

## Lifting Equipment Information for Operational Managers, Supervisors and Employees

The majority of lifting equipment purchased and used within the City Council is managed through Building and Consultancy Services (BCS), there are some exceptions to this whereby equipment has been purchased independently, donated by a benefactor, or moved from another location.

### Manager Responsibilities

Irrelevant of where equipment has come from, it is the Managers responsibility to ensure that the equipment is suitable for purpose and safe to use. For a manager to satisfy that this is the case the following must be undertaken;

- Ensure the equipment is correct for the task being undertaken;
- Ensure that equipment is inspected and maintained to meet current legislative standards and be able to provide written evidence to that effect;
- Ensure that equipment is marked with the safe working load (SWL) and that this is not exceeded;
- Ensure that employees have received suitable and sufficient information, instruction and training in the use of the equipment and be able to provide evidence to that effect;
- Have in place suitable control systems to ensure that hazards and risks are managed;
- Provide adequate supervision and monitoring of the arrangements in place.

The manager on site should know when equipment is due to be inspected, if an inspection is missed, the manager must take appropriate action to get the equipment inspected at the earliest date and make an assessment as to whether the equipment can still be used in the meantime.

Comprehensive records of inspection and maintenance must be available at site for inspection by interested parties. It is the managers responsibility to ensure that;

- competent persons visiting site to inspect, service or maintain equipment leave a copy of the service reports.
- Reports/certificates must detail what inspection/work has been undertaken and include any defects identified
- if a report cannot be provided at the time of visit, the manager must ensure that a copy is received within an agreed timescale and chase up if not forwarded.

Some pieces of equipment i.e. mobile hoists have a wallet to keep service reports in attached to the main body of the equipment, other equipment will need to have reports filed and kept in a site office.

*For further information see Lifting Equipment Inspection and Maintenance Requirements.*

### New, decommissioned or defective equipment

When equipment is purchased or brought into the workplace in other circumstances ie moved from another site or leased, the manager must ensure that;

- the equipment is inspected prior to use
- has an inspection contract in place (this will usually be arranged through BCS, but may be arranged independently). If inspection is being arranged independently, it is the manager's responsibility to ensure that the persons undertaking the inspection are competent to do so.
- employees have been given suitable information, instruction and training on its use.

If equipment is decommissioned, it is the manager's responsibility to;

- inform BCS or the independently contracted inspection provider as soon as possible to ensure the item is removed from their inspection programme.
- label that it is not be used
- arrange removal/disposal and record

Managers must ensure that a clear defect reporting system is in place. If lifting equipment is found to be defective by employees, the manager must;

- immediately remove the equipment from use and identify it as such
- record that the equipment is defective and what the defect is and action to be taken
- arrange repair by a competent person
- if not repairable, decommission and inform relevant persons
- if repaired the equipment must be passed as safe for use by a competent person before being reintroduced to the workplace and this recorded

*Records must be kept of all new and decommissioned equipment and all defects and repairs undertaken.*

All competent persons undertaking the thorough inspection of lifting equipment must notify the employer of any defects and make a written record of the inspection to be left on site. The manager should then arrange repair as above.

## **Employee Responsibilities**

Each employee has a duty to:

- comply with the safe working practices and procedures relating to their work activities.
- use equipment in accordance with information given on the specific item and in conjunction with training provided.
- use protective equipment provided for health and safety
- report any accidents or near miss incidents as soon as possible to the manager or supervisor
- report all defects to lifting equipment and accessories immediately to the manager or supervisor
- report any unsafe working practices to the manager or supervisor
- if required to undertake visual inspections or routine maintenance, record, sign and date as being completed.

If you are in any doubt in relation to any of the information given, please contact Health and Safety Services or Building and Consultancy Services for further advice.

## **References:**

The Lifting Operations and Lifting Equipment Regulations 1998

Safe Use of Lifting Equipment **ACOP L113**

Thorough examination of lifting equipment **Guidance INDG422**

**Further information can be obtained from the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)**

