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| **CAL-HS-PD-2900** |
| **Lifting Operations** |
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| **Procedure** |
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| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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###### Contents

[1.0 PURPOSE 1](#_Toc181035755)

[2.0 PLANNING 1](#_Toc181035756)

[3.0 LIFT PLAN 1](#_Toc181035757)

[4.0 ON SITE 2](#_Toc181035758)

[5.0 OPERATOR COMPETENCE 2](#_Toc181035759)

[6.0 STATUTORY OPERATOR TRAINING 2](#_Toc181035760)

[7.0 LOADING/ SLINGING 3](#_Toc181035761)

[8.0 CLEARANCE 3](#_Toc181035762)

[9.0 OBSTRUCTIONS 3](#_Toc181035763)

[10.0 WIND EFFECT 4](#_Toc181035764)

[11.0 SECURITY 4](#_Toc181035765)

[12.0 PLANNING AND SUPERVISION 4](#_Toc181035766)

[13.0 LIFTING EQUIPMENT AND ACCESSORIES 4](#_Toc181035767)

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# PURPOSE

1. To ensure that every time a lifting operation takes place that it is properly planned, the lift is controlled with correct equipment being used and all aspects and roles of the lift are communicated between those present.

# PLANNING

1. Initially a decision will be made if the lift to take place is necessary.
2. If necessary, all risks involved will be recorded and if necessary an Appointed Person will be utilised to assist in the planning phase.
3. The type of lift will be critical with regards the further planning of it:

* Routine lift – a generic lift plan may suffice
* Non-routine (complex) – a new lift plan required

1. Contract lifts are available where by the ‘lifting/ crane’ company will plan and conduct the lift on your behalf.
2. A site visit will be required to assess the risks present, ground conditions and room for the equipment used to perform the lift.
3. Compaction tests will be required in the area the lift is to take place. This is a must and a 3rd party may be required to carry this out and complete a report.

# LIFT PLAN

1. Ideally an Appointed Person who has the necessary training, competence and experience in writing lift plans will be utilised to write a lift plan.
2. All necessary information will be given to the person writing the lift plan. This will include:

* Ground compaction results
* Weight of lifting equipment and accessories
* Weight of items lifted and dimensions
* Lifting charts of the crane/ equipment used to perform the lift
* Thorough examination certificate for all lifting accessories
* Names and certificates of those to be involved in the lift
* Anything else the AP will require

# ON SITE

1. Ensure that the lift plan is taken to site and briefed to those to be involved.
2. Ensure that everyone involved in the lift has read and signed the lift plan.
3. Lift Supervisor, who has training and experience, has over all management of the lift and if they stop the lift for any reason, it must stop.
4. Only trained slingers will sling loads.
5. Exclusion zones will be set up with physical barriers around the lifting applicance.
6. A pre-lift brief will take place where all hand signals etc will be discussed and an opportunity for questions to be asked for clarification.
7. Tag lines will be used to stabilise the load. No one will walk under or place hands on a suspended load.
8. This procedure applies to Lifting Equipment which may be regarded as any piece of mechanical, including manually operated, equipment which alters the vertical position of a load. This definition includes lift trucks and all excavators, regardless of size, as well as such items as gin wheels, elevators and hoists.
9. Lifting Accessories are defined as any equipment connecting the lifting equipment to the load and will include slings, shackles, eyebolts, grabs, spreader beams, etc.

# OPERATOR COMPETENCE

1. All operators must have received information, instruction and training in the actual type of machine which they are to use.
2. Qualifications for the operation of lifting equipment should be those issued by the bodies recognised by the HSE, such as the CITB – CPCS Scheme, which incorporate safety training, machine operation training and an assessment of the operator’s actual performance.
3. The operator should have physical evidence of the standing of his operator’s qualification and this should be scrutinised by the Site Manager before he allows operations to commence.

# STATUTORY OPERATOR TRAINING

1. The certification lift trucks operators is mandatory and all operators must have a current certificate issued by one of the approved bodies listed in the AcoP or below;
2. The bodies listed have been recognised by the HSC as competent to accredit and monitor organisations to train instructors and/or to train, test and certificate operators:

* Association of Industrial Truck Trainers (AITT) - Operate the ITSSAR Scheme
* Construction Industry Training Board (CITB) - Operate the CITB-CPCS Scheme
* Lantra National Training Organisation Ltd
* National Plant Operators Registration Scheme Ltd
* RTITB Ltd

# LOADING/ SLINGING

1. No lifting equipment should be overloaded, except under the supervision by a competent person for the purposes of a proof load test.
2. The ground or supports on which a lifting machine is to operate should be of adequate strength.
3. Where outriggers or wheels rest on the ground, then the load bearing capacity of the ground should be established.
4. Where a crane is to operate on extended outriggers, all wheels must be clear of the ground.
5. Only trained and competent persons are to sling loads.
6. When loads are slung they must be done with due care and attention so the load is not ‘lost’.

# CLEARANCE

1. A minimum clearance of 600 mm will be maintained between any slewing part of a lifting machine and any fixed object.

# OBSTRUCTIONS

1. No lifting operation will take place in a position where the machine or load might make contact with any overhead obstruction.
2. Minimum distances will be maintained between any overhead power source and any part of a lifting machine or load. Local electricity suppliers should be contacted if the minimum distance is not clearly defined.
3. Planning of the lift is essential so there is the necessary clearance and no object is struck.
4. Barriers will be placed around the lift area to prevent others entering and potentially being struck by the load/ crane.

# WIND EFFECT

1. Where the strength of wind is likely to affect any lifting operation, then a system for establishing the wind speed should be in place.
2. The wind speed above which operations should cease should be established and included in the lifting plan.

# SECURITY

1. Except when the operator is at the control position, all lifting machines should be kept secure, isolated from the power source and lockfast.
2. On mobile machines, keys should be removed from the ignition and kept secure.
3. No operator should leave the control position when a load is suspended from a lifting machine.

# PLANNING AND SUPERVISION

1. All lifting operations must be planned and supervised by competent persons.
2. The persons appointed should be recorded on the lifting plan.

# LIFTING EQUIPMENT AND ACCESSORIES

1. All lifting equipment (items that do the lifting e.g a crane/ excavator) and all lifting accessories (parts attaching the lifting equipment to the load e.g shackles/ eye bolts etc) must have undergone through examinations as follows:

* Lifting equipment LIFTING PEOPLE - 6 months (MEWPS etc)
* All other lifting equipment (not lifting people) 12 months (tower cranes)
* All lifting accessories - 6 months (harnesses, shackles)

1. All lifting accessories and equipment must have an ID number and a SWL stated upon it. It will be down to the person planning the lift to select the right accessories to be used during the lift.
2. All thorough examination certs must be kept for a minimum of 2 years.
3. All pre-use checks of the lifting equipment must be recorded and also kept for 2 years.
4. All lifting equipment must be checked by the operator before use – if any defects are found then the lift will not go ahead until they are rectified.
5. All lifting accessories must be visually checked for defects before use. If any are found, place the item in ‘quarantine’ to prevent others from using and replace the item, updating the lift plan.

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