

OXFORD PORTABLE HOIST FOLDING PROCEDURE

Caution: This is a manual handling task that is best done as a two-person task. **Do not** attempt this on your own if you have not been trained, or if you have difficulty with it.

Steps:

1. Lower lifting arm to the lowest position it can go. Place the lifting bar into the blue bracket.
2. Pull the black knob in-between the supporting legs out and then close the legs as far as they can close.
3. Lock wheels to stop hoist from moving.
4. Loosen the knob at the base of the upright mast called the “Mast Lock” by turning it anticlockwise.
5. While one person places their foot firmly on the foot plate at the back of the hoist, the other person will lift the hoist mast up until it clicks.
This may need a couple of attempts.
6. When it has clicked, the mast and arm can be lowered to meet the legs at ground level
7. Lift the legs and mast up until they are upright and then pull the black restraining strap around the legs to hold the hoist together.