

John Henry Group	JHG Operations Method Statements	
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Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS21: Lifting Operations

Scope of Works

Lifting Operations

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Ensure personnel carrying out the lift have been authorised to do so and ensure clear communications are established between the person carrying out the lift and any banksman – **ALL LIFTING OPERATIONS MUST COVERED BY APPROPRIATE & APPROVED LIFT PLAN**
- Select & position lifting equipment. Ensure the equipment is suitable to carry out the works and is of adequate strength.
- Select the lifting gear. Ensure the lifting gear is capable of lifting the load and that load is not damaged by the lifting gear nor the lifting gear damaged by the load.
- Check lifting gear. Check the lifting gear is fit for use, its identification number and safe working load is clearly marked, and a competent person has examined the equipment within the previous 6 months.
- Assemble lifting gear. Attach the lifting equipment ensuring that all pieces are free to align correctly.
- Make a trial lift. Lift the load clear of the ground ensuring it is level and secure. If not lower it, reposition the lifting gear and try again.
- Lift & travel the load. Lift and travel the load to the landing site, carefully avoiding obstacles and people and warning exposed persons to keep clear. Adequate segregation from the public must be present.
- Check the landing site is prepared and lower the load, skimming just clear of the ground.
- Make a trial Landing. Check the position of the load and packers/supports to equipment. Ensure the load will be supported without trapping the lifting gear. Ensure the load is safe and will remain stable when the lifting equipment is removed and if not lift it clear again and reposition packers/supports-Try again.
- Upon completion of the lift return all lifting equipment to safe & secure location
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

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- Remove signing & guarding.

Plant & Equipment and Certification Required

Lifting Plant-Pal finger lorry attachment and associated lifting gear. All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required will all be 110v in line with the current regulations.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1st aid training
- Relevant certificates for Lifting personnel as detailed in lift plan

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

Access is generally arranged by JHG/Client office and arrangements conveyed to the Site Supervisor. All required third party notification / procedures will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected and will be in force prior to the commencement of any works.

Signage:

A Traffic Management Plan will be completed prior to work commencement & a traffic management plan set up on site including Traffic Management Signage & Barriers. The traffic management plan is a way of planning and ensuring road users can move safely through/around the site while at the same time keeping construction workers safe.

Working hours

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (as required), Ear protection (as required), Dust Mask (as required)