

Overview

This standard covers the lifting, transfer and positioning of loads.

Categories of machinery and equipment associated with “lifting and transferring” include industrial lift trucks, rough terrain lift trucks, variable reach lift trucks, vehicle mounted cranes and other lifting equipment.

This standard applies to operators and drivers of specialised machinery and equipment used for the lifting, transfer and positioning of loads.

Performance criteria

You must be able to:

1. maintain the health and safety of yourself and others at all times, in line with the relevant legislation and organisational requirements
2. confirm that the required personal protective equipment (PPE) for the work being carried out is worn at all times in line with organisational procedures
3. identify the load to be moved, its present location and destination, from relevant information and instructions
4. confirm that the load is suitable to lift and transfer
5. check the area of work for hazards before starting work and throughout the activity and confirm that it is safe for the lifting and transfer of loads in line with organisational procedures
6. assess the method of lifting and transfer of the load and take appropriate measures to ensure the safety of the operation
7. identify any difficulties in carrying out the lifting and transfer and clarify these with the appropriate person
8. check that the equipment to be used is suitably prepared and set up for the work, confirming that you have been trained in its use and hold current certification where required
9. carry out the work in accordance with approved procedures and practices and in compliance with relevant statutory, organisational and other requirements
10. maintain effective communication with colleagues when carrying out the work
11. carry out lifting and handling of the load safely, taking into account the load's characteristics
12. lift and transfer the load to the designated location safely, securely, without loss or damage, and with due regard to the surrounding environment
13. deal effectively with issues that arise within the scope and limitations of your responsibilities and competence and report issues which cannot be resolved, in line with organisational procedures
14. confirm the requirements for positioning and setting down the load in accordance with information and instructions provided
15. position, set down and release the load in its designated location
16. carry out operations safely, in optimum time and to meet work requirements
17. maintain the work area in a clean and tidy condition throughout the activity
18. report any incidents, loss or damage to the load or the surrounding environment

in accordance with approved procedures and practices

19. maintain and store the required records in line with relevant legal and organisational requirements

Knowledge and understanding

You need to know and understand:

1. your responsibilities under the relevant health and safety legislation and organisational requirements
2. how to identify hazards and assess risks associated with the work being carried out, and suitable control measures and Safe Systems of Work (SSoW) that can be put in place to reduce risks
3. the relevant personal protective equipment (PPE) that should be worn when using equipment to lift and transfer loads
4. the different types of loads, their characteristics and movement requirements
5. the types of equipment used for lifting and transferring loads in your job role and how to prepare, use, maintain and store these safely and correctly
6. preparation and set-up requirements for the equipment being used
7. approved procedures and practices, statutory, organisational and other requirements relating to using equipment to lift and transfer loads
8. the roles and responsibilities of colleagues and why it is important to maintain effective communication with colleagues when carrying out your work
9. the operating procedures for the equipment being used
10. the methods for lifting and transferring loads relative to the equipment being used and the nature of the load
11. the issues that may occur when lifting and transferring loads, the actions to take and organisational procedures for reporting issues that cannot be resolved
12. the importance of maintaining the work area in a clean and tidy condition when carrying out work activities and the organisational standards for this
13. the procedures for dealing with incidents, loss or damage to loads
14. the methods for positioning and setting-down loads relative to the equipment being used
15. the information and recording systems used by the organisation and the legal and organisational requirements for maintaining records, including data protection legislation and organisational procedures for data security

Glossary

Personal Protective Equipment (PPE) could include: high-visibility clothing, hard hats, protective clothing, eye protection, masks, gloves, safety footwear

Safe System of Work (SSoW) is a method of work that puts in place control measures arising from a risk assessment, in order to manage identified hazards, which are broken down into four elements: safe person; safe equipment; safe place; and safe practice.

Statutory, organisational and other requirements:

- Driving, vehicle and transport regulations
- Machinery and equipment regulations
- Workplace safety regulations
- Working time regulations
- Codes of practice
- Organisational requirements
- Environmental, ethical and social considerations

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