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Summary of Policy or Procedure	
<p>The purpose of this document is to set out responsibilities and to offer guidance for the control of hazards arising out of lifting operations and the use of lifting equipment. Its aim is to comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p>	
Storage	
<p>This is Version 6 and is available through the NY Highways Communication Hub.</p>	

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1. Introduction

These Regulations place duties on people and companies who own, hire, and operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or hired.

All lifting operations involving lifting equipment and accessories must be properly planned by a competent person, appropriately supervised, and carried out in a safe manner. Those using lifting equipment must be suitably trained and competent to do so.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

2. Scope

The scope of this procedure is in relation to all aspects of lifting operations which are any operation concerned with the lifting or lowering of a **load**, as a single lift or as a series of lifts. A **load** is defined as any item, material, people or animals or combination of that is lifted/lowered by the lifting equipment.

2.1 Examples of Lifting Equipment

Is defined as being any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the load. Such a definition covers a wide range of equipment including:

- Cranes
- Mobile Elevated Work Platforms (MEWP's) incl: Scissor lifts and Boom Platforms
- Forklift trucks, Tele-handlers
- Excavators
- Lorry mounted crane
- Vehicle inspection platform hoists
- Vehicle tail lifts
- Garage jacks and 4 post lifts
- Pallet trucks (walk along or ride on or manual operated)
- Agricultural lifting equipment such as front-end loaders
- Vacuum lifting cranes
- Passenger lifts
- Hoists
- Gin Wheels

2.2 Examples of Accessories

Which are typically used in conjunction with lifting equipment during lifting operations include:

- Chains, Ropes, Slings, Strops, Eyebolts, Shackles, Karabiners
- Block Grabs
- Pulleys
- Anchor points, Harnesses
- Vacuum lifters

2.3 Examples of equipment not covered by LOLER

- Pallet trucks (less than 300mm lift height)
- Roller shutter doors
- Fall arrest ropes
- Tipper Trucks

2.4 Lifting equipment used for lifting people at work

People can be at greater risk of harm when they are lifted by machinery (e.g., operators of mobile elevated work platforms may collide with overhead structures and mobile access equipment) may be at higher risk of overturning, potentially resulting in serious or fatal injuries.

The correct type of equipment must always be selected for the task in hand, it is vital that the activities are properly planned through risk assessment. Some people using the equipment may be less familiar with the risks so training and adequate supervision in the operation of the equipment are very important.

3. Responsibilities

3.1 Senior Leadership Team

- Senior leadership is responsible for:
- Ensuring suitable LOLER arrangements are established and maintained
- Providing adequate resources for compliance
- Supporting legal compliance and continual improvement
- Monitoring LOLER compliance performance through management review and operational oversight

3.2 The Buying Department

Buying department are responsible for:

- Ensuring all purchased lifting equipment is suitable for intended use
- Obtaining valid Declarations of Conformity for new equipment
- Ensuring hired equipment is supplied with valid Certificates of Thorough Examination
- Ensuring documentation is provided to the IMS Team

3.3 Operations Managers, Senior Supervisors & Supervisors (Operations Management Team)

Operations Managers are responsible for:

- Ensuring lifting operations are planned (lifting plan) and supervised by competent personnel
- Ensure operators of lifting equipment are trained and competent
- Ensuring lifting equipment is fit for purpose and suitable for intended use
- Ensuring all identified lifting equipment is included and detailed in the company asset register by the depot supervisor
- Ensuring equipment is made available for inspection at agreed locations and times
- Ensuring processes are available to ensure defective equipment is removed from service, quarantined, repaired, or disposed of appropriately
- Developing suitable rescue plans (where applicable) and ensuring adequate equipment is available
- Ensuring contractor lifting activities are carefully planned and suitably controlled
- Ensuring that a nominated person is available to carry out the duties above during annual leave or other periods of absence

3.4 HSE/IMS Team

Are responsible for:

- Providing oversight, support and guidance for compliance with the LOLER Regulations
- Supporting operational teams with IMS monitoring and compliance activities
- Supporting teams through discussion and monitoring audits providing guidance on best operational practice

3.5 Gangers & All Operatives

- Conducting suitable pre-use visual inspections before equipment is used
- Reporting defects, missing certification, damaged equipment, or unsafe conditions immediately
- Using lifting equipment only for its intended purpose
- Not using equipment where defects may compromise safety
- Following all provided training, safe systems of work (lifting plans), and supervision arrangements

3.6 Depot Supervisors

Depot Supervisors are responsible for:

- Coordinating of the testing and ensuring equipment availability on inspection dates
- Supporting inspection and examination activities
- Quarantine items that failed testing in a designated area
- Uploading certificates and examination reports to the Communications Hub (asset register)
- Updating local asset and equipment registers
- Monitoring day-to-day compliance arrangements within their areas of control

3.7 Contractors and Subcontractors

Contractors and subcontractors using lifting equipment on behalf of NY Highways must:

- Provide evidence of current certification and thorough examination records
- Ensure lifting operations are planned and supervised by competent personnel
- Ensure operators are trained and competent
- Comply with NY Highways site rules, risk assessments, and operational controls
- Remove defective equipment from service immediately

It is a legal requirement to ensure that all lifting equipment is regularly maintained to ensure it is safe for use, suitably marked (Manufacturers SWL, tagged with the next due date of inspection). And subject to statutory periodic thorough examination. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

4. Procedure

4.1 Purchase of Equipment

All lifting equipment must be fit for purpose, appropriate for the task. All lifting equipment and accessories must be clearly marked to indicate their 'Safe working loads' (SWL) – the maximum load the equipment can safely lift (where the equipment can be moved to a different position, the SWL must show all potential configurations for each position).

Where equipment is to be used to lift people (MEWPs), it should be marked to indicate the number of people that can be lifted in addition to the SWL of the equipment.

All new equipment must have a compliant Declaration of Conformity made less than 12 months earlier on delivery of the equipment. All declaration of conformity certificate must be provided by the purchasing department and held at the depot in a safe location with the asset register updated by the depot supervisor. See section 4.5 for more information of declaration of conformity.

4.2 Hire of Equipment

All hired equipment must be carefully selected and be suitable for the task intended and provided with a current and up to date Certificate of Thorough Examination (see Thorough Examination)

No new equipment must be accepted unless the above documentation and safe working load markings are in place. All LOLER certificates must be held at the depot in a safe location and asset register updated by the depot supervisor.

4.3 Thorough Examination

Lifting equipment must be thoroughly examined:

- **Before using it for the first time** – unless the equipment has an EC Declaration of Conformity less than one year old and was not assembled on site. If it was assembled on site, it must be examined by a competent person to establish the assembly was correct and safe, eg a platform lift installed in a building
- **after assembly and before use at each location** for equipment that requires assembly or installation before use, eg tower cranes
- **regularly in service** if the equipment is exposed to conditions causing deterioration that is likely to result in dangerous situations. If this applies to your equipment you have a choice (see table below). You can arrange for the thorough examination to be carried out:
 - at regular intervals (either at least every 6 months or 12 months depending on whether the lifting equipment is for lifting people or not);
 - or in accordance with an examination scheme drawn up by a competent person.

Type of equipment	6 months	12 months	Examination scheme
Accessory for lifting	✓		✓
Equipment used to lift people	✓		✓
All other lifting equipment		✓	✓

Records of thorough examinations must be made and, where defects are identified they must be reported to both the person using the equipment and to any person from whom it has been hired or leased, and the relevant enforcing authority (HSE for industrial workplaces; local authorities for most other workplaces).

A systematic and detailed examination of the equipment and safety-critical parts must be carried out by a competent person who must then complete a written report. This report must contain the following information:

- The examination date
- The date when the next thorough examination is due
- The safe working load (SWL)
- Any defects found which are (or could potentially become) a danger to people

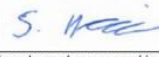
Where serious defects are identified during the thorough examination, the competent person carrying out the examination must immediately report this verbally to the “*duty holder*” typically the depot supervisor who would then report any defects to the relevant area Operations Management Team, if these are vehicle related this to be reported to fleet management. This should then be followed by the written report issued by competent person.

4.4 Reports and Defects

The contents required in a thorough examination report includes the following:

1. The name and address of the employer for who the thorough examination was made.
2. The address of the premises at which the thorough examination was made.
3. Particulars sufficient to identify the lifting equipment including where known, its date of manufacture.
4. The date of the last thorough examination.
5. The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) it's safe working load for the last configuration in which it was thoroughly examined.
6. Whether it is a thorough examination.
7. Within an interval of 6 or 12 months.
8. That the lifting equipment is safe to operate.
9. In relation to every thorough examination of lifting equipment:
 - a. identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect.
 - b. particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons.
 - c. in the case of a defect which is not yet but could become a danger to persons.
 - b) the time by which it could become such danger.
 - c) (ii) particulars of any repair, renewal or alteration required to remedy it.
 - a. the latest date by which the next thorough examination must be carried out.
 - b. where the thorough examination included testing, particulars of any test.
 - c. the date of the thorough examination.
10. The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer.
11. The name and address of a person signing or authenticating the report on behalf of its author.
12. The date of the report

Example of a completed LOLER Inspection report.

LEEA		GA1		CHAINS LIMITED											
REPORT OF THOROUGH EXAMINATION OF LIFTING EQUIPMENT															
In accordance with the Safety, Health and Welfare at Work (General Applications) Regulations SI 299 of 2007															
Date of Thorough Examination: 02/05/2023 Date of Last Thorough Examination: Jan 19 2022 3:18PM		Report #: 143208		Colour Code: NO COLOUR Job No: 12903											
Name and Address of employer for whom the thorough examination was made: Ballygorman Contracts Ltd Bres Malin Head Co. Donegal			Address of premises at which the examination was made: Ballygorman Contracts Ltd Bres Malin Head Co. Donegal												
Description and identification of the equipment: Description: 1 Ton x 3 Meter Web Sling Serial #: 200729673 Category: Web Sling Manufacturer: Lifting Asset:			Date of manufacture if known: UNKNOWN												
Safe Working Load/WLL/Load Test: 1 Tonne, None			Purpose of Examination:												
			<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No														
<input checked="" type="checkbox"/>	<input type="checkbox"/>														
<input type="checkbox"/>	<input checked="" type="checkbox"/>														
<input type="checkbox"/>	<input checked="" type="checkbox"/>														
<input type="checkbox"/>	<input checked="" type="checkbox"/>														
Identification of any part found to have a defect which is or could become a danger to persons and a description of the defect (if none state NONE): NONE															
Is the above a defect which is of immediate danger to persons? YES NO <input checked="" type="checkbox"/>															
In the case of a defect which is not yet but could become a danger to persons: The time by which it could become a danger: N/A															
Particulars of any repair, renewal or alteration required to remedy the defect identified above: NONE															
Identification of any parts not yet accessible for examination: NONE															
Particulars of any tests carried out as part of the examination: (if none state NONE): NONE															
IS THIS EQUIPMENT SAFE TO OPERATE? YES <input checked="" type="checkbox"/> NO															
Name of person making this report: Sean Haire.				Latest date by which next thorough examination must be carried out: 02/11/2023											
Name and address of employer of persons making and authenticating this report: 251 Richmond Rd, Fairview, Dublin 3, D03 AX66, Ireland															

Record Keeping

It is a requirement of the LOLER regulations that organisations keep records of all thorough examinations and inspections for all lifting equipment, the required record keeping time scales are detailed below.

Type of examination or inspection	How long to keep records
Thorough examination before first use.	Lifting equipment – until the employer ceases to use the lifting equipment. Lifting accessories – for two years.
Thorough examination before use where the safety of the equipment depends on the installation conditions.	Until the equipment is no longer in use at the place where it was installed/ assembled.
In-service thorough examination (6-monthly, 12-monthly or examination scheme).	Until the next report is made or two years, whichever is the later.
In-service inspections/tests.	Until the next report is made.



4.5 Declaration of Conformity

When issuing a Declaration of Conformity for lifting equipment, manufacturers have to assess its design and construction against LOLER requirements, undertaking inspection, examination and testing as necessary to meet them, as well as meeting industry-accepted quality and safety standards. The Declaration of Conformity may therefore be a substitute for the initial thorough examination before first use, if the lifting equipment does not depend on post-manufacture assembly or installation conditions.

Declarations of Conformity should include the following:

1. Business name and full address of the manufacturer and, where appropriate, their authorised representative.
2. Description and identification of the product, which should include, model, type, and serial number.
3. Where appropriate, a reference to the harmonised standards used, and to which conformity is declared.
4. Where appropriate, the name, address and identification number of the notified body which carried out conformity assessment.
5. The identity and signature of the person empowered to draw up the declaration on behalf of the manufacturer or his authorised representative.

Example of a declaration of conformity.

 DECLARATION OF CONFORMITY	
NAME AND ADDRESS OF MANUFACTURER:	JC BAMFORD EXCAVATORS LTD LAKESIDE WORKS ROCESTER UTTOXETER UNITED KINGDOM ST14 5JP
HEREBY DECLARES THAT THE MACHINERY / EQUIPMENT DESCRIBED BELOW: DESCRIPTION OF MACHINERY / EQUIPMENT:	DUMPERS FORWARD/SIDE TIP
TRADE NAME:	JCB
MODEL NAME:	9FT
SERIAL NUMBER OF MACHINERY / EQUIPMENT:	JCB9TFTTRCK2781025
COMPLIES WITH THE PROVISIONS OF THE 'MACHINERY DIRECTIVE' (DIRECTIVE 2006/42/EC AS AMENDED).	
THE FOLLOWING STANDARDS HAVE BEEN USED:	EN 474-1:2006+A5:2018 EN 474-6:2006+A1:2009
NAME AND ADDRESS OF THE PERSON ESTABLISHED IN THE EU AUTHORISED TO COMPILE THE TECHNICAL FILE (TD)	Managing Director JCB Vitarmax GMBH GRAF-ZEPPELIN-STRASSE 16 51147 COLOGNE GERMANY
COMPLIES WITH THE PROVISIONS OF THE 'ELECTRO-MAGNETIC COMPATIBILITY DIRECTIVE' (DIRECTIVE 2014/30/EU AS AMENDED), (EMC)	
COMPLIES WITH THE PROVISIONS OF THE 'NOISE EMISSIONS IN THE ENVIRONMENT BY EQUIPMENT FOR USE OUTDOORS DIRECTIVE' (DIRECTIVE 2000/14/EC AS AMENDED)	
NAME AND ADDRESS OF THE PERSON WHO KEEPS THE TECHNICAL DOCUMENTATION:	PRINCIPAL ENGINEER NVH J.C. BAMFORD EXCAVATORS LIMITED LAKESIDE WORKS ROCESTER STAFFORDSHIRE UNITED KINGDOM ST14 5JP
CONFORMITY ASSESSMENT PROCEDURE:	ANNEX VI - PROCEDURE 1
NAME AND ADDRESS OF NOTIFIED BODY:	A. V. TECHNOLOGY Unit 2 EASTER COURT EUROPA BOULEVARD WARRINGTON CHESHIRE UNITED KINGDOM WA5 7ZB
MEASURED SOUND POWER LEVEL ON EQUIPMENT REPRESENTATIVE FOR THIS TYPE:	101 dBA
GUARANTEED SOUND POWER LEVEL FOR THIS EQUIPMENT:	101 dBA
NET INSTALLED POWER / MASS OF APPLIANCE:	55.0 kw
PLACE OF DECLARATION:	ROCESTER
DATE OF DECLARATION:	06/03/2019
NAME OF AUTHORISED SIGNATORY:	MICHAEL MOHAN
POSITION:	MANAGING DIRECTOR
SIGNATURE:	

4.6 Suitability of Lifting Equipment

All lifting equipment used by NY Highways **must** be:

- Sufficiently strong, stable and suitable for the proposed use; also taking into consideration the stresses created at its mounting or fixing point. The load or anything attached (e.g. timber pallets, lifting points) must be suitable to withstand the operation.
- Fitted with an anemometer where the equipment or its load may be affected by high wind to detect dangerous situations. Or handheld anemometer where MEWPS are being used.
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling, drifting or being released unintentionally or striking people. It should prevent persons from being crushed, trapped or stuck. It should be constructed in such a way that where a person trapped or stuck is not exposed to danger and can be freed.
- A safe working load (SWL) is a value or set of values based on the strength and/or stability of the equipment when lifting. The SWL is usually expressed in terms of the maximum load that the equipment may safely lift. Machinery and accessories for lifting loads must be clearly marked to indicate their SWLs.
- Have audible and/or visual warning when the safe lifting limits are being approached where there is a significant risk of overturning and/or overloading.
- Conspicuously marked by the competent person when carrying out thorough examination to identify that equipment has been tested and is safe to use. Accessories, e.g. slings, clamps etc, should be similarly marked also lifting equipment designed for lifting persons must be clearly marked as such.

4.7 Lifting Equipment for Persons

Any lifting equipment used for lifting persons should:

- Have a current certificate of thorough examination (6 Months)
- Be designed to prevent a person using it being crushed, trapped, become stuck or able to fall from it e.g. MEWP
- Have devices to prevent free-fall and have ground controls
- In the event of a malfunction the person at height should not be exposed to danger and there must be a reliable means of rescue provided.
- Be conspicuously marked with the relevant information.

4.8 Rescue Plans

It is a legal requirement to plan for emergencies and be able to rescue anyone working at height or trapped in a lift car or has become incapacitated. The ability to rescue someone quickly that has become trapped or injured can make a very significant difference to the injuries sustained; it may be the difference between life and death.

A suitable rescue plan must be developed to ensure that an emergency rescue can be carried out safely and quickly in the event of an operator or anyone else becoming trapped, stuck or incapacitated, SSoW 0105 contains details of Rescue plan for MEWP operations.

4.9 Lifting Plan

Is a step-by-step guide of a safe system of work and should be produced for all lifting operations.

One person with sufficient training, practical and theoretical knowledge and experience should be appointed to be responsible for planning and supervising the tasks that will be carried out under the Lifting Plan. This person is known as the “Appointed Person” this can be an employee of NY Highways or a nominated contractor.

All lifting plans must be developed and provided in a timely manner to allow review and final approval.

The Appointed Person must ensure that the planning for each task includes the following:-

- Identifying the lifts to be undertaken;
- Identifying the hazards associated with the lifts using risk assessment;
- Identifying control measures to enable a safe lift
- Developing the safe system of work to be used;
- Documenting the safe system of work in the lifting plan;
- Plan for rescue/ emergency requirements;
- Communicating the plan to all persons involved;
- Reviewing the plan before the tasks starts and at timely intervals, incorporating any changing circumstances.

1. Identifying the types of lifts to be undertaken

As the first stage in the planning process, the types of lifts to be undertaken should be clearly identified, together with the location and frequency of any lifting.

2. Identifying the hazards associated with the lifting operation

The hazards associated with the lifting operation should be identified. These might be associated with the location where the load is to be lifted from or landed, the nature of the load to be lifted or the people associated with the task or who are located in the vicinity. This should be formalised as a risk assessment.

3. Identifying control measures

Once the risk assessment has highlighted the risks involved in the lifts, the procedures and measures required to control the hazards should be identified.

4. Developing the method to be used

Having identified the hazards, evaluated the risks and worked out the control measures required to carry out the lifting operations safely, these components should be developed into a coherent lifting plan. Any contingency measures and rescue procedures should be included in the lifting plan.

5. Recording the planning in a Method Statement

Once the plan has been developed it should be recorded in the lifting plan. The length and detail of this document depends on the complexity of the task to be undertaken and on the risks involved.

The lifting plan should include a “lifting schedule” listing each type of item to be lifted together with the following information:

- Item description;
- Weight;
- Dimensions;
- Lifting points/method;
- Type of lifting accessories to be used and configuration;
- Pick up and landing locations referenced to the site plan.

6. Communicating the plan to all persons involved

One of the most important aspects of successful planning is to ensure that the contents of the plan are communicated effectively to and between all parties involved, taking account of language differences. Arrangements should be made to ensure that copies of any safe systems of work are given to the appropriate people and that others involved in the job are fully briefed. Similarly, any changes to the plan should be communicated to all parties.

7. Reviewing the lifting plan

The lifting plan should be reviewed to check if any aspect of the job has changed and the effect that these changes could have on the safety of the operation. If any modifications to the plan are required these should be communicated to all those involved. The Appointed Person should amend the lifting plan and initial any significant changes.

4.10 Training and Competency

TRAINING

Employees must only use lifting equipment for which they have received training and instruction so they can use it in the manner in which they have been trained.

The training provided will be in the form of specific courses which are appropriate to the type and nature of lifting operations the employee will be carrying out in the course of the work, i.e. forklift, excavators, lorry mounted crane, MEWP, etc.

The training of employees or individuals involved in the use of lifting equipment should be provided by competent training organisations with the course content being developed by recognised training bodies such as IPAF, CPCS, RTITB, NPORS or similar.

PERSONNEL AND COMPETENCE

Appointed Person

An Appointed Person (Lifting Operations) (AP) must be appointed to manage the planning, installation and lifting operations. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5).

The Appointed Person should be given the necessary authority for the performance of all their duties and in particular, authority to stop the operations whenever they consider that danger is likely to arise if the operation were to continue.

This person should be given adequate training and for Crane Operations and must hold an Appointed Persons CPCS card or NPORS card. For non-crane lifting operations, they must be able to demonstrate a suitable level of competence, which may or may not involve the CPCS/NPORS appointed person’s card.

They must possess the relevant experience to carry out the following duties:

- Ensure a safe system of work is provided for the lifting operation
- Ensure the equipment and accessories are suitable
- Consult with other people to ensure the lifting operation is coordinated
- Ensure the lifting equipment and accessories have current inspection / test certificates
- Ensure a competent Slinger/Signaller has been appointed.

The Appointed person shall be responsible for producing the Safe Systems of Work and Lift Plan for the Lifting Operations for which they responsible.

The Appointed Person shall also conduct a monthly review of all lifting plans where a crane is based on site for 1 month or more.

Crane Supervisor

A Crane Supervisor shall be designated to each crane in service. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5). The Crane Supervisor is permitted to simultaneously perform one of the other roles in the lifting team (such as Slinger/Signaller) except for Crane Operator.

Their duties are as follows:

- direct and supervise the lifting operation,
- ensuring that these are carried out in accordance with the method statement.

The crane supervisor must hold a valid CPCS/NPORS card, be competent and suitably trained and have sufficient experience to carry out all relevant duties. The crane supervisor should have sufficient authority to stop the lifting operation if they consider it dangerous to proceed.

NOTE: The appointed person may decide to undertake the duties of the crane supervisor or to delegate these to another person with appropriate expertise for the lifting operation.

Crane Operator

Each Crane Operator must hold a CPCS/NPORS card, for the type of crane which they is operating. They will also be required to complete familiarisation training on the specific model of crane they will be required to operate.

Evidence that the operator is medically fit to drive a crane should be obtained this shall be done annually for Tower Crane Operators and 5 yearly for other crane operators. The type of evidence obtained is dependent on the type of crane being operated and the risks to the operator and others involved in the operation.

Operators of Other Lifting Equipment

Operators of non-crane lifting equipment must have relevant training on the operation of that equipment, which should be CPCS or NPORS where available. This will include the relevant Endorsements on the operators CPCS / NPORS Card for using the non-crane for lifting.




Slinger / Signaller

At least one Slinger/Signaller shall be designated to each lifting operation. Additional Slinger/Signaller may be necessary during unsighted or complex lifts. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121

(Parts 1, 3 and 5). The Slinger/Signaller is permitted to simultaneously perform one of the other roles in the lifting team except for Crane Operator.

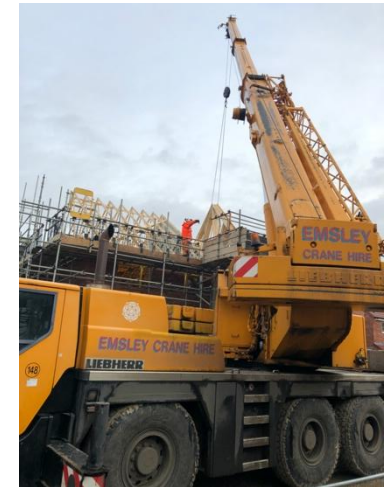
Each Slinger / Signaller shall hold a CPCS card with the appropriate endorsement to the type of lift being undertaken.

4.11 Requirements for Telehandler




Management of Lifting Operations Specific Requirements for Forklift Truck	PRE-COMMENCEMENT		  
	<ul style="list-style-type: none"> • forklift truck refers to all on site forklift trucks, including “Telehandlers”, and “All terrain forklifts”. • A Safe System of work shall be in place for forklift operations, ie a basic lift plan, which should detail the loads to be lifted and transported • The above information shall be used to select the correct type and size of forklift truck, should one be required. • Forklifts shall only be procured from reputable suppliers or plant hire companies. • The ground make up at areas where forklifts are likely to operate must be suitable to ensure that they can support the Telehandler and its heaviest possible load when operating • No forklift shall be put to use until <ul style="list-style-type: none"> ○ Thorough examination and operator competence has been checked, with copies of each being taken. ○ Operator has received necessary training ○ Operator has signed the lifting plan and conducted a full pre-use check of the forklift 		
	PHYSICAL REQUIREMENTS		
	<ul style="list-style-type: none"> • Where Telehandlers are used this will be in line with the CPA and HSE “Safe Use of Telehandlers in Construction” document. • All forklifts used on site must have a “Falling Object Protection System” (FOPS) • Where wheeled forklifts are on site a suitable tyre pressure gauge must be available for measuring tyre pressures • If maintenance work is required, then this must be undertaken in a safe place. If a forklift has broken down on site physical barriers must be erected around the area before commencing fitter activities. • Any required vision aids, such as camera or mirrors must be fitted, correctly adjusted, clean and undamaged to allow good visibility around the machine. • Decals must be displayed in the cab that shows Safe Working Loads. • An audible alarm must sound when the machine is reversing. • Telehandlers should be fitted with audio and visual “Safe Load Indicators” (SLI), unless not practical to do so. • Each machine must carry a suitable fire extinguisher. • Any broken window glass must be replaced immediately. • If any item or device provided for the purposes of safety (<i>alarms, lights, mirrors, ROPS/FOPS etc</i>) is defective then the machine must be taken out of use until the problem is rectified. • Loads should be lifted on the forks. If suspended loads are to be lifted, then a specific Risk Assessment shall be required. • People are not to be lifted using a forklift truck. 		
EXAMINATION & INSPECTION		COMPETENCE	
<ul style="list-style-type: none"> • All forklifts must be thoroughly examined every 12 months. • The Operator will conduct a pre use check at the start of each shift • Tyre pressure will be taken and recorded every week 		<ul style="list-style-type: none"> • The Operator must hold a relevant CPC card, appropriate to the type and size of machine they are operating. • Any person preparing Safe Systems of Work and planning forklift operations must have demonstrable experience of forklift operations, the risks and control measures associated with such work. • Any person slinging or securing suspended loads to a forklift must hold a CPC slinger/signaller card. • Any person controlling vehicle movements must be trained as a vehicle banksman / traffic marshal. 	

4.12 Requirement for Mobile Crane



Management of Lifting Operations Specific Requirements for Mobile Crane	PRE-COMMENCEMENT	
	<ul style="list-style-type: none"> This section must be followed at all times and the requirements stated must be met where a mobile crane is being used on the site. ALL mobile crane lifting operations on NY Highways sites must be procured under a Contract Lift arrangement, a full competence assessment must be carried out into the contractor's ability to plan and manage lifting operations. Detailed lifting plan to have been created for the lift by a competent Appointed Person (AP) following a visit to site to survey the area and discuss the lift with the site supervisor Each time a mobile crane arrives at site a Mobile Pre-lift Check must be carried out completed by the Crane operator, Lift Supervisor to ensure that site conditions match the lifting plan and the equipment is fit to lift. Ground conditions must be adequate for the lifting operation to be carried out from, all underground or overhead features/hazards to be identified and discussed during the planning stage of the lift. Typically, where cranes are not sited on road formations or solid existing yard areas then relevant CBR testing of ground conditions must be carried out to ensure that the ground is adequate to support the crane in use. With regard to mobile cranes, particular consideration must be given to siting, out of service conditions, on-site travel, travel to site, existing features (Underground/overhead) and operating conditions in accordance with sections 9, 11.8, 11.9, 11.10, and 12 of the Code of Practice for Safe Use of Cranes – Part 3: Mobile cranes. BS 7121-3:2000. Prior to commencement of lifting operations all lifting plans must be reviewed, satisfactorily completed and signed onto by all parties. 	
	PHYSICAL REQUIREMENTS	
	<ul style="list-style-type: none"> Mobile cranes must be correctly set up as per the manufacturers' instructions. An anemometer must be fitted to the end of the mobile crane jib, unless one exists on site (such as on a tower crane) which is close enough to give representative readings. Close coordination is required between Mobile Crane lifting operations and other lifting equipment (other cranes, hoists etc) and large plant (concrete pumps etc) on site. The Site supervisor will hold lifting coordination meetings where required and where other lifting equipment is used in the vicinity of the proposed lift If a Mobile Crane is on site for longer than 1 month then the Appointed Persons must review the lifting plan to ensure it is current and relevant for the task being performed If lifting operations are to take place with 5m of the site boundary this shall be specifically risk assessed and recorded within the lift plan. An exclusion zone is to be established around the base of the crane to prevent unauthorised access into the lifting area 600mm clearance shall be maintained between the crane and any obstruction such as a structure. Where this is not possible the area shall be excluded using physical barriers and signage. 	
EXAMINATION & INSPECTION		COMPETENCE
<ul style="list-style-type: none"> Thorough Examinations must be conducted annually. Records of Thorough Examinations must be provided to NY Highways prior to lifting commencing The Crane Operator will conduct an inspection at the start of each shift and provide a copy to Site Management 		<ul style="list-style-type: none"> The appointed person, Crane Supervisor, Crane Operator and Slinger Signaller must all have an appropriate CPCS card.



4.13 Requirement for Excavators used for lifting

Management of Lifting Operations Specific Requirements for Excavator Used for Lifting	PRE-COMMENCEMENT		
	<ul style="list-style-type: none"> A specific lifting plan must be in place for lifting operations involving excavators (ensure that items being lifted have specific lifting points) Ensure that any concrete items being cast on site have a specific Temporary Works Design to include for adequate lifting points to allow safe lifting and transporting across the site The SSoW should include details on good lifting practice as described in the CPA guidance: Guidance on Lifting Operations in Construction When Using Excavators A check of Thorough examinations, inspections and training certificates must be undertaken and a copy of all relevant documentation taken and held by NY Highways Management 		
	PHYSICAL REQUIREMENTS		
	<ul style="list-style-type: none"> Excavators should not be used under any circumstances for the lifting of persons as they are primarily designed for excavating with a bucket and consequently are capable of operating speeds and movements which make them totally unsuitable for the lifting of persons. An earth-moving machine used for lifting operations must be fitted with a load hooking device, i.e. a lifting point. If the rated lifting capacity for an excavator or the backhoe portion of a backhoe-loader is greater than 1 tonne (or the overturning moment is greater than 40000Nm) then the machine must be fitted with: <ol style="list-style-type: none"> a boom lowering control device on the raising (main) boom cylinder(s) and which meets the requirements of ISO 8643:1997 an acoustic or visual warning device which indicates to the operator when the object handling capacity or corresponding load moment is reached <p><i>NOTE: Loaders and the loader portion of a backhoe/loader do not require a boom lowering control device or acoustic/ visual warning devices.</i></p> <p><i>NOTE: Where a risk assessment shows that there is a significant risk of overloading and/or overturning on machines with a rated capacity of 1 tonne or less, a Rated Capacity Indicator may be required. (See LOLER ACOP and Guidance paragraph 122). Hydraulically operated machines with a SWL of over 1 tonne, must be fitted with check valves or other devices to prevent the gravity fall of the load in the event of a hydraulic failure.</i></p> <ul style="list-style-type: none"> Chains or slings for lifting must not be placed on or around the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine. The bucket should be removed when an excavator is used for lifting operations. Any excavator used for lifting operations must have a rated object handling capacity table available inside the cab The supervisor should ensure that persons are kept well away from the lifting area, and in particular that there is no one working below the lift, for example in a trench. 		
EXAMINATION & INSPECTION	COMPETENCE		
<ul style="list-style-type: none"> An excavator used for object handling is regarded as lifting equipment and requires thorough examination by a competent person at least every 12 months. Daily pre use checks must be carried out by the operator and recorded. Weekly recorded inspections should be carried out either by the operator or his supervisor and must be recorded. For wheeled plant this must include a measurement of the tyre pressures. 	<ul style="list-style-type: none"> The Operator must hold and up to date CPCS card for the type of excavator he is lifting with, which must include the lifting endorsement, such as A58c or A59c Any person slinging loads must hold a CPCS Slinger / Signaller Card. 		

4.14 Requirement for Lifting Accessories

Management of Lifting Operations Specific Requirements for Lifting Equipment	PRE-COMMENCEMENT	 
	<ul style="list-style-type: none"> • A lifting accessory means work equipment for attaching loads to machinery for lifting and includes such things as chains, slings, shackles, stillage, lifting beams, blocks etc. They may be a single item (e.g. shackle) or an assembly of items (e.g. lifting beam and slings). • Lifting accessories must be selected by a competent person, and selected so that they are of sufficient strength, an appropriate type and suitable to the task and load to be lifted. • Only accessories designed and constructed for lifting operations may be used for lifting. • The safe system of work should detail which lifting accessories should be used for each load and how it should be configured. • Where loads have integral lifting points, such as hoarding blocks, cladding panels, items of plant etc., the fixing of the point must be designed by a competent person to withstand the weight of the load. • Ensure that any Items being cast or constructed on site have a specific temporary works design to include for adequate lifting points to allow safe lifting and transporting across the site 	
	PHYSICAL REQUIREMENTS	
	<ul style="list-style-type: none"> • All lifting accessories must be visually inspected and checked prior to use, any defective equipment is to be taken out of use until replaced or repaired. • Arrangements must be in place for the safe storage of lifting accessories on site <p>This storage should provide protection from:</p> <ul style="list-style-type: none"> ○ The elements (the weather) ○ Physical damage (impact, abrasion, cuts, run over by vehicles, contact with sharp objects etc.) ○ Chemicals and substances and ○ It should also allow accessories to be hung to dry out if required <ul style="list-style-type: none"> • All Lifting Accessories should be marked clearly with an individual identification marking, such as a serial number, and its Safe Working Load (SWL) • All lifting accessories must be well maintained and used solely for the purpose intended at all times • If Single use slings are used then they must be removed from the load and either destroyed or secured so that they cannot be used, immediately after one lift. 	
EXAMINATION & INSPECTION	COMPETENCE	
<ul style="list-style-type: none"> • All lifting accessories must receive a Thorough Examination every 6 months. This is a maximum and may be reduced if the risks dictate such. Records should be held on file. • A visual Pre use check should be carried out prior to each lift by the slinger/signaller. • A competent person should carry out a recorded weekly inspection of all lifting accessories. 	<ul style="list-style-type: none"> • The person conducting the inspections of the lifting accessories must be able to demonstrate competence in inspecting lifting accessories. 	

5. Records

Ref. & Title
Sign in - Durham Lifting Portal
FM_220 Lifting Equipment Use Register.xlsx
REG_008 Asset Register.xlsx
FM_242 Inspection Register - Working Equipment & Lifting Equipment Inspection.docx

6. References

Standard / Arrangement / Policy / Procedure Ref.	Title	Description
ARR 008	Lifting Operations & Lifting Equipment	Arrangement
RA029	Lifting Equipment & Accessories	Risk Assessment
RA 037	Lifting Vehicles	Risk Assessment
TBT 005	Lifting Vehicles	Toolbox Talk
TBT 006	Lifting Accessories	Toolbox Talk

7. Review

This document will be reviewed as defined on the footer of this procedure or if changes to the process or responsibilities occur or following significant and relevant changes in UK legislation.