LIFTING EQUIPMENT POLICY

Background and Legislation

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply in all premises and work situations subject to the Health and Safety at Work, etc Act 1974 and build on the requirements of the Provision and Use of Work Equipment Regulations 1998.

Lews Castle College has a duty under these regulations in situations where lifting equipment is used by employees at work and students undergoing training.

In addition, persons who have any control of lifting equipment, or who use, supervise or manage the use of lifting equipment also have a duty under the Regulations but only to the extent of their control.

The range of equipment covered is wide. In most cases the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) will not apply to equipment which does not have as its principal function a use for lifting or lowering of the type associated with traditional lifting equipment.

DEFINITIONS

Lifting Equipment - Work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it.

Accessory for Lifting - Work equipment for attaching loads to machinery for lifting.

Lifting Operation - An operation concerned with lifting or lowering the load.

GENERAL PROVISIONS

All lifting equipment used within Lews Castle College must be of adequate strength and stability for each individual load raised or lowered and particular attention must be paid to the stresses incurred at the mounting or fixing points. Load parts and any attachments used in the lifting operation must also be of adequate strength.

Lifting equipment must also be positioned and installed so as to be safe, and minimise the risks, as far as is reasonably practicable of the lifting equipment or its load striking a person or its load drifting, falling freely or being unintentionally released. Suitable devices must be provided to prevent people from falling down lift shafts or hoistways. Additional factors to consider include:

- Strength of the ground or surface on which the equipment is to be positioned.
- Stability of the surface.
- Sloping surface.
- Size and nature of the load.
- Wind conditions.
LIFTING PERSONS

Particular attention should be paid when lifting equipment is used for the purpose of lifting persons.

- Lifting equipment used for lifting people must prevent anyone using it from being crushed, trapped or stuck or from falling from the carrier.

- Lifting equipment used for lifting persons must have devices to prevent the risk of a carrier falling.

- If a person is trapped in any carrier they should not be exposed to danger and must be capable of being freed.

- Lifting equipment used for lifting persons must be thoroughly examined every six months, or at shorter intervals if considered appropriate, or in accordance with the intervals specified in an examination scheme drawn up by a competent person.

MARKING OF LIFTING EQUIPMENT

All lifting equipment must be marked clearly with its safe working load (SWL). In situations where the safe working load is reliant on equipment configuration, the safe working load for each configuration must be clearly marked on the lifting equipment.

Alternatively, information containing these details must be kept with the lifting equipment. Accessories used in lifting operations must be marked with any information necessary to ensure their safe use.

Lifting equipment intended for lifting people must be clearly marked as such. Any lifting equipment not intended for lifting people but which may be mistakenly used as such must also be clearly marked to this effect.

ORGANISATION OF LIFTING OPERATIONS

Lifting operations conducted at Lews Castle College premises involving lifting equipment must be properly planned by a competent person designated within the college management system. All work must be appropriately supervised and carried out in a safe manner.

The degree of planning and preparation will depend on the complexity of the lifting operation. The person planning and/or supervising the lifting operation should be competent to do so: they should have adequate practical and theoretical knowledge and experience of lifting operations.

The organisation of lifting operation plan must:

- Be drawn up by a person with adequate knowledge.

- Address the risks and identify the resources required.

- Ensure the equipment remains safe throughout the task being undertaken.

- Be written and recorded.
PLANNING LIFTING OPERATIONS

When planning lifting operations, the following should be considered:

- The load to be lifted, its weight, shape and lifting points.
- The loads current and future position.
- How the lifting equipment will be used.
- Working environments to take account of visibility, weather conditions, access, egress and proximity hazards.
- Personnel availability, training, knowledge and experience where two or more items of lifting equipment are used simultaneously to lift a load, a written plan should be drawn up and applied to ensure safety.

RISK ASSESSMENT

Prior to conducting any lifting operation, a suitable and sufficient risk assessment must be carried out by the competent person to comply with the LCC Risk Assessment Policy.

ACTION TO BE TAKEN ON DEFECTIVE LIFTING EQUIPMENT

When it is deemed that a defective item of lifting equipment could cause a danger to people it must be removed from service immediately and tagged accordingly. It must remain secured until the defect has been rectified by a competent person. Where possible a “lockout” should be used to ensure that the equipment is not used.

SPECIFIC ARRANGEMENTS FOR SAFE USE OF LEWS CASTLE COLLEGE LIFTING EQUIPMENT

All items of lifting equipment owned by Lews Castle College is listed within ANNEX A Register of Lifting Equipment and Record of Thorough Examination of Lifting Equipment. Updated versions of ANNEX A will be available on the S Drive, Health and Safety section.

Only trained and authorised operators employed by Lews Castle College will be permitted to operate the equipment. Such staff members will be listed within the Competent Persons Register available on the S Drive, Health and Safety section.

Lifting equipment owned or hired by Lews Castle College must not be used outwith College premises.

The trained and authorised operators will be issued with a personal key for the items of lifting equipment that they are competent to use. They will thereafter be fully responsible for the safe operation of the equipment and its security for the duration that their key is in use. Items of lifting equipment that operator keys will be issued for are:

3. Toyota Counter Balance Forklift.
4. Hofman 2 Post Motor Vehicle Lifting Table.
Annex C lists the names of staff members who have signed for personal keys on the Trained and Authorised Persons Key Register.

The trained and authorised operators will be responsible for ensuring the following tasks are carried out:

- Daily before – use checks and the findings recorded accordingly using the checklist provided.
- That the “Report of Thorough Examination of Lifting Equipment” is current.
- That there is a current and valid risk assessment in place for the specific task that is being undertaken prior to commencing the task.
- That the lifting equipment is maintained in a clean and tidy condition and the batteries are periodically charged.

COMPETENCE REGISTER – APPOINTED TRAINED AND AUTHORISED OPERATORS

Appointed and authorised operators are listed in the LCC Competent Persons Register available on the S Drive within the “Health and Safety” section.

TRAINED AND AUTHORISED OPERATORS

Trained and authorised operators are defined as those staff members who have attended a formal training course and have successfully completed an assessment of skills and knowledge.

They will be authorised by the management of Lews Castle College to operate the items of lifting equipment.

OPERATOR RE-ASSESSMENT

All trained and authorised operators of lifting equipment employed by Lews Castle College will be required to periodically undergo re-assessment to ensure that they continue to use the equipment safely. The re-assessment period will be five yearly.

LOLER EQUIPMENT SUPERVISOR

Lews Castle College will appoint a Lifting Equipment Supervisor to ensure compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

The named Lifting Equipment Supervisor will be included in the Competent Persons Register.
THOROUGH EXAMINATION, INSPECTION AND MAINTENANCE

Lifting equipment must be thoroughly examined for defects before it is put into service for the first time.

All lifting equipment obtained from a third party must be accompanied by physical evidence of the last thorough examination before it is used in the new employer's premises.

Lifting equipment must also be thoroughly examined to ensure correct installation and safe operation after it has been installed and before being put into service for the first time or after it has been relocated if its safety is dependant on its installation.

Where lifting equipment is exposed to conditions that may cause deterioration likely to result in danger it must be thoroughly examined.

EXAMINATION

The statutory periods for examination of lifting equipment are at least every six months for equipment used for lifting persons and any lifting accessory. For all other lifting equipment, the examination period is at least every twelve months.

The statutory examination of lifting equipment owned by Lews Castle College is conducted by RSA Marsh Insurance.

Lifting equipment must also undergo a thorough examination if exceptional circumstances have occurred that may adversely affect the safety of the lifting equipment. A competent person may inspect lifting equipment at suitable intervals between thorough examinations if necessary.

The legal requirements under LOLER should not be confused with regular maintenance, inspection or servicing that may be undertaken, although there are clearly some common elements. The formal statutory inspections and examination are a separate and more detailed requirement but may act as a check that maintenance is being carried out properly.

All items of lifting equipment owned or hired by Lews Castle College must undergo daily before use checks and be maintained in accordance with the manufacturers servicing requirements. Where necessary, this work will be contracted to an appropriately qualified and approved agent.

It is the operator's duty to ensure that the Report of Thorough Examination of Lifting Equipment is current prior to undertaking any work with the equipment.

REPORTS AND INFORMATION

The person undertaking the thorough examination must notify the employer immediately of any defects that are or could be a danger to people, and as soon as practicable submit a written and signed report to the employer and, if appropriate, the person hiring or leasing the lifting equipment.

All records relating to the inspection of lifting equipment must be kept until the next record is made.

All Reports of Thorough Examination of Lifting Equipment are to be filed by the Health and Safety Adviser, Lews Castle College, Stornoway.
Remedial action on defects should be progressed without delay by means of the Lews Castle College Form Defect Action Record Sheet Lifting Equipment/Pressure Vessels.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

In order to comply with PUWER 1998 all items of lifting equipment must be maintained in accordance with the manufacturer’s maintenance manual.

The maintenance schedule for lifting equipment is listed in Annex D Register of Plant and Equipment – Maintenance Schedule.

PURCHASE OF NEW LIFTING EQUIPMENT AND ACCESSORIES

Heads of Department responsible for the purchase of new lifting equipment and accessories are to ensure that all equipment complies with the LOLER Regulations. They must also provide the Finance Officer and Health and Safety Adviser with the equipment details to ensure that this information is added to Annex A – Register of Lifting Equipment and Record of Thorough Examination of Lifting Equipment and that RSA Marsh Insurance are informed.