Lifting Safely (LOLER)

Applicable Legislation

Management of Health & Safety at Work Regulations 1999 (as amended)
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Introduction

Oxfordshire County Council uses a very wide assortment of lifting machines and lifting equipment which has been specifically designed for, and gets used in, a wide range of differing applications and activities.

Purpose – its aims and objectives

The aim is to reduce the risks to people’s health and safety from lifting equipment provided for use at work.

Scope

This procedure applies to all lifting operations and the use of lifting equipment within the Council’s work activities. It will outline the key responsibilities of those involved in this type of work. It will not describe in any detail the individual requirements of a particular lifting operation or piece of lifting equipment. For further detailed information managers should refer to the Lifting Operations and Lifting Equipment Regulations 1998: Approved Code of Practice and guidance and the lifting equipment manufacturer's instructions.

Definitions

The regulations define lifting equipment as ‘work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it’.

This procedure applies to all lifting equipment including cranes, forklift trucks, passenger and goods lifts, hoists, mobile elevating platforms, ropes, bell hoists, vehicle tail lifts, chain slings, eyebolts, pulley blocks, stage equipment hoists, gymnasium equipment, lifting beams etc. The regulations apply whether the equipment is new, second-hand, leased or existing.

Manager Responsibilities

Managers must ensure in all cases where lifting equipment is being used, that:

- All lifting equipment within their areas of control are identified and recorded on a register.
- All risks arising from operations involving lifting equipment are suitably and sufficiently assessed by a competent person and appropriate control measures implemented.
All lifting operations are suitably planned, supervised and carried out in a safe manner.

Planning of a single lift or series of lifts must address the risks identified by the risk assessment and that appropriate control measures have been incorporated (safe systems of work, lifting plans etc.).

All relevant information, training and instruction is given to users of lifting equipment and that they are competent to carry out those tasks.

All persons using lifting equipment must work within the agreed safe working practices, equipment capacity, reference information, instruction and training given.

Systems exist for the identification and reporting of lifting equipment that has developed a fault or defect and for removing it from use until necessary repairs have been undertaken by a competent person.

Where managers have control over lifting equipment they will also ensure that:

- The Council’s Insurance Team are notified of any purchases/disposal or changes of lifting equipment so that the Council’s insurer can arrange for the equipment to be checked by a competent engineer.
- Thorough examination dates for all lifting equipment are identified and arrangements made for a competent person to carry out the examination or inspection.
- Inspections are carried out by persons competent to do so and that all lifting equipment and accessories are available for inspection.
- Any remedial actions regarding any defects found during examination or inspection are carried out and where there is an immediate danger, the equipment is not used until the corrective actions have been completed.
- Suitable records of thorough examination of lifting equipment; servicing and inspections are kept and be available for reference as required.
- Lifting equipment and accessories are stored in conditions that do not lead to damage or deterioration.

**Employee Responsibilities**

Employees should:

- Not attempt any lifting operation or use lifting equipment without prior training/assessment, guidance and appropriate supervision or which is beyond the level of their competency.
- Ensure that both routine and complex lifting operations are not undertaken without a suitable and sufficient risk assessment being carried out by a competent person.
- Ensure they fully understand the lifting equipment and how it operates, the proposed lifting operation(s) they have been authorised to do and that safe systems of work, training, guidance and advice are followed at all times.
- Carry out pre-use checks of lifting equipment prior to each use to ensure there are no obvious visual defects.
- Remove faulty or defective equipment from use, clearly record the fault or defect and report the issue to their manager.
• Have an understanding of the emergency procedures relating to lifting equipment in use and take part in training and periodic drills.

Thorough Examination

All lifting equipment shall be thoroughly examined where there is a risk that deterioration could result in a dangerous situation. The table below shows the maximum allowable statutory examination intervals prescribed in LOLER. However, there is a requirement to assess the actual risks posed by the lifting equipment according to the operations performed in specific circumstances, since those risks may well affect the required frequency of inspections.

<table>
<thead>
<tr>
<th>Interval</th>
<th>Description</th>
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<tbody>
<tr>
<td>6 months</td>
<td>Lifting equipment that lifts people including passenger lifts, hoists etc.</td>
</tr>
<tr>
<td>6 months</td>
<td>Lifting accessories, including slings, shackles, hooks, chains etc.</td>
</tr>
<tr>
<td>12 months</td>
<td>All other lifting equipment, including cranes and loading equipment.</td>
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</tbody>
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Training

All persons who use lifting equipment or are involved in lifting operations must be suitably trained to ensure they are competent to carry out the tasks in a safe manner. They must not organise, plan or carry out lifting operations which they are not trained to do. The level of training will depend on the type of lifting operations they carry out and may require refresher training at suitable time intervals. Suitable records regarding training completed should be maintained and be readily referred to as required.

Health and Social Care

The HSE has published the information sheet hsis4 to help those in health and social care understand the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). It specifically addresses those parts of the Regulations which have proved difficult for those working in the health and social care sector, and provides detailed interpretation for equipment commonly in use.

For further information and advice:

<table>
<thead>
<tr>
<th>OCC Health and Safety Team</th>
<th><a href="mailto:healthandsafetyhelp@oxfordshire.gov.uk">healthandsafetyhelp@oxfordshire.gov.uk</a></th>
<th>Tel: 03300 240849</th>
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