

SSOW 04: LIFTING OPERATIONS

Issue Number: 08

Date of Issue: 03/06/2026

Based on: RA09

PURPOSE

To ensure all lifting operations are planned, supervised and carried out safely by competent personnel, preventing equipment failure, overturning, load instability, collisions, and harm to people or property. This SSOW sets out the safe working practices, competency requirements and control measures required under RA09, LOLER and site standards.

PPE REQUIREMENTS

For this activity, the following PPE must be worn

					
☒	☒	☒	☒	☐	☐
High-vis Vest / Jacket (BS EN 471)	Safety Boots (EN ISO 20345 S3)	Safety Gloves (EN 420)	Safety Helmet (EN 397)	N/A	N/A

TRAINING REQUIREMENTS

- CPCS A68 / NPORS N132 – Plant Mover
- NPORS N100 / CPCS A59c – Excavator used as a crane
- Slinger/Signaller qualification for those attaching loads
- Lift Supervisor appointed and authorised
- All personnel must be briefed on the lift plan and Schedule of Common Lifts before work begins.

EQUIPMENT REQUIREMENTS

- Lifting appliances (excavators, forklifts)
- Lifting accessories (slings, chains, shackles, brick forks, safety net, etc.)
- Tag lines
- Load monitoring devices (ASLI/RCI)
- Barriers, signage, exclusion zone markers
- Spill kits and fire extinguisher (RA09 emergency controls)

SAFE SYSTEM OF WORK

1. Planning & Authorisation

- All lifting operations must be planned by a competent Appointed Person.
- A Lift Plan or Schedule of Common Lifts must be in place.
- If a lift is not covered by the schedule, the Appointed Person must agree the methodology and amend the schedule.
- All personnel must receive a task briefing before work commences.

2. Equipment Condition & Certification

- All plant must be serviceable, defect-free and fit for purpose.
- Valid LOLER thorough examination and load test certificates must be held in the plant office and available with the lift plan.
- Daily user checks must be completed before use; quarantine equipment immediately if defects are identified and notify the Lift Supervisor.

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3. Lifting Accessories

- All accessories must be inspected, tagged and have valid thorough examination certificates.
- Slings must inspect accessories before each use.
- Accessories must be used within SWL/WLL, considering load angles.
- Choked hitch reduces SWL by 20%.
- Loose loads must be double wrapped; palletised loads lifted using brick forks + safety net.
- Only accessories listed in the Schedule of Common Lifts or approved alternatives may be used.
- Tag lines used where practicable.

4. Setting Up Lifting Appliances

- Lifting operations must be carried out only on designated concreted areas within the depot.
- Concrete surface must be level, stable and in good condition.
- Bearing capacity must be confirmed as suitable; plate bearing tests completed where required.
- Lift Supervisor must monitor for movement or settlement; stop work immediately if compromised.

5. Operating the Lifting Appliance

- Operators must follow the manufacturer's handbook and duty chart displayed in the cab.
- ASLI/RCI must be working and switched on at all times to prevent exceeding SWL.
- No loads lifted over personnel.
- Suspended loads controlled using tag lines where practicable.

6. Exclusion Zones & People-Plant Interface

- Exclusion zones must be established and maintained throughout the lift.
- Non-essential personnel are not permitted in the zone.
- Plant must have functioning visual and audible warning devices.
- Entry into the RED ZONE is prohibited unless plant is fully isolated and operator gives THUMBS UP.

7. Communication

- Clear communication must be maintained between operator and slinger/signaller at all times.
- Standard signals must be used; no improvised gestures.

8. Emergency Situations & Response

- Trained emergency first aider available in all depots.
- Emergency services contacted immediately where required.
- Spill kits positioned in the work area and used to contain leaks.
- No naked flames near plant or fuel sources.
- Fire extinguisher provided and used only by trained personnel.
- Work stopped and area made safe until incident is fully controlled.

9. Manual Handling (RA11 Reference)

- Manual handling training undertaken by all personnel.
- Mechanical aids used wherever possible.
- Maintain good housekeeping; keep loading areas clear.

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IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Failure of lifting appliance
- Overturning due to poor ground conditions
- Collision between machines
- Contact with structures or overhead cables
- Personnel struck or crushed by suspended loads / pinch points
- Failure of lifting accessories
- Overloading
- Incorrect slinging / loads slipping
- Miscommunication / unplanned lifts
- People-plant interface
- Spills, fire, environmental incidents
- Manual handling injuries

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA09

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