



## Using the Ceiling Board Lifter

1. Wear your Personal protective equipment including safety boots and helmet.
2. Inspect the equipment before each use, especially the cable.
3. Keep hands, hair and loose clothing away from cable and moving telescopic sections.
4. Remember the wheel brake should always be locked when raising or lowering boards..
5. Inspect the equipment for damage regularly, at least daily.
6. Take care not to bang your head on the projecting board frame.
7. This equipment will only lift boards parallel to the floor; it cannot be used to fit boards at an angle.
8. When locating a ceiling board on the board frame, do not allow it to overhang by such an amount as to create the danger of it falling off.
9. Manoeuvre the lifter with a loaded ceiling board into position before raising. Only minute adjustment should be made with the ceiling board raised.
10. Keep the ceiling board lifter away from overhead electric fittings and cables. It is made of steel which will conduct electricity down to the user.
11. Stop lifting and make the equipment safe if someone approaches you.
12. Do not leave a ceiling board unattended while in the raised position. Either fix the board or lower it.
13. If your equipment does not work properly do not attempt to repair it. Contact the hire company.

*Please keep this leaflet safely as it may be required for future reference*

## Ceiling Board Lifter

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

**It is important to read all of this leaflet  
BEFORE you use the Ceiling Board Lifter**



1. Plan your work and think ahead to make sure you will always be working safely.
2. Take care; a loaded 'multilift' may be top heavy and could topple over.
3. This 'multilift' is designed to lift SINGLE ceiling boards into position on ceilings ready for fixing. Do not use it for anything else.
4. The Safe Working Load (SWL) 30kgs will be marked on the equipment, do not exceed it.
5. The action of this ceiling board lifter can cause injury or damage if not used in a careful and controlled way. Keep fingers clear of moving parts.
6. If you have not used a 'multilift' before, familiarise yourself with the equipment before you start work. Practice raising and lowering a small section of ceiling board.
7. You should wear the following items of personal protective equipment:  
Safety boots (EN345 or BS1870/4972);  
Safety helmet (EN397 or BS5240);  
Gloves
8. This ceiling board lifter must not be used by minors, or by anyone under the influence of drugs or alcohol.
9. This 'multilift' is designed for operation by an able-bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



## WORK AREA

1. If you are still using this equipment continuously in the same area, or where other people may pass, put up barriers or warning signs to protect others by preventing anyone entering your work area.
2. Make sure that your work area is clear and safe and that no one is near to you or could distract you.
3. You should not use a 'multilift' on rough or soft ground. The floor must be level and hard, such as smooth concrete, level paving slabs, wooden floor or similar.
4. This board lifter is made of steel. Keep it away from overhead electric fittings and cables.

## OPERATORS

1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use the ceiling board lifter. Particular jobs or environments may require a higher level of protection.
2. You must wear safety boots (EN345 or BS1870/4972).
3. You should wear a safety helmet (EN397 or BS5240) whenever you are working above head height or when someone is working above you. On a construction site you must wear a helmet at all times.
4. Depending on the job you are doing you may need goggles: EN166 or BS2092; and a dust mask with a minimum of EN149:2001ffp3 protection;
5. Anybody who is working near to you will also need to wear appropriate personal protective equipment.

## MULTILIFT CEILING BOARD LIFTER

1. Check your ceiling board lifter and all its equipment. If anything is found damaged, do not use it – contact the hire company.
2. Check the wheel brake(s).
3. Check the cable and winch operation before first use and regularly (at least daily) thereafter. If the cable is worn, or if the winch does not

# Before Starting Work...



hold the board frame in the set position, do not use the equipment – contact the hire company.

4. Do not attempt to replace or alter the cable – contact the hire company.
5. Do not exceed the safe working load (SWL) marked on the equipment.
6. This 'multilift' is for lifting plasterboards and ceiling boards do not use it for any other purpose.
7. Do not raise or lower ceiling boards without first locking the wheel brake(s).
8. Ensure you understand how to operate your 'multilift' before you start using it.

## ASSEMBLY

1. In all instances of assembly set the wheel brake(s) whenever applicable.
2. The 'multilift' is almost ready for use, merely lift the board frame and locate its short connecting tube on to the top of the 'multilift' inner telescoping tube.
3. There are two extension sections (tubes) clipped at the base of the lifter, connecting the short tube, the long tube (or both tubes) between the board frame and the inner telescoping tube will raise the working height of the equipment by one foot, two feet or three feet respectively.
4. Note! At its lowest level for loading a panel, the board frame is approximately 5 feet high, with both extension sections used this loading height becomes 8 feet.
5. The board frame complete with ceiling panel can be rotated through 360° to facilitate correct location into the ceiling, without having to move the board lifter. Rotate panels gently.

6. Take care when assembling or disassembling, injury or damage can occur if a panel falls or if the 'multilift' topples.
7. Take care not to bang your head on the assembled board frame which projects out at head height.

## WHEEL BRAKE (CASTOR BRAKE)

1. It is important to set the wheel brake on at all times except when moving the ceiling board lifter.
2. If your ceiling board lifter has brakes on all three castors – always use all three.



## WINCH

1. To raise the ceiling board – turn the winch clockwise. Ensure the ratchet is working by listening to the click as you turn the winch.
2. Turning the winch anti-clockwise lowers the frame. The winch's brake automatically holds the board frame, whether lifting or lowering the frame, at whatever height you set the winch.
3. The board frame will not move up or down except by turning the winch.
4. Do not put two ceiling boards on the board frame, the extra weight may overload the winch ratchet device and cause it to fail.

## OPERATION

1. Do not use the lifter to transport ceiling boards over a distance, even in the lowered position.

2. The ceiling boards to be fitted should be positioned ready on the floor, as near as is safely possible to their final fixed position on the ceiling.
3. Move the 'multilift' to its approximate work position each time before loading ceiling board. Set the wheel brake to prevent movement. Load the ceiling board, noting which face you should present to the ceiling.
4. Loading a panel onto the board frame will require at least two persons with ramps or other lifting aid if using extension tubes on the 'multilift'.
5. Always load the ceiling board as centrally as possible. Offset ceiling boards will affect the centre of gravity and could cause the 'multilift' to topple.
6. Make any minor positional adjustment, if needed, before raising the ceiling board. Ensure you re-apply the brakes.
7. Raise the ceiling board into position by turning the winch wheel in a clockwise direction. The winch is geared to make lifting easier.
8. The ratchet device will hold the ceiling board at any height automatically. Fix the ceiling board in place.
9. Take extreme care if you have not moved the ceiling board into its final position after lifting it. Make slow and small adjustments, and use the wheel brake prudently.
10. To lower the empty board frame, or an unused board, simply turn the winch handle anticlockwise. The winch mechanism is designed to ensure the board frame remains in whatever position you wind it to.
11. If the board frame does not remain at the selected height but starts to lower by itself do not use the 'multilift' – check with the hire company.
12. Keep fingers and body parts clear of moving equipment especially the winch handle and cable.