**WEST LOTHIAN COUNCIL**

**LOLER (Lifting Operations and Lifting Equipment Regulations 1998)**

**CHECKLIST**

**EQUIPMENT DESCRIPTION:**

**Consult the LOLER Guidance for clarification**

|  |
| --- |
| No answers will require action |

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| Reg 3 Application | **Yes** | **N/A** | No |
| In force from 5 December 1998 |  |  |  |
|  |  |  |  |
| Suitability |  |  |  |
| * Is the design compatible with human dimensions |  |  |  |
| * Has a PUWER risk assessment been completed |  |  |  |
| * Is the equipment suitable for the task |  |  |  |
|  |  |  |  |
| Materials |  |  |  |
| * Is the equipment material suitable for the conditions it is to be used in. |  |  |  |
| * How often will the equipment be used.      * Where will the equipment be used. * What is the nature and characteristics of the load to be lifted. * Are there any specified limitations. | | | |
| Access |  |  |  |
| * Is it safe and suitable. |  |  |  |
| * Can safe access be achieved to maintain, repair, inspect, dismantle. |  |  |  |
| * Is access permanent (it should preferably be). |  |  |  |
|  |  |  |  |
| Slips, Trips Falls |  |  |  |
| * Are slips, trips, falls minimised if person is required to be present on the equipment. |  |  |  |
| * Is the working place of adequate size and strength for people and any items required. |  |  |  |
| * Are openings on the floor adequately covered or fenced. |  |  |  |
| * Is edge protection provided at fall areas exceeding 2m. |  |  |  |
| * At fall areas below 2m where factors would increase the likelihood of a fall/serious injury is edge protection provided. |  |  |  |
| * Is edge protection suitable and securely fixed. |  |  |  |
| * Do gates/barriers on edge protection open inwards or is there another safe method. |  |  |  |
| * Is edge protection provided where there is a risk of an object falling from a workplace on the equipment onto a person below. |  |  |  |
|  |  |  |  |
|  | Yes | N/A | No |
| Operator Protection |  |  |  |
| * Is the operator adequately protected against the environment. |  |  |  |
|  |  |  |  |
| High Winds |  |  |  |
| * If equipment/load can be affected by high winds is it fitted with devices to detect dangerous situations which will enable measures to be taken to cease its use. |  |  |  |
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| Reg 4 Strengths and Stability |  |  |  |
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| Strength |  |  |  |
| * Has the equipment adequate strength for the job to be done. |  |  |  |
| * Does the equipment have an appropriate factor of safety against failure under foreseeable modes, eg fracture, wear, fatigue. |  |  |  |
|  |  |  |  |
| Stability |  |  |  |
| * Is the equipment of adequate stability for the job to be done. |  |  |  |
| * Do you need to take measures to resist overturning |  |  |  |
| * If stabilising arrangements are a part of the equipment are they in place and operating effectively before the equipment is used. |  |  |  |
| * Is equipment which is mobile, dismantled / reassembled, stable before use. |  |  |  |
|  |  |  |  |
| Overload |  |  |  |
| * If overturning/overloading is a significant risk are rate capacity indicators or rated capacity limiters fitted to the equipment. |  |  |  |
| * Are lifting points on loads of suitable strength. |  |  |  |
|  |  |  |  |
| Reg 5 People Lifting Equipment |  |  |  |
|  |  |  |  |
| * Is equipment specifically designed for lifting people. |  |  |  |
| * If not specifically designed for people has the machine been fitted with a suitably designed and secured carrier/working platform. (Remember where reasonably practicable purpose built equipment should be used). |  |  |  |
| * Does it comply with Paragraph 127 of the LOLER guidance. |  |  |  |
| * If the equipment is not marked saying it can be used to lift people has a risk assessment been completed. |  |  |  |
| * Are persons using carriers (eg lift car) (fully enclosed or not) prevented from being crushed, trapped, struck or fall from. |  |  |  |
| * Does the carrier have suitable devices to prevent it falling. |  |  |  |
| * Are persons being lifted not exposed to danger and is there a reliable means of rescue available. |  |  |  |
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| Reg 6 Positioning and Installing |  |  |  |
|  |  |  |  |
| * Is the equipment positioned or installed to minimise the need to lift loads over people and minimise the risk of injury to persons. |  |  |  |
| * Is any load moving along a fixed path eg hoist, protected by a suitable and substantial enclosure. |  |  |  |
| * Is the maximum height of travel for a load moving along a fixed path below 2m and |  |  |  |
|  | Yes | **N/A** | **No** |
| * Is a means of protecting people from the underside of that equipment or its attachments in place eg barrier, gate. |  |  |  |
| * Does the equipment have a travel or slewing motion to prevent trapping points or where not possible, controls to prevent access to these points. |  |  |  |
| * Is access to and from the equipment sufficient and does it protect people from dropping loads. |  |  |  |
| * Are uncontrolled movements of a freely suspended load prevented. |  |  |  |
| * Are runway beams level and of sufficient stiffness to prevent drifting/running away. |  |  |  |
| * Is the equipment fitted with suitable devices to minimise uncontrolled freefall of loads. |  |  |  |
| * In the event of a power failure are there measures in place to prevent people from any resulting risks. (It may be people will need to be excluded from the danger zone). |  |  |  |
| * Are hooks of the type that reduces the risk of load displacement fitted. |  |  |  |
| * If 2 or more items of equipment are being used will collisions of loads and equipment be avoided. |  |  |  |
| * Is there an adequate interlocked gate or similar device fitted and of suitable height to prevent falls down a shaft or hoistway, or, are other arrangements in place. |  |  |  |
| * Is the gate or enclosure at least 2m high. |  |  |  |
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| Reg 7 Marking of Lifting Equipment |  |  |  |
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| * Is the machine and accessories for lifting clearly marked with the safe working load (SWL). |  |  |  |
| * If the machine is dependant on configuration or operating radius is: |  |  |  |
| * it clearly marked with SWL for each configuration; if not is: |  |  |  |
| * the information kept within the machine with SWL for each configuration. |  |  |  |
| * it fitted with appropriate devices e.g. rated capacity limiters/indicators when there is a significant hazard. |  |  |  |
| * Are accessories which can be separated from the equipment marked to indicate the equipment of which it is a part. |  |  |  |
| * Is lifting equipment designed for lifting people clearly marked to this effect. |  |  |  |
| * If a number of lifting accessories are assembled to form one lifting accessory and is not dismantled after use, is it marked to indicate its safety characteristics. |  |  |  |
| * If weight of any accessory is significant in relation to its SWL is the accessory clearly marked with its weight. |  |  |  |
| * If other characteristics or weight might make the use of the accessory unsuitable for any other piece of equipment is this clearly marked on the accessory or is the information given to the user. |  |  |  |
| * Are lifting accessories with only one SWL marked with that value or is there a colour coding system in place. |  |  |  |
| * If an accessory configuration can affect the SWL is it clearly marked or is the user provided with information. |  |  |  |
|  | Yes | **N/A** | **No** |
| * Is any person carrier clearly marked with |  |  |  |
| * the numbers of persons it can carry |  |  |  |
| * that it is for lifting persons |  |  |  |
| * the safe working load |  |  |  |
| * If the lifting equipment may be inadvertently used for lifting persons and it is not designed for this purpose is it clearly marked that it is not for lifting persons. |  |  |  |
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| Reg 8 Organisation of Lifting Operations (Lifting operation in this Reg means lifting or lowering) |  |  |  |
|  |  |  |  |
| Are all lifting operations properly planned by a competent person i.e. address the risks identified by the Risk Assessment. |  |  |  |
| Are operations appropriately supervised. |  |  |  |
| Are operations carried out in a safe manner. |  |  |  |
| Is the load being lifted by 2 or more lifting equipment simultaneously (if so a written plan is required). |  |  |  |
| Is suitable work equipment provided for the task. |  |  |  |
| If persons need to work below a load are safe systems of work established which minimises the risks. |  |  |  |
| If loads are left suspended is access to the danger zone prevented. |  |  |  |
| Is the suspended load secured. |  |  |  |
| If persons have to work under a suspended load are they aware of the risks and that the equipment has been thoroughly examined. |  |  |  |
| If the risk cannot be controlled by layout organistion are other measures in place to minimise the consequences if the load falls. |  |  |  |
| If these measures are not enough have you provided a safe system of work to exclude people from the danger. |  |  |  |
|  |  |  |  |
| (Note: paras 220-226 gives advice on planning lifting operations) |  |  |  |
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| Visibility |  |  |  |
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| If the driver cannot observe the full path of the load is there a banksman to guide the operator. |  |  |  |
| Are the signals or verbal communication used consistent with the code of signals in Schedule 1 of the Health and Safety (Safety Signs and Signals) Regulations 1996. |  |  |  |
| Are measures in place to prevent the load striking anything or a person. |  |  |  |
|  |  |  |  |
| Attaching/detaching/securing loads |  |  |  |
|  |  |  |  |
| Are lifting accessories used for securing the load compatible with the load. |  |  |  |
| Are measures in place to prevent disintegration of the load. |  |  |  |
| If ropes, chains, slings are shortened is it done in a safe manner. |  |  |  |
| After attaching or detaching a load does the operator wait for authorisation before commencing to lift. |  |  |  |
| Is the load handler competent to select suitable lifting accessories. |  |  |  |
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|  | Yes | **N/A** | **No** |
| Environment |  |  |  |
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| * When the integrity of the lifting equipment could be affected by meteorological condition do you halt its use. |  |  |  |
| * Do you have a system of work that sets out measures required for particular weather conditions. |  |  |  |
| * If weather conditions have affected the lifting equipment and is likely to jeopardise its safety has a thorough examination been undertaken. |  |  |  |
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| Location |  |  |  |
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| Is there sufficient headroom to access/egress the site and to safely position and install the equipment. |  |  |  |
|  |  |  |  |
| Overturning |  |  |  |
|  |  |  |  |
| * Are measures and checks in place to prevent lifting equipment from tilting, overturning, moving inadvertently or slipping. |  |  |  |
| * Is dragging of loads banned when it is liable to cause damage or overturning. |  |  |  |
| * Can the operator of the lifting equipment judge the weight of the load they will be lifting. |  |  |  |
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| Proximity Hazards |  |  |  |
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| * Are measures in place to minimise the risk from lifting equipment due to its proximity to other objects eg excavations, overhead hazards, underground services, structures. |  |  |  |
| * Is there an all round 6m exclusion zone where there is a likelihood of anyone being struck whilst working near the wheel tracks of an overhead crane. |  |  |  |
| * Is there a safe system in place to keep people out of the danger zone. |  |  |  |
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| Derating |  |  |  |
| * Is the lifting equipment derated when necessary by a competent person to take into account the environment and mode of use. |  |  |  |
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| Lifting Persons |  |  |  |
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| * If lifting equipment is not primarily designed for lifting persons and is used to do so is the control position manned at all times. |  |  |  |
| * Does the person being lifted have a reliable means of communication with the operator or some other responsible person. |  |  |  |
| * Has the Safe Working Load for equipment and accessories been derated by a suitable amount to provide an appropriate factor of safety when lifting persons. |  |  |  |
| * In the event of failure have you ensured that the person being lifted is not exposed to danger and there is a reliable means of rescue. |  |  |  |
|  |  |  |  |
| Overload |  |  |  |
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| * Is the load more than the safe working load (this is only allowed for the purpose of a test undertaken by a competent person). |  |  |  |

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|  | **Yes** | **N/A** | **No** |
| * If the weight of the load is unknown and may be approaching the maximum weight the equipment can handle do you ensure that it is not lifted until the weight is determined. |  |  |  |
| * When testing by a competent person ie overloading the SWL |  |  |  |
| * do you ensure the area around the lifting equipment is clear |  |  |  |
| * are essential workers only retained to lift the load |  |  |  |
| * is the test completed as efficiently as possible. |  |  |  |
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| Pre-use Check |  |  |  |
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| * Have the people using lift equipment received appropriate training, information and instruction on how to carry out pre-use checks. |  |  |  |
| * Are pre-use checks undertaken before lifting equipment is used each working day/shift. |  |  |  |
| * Is appropriate action taken to rectify any defects. |  |  |  |
|  |  |  |  |
| Continuing Integrity |  |  |  |
|  |  |  |  |
| * Are all lifting accessories stored in conditions that do not lead to damage or deterioration. |  |  |  |
| * Are suitable storage facilities provided for lifting accessories |  |  |  |
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| Reg 9 Thorough Examination and Inspection |  |  |  |
|  |  |  |  |
| * Has lifting equipment been thoroughly examined before putting into service for the first time OR |  |  |  |
| * if the lifting equipment has not been used before have you received an EC Declaration of Conformity which is not over 12 months old OR |  |  |  |
| * if you have obtained it from another Company have you received evidence that the last thorough examination has been done. |  |  |  |
|  |  |  |  |
| * ➀ Does the lifting equipment depend on installation conditions |  |  |  |
| * if YES has it been thoroughly examined: |  |  |  |
| * before putting into service for the first time. |  |  |  |
| * after assembly and before putting into service at a new site/location |  |  |  |
| * ➁Is your lifting equipment exposed to conditions causing deterioration likely to cause a dangerous situation. |  |  |  |
| if YES is it thoroughly examined: |  |  |  |
| 6 monthly if lifting equipment/accessories are for lifting people |  |  |  |
| 12 monthly for other equipment |  |  |  |
| every time exceptional circumstances occur that would jeopardise any lifting equipment. |  |  |  |
| * Is it inspected, where appropriate, by a competent person at suitable intervals between thorough examination. |  |  |  |
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|  | **Yes** | **N/A** | **No** |
| * Do you ensure that thorough examination takes place after the lifting equipment: |  |  |  |
| is involved in an accident or dangerous occurrence. |  |  |  |
| after a significant change in condition. |  |  |  |
| after long periods out of use. |  |  |  |
| * Is a thorough examination undertaken after substantial or significant modification, repair or when reconfigured. |  |  |  |
| * Do you ensure that all lifting equipment that is used outside its normal place of work or equipment received from another organisation or is given to another organisation is accompanied by physical evidence of the last thorough examination report. (see para 344 LOLER for information required). |  |  |  |
| * Does the risk assessment under Reg 3 of the Management of Health and Safety Regs identify a significant risk to the operator or other workers. [If YES – inspection is required at suitable frequencies and its extend will depend on the risks - inspections should include, where appropriate, visual checks and functional tests.] |  |  |  |
|  |  |  |  |
| * Have you decided the frequency/extent of inspections. |  |  |  |
| * Does your equipment require visual checks and/or functional tests. |  |  |  |
| * Does your lifting equipment require weekly inspections (check Para 338/339 LOLER Guidance). |  |  |  |
| * Is the person undertaking the thorough examination and/or test competent. |  |  |  |
|  |  |  |  |
| Note 1:  If lifting equipment was required to be thoroughly examined by old Regulations the thorough examination required by these Regulations must be done before the expiry of that thorough examination. |  |  |  |
| Note 2:  You can choose to follow a specified period approach to thorough examination as per these Regulations (a competent person can specifiy shorter period) OR you can have a written examination scheme drawn up by the user, owner, manufacturer or other independent party provided they are competent to do so. (Whoever draws up the written examination scheme need not undertake the examination, as long as the person doing it is competent). The examination scheme needs to be revised in the light of findings. |  |  |  |
| Reg 10 Reports and Defects |  |  |  |
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| * If you undertake the thorough examination do you: |  |  |  |
|  |  |  |  |
| notify the person controlling the equipment’s use and where appropriate the hirer/leasee immediately of any defect which could become dangerous to a person\* |  |  |  |
| as soon as practicable (within 28 days) send a written, signed report to the person controlling the equipment’s use or the hirer/leasee |  |  |  |
|  | **Yes** | **N/A** | **No** |
| where there is an equipment or accessory defect involving existing or imminent risk or serious injury because of the failure of the equipment send a copy of the report, as soon as possible, to the Health and Safety Executive\* |  |  |  |
|  |  |  |  |
| * If you undertake an inspection do you: |  |  |  |
|  |  |  |  |
| notify the person controlling the equipment’s use of any defect which could become dangerous to a person. |  |  |  |
| make a written record of the inspection. |  |  |  |
| * Do you ensure that if you have been notified of any of the items marked\* above that: |  |  |  |
| * you do not use the equipment before the defect is rectified. |  |  |  |
| * where a defect has not yet but could become a danger to persons that the equipment is not used before the defect is rectified. |  |  |  |
|  |  |  |  |
| Reg 11 Keeping Information |  |  |  |
|  |  |  |  |
| * Have you kept the EC Declaration of Conformity for equipment obtained after 5 December 1998. |  |  |  |
|  |  |  |  |
| * Do you keep available for inspection thorough examination reports done under the items marked\* above for lifting equipment until you cease to use the equipment. |  |  |  |
| * Do you keep available for inspection all thorough examination reports done under the items marked\* above for lifting accessories for 2 years after the report is made. |  |  |  |
|  |  |  |  |
| * Do you keep available for inspection all thorough examination reports of lifting equipment where it’s safety is dependant on installation conditions under items marked➀. |  |  |  |
| * Do you keep available for inspection all thorough examination reports of lifting equipment where if it is exposed to conditions causing deterioration it could result in dangerous situations as specified in➁. |  |  |  |
| * Do you periodically review the inspection and thorough examination reports as part of the management arrangements for controlling the lifting equipment. |  |  |  |
|  |  |  |  |
| NOTE:  Reports can be kept in hard copy or electronically. If electronically it must be protected from unauthorised alteration and be able to provide a written copy when necessary. |  |  |  |
| **Signed: Date:** |  |  |  |
| **Print Name**: |  |  |  |