

G914B

Control of lifting operations

SAFE LIFTING INSTRUCTIONS

Related procedure: [P914](#) Control of lifting operations

LIFTING SAFELY
Remember one rule:
Lift SAFELY or not at all

This is a mandatory briefing note for all excavator plant operators and slinger / signallers and is to be delivered during:

- site inductions;
- method statement briefings where excavators are being used to assist in lifting operations.

Supplementary information:

A non-crane lifting plan (form F914/3) must be completed by site management for all operations where an excavator, forklift or Hiab is being used to lift and move loads on site.

Instructions for machine operators:

TEN-POINT PLAN FOR SAFE LIFTING

As the machine operator, you are responsible when you use your machine to lift a load. Your own safety and the safety of those around you depends on you operating your machine safely. So please stick to this 10-point plan for safe lifting.

**Do not deviate,
Do not improvise,
Lift SAFELY or not at all**

1. As machine operator you are responsible for controlling each lift. If you cannot lift something safely, then do not lift it at all.
2. If you have any concerns over the safety of a lift — **DO NOT DO IT, STOP WORK** and tell our Site Manager or supervisor of your concerns.
3. Make sure the machine you are operating is designed for lifting and has the proper lifting attachment fitted for securing and lifting the load — **and always use it.**
4. Know the Safe Working Load capacity of your machine.
5. Know who the authorised slinger / signallers are on site.
6. Know the weight of the load you are lifting.
7. Only carry out lifts as directed by the authorised slinger / signaller and in line with the method statement for the operation in which you are involved.
8. Only have the load slung by an authorised slinger / signaller.
9. Do not carry out a lift until the lifting area is clear of people.
10. Never carry out a lift as a 'favour' to someone else — it will not have been properly planned.

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Briefing information for operators and slinger / signallers:

Knowing the Safe Working Load (SWL) of the machine:

1. Make sure you know the SWL of your machine. This will usually be measured in tonnes. You must **never** lift anything weighing more than that SWL of your machine.
2. Some machines (usually the larger ones) are fitted with an Automatic Safe Working Load Indicator (ASLI) and check valves on the main boom.
3. The ASLI is usually a buzzer that warns when the SWL is approached. If a warning buzzer sounds — **stop the lift** — and return the load to the ground.
4. If these (ASLI and check valves) are not fitted, the **maximum** load the machine is permitted to lift is 1000kg or 1 tonne, regardless of a higher SWL of the machine.
5. If the machine itself has a lower SWL (such as less than 1 tonne) then only loads up to the SWL may be lifted — and no more.
6. The SWL should be marked in the cab or on the boom. It should also be found in the instruction handbook that is supplied with the machine in the form of lifting or load charts or tables.
7. The lifting chart gives information about the lifting capacity of the machine at different distances from the cab (the lifting radius), different height or depths and whether the lift is parallel to the tracks or across the tracks.
8. Some of the load charts can be difficult to interpret so if the SWL is not clearly marked on the machine our site management will look at the charts with you and determine the SWL that you can lift to on our site.

Knowing the weight of the load:

1. You **must** know the weight of the load before you attempt to lift it.
2. The weight of the load should be recorded on the non-crane lift plan produced by our site management. Ask to see the plan and make sure you know what the weight is.
3. If you do not know the weight of the load you **must not** carry out the lift. Stop work and ask our Site Manager or supervisor for the weight of the load.

Slinging the load:

1. Loads must always be slung by an authorised slinger / signaller. Nobody else is permitted to sling a load or bank a lift. **Do not** lift a load unless it has been slung by an authorised slinger / signaller.
2. Only properly certificated lifting equipment (such as chains, strops and shackles) may be used. **Do not allow** makeshift lifting equipment to be attached to your machine.
3. The proper lifting point must be used to sling the loads. The machine bucket must be removed prior to lifting unless the machine is designed to lift with the bucket on

and its weight is added to the weight of the load.

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Carrying out the lift:

1. Always know who the authorised slinger / signallers are on the site. Your authorised slinger / signaller will sling and un-sling the load and will direct you when and where to lift. **Do not** take direction from anyone else on site.
2. Excavators usually have a greater capacity for lifting when lifting parallel to the tracks (when the boom is between the tracks) and nearer the cab.
3. As the lifting point (and load) move further away from the cab the lifting capacity goes down.
4. As the load is moved around sideways (when you slew the machine) from between the tracks to across the tracks (that is, at right angles to the tracks), the lifting capacity goes down.
5. The worst case for lifting is usually when lifting at right angles to the tracks (across the tracks) and at its greatest extension of the boom and dipper arm. This is usually the minimum SWL of the machine.
6. Good lifting practice is to position the machine to carry out the lift most effectively. Where possible, keep the load:
 - between the tracks;
 - reasonably close to the machine (not at full stretch);
 - low to the ground.
7. Make sure the lifting area (including the area of travel for the load) is clear of people.
8. Keep to level ground and avoid side slopes. If you are lifting on a slope, position the tracks up (or down) the slope (and not sideways).
9. If you have to travel with a load, make sure the load is positioned between the tracks, reasonably close to the cab and not too high off the ground. Travel slowly and carefully, ensuring the route is clear of obstructions and personnel at all times.
10. Be ready to stop the lifting operation at any time if events dictate (such as if someone is walking towards or into the lifting area).

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