of the lift. Avoid wetting any of the electrical parts. After cleaning, the unit should be thoroughly dried.

SLING

- Patient lifting slings should never be shared between patients
- All patient lifting slings are machine washable
- Washing and drying temperature must not exceed 85°C

The Sling and its application when on sitting and lying position

This weight recommendation chart provides only an approximate indication of sling size based on patient weight. Joerns Healthcare always recommends a full risk assessment is conducted to ascertain the most suitable size of sling based on a patient's measurements rather than weight alone.



SITTING

Coloured Looped strap based on height

