

# 24 Lifting Operations and Lifting Equipment

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## Introduction

24.1.1 This chapter sets out the MOD procedures and guidance for the safe management of lifting operations and safe use of lifting equipment on the Defence Estate, ships, vessels and workplaces, and any lifting operations managed and/or conducted by Defence staff not on Defence premises. The guidance contained in this chapter is additional to that required by JSP 375, Part 2, Vol 1, Chapter 22 (Work Equipment).

24.1.2 The Lifting Operations and Lifting Equipment Regulations (LOLER) and The Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations (MSFV(LOLE)R) place additional requirements on employers and those who control/supervise lifting equipment or lifting operations to ensure that lifting equipment is fit for purpose and used safely. This requirement includes but is not limited to lifting equipment being:

- sufficiently strong, stable and suitable for the proposed use;
- marked to indicate safe working loads;
- subject to more stringent requirements where it is designed to lift persons;
- positioned and installed to minimise any risks;
- used safely (i.e. the lift is planned, organised, performed and supervised by competent persons); and
- subject to ongoing user checks, thorough examination and, where appropriate, inspection by competent persons.

24.1.3 Lifting Equipment used within Defence varies from fixed lifting equipment (passenger lifts, overhead gantry cranes, vehicle inspection hoists and scissor lifts, etc.) to mobile lifting equipment (patient hoists, cherry pickers, fork lift trucks, mobile cranes, recovery vehicles, container handlers and vehicles fitted with loader arms or tail lifts, etc.) to portable lifting equipment/accessories (vehicle jacks used in workshops or servicing bays, chains, ropes, shackles and eye bolts, etc.). Use of such lifting equipment may pose a risk to both the operator of the equipment and to people in the vicinity of the lifting operation.

**NOTE: Vehicle jacks provided as part of the standard vehicle equipment for emergency roadside use (changing a punctured wheel) are not considered to be work equipment and LOLER does not apply. Therefore this equipment must not be used as workshop or servicing bay equipment.**

24.1.4 All lifting equipment and lifting operations undertaken by defence personnel, on the defence estate or vessels, or using defence equipment must comply with LOLER and/or (MSFV(LOLE)R) and host nation legislation/standards.

24.1.5 Where a lifting operation is required in the interest of national security but cannot be done in compliance with the regulations, the lifting operation may be performed if an exemption has been granted (see paragraphs 24.3.1 to 24.3.5).

24.1.6 All lifting equipment must undergo a thorough examination by a competent person prior to being brought into service and thereafter at regular intervals. The examination regime should be based on an assessment of the risks associated with the type of equipment and take into account how quickly the equipment is likely to deteriorate, how it is used and by whom, and the conditions it is exposed to e.g. equipment subject to harsh outdoor conditions is likely to need more frequent examination than if used in an indoor environment.. The frequency of these thorough examinations must be:

- at least once every 6 months if an accessory for lifting;
- at least once every 6 months if used for lifting people;
- at least once every 12 months for other lifting equipment;
- after any exceptional circumstances which are liable to jeopardise the safety of Lifting Equipment have occurred;
- more, frequently if required in accordance with an examiner's scheme or manufacturer's instructions.

## **Roles and Responsibilities**

### **Managers**

24.2.1 Risk assessments and lifting plans must be completed by competent persons for all lifting operations.

24.2.2 Only authorised and competent persons are permitted to operate lifting equipment and/or control/assist in lifting operations.

24.2.3 Managers shall ensure that for lifting operations and lifting equipment under their control, whether undertaken by defence personnel or directly employed contractors, that adequate resources and suitable procedures are in place to ensure:

- all lifting operations are suitably organised/planned to minimise the risk of the load or equipment striking a person(s);
- suitable and sufficient risk assessments and lift plans are carried out, implemented and reviewed where appropriate;
- only competent and authorised persons manage/perform lifting operations;
- only lifting equipment that is declared serviceable (its last thorough examination has not expired) and suitable to the task, is used;

- the Safe Working Load (SWL) is clearly marked on all lifting equipment and accessories;
- lifting equipment is appropriately marked where it is designed to lift persons;
- lifting equipment that is not designed for lifting people but could be so used in error, is clearly marked to the effect that it is not designed for lifting persons;
- all new and existing lifting equipment is identified and recorded in maintenance and examination/inspection registers/procedures;
- all lifting equipment is inspected, tested, maintained and thoroughly examined by competent persons in accordance with legislation manufacturer's recommendations, MOD procedures; and
- defective lifting equipment is reported (copied to the relevant enforcing authority as appropriate), clearly marked as defective "not to be used" and/or isolated/removed from use.

24.2.4 The manager should ensure that lifting equipment is only used in the way in which it is designed to be used and in accordance with Single Service Instructions, Operator Instructions and/or manufacturer's literature. All lifting operations are to be subject to risk assessments (JSP 375, Part 2, Vol 1, Chapter 08) and lift plans/safe systems of work produced and authorised by competent persons. The risk assessment should take into consideration the:

- type of lift and the equipment to be used;
- environment (location, ground condition, noisy, etc.);
- load (weight, centre of gravity, stability, lifting points, etc.);
- visibility (for the entirety of the lifting operation);
- weather (wind speed and direction, etc.);
- proximity of other hazards, etc (e.g. overhead power lines);
- Other persons in the vicinity of the lifting operation (staff, visitors, etc) and the need for exclusion zones.

Relevant JSPs, Single Service Arrangements and equipment specific support publications may provide further details to be taken into consideration in the development of lift plans/Safe Systems of Work. Generic standard operating procedures for planning of lifting operations may be used for simple lifting operations (e.g. use of vehicle inspection hoists in an MT workshop, forklift truck in a store) with more complex lifts requiring an individual lift plan/safe system of work specific to each individual lifting operation.

24.2.5 Managers should ensure that all personnel under their control receive suitable and sufficient information, training, and supervision when maintaining/working with/near lifting equipment and that only authorised and competent persons (having undertaken suitable training and have sufficient knowledge and experience, passed an appropriate medical and hold an appropriate licence where required) operate the lifting equipment and/or control/assist in the lifting operation (slinger etc.). Operators of specific lifting equipment are to be medically medical examinations in accordance with JSP 950, Leaflet 6.6.2. Operators and /or those who control/assist in the lifting operation (slinger etc.), competence/licensing requirements are contained in JSP 800 volume 5.

24.2.6 Where a third party organisation is to carry out a lifting operation whereby that organisation is responsible for the planning, provision of the equipment, supervision and execution of the lifting operation(s); the Manager of the location where the lift is to take place must ensure/seek assurance from the 4C Duty Holder that the operation is managed

in accordance with JSP 375, Part 2, Volume 1, Chapter 34 (4C System), by competent persons, that a suitable lift plan and risk assessment has been communicated to all personnel concerned, and that a suitable exclusion zone is established and maintained to prevent unauthorised access.

## **All Personnel**

24.2.7 Staff shall comply with all information, instruction and training provided and only staff who are competent (having undertaken suitable training and have sufficient knowledge and experience) or under supervised training by a competent person shall be authorised to use lifting equipment or carry out lifting operations.

24.2.8 Staff who perform lifting operations or are responsible for the storage of lifting equipment shall complete all required pre and/or post use user checks for defects and correct functionality of equipment and report any suspected faults to the appropriate manager.

24.2.9 Defective or suspected defective equipment shall not be used but shall be removed from service in accordance with local procedures for inspection/testing by a competent person. Any serious defects shall be reported to the responsible manager and where appropriate as a near miss or dangerous occurrence in accordance with JSP 375, Vol 2, Chapter 16.

24.2.10 Staff shall not modify or use modified Lifting Equipment provided for use at work unless the modification has been authorised by the manufacturer/design authority and has been carried out, tested, inspected and examined by appropriate competent persons.

24.2.11 Single-use, sacrificial bags or one-shot slings shall be made inoperable and disposed of immediately after use.

## **Exemptions**

24.3.1 Although Defence may be granted an exemption to the regulations, it is policy that where there is a disapplication to regulations, standards are to be implemented that are at least as good as those required by legislation as far as is reasonably practicable.

24.3.2 An exemption from a requirement of the regulations will only be granted where the Secretary of State for Defence (SofS) is satisfied that the activities detailed in the Exemption Case Submission (ECS) are carried out in the interests of national security. Any exemption granted will be time limited, and be subject to conditions. Where the regulations cannot be complied with and an exemption is granted, measures must be put in place to mitigate the exposure to a level that is as low as reasonably practicable and does not unduly put at risk the health and safety of staff concerned.

24.3.3 The ECS must demonstrate that (in order to protect operational capability in the interest of national security) Defence is reliant on the exemption being granted, and the conditions stipulated in the regulations have been satisfied. The ECS is to include the following information:

- The name and purpose of the particular equipment/operation giving rise to the problem;
- An outline of the problem and its magnitude – i.e. without exemption how particular activities (e.g. training) will be adversely affected, numbers of people placed at potential risk, the impact on front line operational capability (e.g. military tasks that will become impossible to undertake, or otherwise severely hampered), etc;
- Actions undertaken and/or considered to comply with the regulations – where compliance is being ruled out on cost grounds provide cost data;
- An action plan for compliance in the short and medium to long term – i.e. mitigation options available, likely costs and timescales, etc;
- The time period for which an exemption is required and the rationale for it;
- The plan for health monitoring and assessment by the users;
- Where renewal of an existing exemption is being sought, details on the success or otherwise of the previous action plan, including the results of health monitoring.

24.3.4 The preparation of the ECS will require input from operating authorities, acquisition teams and medical personnel etc. as appropriate. The draft ECS should be passed for scrutiny to the relevant subject matter experts for a decision on approval. After passing scrutiny, the sponsor will forward the completed ECS and draft exemption certificate to the SofS for Defence for signature granting the exemption.

24.3.5 If the case is successful, a certificate will be issued by SofS. A copy of the certificate shall be provided to the DSA by the sponsor. If not successful, the activity must be discontinued until such time as it can comply with the regulations.

## Retention of Records

24.4.1 All records related to lifting operations and inspections and thorough examinations of lifting equipment should be retained in accordance with the requirements of The Lifting Operations and Lifting Equipment Regulations and the requirements of JSP 375, Part 2, Vol 1, Chapter 39 - Retention of Records.

## Related Documents

24.5.1 The following documents should be consulted in conjunction with this chapter:

### JSP 375, Part 2, Vol 1

- Chapter 02 - Office & General Workplace Safety;
- Chapter 08 - Risk Assessment;
- Chapter 22 - Work Equipment;
- Chapter 39 - Retention of Records.

### Other MOD Publications

- JSP 800 - Defence Movements and Transport Regulations (Volume 5 - Road Transport);

- JSP 950 - Medical Policy (Part 6 - Occupational Health/Medicine, Chapter 6 – Civilian Occupational Health Policy);
- EinC(A) Guidance Note No 8 – Mechanical Lifting Operations;
- DEMA(A) Engineering Technical Instruction 11-007: Control of Lifting and Recovery Operations in the REME;
- BR 3027 Lifting Equipment Policy;
- BRd 875 Regulations for RFA Vol 5 Pt 1 Chapter 4;
- AESP 0200-A-307-013 The All Arms Equipment Recovery Manual;
- AESP 2590-E-100-013 Management of Lifting and Recovery Equipment in the land Environment;
- JAP (D) 100E-10 (Military Aviation GSE Management & Policy);
- MEPP 003 – Munitions Engineering Process Procedure (Maintenance Routine Examination of Lifting Equipment and Materials Handling Equipment).

## Legislation and Guidance

- [Legislation.Gov.uk -Health and Safety at Work etc Act](#);
- [Legislation.Gov.uk - Management of Health and Safety at Work Regulations](#);
- [Legislation.Gov.uk -Provision and Use of Work Equipment Regulations](#);
- [Legislation.Gov.uk - The Supply of Machinery \(Safety\) Regulations](#)
- [Legislation.Gov.uk - The Lifting Operations and Lifting Equipment Regulations \(LOLER\)](#);
- [Legislation.Gov.uk – The Merchant Shipping and Fishing Vessels \(Lifting Operations and Lifting Equipment\)Regulations](#);
- [HSE – ACOP – L22 – Safe Use of Working Equipment](#)
- [HSE – ACOP - L113 - Safe Use of Lifting Equipment](#)
- [HSE – INDG422 – Through Examination of Lifting Equipment – A simple guide to Employers](#);
- [HSE – INDG290 – Lifting Equipment at Work](#)
- [HSE OC 803/69 - Application of the provision and use of work equipment regulations 1998 and the lifting operations and lifting equipment regulations 1998 to motor vehicle repair.](#)
- British Standard (BS) 7121 - The Code of Practice for the Safe use of Cranes<sup>1</sup> .

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<sup>1</sup> access to British Standards is via the Dstan site - <http://dstan.uwh.diif.r.mil.uk/sol/index.html>.

# Template EXEMPTION CERTIFICATE (...name of Regulations and date....)

For persons undertaking [...name of activities to be exempt.....] using [.....name of equipment/system.....].

1. [... name of Regulation and date....] cannot be complied with fully when undertaking [...name of activities to be exempt.....] using [.....name of equipment/system.....].

2. I having considered the case made for exemption at Ref [...Exemption Case Submission reference...] do hereby exempt, in accordance with the power vested in me by virtue of regulation [...number...] of [ .....name of Regulation and date....], in the interests of national security, all persons undertaking [...name of activities to be exempt.....] using [.....name of equipment/system.....].

3. This exemption is granted subject to the following conditions:

- a. ....
- b. ....
- c. ....

4. I may vary or revoke this Exemption at any time by a certificate in writing, and in any event this Exemption shall expire, unless renewed, on [...date...].

Signed..... Date.....  
On behalf of Secretary of State for Defence  
(Amend as appropriate)

Certificate No:.....