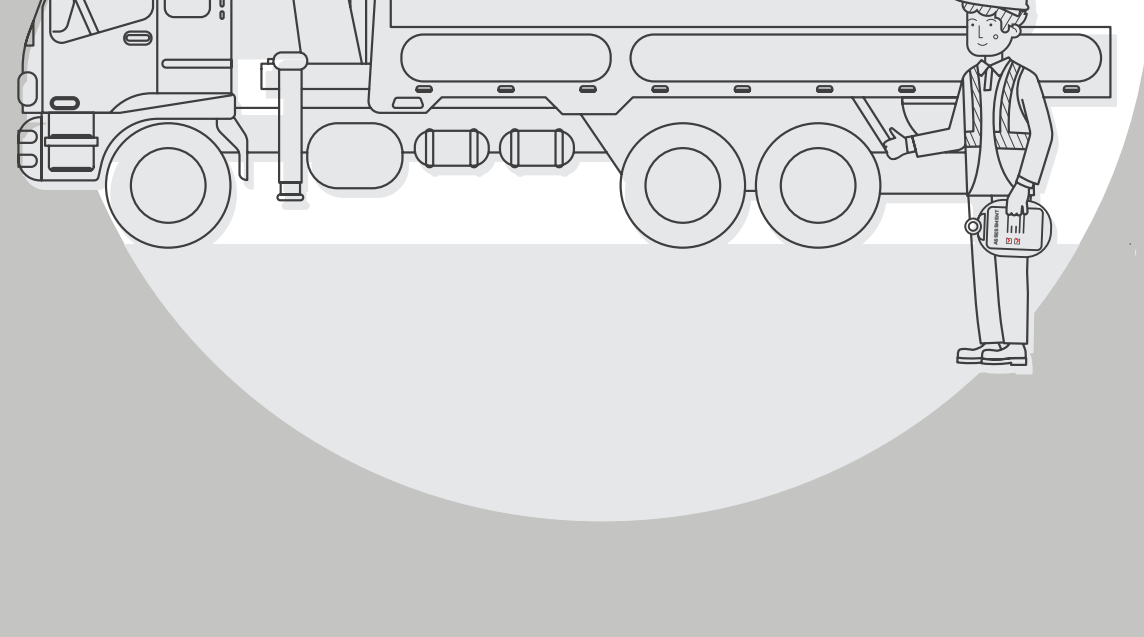


TOOLBOX TALKS

LIFTING OPERATIONS & LIFTING EQUIPMENT



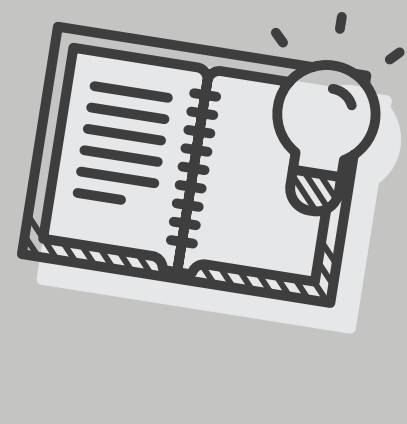
ASSESSMENT

Ensure **Lifting Equipment** is selected following suitable assessment of requirements.

CONTRACT PURCHASER

Obtain Lifting Equipment via contract buyer/purchaser.

2



3

SAFE USE INSTRUCTION

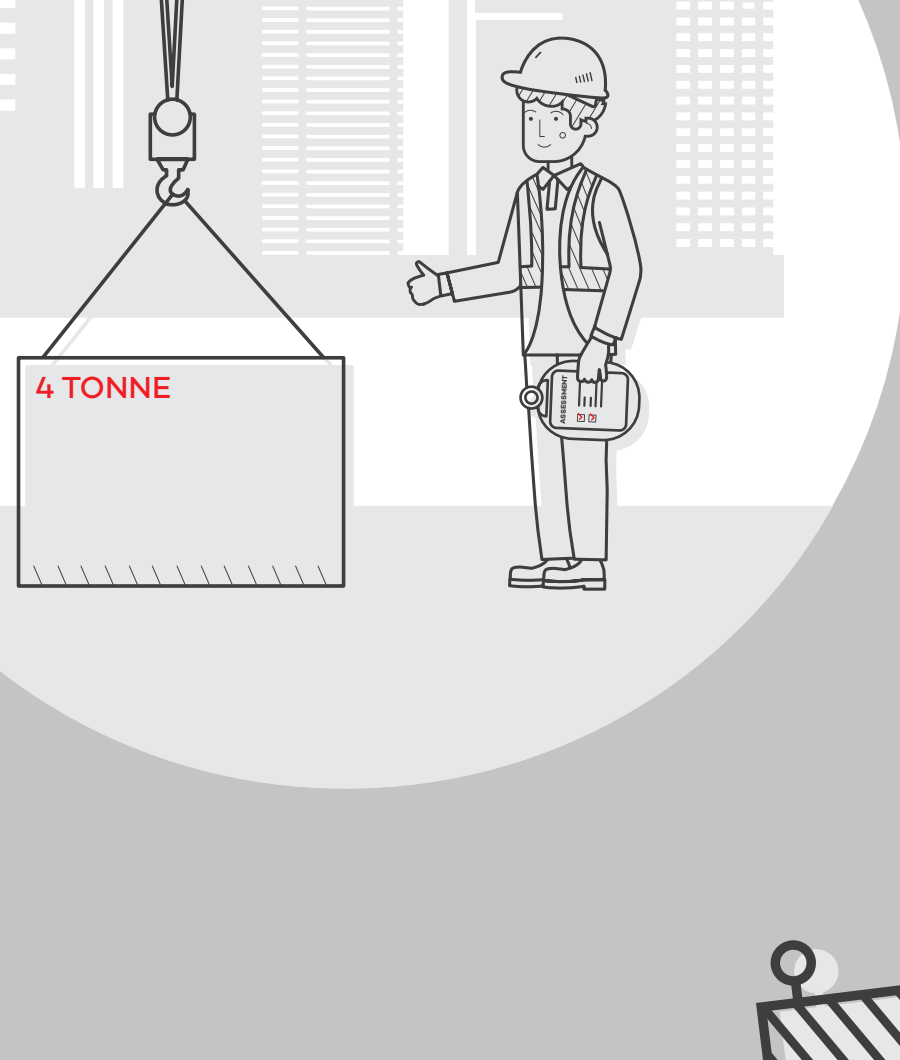
Ensure that **all employees** receive relevant information and instruction on the safe use and operation of Lifting Equipment.

- Employee's **MUST NOT** be raised and/or lowered with any Lifting Equipment that is not specifically designed for the raising and lowering of persons.

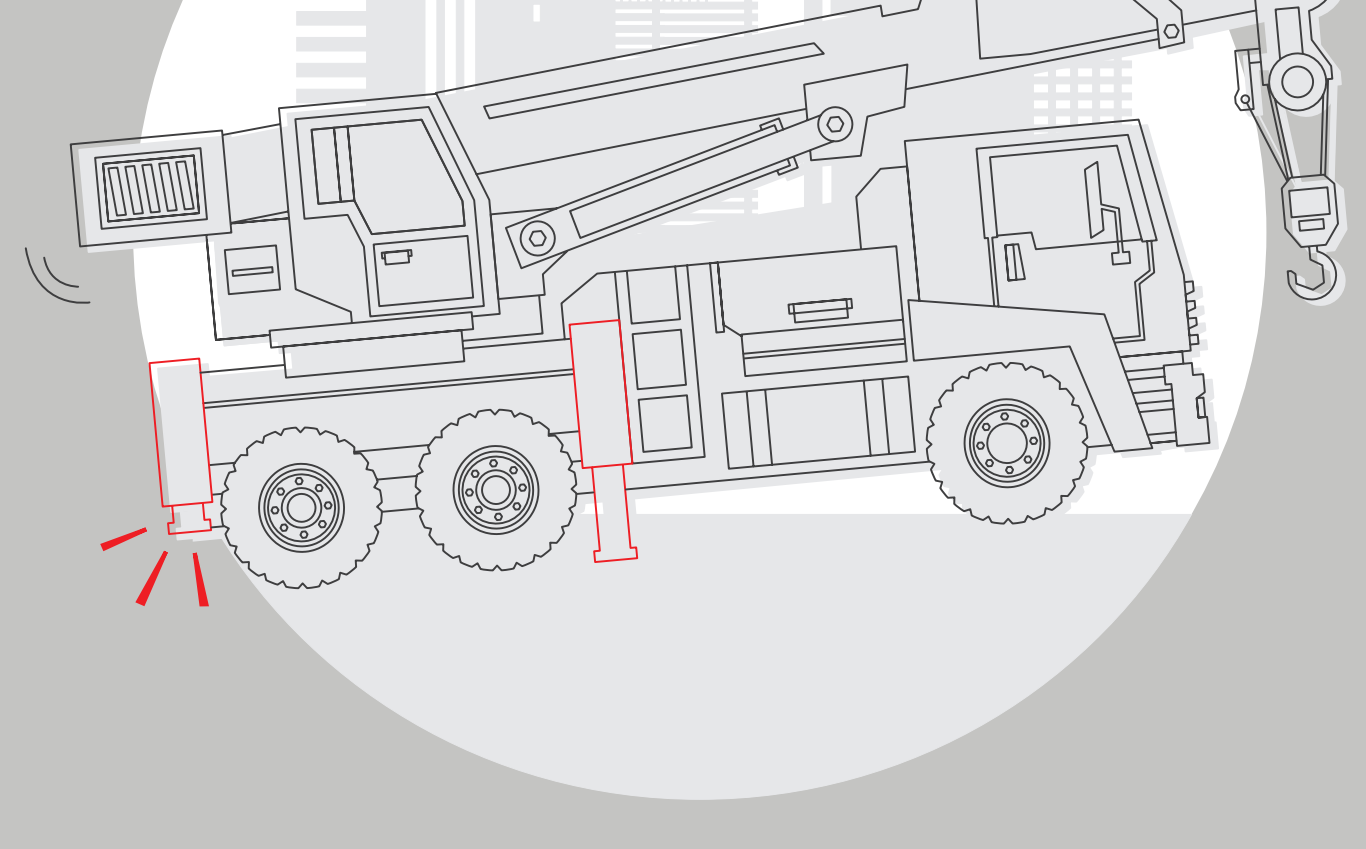
CLEAR LABELLING

MUST ensure that all Lifting Equipment has been **clearly labelled** with the safe working load of the equipment prior to issue.

4



5



STABILITY

MUST ensure that Lifting Equipment has **adequate stability**.

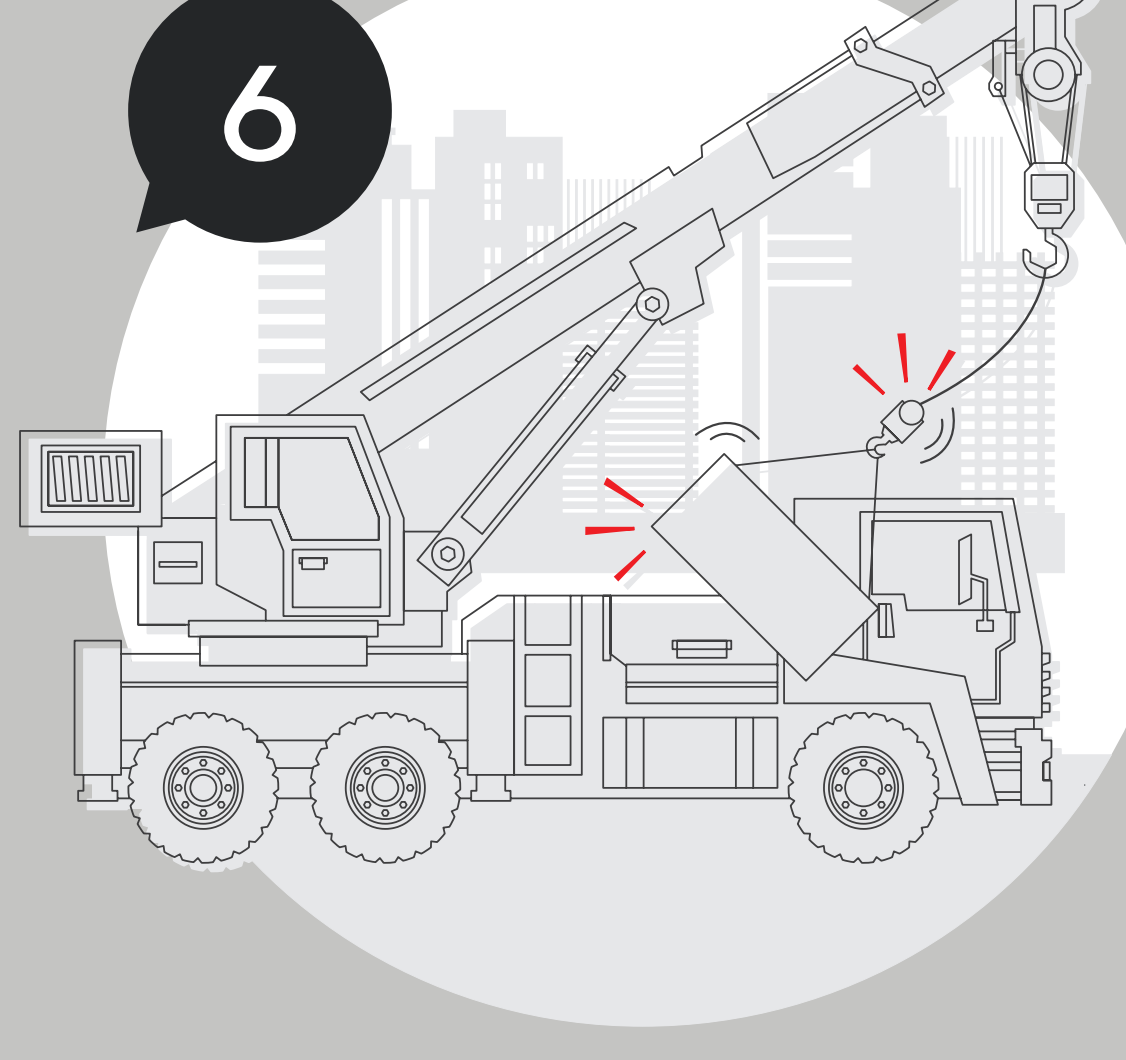
- Designing a suitable base on which to position the Lifting Equipment; using an anchorage system; using counterbalancing weights and using ballast, outriggers or stabilisers.

LIFTING DAMAGE

MUST ensure that the load cannot **damage** the Lifting Equipment nor can the Lifting Equipment damage the load.

- Ensure the positioning and/or installing of Lifting Equipment or its load shall be undertaken in a way that does not present a **risk of injuring** employees, other contractors and/or any other person.
- Ensure that every lifting operation involving Lifting Equipment is; properly planned by an Appointed Person; appropriately supervised and carried out in a safe manner.

6



7



COMPETENT EXAMINATION

Ensure that Lifting Equipment is thoroughly examined by a competent person; Lifting Equipment for lifting persons or an accessory for lifting, **at least every 6 months**; Lifting Equipment, at least every 12 months.

- Ensure Lifting Equipment is made available for required maintenance activities.
- Ensure that: Lost Lifting Equipment is replaced; defective Lifting Equipment is repaired or replaced and additional Lifting Equipment is provided where requested prior to the employee concerned re-starting work.

EMPLOYEES

- MUST** adhere to information supplied with regarding to Lifting Equipment.
- MUST** inspect Lifting Equipment prior to use and record this check weekly.
- MUST** report any lost/defective Lifting Equipment to their Line Manager/Supervisor and request additional Lifting Equipment where required.

8



NOTE

Where Crane Hire is undertaken or a Contract Lift is required, the Line Manager/Supervisor **MUST** refer to business procedures relating to Crane Hire and Contract Lifts; Lifting Plans and Lifting Equipment Pre-User/Pre-Lift Checks.

SUMMARY

- Ensure lifting equipment is selected following suitable assessment of requirements
- Relevant information and instruction in the safe use and operation of lifting equipment **MUST** be provided
- Safe working loads **MUST** be clearly labelled
- Ensure lifting equipment has adequate stability
- Ensure the load cannot damage the lifting equipment nor the equipment damage the load
- All lifting equipment **MUST** be thoroughly examined
- All defects **MUST** be reported
- Adhere to instruction supplied regarding lifting equipment
- Carry out pre-user checks

TOOLBOX TALKS

FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT