

**PRIORITY WASTE LIMITED**  
**LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER) PROCEDURE**



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Your waste is our priority

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**1. Introduction**

- 1.1. At Priority Waste Limited, we undertake a range of activities that involve the use of lifting equipment. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place a legal duty on Blackwood to ensure the safety of all lifting operations and the use of lifting equipment, to prevent the risk of injury. The principle aims of LOLER and its associated Approved Code of Practice (ACoP) L113 is to ensure that all lifting operations are properly planned, lifting equipment is used in a safe manner and that, where necessary, it is thoroughly examined at suitable intervals by a competent person.
- 1.2. LOLER applies to all workplaces and work situations where the Health and Safety at Work etc Act 1974 (HSW Act) applies. The Provision and Use of Work Equipment Regulations 1998 (PUWER) also apply to all work equipment including lifting equipment, but LOLER applies over and above the general requirements of PUWER in respect of lifting equipment.

**2. Policy Statement**

- 2.1. **Priority Waste recognizes the risks involved in lifting operations and the use of lifting equipment and is committed to reducing these risks as far as is reasonably practicable’.**
- 2.2. This policy and procedure will describe both the organizational and individual responsibilities for lifting operations and the use of lifting equipment within Priority Waste. It will also provide details of the arrangements in place to ensure compliance with LOLER.

**3. Definitions**

- 3.1. LOLER defines **lifting equipment** as ‘work equipment used at work for lifting and lowering of loads and includes attachments used for anchoring, fixing or supporting the load.’ Such a definition covers a wide range of equipment including; cranes, hoists (track and mobile), scissors lifts, passenger lifts, mobile elevating work platforms, dumb waiters, pallet trucks, etc. A simple decision matrix is contained in [Appendix ‘A’](#). The HSE has also produced some good guidance on the subject including how the Lifting Operations and Lifting Equipment Regulations apply to health and social care. Details can be found in section 10 [References](#).
- 3.2. Examples of **attachments** include chains, ropes, slings, pulleys, eyebolts, shackles, anchor points, karabiners, harnesses, and strops.

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- 3.3. PUWER defines **work equipment** as ‘any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)’. LOLER applies whether the equipment is owned, borrowed, or hired, old or new.
- 3.4. However, it should be noted that for LOLER to apply to work equipment, the work equipment must be designed to lift or lower loads as its principal function.
- 3.5. A **lifting operation** means an operation concerned with the lifting or lowering of a load.
- 3.6. A **load** means the item or items being lifted, which includes a person or people.
- 3.7. A **thorough examination** means a thorough examination by a competent person and includes such testing by a competent person as is appropriate.
- 3.8. A **competent person** means a person who has appropriate and theoretical knowledge and experience of the lifting equipment to enable them to detect weaknesses and assess how important they are in relation to the safety and continued use of the equipment. The person inspecting a piece of equipment should not be the same person who maintains the equipment.

#### **4. Duties and Responsibilities**

- 4.1. **HSE Manager** – Are responsible for ensuring that where there are lifting operations, risk assessments are undertaken within their area of responsibility and for ensuring that these are reviewed regularly. They are responsible for ensuring any actions or control measures identified in these assessments are implemented.
- 4.1.1. **HSE Manager** - are responsible for ensuring that any lifting equipment that is not examined in the required timescales or equipment that has failed an examination is taken out of service until the examination is carried out or the equipment has been made safe and re-examined. It should be noted that all Managers / Supervisors have an indirect duty under LOLER to monitor the program of Thorough Examinations to ensure that the equipment used by their staff remains legal.

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- 4.1.2. Managers are also responsible for ensuring that staff are given the necessary information, instruction, and training in the use of all lifting equipment.
- 4.2. **Staff Using Lifting Equipment** – Are responsible for complying with this policy, following local procedures and safe systems of work when performing lifting operations and using lifting equipment.
  - 4.2.1. They are also responsible for carrying out a pre-use check of lifting equipment and accessories. Although lifting equipment is thoroughly examined for defects at prescribed intervals, the user of any lifting equipment should carry out pre-use checks, to ensure that the equipment appears to be in good condition, has a current inspection tag, and is without obvious defect. Any apparent defect must be reported immediately to their line manager, the equipment suitably labelled and taken out of use. Where the defective equipment is not Priority Waste owned, it should not be used, and the owner of the equipment notified of any concerns.
- 4.3. **Health and Safety Manager** - Will provide advice and guidance to managers regarding lifting operations and lifting equipment including risk assessments in accordance with all Regulations and guidance.
- 4.4. **General Guidance on Responsibilities** - Where the Equipment is owned by Priority Waste the duty is for the relevant manager (as detailed above) to arrange for the requirements of LOLER to be implemented.
  - 4.4.1. Where the equipment is owned by others and utilised by Priority Waste staff, the duty is for the relevant manager (as detailed above) to ensure that the requirements of LOLER have been implemented by others.
  - 4.4.2. Where the Equipment is installed in Priority Waste premises and are owned by others and not utilised by Priority Waste staff, then Priority Waste has no responsibilities for this Equipment.

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**5. Thorough Examination**

- 5.1. Regulation 9 of LOLER requires all Equipment to be thoroughly examined to an extent and frequency determined by a 'competent person'. The competent person must be sufficiently independent and impartial to allow objective decisions to be made.
- 5.2. All lifting equipment belonging to Priority Waste will be thoroughly examined for defects at prescribed intervals. The schedule of examinations is shown in Table 1 below (source: HSE – Thorough Examination of Lifting Equipment).

Type of Equipment	6 months	12 months	Examination scheme
Equipment used to lift people	✓		✓
Accessory for lifting	✓		✓
All other lifting equipment		✓	

**Table 1**

- 5.3. The competent person who carries out the thorough examination should not be the same person who performs routine servicing/maintenance operations on the equipment.

**6. Routine Servicing and Maintenance**

- 6.1. As well as a thorough examination, lifting equipment will also need to be subject to routine servicing/maintenance. Routine servicing and maintenance typically involve checking and replacing worn or damaged parts, lubrication, replacing time-expired components, topping up fluid levels, and making routine adjustments. This is to ensure the equipment continues to operate as intended, and risks associated with wear or deterioration are avoided. A thorough examination may indicate areas of poor maintenance but is not intended to replace it.
- 6.2. Maintenance is a requirement under PUWER and applies to all work equipment including lifting equipment. Lifting equipment such as tracks, and hoists will be subject to six monthly servicing/maintenance visits.
- 6.3. Lifting accessories do not normally need formal servicing/maintenance, provided that proper pre-use and formal monthly checks are made, and they undergo their standard thorough examination.

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**7. Training**

- 7.1. Staff should receive training appropriate to the lifting operations they will be expected to use. For simple straightforward lifting operations this training may consist of a demonstration by either the manufacturer, or by someone suitably experienced in using the equipment.
- 7.2. Records of any training given must be recorded.

**8. Monitoring Compliance**

- 8.1. The Health & Safety Manager will monitor the organization's overall compliance with health and safety arrangements via annual audits with managers of areas and where there is potential for health hazards associated with lifting operations and lifting equipment.

**9. Record Keeping**

- 9.1. Regulation 11 of LOLER requires Priority Waste to keep certain records relating to lifting equipment and accessories. The competent person must provide us with a written report of thorough examination and any inspections or tests they do. The reports will identify if there are defects and what we need to do to put them right. Schedule 1 of LOLER sets out what information must be in the report. The following records should be kept.

- the declaration of conformity relating to lifting equipment (where received) for so long as the equipment is operated.
- reports of thorough examination of lifting equipment must be kept until use of the equipment ceases.
- reports of thorough examination of an accessory for lifting should be kept for two years after the report has been made.

All original Examination reports issued by the competent person should be retained with the designated equipment. Head Office copies may be paper or electronic.



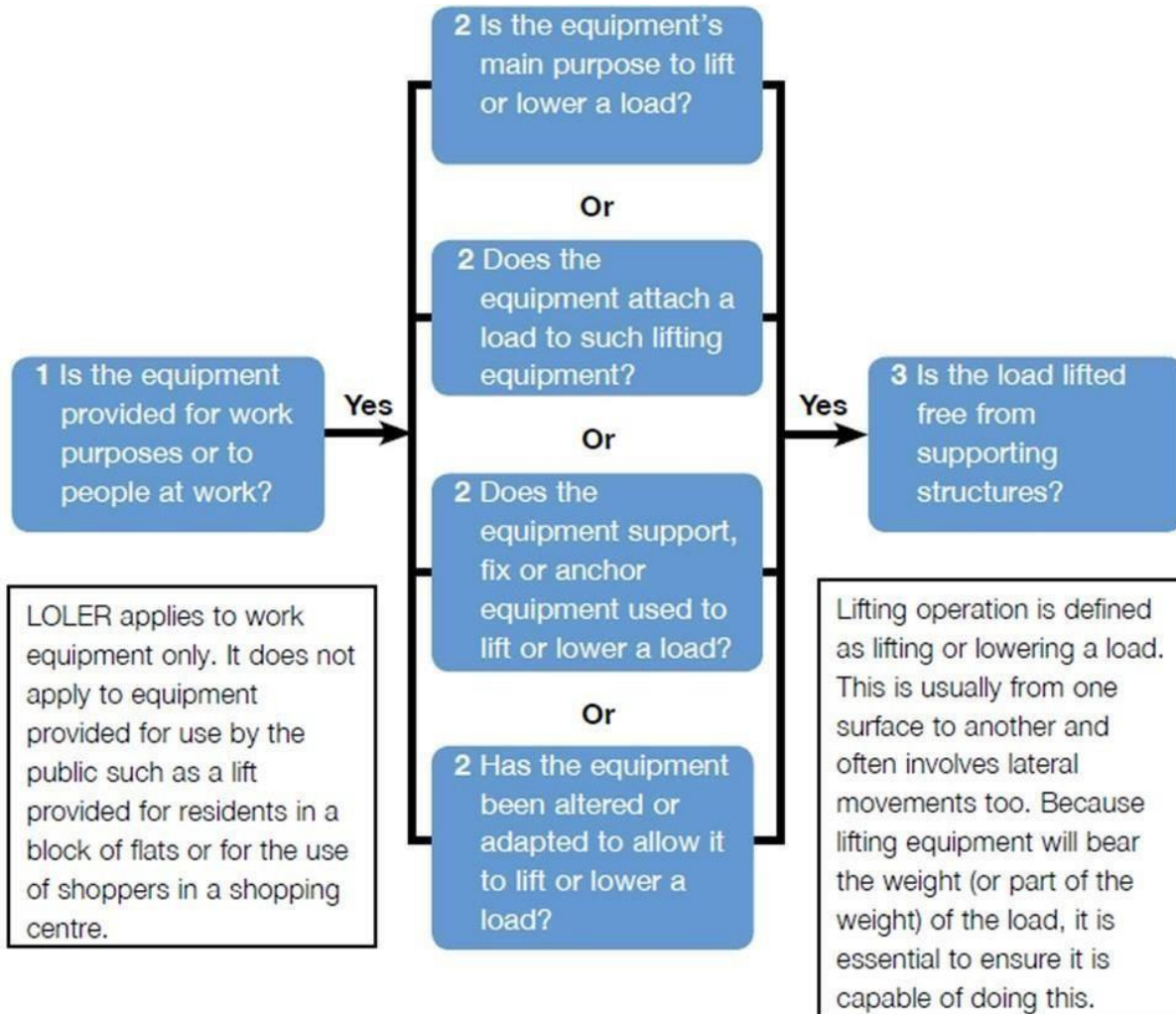
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**10. References**

- 10.1. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).  
<http://www.hse.gov.uk/work-equipment-machinery/loler.htm>
- 10.2. The Provision and Use of Work Equipment Regulations 1998 (PUWER).  
<http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>
- 10.3. Lifting equipment at work 'A brief guide'.  
<http://www.hse.gov.uk/pubns/indg290.htm>
- 10.4. How the Lifting Operations and Lifting Equipment Regulations apply to health and social care (HSIS 4).  
<http://www.hse.gov.uk/pubns/hsis4.htm>
- 10.5. Thorough examination and testing of lifts ' Simple guidance for lift owners'.  
<http://www.hse.gov.uk/pubns/indg339.htm>
- 10.6. **Thorough examination of lifting equipment 'A simple guide for employers'**.  
<http://www.hse.gov.uk/pubns/indg422.pdf>

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**Appendix 'A' – Lifting Equipment Decision Matrix (Source HSE L113)**



If you answer yes to question 1 **and** any of the options in column 2 **and** question 3, the equipment is likely to be subject to LOLER.

If you have answered no to question 1 you may still have duties under section 3 or 4 of the HSW Act to ensure the safety of users.

If you have answered no to all the options in column 2 **and/or** question 3, your equipment may still be subject to the need for inspection and maintenance under the provisions of PUWER.

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