

Isle of Anglesey County Council

Lifting Operations and Lifting Equipment Policy

Version 1.0 September 2016

About this policy

This procedure defines how Ynys Mon County Council will comply with and implement the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	September 2016	New format
	August 2017	No change
	July 2018	No change
	August 2019	No change
	August 2020	No change

Date of next review	
This policy will be reviewed in:	August 2021
The review will be undertaken by:	Health and Safety

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We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

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1.0 Background

This procedure defines how Ynys Mon County Council will comply with and implement the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Ynys Mon County Council has a responsibility to assess all risks and hazards that may affect employees, who are using lifting operations that may be carried out as part of their daily operations. This is to ensure that it is done without risks to health and safety and that the lifting equipment used in the workplace does not present risks.

2.0 Definition

LOLER is often defined as, lifting equipment that is used at work for lifting and lowering loads. It will include attachments that may be used for anchoring, fixing or supporting a load. Lifting equipment covers a wide range of items which includes:

- Cranes;
- Hoists;
- Chains slings, eyebolts etc;
- Scissor lift(s);
- Fork lift truck(s);
- Passenger lift(s);
- Mobile elevated work platform(s);
- Bath hoists and several of other pieces of equipment.

3.0 Duties Under the Regulations

Ynys Mon County Council must provide a safe system of work to protect employees, as required under the Health and Safety at Work Act, The Management of Health Safety at Work Regulations and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

4.0 Preventive Measures in the Workplace

Management within Ynys Mon County Council will ensure adequate and suitable risk assessments are carried out on lifting equipment, and safe systems of work are implemented, so as to reduce the risks to health and safety so far as is reasonable practicable.

The risk assessment should include identifying whether there is any significant risk e.g. wear through repeated use, which would require inspection(s) in-between the thorough examinations and whether these would be visual inspections or technical inspections.

All users of lifting equipment must use lifting equipment in accordance with safe working practices and with any information, instruction or training received. Where lifting equipment is used within the council premises and in areas under Ynys Mon County Council control it must:

- Be sufficient strength, stable and suitable for the proposed use, as will any load being lifted or lowered and attachments used;
- Be positioned and installed to prevent the risk of injury;
- Be marked accordingly where such equipment is used for lifting people and be safe for such a purpose;
- Be thoroughly examined before lifting equipment is put into service for the first time;
- Be thoroughly examined at intervals in accordance with the requirements by a competent person.

The council must ensure employees are competent with the necessary knowledge, experience, training, skill and ability to operate lifting equipment.

Based on the findings of the risk assessment(s), safe systems of work should be developed and used for all lifting operations. The risk assessment should take into account the working environment, geographical location, local site conditions, etc. where the equipment is to be used.

Safe System of Work

Planning of lifting operations

All lifting operations should be planned and carried out by a competent person, who has sufficient knowledge, experience and training, to ensure that they are carried out safely. The plan must address all of the risks identified, the resources required, and the procedures and responsibilities involved.

Routine activities, such as, loading vehicles with a fork lift truck, may only need an initial plan that can then be reviewed periodically to make sure the plan is still

appropriate. Routine activities should ideally be reviewed every six months.

More complicated lifting operations may require a new plan every time they are carried out, especially if they are to be conducted at different sites.

Supervision of lifting operations

Managers must ensure any council employee(s) are competent to undertake any lifting operations, have the necessary skills, knowledge and experience to ensure the operation is carried out safely. Whenever practicable, loads should never be lifted over an area that is occupied. Where this is not possible, safe systems of work must be put in place to minimise the risks to anyone below the load.

Power lines, sewers and drains

Managers must assess all risks from overhead power lines which may be considered, and the siting of lifting equipment on or near drains and sewers as these can introduce additional hazards where there may be risk of collapse.

Inspection of equipment

Thorough examinations and inspections of lifting equipment are important parts of the lifting regulations. Inspections should be carried out by a competent person with experience of the equipment, who is usually independent, and is often an employee of an insurer. However, anyone who is sufficiently knowledgeable and trained for the purpose can carry out these duties.

Equipment should receive an initial thorough examination, which is usually carried out by the manufacturer or supplier, prior to supply. Subsequent thorough examinations should be carried out annually, except for equipment used to lift persons, which must be examined every six months.

It is important that the person receiving inspection and maintenance reports from lift inspectors understands their contents and importance and that a clear procedure is in place to take equipment out of use immediately if this is required.

Hired lifting equipment

If the council hires equipment for short periods or for specific jobs, it is vital that the council checks inspection records for the equipment and that the hire company gives sufficient information and training to make sure the equipment will be used safely.

Record-keeping

It is important that the council keep original documentation for all lifting equipment, and all subsequent inspection reports and maintenance records as Safety Inspectors can ask to see these.

5.0 Responsibilities

Health and Safety Level One Managers

The Chief Executive Officer is the person ultimately responsible for ensuring compliance with health and safety legislation. The Chief Executive Officer and Assistant Chief Executive Offices should ensure Heads of Service carry out their duties as contained within this procedure.

Health and Safety Level Two Managers

Heads of Service must ensure that their section or department, have appropriate resources in order to comply with this procedure. Resources would include staff, time and funding.

All level two managers must ensure line managers and employees are provided with adequate information instruction and training will be given to all personnel regarding the use lifting operations and lifting equipment.

Health and Safety Level Three Managers

Level three managers have a responsibility to access all risks and hazards that may affect employees, who are using lifting operations that may be carried out as part of their daily operations, is done so without risks to health and safety and that lifting equipment used in the workplace does not present risks.

Managers must ensure all the following are completed before any employee operate lifting equipment, these being:

- All items of lifting equipment in areas under their control are identified and recorded in an inventory.
- All lifting operations are planned, supervised and carried out in a safe manner.
- All risks arising operations involving lifting equipment are assessed and suitable control measures implemented.
- Suitable information, instruction and training given to users of lifting equipment and they are competent to carry out those tasks.
- Ensure the examination date for all lifting equipment is identified and arrangements made for a competent person to carry out inspections and that all lifting equipment is made available for inspection.
- Ensure any remedial actions regarding any defect on equipment found during examinations are carried out.
- Ensure records of thorough examination of lifting equipment are kept.
- Ensure that any defects etc are acted appropriately regarding to equipment.

Health and Safety Advisor

Health and Safety Advisor(s) should provide advice on this procedure and supporting documentation.

Employees

It will be the duty of every employee who is using lifting equipment to ensure:

- They take reasonable care of themselves and of others who may be affected by their activity.
- Such instruction and training is undertaken as deemed necessary.
- Lifting equipment is used in accordance with council's policy, procedures and manufacturers' instructions.
- They report any problems, defects, concerns or potential hazards they encounter with lifting equipment as soon as possible to their line manager.
- They check lifting equipment and associated consumables e.g. slings prior to use in accordance with information, training and instructions received.
- They do not knowingly, wilfully or recklessly use lifting equipment.

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820