

For lifting operations to be carried out safely, the work must be planned, organised and carried out by an appointed person.

The use of an excavator / backhoe as a crane is a high risk activity and can only be undertaken if the machine is designed and accredited to undertake lifting operations, which will include a designated lifting point, marked to indicate a Safe Working Load (SWL).

The work must be planned, organised and carried out by a competent and authorised person. Excavator drivers and slingers must be adequately trained and authorised to undertake this activity. Specific training is required and is in addition to that of operating an excavator.



ALWAYS

- Routine lifts can be undertaken in accordance with a risk assessment and method statement or a generic lifting plan that sufficiently considers the risks, control measures and method of lift.
- Non-routine lifts (infrequent or greater risk) are to be undertaken in accordance with a task specific lifting plan that sufficiently considers the risks, control measures and method of lift.
- Non-routine lifts are to be undertaken under the control of an Appointed Person.
- Ensure a lift plan is in place.
- Review the method statement, risk assessment and lifting plan of any lifting operation to be undertaken by the supply chain.
- Ensure an exclusion zone is present around the lifting operation.
- Ensure personnel are suitably trained and competent before using any mechanical lifting equipment or carrying out any mechanical lifting operations.
- Report any lifting failure to your line manager.

NEVER

- Use an excavator to carry out a vertical lifting operation unless it is certified for lifting, has a designated lifting point and the Safe Working Load (SWL) displayed.
- Undertake any lifting operations if you are not trained, competent and authorised to do so.
- Undertake any lifting operation(s) if there is no documentation to support it.
- Undertake any lifting operation without it being supervised by an authorised and competent person.
- Let unauthorised, unqualified or untrained personnel use lifting equipment.
- Access any areas where lifting operations are being undertaken and do not enter any exclusion zones whilst work is taking place.

REPORT ANY LIFTING FAILURE TO YOUR LINE MANAGER

LIFTING OPERATIONS - WITH AN EXCAVATOR

The use of an excavator / backhoe as a crane is a high risk activity and can only be undertaken if the machine is designed and accredited to undertake lifting operations, which will include a designated lifting point, marked to indicate a Safe Working Load (SWL).

Excavator drivers and slingers must be adequately trained and authorised to undertake this activity. Specific training is required and is in addition to that of operating an excavator.



ALWAYS ENSURE

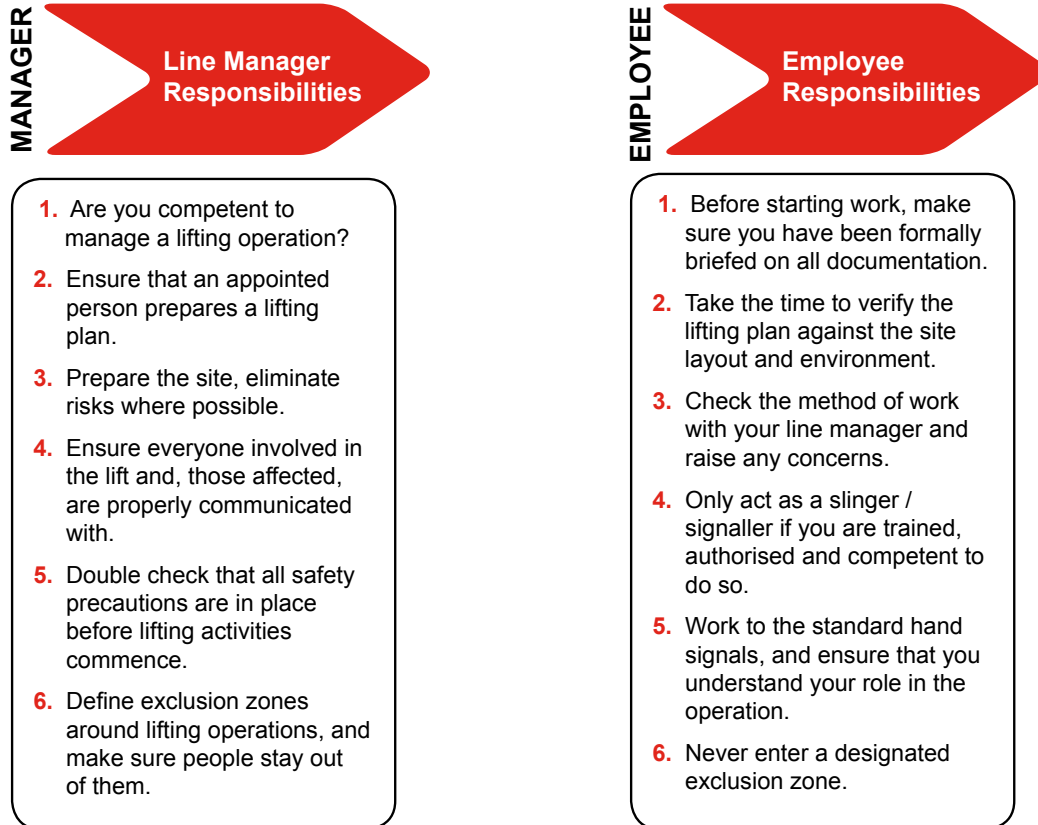
- When planning any lifting operation, you must firstly consider whether an excavator is the most appropriate equipment, taking into account the type of lift and duration of the task.
- Understand which routine adjustments and safety checks are legally required with regard to the machine and lifting accessories, and know how to carry them out.
- Machine is rated to handle the load.
- Operator is competent in reading and understanding lift charts for the machine they are operating.
- There is a safe system of work / lift plan / permit to work in place before activity commences.
- Excavator operator must ensure that the acoustic / visual warning device indicating the load moment is switched on prior to any lifting operation.
- The machine is positioned on stable ground, as far back from the edge of any nearby excavations.
- The machine is properly positioned; it must be set up for maximum stability and lift capability.
- A suitable exclusion zone is established around the working area.
- The area is free from overhead hazards such as power lines and other obstructions
- Operator maintains slow movements as these will be stable movements.
- When selecting rigging for the lift, the load rating and condition is checked to ensure suitability.
- When attaching lifting slings to the hooking device or lifting point care must be taken to ensure that the slings and attachments are able to hang free at all times.
- The load is properly secured to the carrier.
- The necessary precautions are taken to minimise the risk of sudden shifts while moving the load.
- There is effective means of communication between the slinger and excavator operator.

NEVER

- Use excavators for the lifting of persons.
- Use faulty, damaged or untested plant, equipment or lifting accessories.
- Operate any items of plant without the appropriate training and authorisation.

REPORT ANY LIFTING FAILURE TO THE INCIDENT LINE

Lifting Operations - Hierarchy of Risk Control



PLANNING

Planning - Applying the Hierarchy of Risk Control

1. Using a crane can eliminate or substantially reduce site risks related to manual handling and mobile plant. However, lifting operations often present severe risks in themselves, which must be controlled. The main measures you must take include:
 - a. Lifting operations involving a crane require a trained operator, a trained slinger / signaller and a lifting plan drawn up by an appointed person.
 - b. Exclusion zones should be established and loads should not be lifted over people working underneath. Organise unloading so that it takes place away from pedestrian areas.
 - c. All lifting accessories should have a certificate or marking indicating they have been thoroughly examined in the last 6 months.
 - d. The lifting operation must be appropriately supervised.
2. Ensure lifting operations are properly co-ordinated, see all trades / personnel working on site know about the operations, and are not put at risk.

Lifting equipment is any work equipment used for lifting and lowering loads (including people) and includes any accessories used in doing so (e.g. attachments to support, fix or anchor the equipment).

Examples of lifting equipment / accessories

- Overhead cranes and their supporting runways.
- Tele-handlers and forklifts.
- Vehicle tail lifts and cranes fitted to vehicles.
- Motor vehicle lifts.
- Building cleaning cradle and its suspension equipment.
- Goods and passenger lifts.



Lifting Accessories - You **MUST** ensure that:

- All lifting equipment / accessories are certified with its Safe Working Load (SWL) marked on it, a unique reference / identity marking to identify it.
- It has a current in date certificate of test and inspection before use.
- The correct lifting accessory is suitable, sufficient and compatible with the lifting equipment.
- It is of sufficient strength to carry out the required lift including all necessary down rating of its Safe Working Load and be stable and secured before commencing any lift.
- It is positioned to minimise any risk(s) to personnel, other equipment / plant, general public and not used near overhead lines without consultation.
- All lifting equipment is clearly labelled with its Safe Working Load and within its statutory inspection date, in accordance with the following table:

Type of equipment	6 months	12 months	Examination scheme
Accessory for lifting	✓		✓
Equipment used to lift people	✓		✓
All other lifting equipment		✓	✓

**NEVER USE UNTESTED OR OUT OF DATE EQUIPMENT
OR ACCESSORIES**