

# **Lifting Operations and Lifting Equipment (LOLER) Procedure**

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## 1 Introduction

MLP Traffic Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that lifting operations is both safe and operates within current legislative requirements.

This document outlines the MLP Traffic Ltd procedures relating to The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) together with additional requirements imposed by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regs 1999 as amended, and The Provision and Use of Work Equipment Regulations 1998 (PUWER).

## 2 Scope

All MLP Traffic Ltd employees who work with or likely to supervise lifting operations including the maintenance of plant vehicles.

## 3 Legislation

Under the Health and Safety at Work Act etc.1974 (HASAWA) employers must make arrangements to ensure that all employees are given the necessary information, instruction, training and supervision at all times and ensure that these provisions are met.

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 (PUWER).

Employers have duties under these Regulations in situations where lifting equipment is used by employees at work. 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 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.

## 4 Management Responsibilities

It is the responsibility of the Health and Safety Manager to ensure that Policy and Procedure is appropriately communicated, understood and implemented. This will be achieved by regular audits and inspections.

The Equipment Manager or their delegate will be responsible for the completion and documentation of suitable risk assessment prior to work commencing. They will ensure that levels of competency are maintained within their teams and that equipment to be used is fit for purpose and well maintained.

Supervisors will ensure the correct implementation of safe systems of work and that personnel are using the systems provided. Any safety issues relating to the task will be escalated appropriately.

Operatives who carry out the work must use systems and equipment provided correctly and report any loss or defects to supervisors and manager. Any additional risks associated to the task must also be reported and risk assessments updated appropriately.

## 5 Policy Objectives

Before considering any significant work involving lifting operations, a task specific risk assessment must demonstrate that there is no safer way of completing the task. All work must be:

- Assessed for risk to the standards as far as is reasonably practicable.
- Properly planned

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- Appropriately supervised
- Through the implementation of an appropriate safe system of work ensure the safety of people who may be exposed to risk are protected including third parties.
- Undertaken by competent people who have been suitably trained, equipped and instructed in using the appropriate MLP Traffic Ltd work procedures.
- Ensure the safety of those affected by activities arising from lifting operations

## 6 Risk Assessment

The Management of Health and safety at Work 1999 Regulations impose a duty on employers to carry out suitable and sufficient assessment of risk to which employees and people who may be affected by their activities are exposed. With the assistance of the Health and Safety Manager the appropriate manager must ensure that task based risk assessments are fully completed for all work activities their people carry out. This includes activities involving lifting operations. Completed assessments may be forwarded to the Health and Safety Manager for inclusion on the MLP Traffic Ltd Safety Management System (SMS) The factors that are required to be considered in the LOLER assessment are:

- Type of load being lifted - it's nature, weight and shape
- Risk of the load falling or striking something and it's consequences
- Risk of the lifting equipment striking something or someone, and it's consequences
- Risk of the lifting equipment falling or falling over whilst in use, and it's consequences

## 7 Arrangements

Compliance with the following arrangements will ensure the achievement of the MLP Traffic Ltd procedure objectives above.

### 7.1 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 of a load.
- Load: Includes a person, materials as well as the lifting accessories and hook block
- Examination scheme: A suitable scheme drawn up by a competent person for such thorough examination of lifting equipment at such intervals as may be appropriate
- Thorough Examination: Means a thorough examination by a competent person and includes any appropriate testing
- Work Equipment: Includes any machinery, appliance, apparatus, tool or installation for use at work.
- SHF's: Safety Harness Fixings

### 7.2 Lifting of Persons

The following points must be addressed.

- 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 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.

### 7.3 Organisation of Lifting Operations

Lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner. The plan must:

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- Be drawn up by a person with adequate knowledge
- Address the risks and identify resources required
- Ensure equipment remains safe
- Be recorded in writing where necessary.

#### 7.4. Lifting Operations Planning

When planning lifting operations, the following must be considered:

- The load to be lifted, its weight, shape, lifting points
- The load's current and future position including point loading of final resting place.
- How lifting equipment will be used
- Working environment to take account of visibility, weather conditions, access, egress, proximity hazards e.g. underground services
- Personnel availability, training, knowledge and experience.

#### 7.5 Thorough Examination Inspection and Maintenance

All new lifting equipment must be supplied with an EC declaration of conformity, have relevant certification, and be appropriately CE marked.

If the declaration is more than 12 months old the need for an initial thorough examination should be guided by when the equipment was made and likely deterioration during storage which could increase risks in use. If an examination is necessary, its extent should reflect the likelihood of failure and the actual risk which could arise from any such failure

All lifting equipment shall be subject to a thorough examination by a competent person at least every 12 months. Accessories for lifting, (whether or not they are used for lifting persons) and all other lifting equipment used for lifting persons shall have a thorough examination at least every 6 months.

An examination shall also take place each time that exceptional circumstances which are liable to jeopardise the safety of the lifting equipment have occurred.

Lifting equipment obtained from a third party must be accompanied by physical evidence of the last thorough examination and test 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 dependent on its installation.

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

Type of examination or inspection	How long to keep records
Thorough examination before first use.	Lifting equipment – until the employer ceases to use the lifting equipment. Lifting accessories – for two years.
Thorough examination before use where the safety of the equipment depends on the installation conditions.	Until the equipment is no longer in use at the place where it was installed/ assembled.
In-service thorough examination (6-monthly, 12-monthly or examination scheme).	Until the next report is made or two years, whichever is the later.
In-service inspections/tests	Until the next report is made.

#### 7.6 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. Where necessary the equipment MUST be removed from service and isolated to prevent further use. The enforcing authority must also receive a copy of any report where there is an existing or imminent risk of serious personal injury due to a defect in the lifting equipment. For lifting equipment that has been hired or leased the enforcing authority is the HSE, in other cases it is the enforcing authority for the premises.

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## 7.7 Examination Reports

The following information should be included in a thorough examination report.

- Name and address of employer.
- Address of premises at which the thorough examination was made.
- Lifting equipment identity marks, including date of manufacture if known.
- Date of last thorough examination.
- Safe working loads, including those associated with equipment configurations.
- Where the thorough examination relates to the installation or assembly of the lifting equipment, notification of the fact and that it has been installed correctly and is safe to operate.
- Information as to whether the thorough examination relates to a 6 or 12-monthly examination carried out under an examination scheme, or an examination carried out in cases of exceptional circumstances where the safety of the lifting equipment may have been jeopardised. The report should also state that the lifting equipment is safe to operate.
- Details and identification of any parts found to be defective, including a description of the defect, where the defect is or could become a danger to people.
- Details of any necessary repairs, renewals or alterations to correct a defect.
- In cases where the defect may represent a danger to people the following must be included:
  1. The time in which the defect could become a danger
  2. Details of repairs, renewals or alterations necessary to correct the defect
  3. The latest day on which the next thorough examination must be carried out
  4. Details of any tests if these are included in the thorough examination
  5. The date of completion of the report.
- Name, address, qualifications and employment status of the person making the report
- If the person is an employee then the name and address of his or her employer must be included.
- Name and address of the person signing or authenticating the report.
- Report date.

Defects noted during an inspection of the lifting equipment, which pose or may pose a danger to people, must also be notified to the employer immediately. A written record of the inspection must be made.

Employers may not use any lifting equipment notified as having a defect before the defect is corrected. In cases where the defect could become a danger, the lifting equipment may not be used after the time specified in the report (i.e., the time after which the defect is deemed by the competent person to be dangerous) until the defect is corrected.

**Appendices A & B** – must be used by the examiner for recording thorough examination & inspection of lifting equipment

**White Copy** – To remain with equipment (if possible)

**Yellow Copy** – To be centrally held at head office

**Blue Copy** – To be retained in the machine documents held at workshops

## 8 Safe Working Loads

The Lifting Operations and Lifting Equipment Regulations 1998 requires that machinery and accessories are clearly marked to indicate their safe working loads (SWL). Most 'traditional' lifting equipment, i.e. machinery and 'conventional' accessories, should be marked with the SWL, as should other equipment which present similar risks.

Where lifting machinery and equipment has a safe working load which varies with its operating radius or is dependant upon how it is configured, it must be clearly marked or adequate information is provided to indicate to the user the corresponding safe working load. Any marking should be clearly visible or the information be readily available to the operator or user.

For lifting accessories with one SWL the value of the SWL should be marked on the accessory. Where this is not possible, a coding system should be used which allows the user to determine the SWL, examples of such systems include colour coding or attaching some form of label.

## 8 Failure of Lifting Equipment

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty to report any collapse, overturning or failure of load-bearing parts of lifts and lifting

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equipment immediately to the HSE incident contact centre. The easiest way to do this is by telephone using the number **0845 300 99 23**.

#### **10 Personal Protective Equipment (PPE)**

The selection and use of PPE within MLP Traffic Ltd will depend upon findings related to suitable and sufficient Risk Assessments. Please refer to MLP Traffic Ltd Personal Protective Equipment Procedure

#### **11 Training**

All requests for training must be made via Human Resources. Competent preferred suppliers will deliver approved training in a timely and cost effective way. On completion of training HR will update central records and training details will be added to personnel files.

#### **12 References**

Health and safety at Work Etc. Act 1974

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Provision and Use of Work Equipment Regulations (PUWER) 1998

Management of Health and Safety at Work Regulations 2003

Personal Protective Equipment Regulations 1992

British Standards BS7883:2005

ISO17020

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#### **13 Enquiries**

For additional information regarding this document contact the Health and Safety Manager

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## Appendix A

<b>CERTIFICATE OF THOROUGH EXAMINATION &amp; INSPECTION OF LIFTING EQUIPMENT</b>				Cert. Serial No: <b>12801</b>	
This form may be used for the purposes of compliance with:				Tick as appropriate	
Lifting Operations & Lifting Equipment Regulations 1998					
Provision & Use of Work Equipment Regulations 1998					
NAME & ADDRESS OF EQUIPMENT OWNER:			EXAMINATION LOCATION:		
NATURE OF EXAMINATION OR INTERVALS: (TICK)		12 MONTH INTERVAL		6 MONTH INTERVAL	
		WRITTEN SCHEME		EXCEPTIONAL CIRCUMSTANCES	
Schedule No.	a. Description of item.				
	b. Serial No. & date of certificate				
	c. Date of last examination				
	d. Date of next examination				
	e. Proof test applied (if applicable)				
	f. S.W.L. and radius				
	g. Defects affecting safety which are a danger to persons requiring immediate attention.				
	h. Action taken to rectify defects effecting safety detailed at item 'g' above.				
	i. Make and model of quick hitch.				
	j. I.D. number of quick hitch.				
	k. S.W.L. of quick hitch.				
	l. Defects requiring immediate attention.				
I hereby certify that the equipment described above has been inspected and thoroughly examined i.a.w. LOLER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.					
I hereby certify that I have carried out maintenance on the equipment described above i.a.w. PUWER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.					
Competent Plant Engineer Employee of: Mervyn Lambert Plant Ltd. Millpond Farm, Garboldisham, Norfolk IP22 2SP Telephone: (01953) 688211		NAME (PRINT)			
		SIGNATURE		DATE	
Customers Signature		NAME (PRINT)			
		SIGNATURE			
		COMPANY		DATE	

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## Appendix B

<b>CERTIFICATE OF THOROUGH EXAMINATION &amp; TEST OF LIFTING EQUIPMENT</b>		Cert. Serial No: <b>4801</b>	
This form may be used for the purposes of compliance with:		Tick as appropriate	
Lifting Operations & Lifting Equipment Regulations 1998			
Provision & Use of Work Equipment Regulations 1998			
NAME & ADDRESS OF EQUIPMENT OWNER:		EXAMINATION LOCATION:	
NATURE OF EXAMINATION OR INTERVALS: (TICK)		<input type="checkbox"/> 12 MONTH INTERVAL <input type="checkbox"/> 6 MONTH INTERVAL <input type="checkbox"/> WRITTEN SCHEME <input type="checkbox"/> EXCEPTIONAL CIRCUMSTANCES	
Schedule No.	a. Description of item. b. Serial No. & date of certificate c. Date of last examination d. Date of next examination e. Proof test applied (if applicable) f. S.W.L. and radius	g. Defects affecting safety which are a danger to persons requiring immediate attention. h. Action taken to rectify defects affecting safety detailed at item 'g' above. i. Defects that may become a danger to persons. j. Action required to remedy defects at item 'i' above and the date such work must be completed.	
I hereby certify that the equipment described above has been tested and thoroughly examined i.a.w. LOLER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.			
I hereby certify that I have carried out maintenance on the equipment described above i.a.w. PUWER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.			
Competent Plant Engineer		NAME (PRINT)	
An Employee of:		SIGNATURE	
Mervyn Lambert Plant Ltd. Millpond Farm, Garboldisham, Norfolk IP22 2SP		DATE	
Telephone: (01953) 688211			

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