



## BRITISH SAFETY SERVICES

# LIFTING OPERATIONS & LIFTING EQUIPMENT APPOINTED PERSONS COURSE

## Background

Since the introduction of the LOLER (Lifting Operations & Lifting Equipment Regulations) on the 5<sup>th</sup> December 1998 there has been a legal requirement for someone to take the responsibility for planning a lifting operation. This person is generally known in the industry as an **Appointed Person**. BS 7121 (a code of practise for lifting operations) states that the A/P should plan a lifting operation as follows:

- Plan the lifting operation
- Select the equipment and accessories for the task
- Select the competent persons required for the task
- Ensure the equipment is well maintained and certificated
- Produce a method of work
- Ensure reporting procedures are in place

It is desirable that delegates have prior knowledge of craneage operations; he/she may be a site Manager/Supervisor, an Engineer/Surveyor or possibly a Slinger/Signaller.

The course covers planning lifting operations for both Mobile cranes and Tower cranes. Delegates will be trained how to select a crane for a particular task, risk assess the activity and produce a plan/method statement for the task at hand. During the course delegates will be expected to produce a plan based on a lift scenario and plan lifting operations for Tower cranes on a busy site. There is also a question paper to be completed.

## Course Content

### Day One

- **EXPLANATION OF BS 7121**
  - We discuss BS 712 part three, Mobile crane operations.
- **APPLICABLE LEGISLATION AND THE LOLER REGULATIONS**
  - A number of regulations that control the safe use of cranes are discussed together with the LOLER regulations.
- **CRANE APPRECIATION**
  - An in-depth explanation on how cranes function i.e., stability, duty charts, revving variations, fly jibs, safe load indicators, deflection and load definitions.
- **ACCESSORIES**
  - We discuss various types of lifting accessories, the standards required, information regarding sling angle configurations and factors of safety, Conformity and Thorough Examination certificates. Advise on how to lift loads and transport safely
- **CPA LIFTING CONTRACT**
  - An explanation of the content of a CPA lifting contract, defining who is responsible for various aspects of a lifting operation, the care required to ensure information is provided to the contractor and information regarding liability to both client and contractor.

- **PLANNING A LIFTING OPERATION**

- We discuss the various stages of planning a lifting operation; a number of photographs are shown to reinforce the need for careful planning to reduce the risk of the crane becoming unstable or the load or loads striking people or obstacles.

- **RISK ASSESSMENTS AND METHOD STATEMENTS**

- Delegates are advised how to identify risks within a lifting operation and how to produce a method statement; examples are provided.

- **VIDEO, WORKING WITH LIFTING EQUIPMENT**

- **QUESTION PAPER**

- **OPEN DISCUSSIONS**

### Day Two

- **HOW TO PLAN A LIFT FROM THE DRAWING BOARD (MOBILE CRANE)**

- Delegates are shown how to select a suitable crane using a drawing board and Duty charts, and then they are placed into groups and given a set of questions to answer. Delegates have to use scale rulers and duty charts to determine the correct answers. This exercise provides them with the necessary skill to select the required crane to carryout a particular lifting task.

- **CRANE CO-ORDINATOR AND CRANE CONTROLLER (TOWER CRANES)**

- We discuss the roles of the above in detail, advising what duty each person has during planning, erecting, inspecting and operating tower cranes on a busy construction site to ensure the health and safety of site personnel and others.

- **WORKSHOPS, TOWER CRANE PLANNING**

- Delegates are put into groups and given a site plan, they have to answer a number of questions including, where to site cranes, how to design pedestrian routes, where to construct cages, how to transfer loads and who to consult regarding activities outside the site.

- **TEAMS REPLY**

- Each team leader has to present the teams efforts showing controlling measures.
- The instructors reply.

- **OTHER LIFTING EQUIPMENT**

- During this period delegates are given information regarding the safe use of other lifting equipment which is also covered by LOLER i.e., Forklifts, MEWPs, Hoists and any other plant that delegates may require information on. A number of photographs are used to demonstrate good and bad practices.

### Day Three

- **PLANNING A LIFT (COLLECTIVELY)**

- Delegates are shown photographs of a lifting operation, then collectively we plan the lifting operation using a flip chart, then risk assess the task and produce a method statement.

- **WORKSHOPS**

- Delegates are provided with a lift scenario each; they must select the crane and accessories for the task, draw the crane configuration, carry out a risk assessment and then write a method statement. Delegates are given three hours to complete the task.

- **ASSESSMENTS**

- The work produced is assessed and discussed.

- **OPEN DISCUSSION AND QUESTION TIME, APPRAISE THE COURSE.**

- Delegates who successfully complete the course and provide a plan for a lifting operation will receive a certificate of training and ID card (if passport photographs are supplied).