

SELECTION & EVALUATION OF HOISTS

- This checklist will help you to *choose between different hoists* and help to determine the most appropriate hoist for your requirements.
- Try to answer every question and consult with staff who will use the hoist.
- Make plenty of comments on the form.
- Send a copy of this page to the supplier of the hoist to complete. Make sure the supplier answers all the questions in Section 2: "Information from Supplier".

1. Your needs analysis

- What do you want to do with the hoist (*answer this section in consultation with staff*)

	YES	NO
• Transfer between wheelchair and toilet	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer from chair to chair	<input type="checkbox"/>	<input type="checkbox"/>
• Assist with standing e.g. from wheelchair or chair	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer between bed/reclining chair and shower chair	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer between bed and bath or shower trolley	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting students off the floor	<input type="checkbox"/>	<input type="checkbox"/>
• Assist when changing incontinence pads	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer into and out of cars	<input type="checkbox"/>	<input type="checkbox"/>

- What type of hoist do you need? (if known)
(*Keep in mind whether student is weight or non-weight bearing*)

2. Information from supplier – service support and other purchasing factors

- Request information from the supplier on the following points;

• Make & Model		
• Battery operated <input type="checkbox"/>	Mechanically operated <input type="checkbox"/>	
• Capacitykg		
• Does the hoist meet Australian Standard AS3581-88 equivalent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Is there a separate battery charging unit with two batteries? (so that one is always available while the other is being charged)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Conditions of service agreement		INFORMATION OBTAINED <input checked="" type="checkbox"/>
• Warranty/replacement/repair policy		<input type="checkbox"/>
• Availability and ease of obtaining spare parts		<input type="checkbox"/>
• Number of lifts before battery requires recharging, Life of battery (before replacement)		<input type="checkbox"/>
• Cost of hoist, slings and battery, any discounts available		<input type="checkbox"/>
• Provision of education/training on use of hoist for staff		<input type="checkbox"/>
• Training of maintenance staff		<input type="checkbox"/>
• Accessories available e.g. slings, different castors		<input type="checkbox"/>
• If a new model is introduced, will they continue to service the old model?		<input type="checkbox"/>
• Replacement of the hoist if it needs to be taken away for repairs?		<input type="checkbox"/>
• Storage space required		<input type="checkbox"/>

Agreement to loan hoist and attachments for two week on-site trial? YES NO

3. Adjustment mechanism

	YES	NO
Can the hoist be lowered to the floor with a client in the sling?	<input type="checkbox"/>	<input type="checkbox"/>
Can the hoist be raised to go over the highest point required for your needs eg. bath, change table. (highest point trialled at: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is the height adjustment mechanism easy to operate?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mechanism conveniently located for all users?	<input type="checkbox"/>	<input type="checkbox"/>
Can the mechanism be operated without the operator bending?	<input type="checkbox"/>	<input type="checkbox"/>
Are the control box and battery located appropriately to prevent their breakage?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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4. Slings/straps

You may wish to note the brand, model and weight limits of the sling that you trialled.

	YES	NO
Are there easy to follow instructions on how to apply the sling/strap?	<input type="checkbox"/>	<input type="checkbox"/>
Is correct sling/strap placement obvious and simple?	<input type="checkbox"/>	<input type="checkbox"/>
Do the slings and straps come in different sizes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a variety of slings available with the hoist?	<input type="checkbox"/>	<input type="checkbox"/>
Are the sling/strap and its attachments strong?	<input type="checkbox"/>	<input type="checkbox"/>
Is the sling/strap comfortable and maintains the dignity of the student?	<input type="checkbox"/>	<input type="checkbox"/>
Can the sling/strap be applied and taken off without lifting the client?	<input type="checkbox"/>	<input type="checkbox"/>
Does the sling/strap stay in place after the hoist is activated?	<input type="checkbox"/>	<input type="checkbox"/>
Can the sling/strap be put on and taken off by one person?	<input type="checkbox"/>	<input type="checkbox"/>
Does the sling or other attachments restrain the student safely (i.e. from slipping through the sling) for example if behaviour is unsettled?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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5. Brakes

	YES	NO
Are there central locking brakes?	<input type="checkbox"/>	<input type="checkbox"/>
Are the brakes easy to engage and disengage?	<input type="checkbox"/>	<input type="checkbox"/>
Is the brake pedal conveniently located (accessible and visible)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the hoist steady when the brakes are on?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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6. Usability

- | | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| • Can the hoist be transported easily? (e.g. folds/can be partially disassembled) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can the hoist be operated confidently after 1 or 2 training sessions? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can you position yourself close to the client while operating controls? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there instructions on the hoist frame for capacity and sling sizes? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can you use the hoist (and does it fit) in the bathroom and toilet? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can the hoist fit in other areas that you expect to use it?
Also trialled in these areas: _____ | | |
| • Do the hoist legs fit under the change table/other equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the hoist easy to move over different floor surfaces when loaded? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do the legs widen easily to fit around furniture etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the steering easy for one person when loaded? | <input type="checkbox"/> | <input type="checkbox"/> |
| • What other attachments are available for the hoist? e.g. commode chair (for standing hoist), Jordan frame or other specialised needs? _____ | | |

Comments:

7. Safety

- | | YES | NO |
|--------------------------------------------------------------------------|--------------------------|--------------------------|
| • Is the hoist free of protruding parts that could cause injury? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the hoist free of trapping hazards for fingers, hands etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there an emergency stop (electric)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the client safe from accidentally hitting his/her head on the boom? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can the client hold on to the hoist for security/stability? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

8. Cleaning and Maintenance

- | | YES | NO |
|----------------------------------------------------------------|--------------------------|--------------------------|
| • Is the hoist easy to clean and without potential dirt traps? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the slings and straps easy to wash and dry? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

9. Trial Period

- It is important that staff trial the hoist/s prior to purchase.
- Make sure that the hoist is demonstrated to all staff at the beginning of the trial period. Ask staff to use it as much as possible.
- The hoist should be used in as many situations as possible during the trial.
- Attach a comment book to the hoist for staff opinions and comments

- | | YES | NO |
|-------------------------------------------------------------------------|--------------------------|--------------------------|
| • Has the hoist/s been trialled? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the hoist meet your needs and fulfil criteria in this checklist? | <input type="checkbox"/> | <input type="checkbox"/> |

10. Outcome of Trial

- | | | |
|----------------------------------|--------------------------|--------------------------|
| • Will you purchase the hoist/s? | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|--------------------------|--------------------------|

Comments: