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| **CAL-HS-PD-2900** |
| **Use Of Lifting Equipment** |
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| **Procedure** |
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| Revision History | | | | | |
| 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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# PURPOSE

1. The purpose of this procedure is to ensure that lifting equipment being utilised by the company is safe and fit for use.

# LEGISLATION

1. All lifting equipment and accessories must receive a thorough examination by a competent person at regular intervals.

* For lifting equipment which lifts persons – 6 monthly
* For other lifting equipment – 12 monthly
* Lifting accessories – 6 monthly

1. The above periods may be altered under a written scheme of examination prepared by a competent person.
2. Physical evidence of the last thorough examination must accompany all lifting equipment arriving on a site. This physical evidence should be copy of the report of the last thorough examination. The report should be annotated with the nature and date of the remedies applied to any defects noted in the report.
3. All lifting equipment and accessories must be subject to load testing before first use. Subsequent testing will depend on the competent person’s judgement.
4. A copy of the equipment’s test certificate should accompany all lifting equipment arriving on site.
5. Other certification may be required in respect of ropes, hooks and other attached equipment and anchorages forming part of the lifting equipment. Specialist assistance should be sought from the M2 Safety Consultants Limited if this is in question.
6. Each item of lifting equipment should be clearly and indelibly marked with an individual number or code, in order that certification can be identified as relating to that item. Batch certification is not permitted.
7. Any lifting equipment without an individual identification should be rejected.
8. All items of lifting equipment should be clearly marked with the safe working load and where this is variable, a load chart giving the loads and relevant configurations should be provided.

# NON-STATUTORY INSPECTIONS

1. It is recommended that all lifting equipment should be inspected before daily, or at the start of each shift.
2. The operator, or a person of equal competence, should carry out the inspection. The inspection should include such items as tyres, outriggers or stabilisers, chassis, controls, CCTV or mirrors, booms, jibs, chains or ropes, hooks and all attachments. A standard check list is useful accessory.
3. The results of the inspection should be recorded at least once in every 7 days. This may take the form of an acknowledgement on the operator’s timesheet, of completion of a standard checklist.
4. The person carrying out the inspection should record any defect found and report it immediately to a responsible person.
5. If, in the opinion of the person carrying out the inspection, the defect affects the safe operation of the lifting equipment, lifting operations involving the machine should cease, the machine should be quarantined, and the defect reported to the Site Manager.

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