




<b>Document Title</b>	Lifting Operations & Lifting Equipment Policy	
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<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
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<b>Pages</b>	7	

## 1.0 Purpose

Leask Marine Ltd recognises the potential high risk resulting from lifting operations and failure to plan and execute these safely. This policy is designed to ensure that risks from lifting operations across the company are adequately controlled and that legislative compliance is assured as a minimum.

## 2.0 Scope

This procedure applies to all Leask Marine Ltd activities and should be read in conjunction with Leask Marine PUWER Policy 4.11.

-  LOLER – Lifting Operations and Lifting Equipment Regulations
-  PUWER – Provision and use of Work Equipment Regulations

## 3.0 Responsibilities and Requirements

The Leask Marine Ltd Management shall ensure that:

- (a) Any lifting equipment and lifting appliances provided or delivered to the company must have been tested, inspected and thoroughly examined in accordance legal requirements. Copies of certificates, register entries etc. are to be available on site. No equipment will be used to carry out lifting operations unless the appropriate documentation is available. The Leask Marine contact for the operation is responsible for ensuring all documentation is in place prior to the lifting operation taking place.
- (b) All lifts are properly planned; safe systems of work are developed as and implemented as outlined in this procedure.
- (c) Where cranes are to be set-up and used the ground is level, suitably compacted to withstand the loads imposed. Where there are underground ducts, drains, basements etc. or where there is doubt about the load bearing capacity of the ground a competent engineer must be asked to confirm that the area is suitable i.e. appropriate testing and calculations done.
- (d) Form XYZ (Lifting Operations Co-Ordination Checklist) must be fully complete and available on site. This forms part of the 'lifting plan'.
- (e) Only trained and authorised operatives will be permitted to operate lifting equipment, sling loads or give signals. The authorised persons must be over the age of 18 and competent to carry out their duties.

- (f) Any defect noted in the equipment or accessories must be reported immediately and the equipment taken out of use if the defect could affect its safe use.
- (g) Where adverse weather conditions could affect the safety of lifting operations, the operations are to be stopped until conditions improve.

#### **4.0 LIFTING EQUIPMENT AND ACCESSORIES**

4.1 No chain, rope or sling etc. shall be issued or used unless it is of good construction, sound material, of adequate strength, CE marked (where appropriate), free from defects and has a current test certificate. Only equipment and accessories specifically designed and tested for use in lifting operations are to be used. No 'home made' or improvised equipment or accessories are to be used for lifting operations.

4.2 All lifting equipment and accessories must be suitably marked (e.g. die stamped) with an identification / serial number and it's SWL, to relate to current certificate. A listing should be kept of any Leask Marine Ltd lifting equipment and accessories relating to each vessel and yard.

4.3 All lifting equipment and accessories must be inspected by a competent person and details of the inspection must be available.

4.4 Lifting equipment and accessories must be free of obvious defects and must not be used if out-with their formal inspection dates.

4.5 Wire ropes and wire slings must not be used for raising or lowering, or as a means of suspension, if any fraying, kinking or broken wires are apparent.

4.6 Slings shall only be used in conformity with their markings, that is, the load is not to be exceeded, and the angle between any two legs (including the diagonal) does not to exceed 90° unless specifically designed and marked accordingly. If single leg slings are used in combination, they shall meet the following requirements.

- a) Only two slings can be used.
- b) They must have the same SWL.
- c) They must be of similar design, construction, material and length.
- d) The full load shall not exceed 1.4 times the safe working load of one sling.
- e) The included angle between the slings shall not exceed 90° unless specifically designed and marked accordingly.
- f) The hook to which the slings are attached shall be of such a size as not to damage the slings.

4.7 Care must be taken when using wood or similar packing material when slinging a load to ensure that the sling is not bent over a small curvature, or sharp edge, since this may damage the sling and or reduce its SWL.

4.8 Lifting accessories exposed to oils, acids or other chemicals must be examined daily and checked for any deleterious effect.

4.9 When lifting equipment or accessories are damaged beyond repair, it must be destroyed in such a fashion as to be rendered useless. Records must be adjusted and the test certificate cancelled. Repairs may only be made by competent persons.

## 5.0 MANAGEMENT OF LIFTING ACCESSORIES (SITE AND FACTORY)

5.1 Lifting accessories refers to chains, slings, wire ropes, shackles, etc.

5.2 Leask Marine Ltd hold stocks of lifting accessories and a colour tagging system will be utilised, changing as appropriately every six months. Accessories will be colour tagged once inspections have been completed by the appointed engineer.

## 6.0 Safe System of Work & Lifting Plan

A safe system of work should be established and this should be followed for every lifting operation whether it is an individual lift or a series of routine/repetitive operations.

The Safe System of Work for all lifting operations will be detailed in the 'lifting plan' or in the Task Risk Assessment for that activity. The following elements will be included in every lifting plan:

- ④ The responsibilities of all parties
- ④ How safe access to the workplace would be achieved
- ④ Security around the lifting area
- ④ The lifting equipment and accessories to be used
- ④ Supervision of the work
- ④ Risk assessment for the work
- ④ The method of slinging the load
- ④ How communication with the crane or hoist operator will be achieved when the opening, transit route or load landing area cannot be seen by the operator
- ④ The dimensions of the load to be lifted
- ④ The identity of the 'Appointed Person'
- ④ The identity of the 'Lift Supervisor'
- ④ The weight (and if known the Centre of Gravity) of the load to be lifted
- ④ The type of crane or hoist
- ④ Any assembly or dismantling requirements of the crane or hoists
- ④ The position of the crane or hoist and the path the loads will follow
- ④ The type of lifting equipment to be used
- ④ Details of the ground beneath the crane/hoist location and its ability to resist the load
- ④ The maximum loading to be applied by the crane outriggers
- ④ Details of services in the area, either above or below ground that may be affected by the lifting operations.
- ④ Areas where access is prohibited during a lift. This may be as simple as a barrier, signage or cordon tape.

NOTE: It is essential for the safety of the operation to ensure that all personnel can communicate clearly in the same language.

### 6.1 Appointed Person - Development of the Safe System of Work

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Only trained competent persons can fulfil the role of Appointed Person. A risk assessment using standard format should be made for each lifting operation (unless the operation is generic in nature).

The lifting plan is to be made available to the Lift Supervisor before lifting operations commence. The Lift Supervisor will ensure that:

- a. Adequate supervision is provided for every lifting operation
- b. The necessary test certificates and other documents are available
- c. Unauthorised movement or use is prevented at all times
- d. The safety of persons not involved in the lifting operation is maintained
- e. Only competent slingers are used.

The lifting operation should be taken to include any necessary preparation of a site, and erection and dismantling of the crane(s).

The Safe System of Work should be effectively communicated to all parties concerned.

## **7.0 REPETITIVE OR ROUTINE OPERATIONS**

- 7.1 All lifting operations should be planned to ensure that they are carried out safely and that all foreseeable risks have been taken into account. Planning should be carried out by the Appointed Person, who will have the appropriate experience and knowledge for this purpose.
- 7.2 In cases of repetitive or routine operations, this planning may only be necessary in the first instance, with periodic reviews to ensure that no factors have changed. A Lifting Plan as outlined above will still need to be available.

## **8.0 CONTROL OF LIFTING OPERATION – LIFT SUPERVISOR**

To ensure the implementation of the Safe System of Work, a named Lift Supervisor will be appointed to have overall control of the lifting operation, and to act on behalf of the management of the organisation requiring the load to be moved. The person appointed may have other duties and need not be an employee of the Employing Organisation. Lift Supervisors should have adequate training and experience to enable them to carry out the safe supervision of a lifting operation.

As the crane driver is required to be at the controls of the crane when it is handling loads, it would not be appropriate to appoint the driver to be in control of the lifting operation. For a simple lifting operation the appointment of the 'slinger' as the Lift Supervisor may be acceptable.

## **9.0 DUTIES OF THE APPOINTED PERSON**

The Appointed Person's duties should include the following:

- a) The assessment of the lifting operation to provide such planning, selection of crane(s), lifting gear and equipment, instruction and supervision as is necessary for the task to be undertaken safely. This should include consultation with other responsible bodies if necessary and ensuring that where different organisations are involved they collaborate as necessary.
- b) Development of the Lifting Plan as detailed above.
- c) Ensuring that adequate inspection and maintenance of the equipment has been carried out.
- d) Ensuring that there is an effective procedure for reporting defects and incidents and taking any necessary corrective action.
- e) Responsibility for the organisation of the lifting operation.

The Appointed Person should be given the necessary authority for the performance of all these duties and, in particular, authority to stop the operation whenever he considers that danger is likely to arise if the operation were to continue. The Appointed Person need not be on-site, so this responsibility may have been passed to the Lift Supervisor.

## **10.0 CONTRACT LIFT**

When a crane is hired under 'contract lift' terms it will come with a driver. The crane hire company will normally have developed the Lifting Plan as part of their contract and will also provide the on-site Lift Supervisor. Managers and supervisors should ensure that, where a full 'contract hire' service has been provided that all appropriate risk control measures as outlined in this procedure have been met by the crane hire company.

## **11.0 TRAINING & COMPETENCY**

11.1 Leask Marine Ltd management are to ensure that only properly trained personnel are used as:

- Ⓢ Appointed Persons
- Ⓢ Lift Supervisors
- Ⓢ Slings/Signallers
- Ⓢ Crane drivers/hoist operators

11.2 Sub-contracted personnel must supply proof of training prior to being involved in lifting operations.

11.3 Slings/Signallers should have an approved training qualification.

11.4 Crane drivers should hold the relevant CPCS card or other accredited card plus an appropriate licence.

## **12.0 SIGNIFICANT HAZARDS – LIFTING OPERATIONS**

The main hazards associated with lifting operations, and that should always be considered as part of the risk assessment process, are:

- Ⓢ Unsuitable or inadequate base for crane.
- Ⓢ Overloading of lifting appliance.
- Ⓢ Overloading or incorrect use of lifting accessories.
- Ⓢ Incorrect positioning of lifting equipment.
- Ⓢ Insecure attachment of load.
- Ⓢ Contact with overhead electricity cables.
- Ⓢ Improper methods of use of equipment.
- Ⓢ Failure of equipment due to lack of maintenance.
- Ⓢ Incorrect signals or poor communication.

All personnel working at or adjacent to lifting operations must wear safety helmets, Hi-Viz clothing and safety footwear.

All lifting equipment must be secured and left in safe condition at the end of each working period, taking particularly into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. Where appropriate a cordoned off area will be established.

If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.

All loads must be secured against the possibility of parts of the load falling during lifting operations. Loads should be slung so that the integrity and stability of the load is maintained during the lift.

Any failure of any lifting component, collapse, overturning, dropping of a load etc must be reported to the Management immediately.

## **13.0 LIFTING OF PERSONS**

### **13.1 Mobile Elevating Work Platforms (EWPs)**

Within Leask Marine Ltd's operations these are split into three main types –

13.1.1 Man baskets are used from vessel cranes, land based spider cranes and land based forklifts providing the tilt and reach mechanisms of any forklifts used are locked off. The person inside the basket will hold the keys to the locks to ensure no movement is possible while a person is in the basket.

13.1.2 Cherry Picker access platforms should have the relevant documentation regarding LOLER inspections. Operatives should hold relevant competency cards and harnesses should be utilised at all times. The latter should also have the relevant PUWER inspection reports and certification available. This documentation should be supplied from the hire company. A risk assessment will identify the specific controls required for the site.

13.1.3 Scissors Lifts generally require the same level of documentation as above. The use of harnesses within the scissors lifts will be subject to risk assessment for that particular site.

## **11 Review and Monitoring**

This policy will be subject to routine audit and review as part of the Leask Marine Ltd audit system.

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## 12 Records

- © Safe Systems of Work 4.01
- © Provision & Use of Work Equipment Policy 4.11

## 13 References

- © Health and Safety at Work Act
- © Management of Health and Safety at Work Regulations.
- © Provision and Use of Work Equipment Regulations.
- © Lifting Operations and Lifting Equipment Regulations (LOLER).



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020