



AUTHORISATION: Signature

Date

Purpose and Scope

This procedure defines the system to be adopted when procuring any item of mobile operated plant for use at any workplace or site. This procedure covers all mobile operated plant including for example Cranes, Excavators, MEWPS, Telehandlers, Forklift Trucks, Lorry Mounted Lifting Equipment, Dumper Trucks, Dozers, Graders.

Procedure

Whilst the Director responsible for H&S has overall responsibility for overseeing Health and Safety within the Company, the Site Manager shall ensure that:

- All mobile operated plant is procured, delivered, mobilised, used and de-mobilised according to this procedure;
- Anyone intending to operate mobile operated plant meets the criteria laid down in this procedure;

Initial Requirements

At the start of any contract, the Site Supervisor shall identify any mobile operated plant requirements, which may arise during the contract period. These requirements should be included in the "Health and Safety Plan" together with any specific operator competence/certification requirements that may be envisaged.

Risk Assessment

The Site Supervisor should determine whether a generic or a specific risk assessment and method statement should be prepared and make provision for this to be prepared prior to any mobile operated plant arriving on site. This should be forwarded to the H&S Consultant for comment.

Procurement

As soon as reasonably practicable the Site Supervisor shall communicate all of the contract requirements relating to mobile operated plant to the H&S Consultant. This shall include:

- Plant requirements
- Driver requirements
- Transportation/Delivery Arrangements
- Mobilisation and De-mobilisation arrangements
- Any Special Arrangements (these will be discussed with the Site Manager)

Delivery to Site

All deliveries to site shall be made wherever practicable within normal site hours. Where this is impractical, specific arrangements may be made with the site for delivery outside normal working hours.

Receipt at Site

The Site Supervisor must agree the arrangements for the safe receipt, offloading and initial storage of all mobile operated plant by a verified competent and authorised individual. These arrangements should then be reflected in the Risk Assessment and Method Statement documentation covering these activities.

N.B. All persons used to load or offload any item of mobile operated plant must have been previously verified as a competent person by the H&S Consultant and authorised for that particular purpose.



Verification of Operator Competence	Prior to any offloading, mobilisation or work activities the Site Supervisor must verify with the H&S Consultant that the level of training, qualifications, knowledge, expertise and specific experience in relation to the items of plant and the work that they are required to undertake is both suitable and sufficient. This information should be recorded on the Mobile Operated Plant Pre-Use Check Sheet (see HSP 4d Appendix 1)
Plant Verification / Certification	Before being used for the first time the Site Supervisor shall ensure that all plant and equipment has current test certificates and has been thoroughly inspected, tested and certificated before it is used on site. This information should also be recorded on the Mobile Operated Plant Pre-Use Check Sheet (see HSP 4d Appendix 1)
Mobilisation	Mobilisation shall only be undertaken by, or alternatively supervised by, a person previously verified and authorised as a competent person for that particular purpose by the H&S Consultant. That person shall ensure that adequate resources are available at the site in order to enable mobilisation to be undertaken in a safe manner.
Usage	All mobile operated plant must be used in accordance with the precautionary measures identified by the Risk Assessments and Method Statements prepared for the particular job(s) in question. All persons operating mobile plant must have been previously verified and authorised as a competent person for that particular purpose by the H&S Consultant
Demobilisation	De-mobilisation shall only be undertaken by, or alternatively supervised by, a person previously verified and authorised as a competent person for that particular purpose by the H&S Consultant. That person shall ensure that adequate resources are available at the site in order to enable mobilisation to be undertaken in a safe manner.
Despatch & Transportation of Mobile Operated Plant	<p>It is the sole responsibility the site supervisor to arrange despatch of any mobile operated plant</p> <p>Again, all such activities shall be covered by suitable and sufficient Risk Assessment and Method Statement documentation.</p>



Mobile Operated Plant Pre-Use Check Sheet

APPENDIX 1

(1) Contract (2) Number: Hire firm:	Plant type: Plant identification number: Date of arrival:
Plant checked by: (Plant co-ordinators name)	

(3) Plant	Yes	No	Comments	
In good order				
Fitted with 360° Vision (All round mirror vision)?				
Are mirrors in good order?				
Is plant fitted with lap belts, ROP where appropriate?				
(4) Plant Documentation	Date:	Current y/n	Not present	
4-yearly thorough exam and test *				
Thorough exam report - 12 monthly for general duties.*				
Thorough exam report form 6 monthly for person carrying duties*				
Completed F91 register*				
	Ref No:	Date:	Current y/n	Not present
Hoist rope cert**				
Auxiliary rope cert**				
Boom suspension rope cert**				
Crawler Plant only*				
Lifting accessories certificate - 6 monthly*				
(5) Driver Documentation and Competence	Card number		Expiry date	
View and copy drivers CITB, NVQ, ECITB and NPORS cards for type of Plant to be operated				
Check the following with the driver			Yes	No
Do you usually drive this type of Plant?				
Are you confident that you can safely carry out the lifts/work required on site?				
Have you been inducted to use this type of Plant within the last three months?				
Can the driver confirm he is not aware of any safety problems with the Plant / Crane?				
Has a competent person set the ASLI and the radius indicator correctly for the way this Plant / Crane will be rigged? (ask the driver to test the overload alarm). **				
Has the driver been instructed not to use free fall facility? **				
Has the Crane been set in auto-brake mode? **				
Are man-riding duties required? If so, has the operator been informed? **				
Has the driver been advised that he must refuse to make any lift he considers unsafe? **				
DRIVER'S SIGNATURE TO CONFIRM ABOVE POINTS:				
(6) Lift below ground	More than 6 y/n	6 only y/n	Less than 6 y/n	
Carry our dummy lift to lowest point and count number of full turns of rope on drum.**				
If less than 6 do not use Crane.				
(5) Decision to proceed by Plant Co-ordinator			Yes	No
Signed:				

Note: 1) If any answers are negative Plant shall not commence work. Notify Site Manager.
 2) Take copies of test certificates and CTA cards and file on site.
 * Relevant to Lifting Equipment as specified by LOLER
 ** Relevant to Cranage