



AUTHORISATION: Signature

Date

Introduction

The procedure that follows must be applied for **all** lifting operations and to **all** lifting equipment whether it is owned by the site, Greenberg Ltd or external sources.

Action

The procedure is written to ensure the Company carries out lifting operations in a safe and controlled manner and that it meets current legislative requirements, including the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Equipment covered by the regulations includes:-

- Cranes
- Forklift Trucks
- Telescopic Handlers
- Hoists
- Excavators used as Cranes eg 360 Excavators, JCB 3CX, Mini diggers etc
- Equipment for Lifting Personnel
- Chains, Slings, Shackles, Lifting Beams and all similar tackle used for lifting
- Any other mechanical plant or equipment used for lifting or lowering loads

Competency and Training

APPOINTED PERSONS for the purpose of Planning and Organising Lifting Operations under this procedure shall be nominated by the Director.

Director

From time to time the Director may nominate an **APPOINTED PERSON**.

Director

The Director making any such nomination shall ensure that the **APPOINTED PERSON** is competent to undertake the duties allocated to them and that they have had all appropriate training.

Director

The **APPOINTED PERSON** will be responsible for overseeing the management and supervision of all lifting operations carried out on the site/workplace under his/her control.

Appointed Person

COMPETENT PERSONS shall be defined as those persons having sufficient theoretical knowledge, practical experience, training and relevant experience to be able to undertake the duties allocated to them.

**Planning and
Risk Assessment**

A typical generic method statement for a slinger using a crane carrying out routine operations would state :

Action

- ensure a suitable hardstanding is provided for the crane
- choose a path for the lift to avoid lifting over persons
- assess the weight of the load
- choose the appropriate sling or chain
- prepare a suitable level area to set down the load (timber packing or similar may be necessary to avoid trapping the slings or chains)
- fit the sling/chain to the load by **COMPETENT PERSON**
- make the lift tag lines if necessary to stop load swinging
- release the slings
- clear up

One-off or more complex lifts must be individually planned. The planning process is essentially the same as for routine operations but in this case a detailed statement incorporating the key elements of how the operation will be carried out must be prepared and communicated to all concerned.

Site
Supervisor

GUIDANCE NOTES for the planning, risk assessment and preparation of method statements, for one-off or complex lifts, are set out in **APPENDIX I** attached to this procedure. A Lifting Plan and Risk Assessment should be completed before any complex lift is undertaken (please see **APPENDIX 2** for details)

**Marking of
Equipment**

All plant and equipment must be clearly marked with the SWL and the current colour code to indicate that it has been thoroughly inspected and tested in accordance with Company requirements.

Equipment used for lifting personnel should be clearly marked that it is equipment for lifting persons and be clearly marked with the maximum number of persons that may be lifted. All such carriers **must be** designed and constructed such as to prevent any person using it or working from it from being crushed, trapped, struck or falling from the carrier and ensure that any person trapped in any carrier is thereby not exposed to danger and can be freed. These carriers will all be fitted with enhanced safety coefficient suspension rope or chain and that rope or chain will be visually inspected by an experienced supervisor each working shift. All personnel lifting shall comply with the requirements of paragraphs 127 to 160 of the HSE Guidance Document L113.

Site
Supervisor

Care must be taken when marking equipment where the SWL depends upon the configuration of equipment or radius of lift such as cranes, telescopic handlers, excavators used as cranes and lifting beams with multiple lifting points.

In the situations as described in the above paragraph, equipment should be marked to show how the configuration affects SWL.



Thorough Examination and Testing

It is the responsibility of the **user** (Greenberg Ltd and its employees) and not the owner of the equipment to ensure that the appropriate Thorough Examinations are carried out and recorded.

Action
Site Supervisor

All Thorough Examinations must be carried out by a **COMPETENT PERSON** at intervals not longer than as follows :

Site Supervisor

- before putting equipment into use for the first time on site or workplace, unless the equipment is new (ie if the equipment is not new, a valid Thorough Examination Report must accompany equipment before use)
- where equipment is new, a valid Test Certificate or Certificate of Conformity shall be available on site prior to its use
- 6 monthly intervals for all lifting accessories
- 6 monthly intervals for equipment used for lifting personnel
- 12 monthly intervals for all other lifting plant and equipment
- following a significant change in conditions of use or after an exceptional circumstance that may have jeopardised the capacity or safety of the equipment

Responsibility for ensuring that Thorough Examinations and Tests are undertaken lies with the Site Manager and **must** be arranged.

Site Supervisor

In situations where lifting operations are carried out under a sub-contract, rather than a hire arrangement, it is the responsibility of the supplier of the equipment to ensure that Thorough Examinations are carried out. This, however, should be verified by the Site/Workplace Management before the equipment is allowed to be used on site.

Site Supervisor

Mandatory Records

The following records must be completed and copies retained on site:

- the Record of Thorough Examination & Test
- the Record of Test and Examination or Certificate of Conformity

Site Supervisor

The information contained in the forms or certificates must meet the requirements of LOLER. Forms F2530 and F2531 meet the requirement but manufacturers and testing/inspection companies may use their own bespoke forms.

Original forms should be returned to Nigel McDonald at the Leeds Office who will retain them centrally for a mandatory 2 year period.



		Action
Mandatory Records	When equipment is transferred to another site, workplace or returned from hire, it must accompanied by a current Thorough Examination Report and Test Certificate.	Sending Supervisor
	When equipment is received from another site, or returned from hire, it is the responsibility of the recipient to ensure it is accompanied by a copy of the latest Thorough Examination Report and Test Certificate before it is put into use.	Receiving Supervisor
	Weekly inspections must be carried out and recorded in the appropriate sections of Schedule 1	
	Nigel McDonald will hold a master file of original Test Certificates for all Company owned lifting equipment. Sites must, therefore, ensure that all original test certificates are returned to returned to Nigel McDonald at Leeds and a copy retained on site.	Supervisor
	The following section sets out the additional Company records that are required for the operation of this procedure.	Supervisor
Colour Coding System for Lifting Equipment & Accessories	In order that the Company complies with its obligations, a colour coding system will be used to control the examination and use of lifting equipment.	Supervisor
	Sub-contractors' equipment and equipment used on short term hires (5 working days) will not come under the colour coding system but workplace and site supervisors must ensure that the use of such equipment is controlled in accordance with the foregoing procedure.	Supervisor
	Colour codes for lifting equipment shall be changed every 6 months. Four colours shall be used over a 2 year cycle in the following order:- Green, Red, Orange, Blue.	Supervisor
	Signs must be displayed prominently on sites and workplaces showing the current colour code that applies.	Supervisor
	Thorough Examinations & Test will be carried out at all company sites and workplaces during the months of July and January each year and the 6 monthly periods will run from February 1 st to July 31 st and August 1 st to January 31 st .	Supervisor
	Equipment will be marked with the new colour at the time of the Thorough Examination & Test. The same colour code will be applied Company wide for each period.	Supervisor
	A current Lifting Equipment Register (LER1) for each 6 monthly period must be kept on site, or workplace, listing all equipment irrespective of ownership.	Supervisor



		Action
Colour Coding System for Lifting Equipment & Accessories	This register must be reviewed regularly so that any Thorough Examination that is due before the expiry of the current colour coding can be arranged with the owner of the equipment. This is particularly relevant to equipment owned outside the Company.	Supervisor
	During June and December each year Steve Burton will send out a Coding Notice to all workplaces asking for a list of equipment to be examined.	Nigel McDonald
	Upon receipt of this prompt, a copy of LER1 must be returned to Steve immediately so that timely arrangements can be made for the "Thorough Examination & Test" and re-coding of equipment. The co-ordination of all Thorough Examinations must be arranged by BCC.	Supervisor
	All items received on site during the 6 month period following the re-coding must be correctly coded and added to the LER1 register.	Supervisor
	The original of all "Thorough Examinations & Test" reports for all items of lifting equipment, must be forwarded to Steve Burton for inclusion in the master file. <ul style="list-style-type: none"> • No equipment must be used unless it is correctly marked with the current company colour code. • No equipment must be colour coded unless it has a valid thorough examination and test report completed by a competent person. 	Supervisor
Storage and Care of Lifting Equipment	All lifting equipment and accessories shall be stored on either racks or hooks in a dry location whenever it is not being used.	Supervisor
	When lifting equipment is in use it shall as far as is reasonably practicable be kept off the ground and also kept free of mud, oil, grease or other substances that may cause damage to the equipment.	Supervisor
	All lifting equipment must be visually checked at the start of every working day for any defect or damage and also prior to the commencement of any lift to ensure that it is still in good working order. Any damaged equipment must be taken out of use immediately and disposed of in a manner which prevents re-use.	Supervisor
Delegation	Nylon slings shall not be used wherever there is any potential for the load to move and cut through the slings or where the edge of any load could abrade cut or otherwise damage the webbing.	Appointed Person
	Any of the above actions may be formally delegated to an APPOINTED or COMPETENT PERSON as deemed appropriate by the Site Manger or workplace supervisor.	Supervisor



APPENDIX 1 - GUIDANCE NOTES/CHECKLIST FOR THE PLANNING, RISK ASSESSMENT AND PREPARATION OF METHOD STATEMENTS FOR ONE-OFF OR COMPLEX LIFTS – PAGE 1 OF 2

- ensuring suitable hardstanding is provided
- the selection of suitable lifting equipment and accessories
- the name of the person who will supervise the lift
- training/competence criteria for the selection of operatives
- an inspection of the Thorough Examination and, where appropriate, test records associated with the lifting equipment
- the load to be lifted, its shape, centre of gravity and the availability of lifting points
- where the load is to be positioned before and after the lift
- ground conditions and the possibility of voids or other hazards and details of how crane stability is to be achieved eg. the packing to be used under outriggers
- the environment in which the crane equipment will be used
- the time the operation will take. For a lift that may require a long period to complete, continuous working may be essential and therefore relief supervisors, crane operators and key personnel should be available
- ensuring that all involved in lifting operations have had sufficient rest periods
- restrictions on access (tight corners, low bridges, weight restrictions etc)
- visibility, where the driver cannot see the load during the whole of the operation, a communication system will be required
- restricted headroom
- the presence of overhead cables or other services
- weather restrictions
- the proximity of other equipment, other operations, other lifts, excavations etc
- other proximity matters such as, air space restrictions, aircraft restrictions and the consequences of possible crane jib collapse particularly in relation to the proximity of a railway or a busy roadway
- the safe setting up of the lifting equipment and monitoring to ensure that this is correct before lifting operations begin ie the pre-use check. Depending on the circumstances and the complexity of the operation this could be carried out by the operator using a checklist, or an engineer where this is appropriate



APPENDIX 1 - GUIDANCE NOTES / CHECKLIST FOR THE PLANNING, RISK ASSESSMENT AND PREPARATION OF METHOD STATEMENTS FOR ONE-OFF OR COMPLEX LIFTS – PAGE 2 OF 2

- the avoidance of conditions that could lead to overturning of the equipment such as lifting beyond the safe working limit and dragging loads. Loads which are presumed to be close to the safe working load of an item of lifting equipment should not be lifted until their weight is determined by calculation or by contact with the manufacturer or supplier. Loads of this type, when they are lifted, must only be raised a short distance from the ground prior to a check on the lifting equipment's stability
- a safe means of attaching, detaching and securing loads
- the need to downrate or derate equipment which is used for example in tandem lifts, from barges and in adverse weather conditions. BS 7121 provides advice on these matters. Using lifting accessories with a SWL below that of the primary lifting equipment would also lead to a derating situation
- the introduction of special provisions when people are lifted, particularly by equipment such as cranes which are not specifically designed for this type of work
- the avoidance of work under suspended loads. This is a difficult requirement for construction activities where, in the case of tower cranes on building sites for example, loads are regularly being lifted over persons. In this and other cases the **COMPETENT PERSON** is expected to first of all avoid the situation where possible by the establishment of crane load routes. Only where this is not practicable should the lifting of loads over persons be accepted and then made as safe as possible by the use of banding wire or straps for loose components loads and containment devices such as nets where loads could disintegrate
- where loads are left suspended, access into this "danger zone" **must** be prevented. However, this is the normal mode of use for some items of lifting equipment such as hoists in **workshops**. In these cases employees should be made aware of the risks by appropriate training and the equipment regularly inspected etc to ensure safety
- the knowledge, experience and training of persons involved in the lifting operation. This includes not just the operator but others involved in the process such as slingers, banksmen and signallers
- the signals to be used to control the operation
- the conditions of storage which will not lead to deterioration of the equipment
- the safety of other persons who could be affected during maintenance and inspection procedures. (Specific consideration should be given to the protection of individuals undertaking maintenance and inspection procedures and also other persons who could be affected by these processes. In particular no individual should not be allowed to approach within 6m of any person(s) carrying out maintenance work on any form of crane.
- any live rails in the immediate area must be isolated
- specific manufacturers instructions eg maximum wind speed, maximum gradient etc.

The matters covered in this list are not exhaustive. Further information is contained in the Approved Code of Practice & Guidance on LOLER and in BS 7121.



Appendix 2 Lifting Plan & Risk Assessment

Contract No:		Date of risk assessment:	
Appointed person carrying Out assessment:		Time of assessment:	
Name of on site supervisor:	Phone Number:	Fax Number:	
Site address:			
Description of lift:			
Details of loads	Load position 1	Load position 2	Load position 3
Weight:			
Dimensions:			
Position of C of G:			
Height of lift (worst case):			
Max. radius (worst case):			
Date of lift:			
Time of lift:			
Man riding duties (Y or N):			
Details of cranes	1st	2nd	3rd
Make A model:			
Capacity:			
Jib length:			
Outrigger spread:			
Outrigger load:			
Max. ground bearing:			
Counterweight:			
Weight of crane:			
Alternative crane details			
Make & model:			
Capacity:			
Jib length:			
Outrigger spread:			
Outrigger load:			
Max. ground bearing capacity:			
Counterweight:			
Weight of crane:			
Ground conditions (visual assessment)			
Access/egress for crane & transport:			
Lifting position:			
Lifting accessories			
Slings (wire rope):			



Weather conditions:

The appointed person or, in his absence, the crane supervisor, will ensure that the lifting or erection only takes place if the weather conditions are within the limits recommended by the crane manufacturer.

Ground conditions:

Have assurances been obtained that the ground can withstand the load?

Yes	No
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Sequence of operations	
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Appointed person's acceptance of responsibility		
I confirm that the lifts have been planned and will be carried out in accordance with current legislation and British Standards 7121 and that I accept responsibility for the preparation of this risk assessment and method statement.	Signed:	Date:
Crane supervisor's acceptance of duties		
I confirm that I have been fully briefed on the contents of this risk assessment and method statement and that I accept the duty of ensuring that the lift(s) will be carried out in accordance with the method and procedures set out in this document.	Signed:	Date:

Additional Comments

Sketch of Lifting Operations and Work Area

