

SSOW 17 - Safe System Of Work: Lifting Operations and Lifting Equipment

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1. Activity

This Safe System of Work covers any lifting equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover a wide range of equipment including fork-lift trucks, tail lifts and bin lifts. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

The Regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work. Generally, the Regulations require that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads
- positioned and installed to minimise any risks
- used safely, i.e. the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Equipment which lifts part of a vehicle but not a load, for example cab tilt and tipper body mechanisms, is not subject to LOLER. Machinery which lifts itself, e.g. roller shutter doors, is also not considered to be lifting equipment. A chain used to tow vehicles is not subject to LOLER. In such cases where LOLER does not apply, if failure of the equipment could cause injury it is likely that the Provision and Use of Work Equipment Regulations 1998 (PUWER) will require similar levels of precautions and inspections.

2. Persons at Risk

Management, technical and administrative staff
Drivers
Loaders
Contractors

Public

3. Hazards

Impact from equipment or loads

4. Procedures

- The Head of Waste & Fleet will ensure that adequate equipment is provided which is suitable in terms of size and strength for the task to be undertaken
- All lifting equipment must be labelled with a serial number and safe working load
- Before lifting equipment (including accessories) is used for the first time, it must be thoroughly examined by a competent person. This should be arranged by the supplier and new equipment should be delivered with a test certificate providing details of its load test. This certificate must be retained with the equipment inventory. If this is not available / provided, ask the supplier for this document as it is a legal requirement
- Waste Collections lifting equipment is thoroughly examined annually (except for the Forklift with its 'man up' cage and the tail lifts which are tested 6 monthly) by a contractor who is independent from the maintenance contractor and is appointed by the Technical Team Leader.
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the Technical Team Leader to take any appropriate action
- Any defective or faulty equipment should be repaired or destroyed and must be clearly labelled and kept secure until the necessary action has been taken
- Equipment should be stored safely to prevent damage and should be properly maintained
- Records of these inspections are stored centrally.

5. General Guidance

- An inventory of all lifting equipment tests is maintained on the Waste Services shared drive. This includes details of the serial numbers of each item, their safe working load (SWL) and frequency of inspection and schedule of maintenance.
- The results of inspections should be retained for reference, with details of work carried out and details of equipment taken out of service/destroyed.

6. Personal Protective Equipment

- Protective footwear (with steel cap toes and steel mid sole)

7. Medical Requirements / Vaccinations

- First Aid kits are held on vehicles and at depot offices

8. Training

- Induction training will include awareness of this SSOW
- Team Leaders are trained to carry out a visual check of lifting equipment as part of the daily vehicle check before commencing work
- Employees will be reminded of this SSOW at Team Briefings at intervals

Related Documents	
	Reference:
Risk Assessments	
Operations within the depots	WC9
Procedures	
Issue of PPE	P18
Proforma	
Records of LOLER tests	J:\Keynsham_S_Drive\Waste Services\Operations\vehicles\Loler Test Records
Assessment of Equipment	D6
Work Equipment Risk Assessment	D7
Safe System of Work	
General Requirements Waste Collection	SSOW 01
Personal Protective Equipment	SSOW 04