

SRSS Lifting Operation and Lifting Equipment Procedure

1. DOCUMENT CONTROL

Management System Element	SRSS SMS PROCEDURE			
Document Title	Lifting Operation & Lifting Equipment Procedure			
Document Number	SMS_HS_PR_033_ Lifting Operation and Lifting equipment_V1.	Version # & Revision date	V1	10/08/2016
Document Owner	QHSE Manager	Issue date	01/09/2015	
Approved by	QHSE Manager	Effective Date	01/09/2015	

2. REVISION LOG

Revision date	Version number	Section number	Description of change	Revised by
01/09/2015	V0	All	New document	QHSE Manager
20/08/2016	V1	All		

3. OBJECTIVES

The purpose of this procedure is to set out Sodexo 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). In particular, Regulation 8 - Organisation of Lifting Operations:-

- Every employer shall ensure that every lifting operation involving lifting equipment is: -
 - Properly planned by a competent person
 - Appropriately supervised
 - Carried out in a safe manner

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- In this regulation “lifting operation” means an operation concerned with the lifting or lowering of a load.

The Safe Use of Lifting Equipment, Approved Code of Practice (ACOP), as well as other relevant current health and safety legislation. This guidance requires that all lifting equipment owned, hired or used must be properly serviced and inspected to meet legislative requirements and to ensure that the lifts operations it is used for can be performed in a safe and satisfactory manner. Sodexo seeks to continually improve the health safety and welfare of its employees by the safe use of appropriate lifting equipment, reducing the level physical effort employees are required to perform during lifting tasks or while working at height.

4. RESPONSIBILITIES

Sodexo’s Leadership team has the ultimate responsibility for ensuring that the company meets the requirements of the Food Safety Act 1990, the Health and Safety at Work etc1974 and all relevant regulations.

The SRSS Senior Leadership Team and Senior Managers are defined as senior leadership in relation to meeting the requirements of the relevant standards.

Unit Managers/Site Managers must ensure in all cases where lifting equipment is being used, that: -

- All lifting equipment within their areas of control are identified and recorded on a register.
- All risks arising from operations involving lifting equipment are suitably and sufficiently assessed by a competent person and appropriate control measures implemented.
- All lifting operations are suitably planned, supervised and carried out in a safe manner.
- Planning of a single lift or series of lifts must address the risks identified by the risk assessment and that appropriate control measures have been implemented (safe systems of work, lifting plans etc.).
- All relevant information, training and instruction are given to users of lifting equipment and they are competent to carry out those tasks.
- All persons using lifting equipment must work within the agreed safe working practices, reference information, instruction and training given.
- Systems exist for the reporting of and removing from use lifting equipment that has developed a fault or defect.

Where Unit Managers/Site Managers have control over or own lifting equipment they will also ensure that: -

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- Thorough examination dates for all lifting equipment are identified and arrangements made for a competent person to carry out the examination or inspection.
- Inspections are carried out by persons competent to do so and that all lifting equipment and accessories are available for inspection.
- Any remedial actions regarding any defects found during examination or inspection are carried out and where there is an immediate danger, the equipment is not used until the corrective actions have been completed.
- Suitable records of thorough examination of lifting equipment; servicing and inspections are kept and be available for reference as required.
- Lifting equipment and accessories are stored in conditions that do not lead to damage or deterioration.

5. WHAT YOU NEED TO KNOW

Legislation: -

The Health and Safety at Work etc Act 1974.

Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Provision and Use of Workplace Equipment Regulations (PUWER) and the Approved Code of Practice.

The Work at Height Regulations 2005 (as amended)

Persons Responsible for Planning Lifting Operations – (Competent Persons)

Persons who have been appointed or been given the responsibility for planning lifting operations should have the sufficient technical, practical and theoretical training, knowledge and experience of the work they are likely to plan lifts for. These competent persons will vary depending on the type of lifting work being carried out and are likely to be different to the competent person referred to in regulation 9 LOLER (Thorough Examination and Inspection) or may also be from an external organisation. They should: -

- Be capable of identifying the hazards and risks associated to lifting operations within their area of work or the environment where the lifting operation will take place.
- Be able to select the correct lifting equipment for the work. Understand the characteristics of the lifting equipment they are selecting and the nature of the work it will be carrying out.

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- Carry out and document risk assessments (lifting operation) or site surveys and have the ability to communicate their findings to those involved in and affected by the lifting operations.
- Be able to create method statements or lifting plans and implement safe systems of work for lifting operations.
- Where appropriate seek additional support and expertise including the use of external specialists to assist them with the planning of lifting operations.

Note – For some routine lifting operations, the planning of each individual lifting operation may be carried out by the user of the lifting equipment; e.g. a fork-lift truck operator in a warehouse or similar may initially plan the lift, then review it occasionally to ensure it remains valid. The person carrying out this planning exercise will still need to have sufficient knowledge, training and expertise for the task. However, for more complex lifting operations there is a need for a competent person as described above to plan the lifting task each time it is to be carried out e.g. where more than one piece of lifting equipment is being used in the same work area.

Supervisors

The appropriate supervision of lifting operations should be proportionate to the level of risk and take into account those involved in a particular lifting operation. For example, those who are inexperienced have a disability or are a young person. Levels of supervision will be determined by the nature or complexity of the work and the competence of those involved in using lifting equipment and assisting with the lifting operation.

Persons who have been authorised to supervise lifting operations should: -

- Have sufficient technical, practical and theoretical training, knowledge and experience of the work being carried out.
- Be briefed and instructed on the outcomes of the risk assessment and fully understand the requirements of the safe system of work or lifting plan for the lifting operation to be carried out and an understanding of all those involved in the task.
- Supervise all complex or unusual lifting operations.
- Monitor a sufficient number of lifting operations to ensure correct working practices are being followed.
- Where appropriate direct lifting operations, offering clear instructions to those involved.
- Be able to assess changes in circumstances e.g. ground conditions, and where appropriate stop a lifting operation if the risk is unacceptable or if it is considered unsafe to carry on. Referring the concerns to their manager, competent person or person responsible for planning lifting operations.

Operators (Employees)

Operators of lifting equipment shall: -

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- Not to attempt any lifting operation or use lifting equipment, without prior training/assessment, guidance and appropriate supervision or which is beyond the level of their competency.
- Ensure that both routine and complex lifting operations are not undertaken without a suitable and sufficient risk assessment being carried out by a competent person.
- Ensure they fully understand the lifting equipment, be familiar with how it operates and the proposed lifting operation(s) they have been authorised to do and that safe systems of work, training, guidance and advice are followed at all times.
- Carry out pre-use checks of lifting equipment prior to use, to ensure there are no obvious visual defects.
- Remove faulty or defective equipment from use, clearly record fault or defect on the appropriate documents and report the issue to their manager or person in charge as soon as is reasonably practicable. This includes reporting concerns they may have regarding a lift operation to their supervisor or manager in the first instance and not continuing with the operation.
- Where appropriate have an understanding of the emergency procedures relating to lifting equipment in use and take part in training and periodic drills.

Lifting Equipment Belonging to Contractors

Contractors are required to ensure they comply with requirements of LOLER in respect of any lifting equipment they bring onto SRSS controlled property and any lifting operations they intend to carry out on SRSS controlled property. Project Managers, Contractor Liaison or Nominated Persons who are responsible for contracted lifting operations should make regular checks of the contractor, to ensure the lifting equipment in use by them is suitable for the task or activity, has working limits clearly marked, been subject to timely inspection and is in good order. Where there are concerns, the lifting equipment must not be used and the lifting operation must cease.

Contractors

Where contractors have been invited to carry out lifting operations on behalf of SRSS; it important the following is adhered to: -

- All lifting operations will be carried out in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), other relevant health safety legislation and industry guidance and best practice. This includes; adhering to Sodexo requirements for lifting operations.
- Liaise with a Project Manager or Contractor Liaison to discuss the services to be provided. This will include making available all the relevant credentials, certification and details of the work being carried out.

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- The contractor will provide a competent person (appointed person) for a fully contracted lift, who will assess and plan the lifting operation; create a method statement or lifting plan and implement safe system or work. They will also organise and control the lifting operation.
- In some circumstances, this person may also have to liaise with a Sodexo Appointed person, e.g. in the event of a number of different lifting operations taking place at the same time or a very complex lift, as examples.
- Ensure the lifting equipment selected is of a suitable type, capacity and has been tested certificated.
- Ensure they fully understand the lifting equipment, familiar with how it operates and the proposed lifting operation(s) they have been authorised to do. That safe systems of work, training, guidance and advice are followed at all times.
- Carry out pre-use checks of lifting equipment prior to use, to ensure there are no obvious visual defects.
- Remove faulty or defective equipment from use, clearly record fault or defect on the appropriate documents and report the issue to their manager or person in charge as soon as is reasonably practicable. This includes reporting concerns they may have regarding a lift operation via the correct reporting channels in the first instance and not continuing with the lifting operation.
- Where appropriate have an understanding of the emergency procedures (rescue plans) relating to lifting equipment in use and have taken part in training and periodic drills.

6. COMPETENCES AND TRAINING

What You Need to Do?

The unit manager must ensure that all staff are adequately trained. The type of training given will depend on a number of factors but will be based on one or more of the following categories:

- Induction Training
- Legal Training
- Mandatory On-Job Training
- Certified Training

In order to demonstrate compliance with legal requirements and 'Due Diligence' all training must be recorded on Training Record Cards.

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7. RECORD KEEPING

What information should be kept?

- Safe System of Work/Lifting Plan.
- Permit to Work (if appropriate).
- The significant findings - what the risks are, what is already been done to control them and what further action is needed.
- Details of any particular groups of employees who you have identified as being especially at risk.
- SMS_HS_GU_002a_ General Area / Activity Risk Assessment_V1
- SMS_HS_GU_002b_Detailed Risk Assessment_V1

8. FURTHER GUIDANCE

The Health and Safety at Work ETC. Act 1974.
 Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
 Risk assessment - A brief guide to controlling risks in the workplace INDG 163.
 Simple Guide to Lifting Operations and Lifting Equipment Regulations (HSE) 1998
 SRSS Quality and Health and Safety Manual
 SMS_QAL_PR_034_Core Process, Legal and Other requirements_V1
 SMS_QAL_PR_005_Retention and Control of Quality Records Procedure_V1.
 SRSS Training Policy 2015

9. APPENDIX 1 – TERMS AND DEFINITIONS

Lifting Operations: - Any operation concerned with the lifting or lowering of a load, as a single lift or as a series of lifts.

Load: - A load is defined as any item, material, people or animals or combination of that is lifted/lowered by the lifting equipment.

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
- Scissor lifts, Work platforms
- Fork lift trucks, Tele-handlers
- Passenger, Goods lifts, DDA platform lifts
- Mobile elevating work platforms (MEWPs Cherry pickers)
- Vehicle inspection platform hoists

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- Vehicle tail lifts
- Garage jacks
- Pallet trucks (walk along or ride on or manual operated)
- Agricultural lifting equipment such as front-end loaders
- Vacuum lifting cranes
- Hoists
- Dumb waiters
- Bath hoists
- Patient hoists (including bed lifts)

Attachments used in conjunction with lifting equipment during lifting operations include: -

- Chains, Ropes, Slings, Strops
- Pulleys
- Eyebolts, Shackles, Karabiners
- Anchor points, Harnesses

Equipment Excluded from LOLER: - Equipment excluded from the requirements of LOLER includes: -

- Lifting points or brackets which are permanently fixed to equipment, which support rather than lift. These will be designed to be of adequate strength for the purpose intended, but will not be registered or treated as lifting equipment.

Planning Lifting Operations: - Below are the elements of what should be considered when planning lifting operations: -

- Work task – describing the activity or lifting operation taking place, e.g. a single complex lift or a series of routine lifts.
- Risk assessment or Site survey – is a careful examination by a competent person(s) of the potential hazards and risks arising from the proposed lifting operation and the nature of the site involved.
- Selection of lifting equipment – a process to ensure the appropriate lifting equipment is selected for the lifting operation.
- Safe system of work, Method statement or Lifting plan – A set of instructions and guidance outlining how the lifting operation will take place.
- Co-ordination with other activities and preparation of work areas.

Safe Systems of Work or Lifting Plan: - The findings from the risk assessment or site survey process must be used to create suitable safe systems of work, e.g. routine lifting operations or specific written lifting plan for complex lifts. These documents should include all the control measures required by the assessment to ensure risks are eliminated or controlled to their lowest level practicable. A typical safe system of work or lifting plan would include the correct lifting equipment to be used, sequence of how the operation will

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take place, travel to site, marking out the work area, specific hazards (e.g. ground conditions), positioning/stabilisation, PPE, stowing after operation completed, etc.

Thorough Examination, Inspection and Maintenance: - The Lifting Operations and Lifting Equipment Regulations (LOLER) require that all lifting equipment and lifting accessories be periodically inspected by a competent person/service, to ensure they remain safe for use.

Lifting equipment for lifting persons to be examined at least every six months. Other lifting equipment is examined at least every 12 months.

Before lifting equipment is put into service for the first time, a manager must ensure that it is thoroughly examined for any defect unless the lifting equipment is new and has not been used before. An exception would be where the equipment has been received from another person with evidence that the last thorough examination required under these regulations has been carried out.

Training: - All persons who use lifting equipment and or involved in lifting operations must be suitably trained to ensure they are competent to carry out these task in a safe manner. They must not organise, plan or carry out lifting operations which they are not trained to do. The level of training will depend on the type of lifting operations they carry out and may require refresher training at suitable time intervals. Suitable records regarding training completed should be maintained and be easily referred to as required.

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