Introduction
Council employees, volunteers and contractors use various types of lifting equipment in their day to day activities. These items include chains, slings, shackles and other specialised lifting devices. The use of incorrect or unserviceable lifting equipment has a high potential to cause serious personal injury or death. As such, all lifting equipment needs to be regularly inspected and tested to ensure lifting strength is maintained.

Scope
This procedure describes Council’s requirements for the use, purchase, inspection and testing of lifting equipment. The requirements of this procedure apply, as appropriate, to all lifting equipment used by employees, contractors and volunteers involved in any tasks associated with the use of lifting equipment. All lifting equipment used in association with any Council approved works shall be purchased, used, inspected and tested in accordance with this procedure and any relevant Australian Standard.

Duties and Responsibilities
Managers
Managers are responsible (as appropriate) for ensuring:
- Implementation and enforcing this procedure within their areas of responsibility.
- For ensuring that funds are available for the periodic inspection and testing of lifting equipment.

Co-ordinators, Supervisors and Team Leaders
Co-ordinators, supervisors and team leaders are responsible (as appropriate) for ensuring that:
- All persons under their control comply with this policy and procedure and that all non-compliance is reported to the Manager.
- Annual inspection and testing of all lifting equipment under their control is carried out by outside source for works and BVSC qualified staff to do lifting checks for internal testing (e.g. W&SS team).
- Certificates and inspection reports are filed for the life of the equipment.
- Any item deemed unserviceable by a competent person is tagged “Out of Service” and is either repaired or replaced.

Employees
Employees have a responsibility to comply with the requirements of this policy and procedure and to refer any item of lifting equipment suspected of not being serviceable to their immediate supervisor.
- Failure by an employee to comply with this policy may result in disciplinary action in accordance with Council’s current discipline policy.
Lifting Operations

The supervisor or designated responsible worker in charge of work involving the use of lifting equipment shall be familiar with the requirements of this procedure and be competent in managing the risks associated with lifting operations and equipment.

Employees and other persons involved with lifting work shall be provided with job specific and work site specific induction safety training. Prior to the commencement of a lift, the user shall:

- Ensure that all lifting operations are conducted by competent and suitably trained personnel only.
- Ensure that all lifting equipment and lifting implements being used have the correct rating for the lift to be carried out. Verified by checking load charts and SWL tags.
- Carry out a visual inspection (an in-service check) of all lifting equipment and report any deficiencies identified to the site supervisor.
- Remove all non-essential personnel from within the lifting arc.
- Ensure all loads being lifted are slung correctly.
- All persons on site shall comply with the directions of the dogger/crane driver during lifting operations.
- All persons involved with the lifting operation (or in the vicinity) shall wear a hard hat and any other PPE as identified in the documented safe systems of work.

Lifting Equipment Use

Lifting equipment shall only be used for the purposes for which it was designed and only by persons trained in its use. Care shall be taken to ensure that only the appropriate type and rated lifting equipment is used for any lifting task.

In Service Inspections

Prior to each use, all items of lifting equipment shall be visually inspected to ensure that the equipment is free of any significant damage or wear that may have an effect on its safe use and that a WLL / SWL tag is fitted. If any defects are detected, the equipment shall be immediately withdrawn from service and tagged “Out of Service”.

Note

For more specific inspection criteria and defects that require the lifting equipment to be withdrawn from service refer to the relevant Australian Standard for that type of lifting equipment listed above or SafeWork Australia – Dogging guide.

Purchase of New Lifting Equipment

All lifting equipment shall be purchased through supply services. The following information shall be given to the supply services officer when ordering lifting equipment:

- The type of equipment required, e.g. Chain sling, webbed sling, Round sling, etc.
- The configuration, e.g. single or multi leg (give number required)
- The weight normally lifted
- If the item is a replacement for a condemned item (condemned item must be returned to works administration for removal off register)
- The leg length
- Any quotations that have been obtained.
When placing an order with the manufacturer of lifting equipment a current Test Certificate shall be requested. If a current Test Certificate is not available then another manufacturer is to be sought.

**Note:** The provision of a Test Certificate is mandatory **(on request).**

**Receipt of New Item of Lifting Equipment**

Once received by the BVSC store, and prior to use, the lifting equipment is to be passed to the Works administration for tagging with a Council identification tag and added to the register. Each item shall have its own unique identification number.

The Test Certificate shall be filed and the details of the item including the Test Certificate number shall be entered in the Lifting Equipment Register.

**Annual Inspections**

Annual Inspections shall be carried out on all lifting equipment in accordance with the relevant Australian Standard for the type of equipment being inspected. The following considerations also apply to the annual inspection of all lifting equipment:

- When requested users are to submit all lifting equipment to a nominated location for annual inspection.
- Ensure all tagging on lifting equipment corresponds with correct colour for current year. (Board colour charts are located in Amenities room of each depot)
- The results of the inspection shall be entered in the Lifting Equipment Register.

**Record Keeping**

**Lifting Equipment Register**

A Lifting Equipment Register shall be held at the works administration. The register shall contain all the information that is noted on the WLL and SWL tags together with general information such as the type, length, custodian, Test Certificate number, inspection details, and photos. Works administration personnel shall maintain the register.

**Inspection Records**

Records of inspection shall be entered in the Lifting Equipment Register and continually updated for the life of the equipment with hard copies held for a period of not less than one year.

**Test Certificates**

Test certificates are to be held in a central place for the life of the lifting equipment item it pertains to and be readily available upon request.

**Repairs**

Repairs to lifting equipment require a proof load test to be conducted. All proof load tests shall be conducted by a certified contractor with facilities to conduct tests in accordance with the relevant Australian Standard and a certificate of compliance shall be issued to works administration.

**Documentation for proof load tests**

The contractor shall provide a report of all items inspected and test certificates for all items that have been proof load tested.

The contractor shall provide the following information in each report:

- the serial number of the item inspected
- a description of the item inspected / proof tested
- the date of inspection
Test Certificates

Test certificates are to be provided when any item has undergone a proof load test. The test certificate is to contain all the information required as set out in the relevant Australian Standard for that type of item.

Disposal of Condemned or Unserviceable Lifting Equipment

Any lifting equipment that has been condemned by a competent person shall be immediately returned to the BVSC workshop for destruction. Destruction of the item shall be carried out by workshop personnel. The details shall be entered in the Lifting Equipment Register. (Workshop to confirm that works administration have details of the item, once disposed).

Contractors

Contractors carrying out work involving lifting tasks are responsible for complying with all relevant Australian Standards that apply to the use and inspection of all lifting equipment used on Council sites.

Contractors who use their own lifting equipment shall satisfy the Council officer managing the contractor and the site supervisor that all lifting equipment used or brought on site has been inspected and tested in accordance with the relevant Australian Standard.

Volunteer Activities

The requirements of this policy and procedure apply to all volunteer activities conducted on Council’s behalf or on a Council owned or controlled worksite.

Compliance

Contractors that fail to comply with Australian standards shall be stood down until such time as the contract manager or other authorised person is satisfied that the contractor shall not commit any further breaches. Any serious or continued non-compliance shall be considered a breach of the contract and may be sufficient grounds for termination of the contract.

Standard / Supporting Documentation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Australian Standard 1353 – Flat synthetic – webbing slings
- Australian Standard 1380 – Fibre rope slings
- Australian Standard 1666 – Wire rope slings
- Australian Standard 2741 – Shackles
- Australian Standard 2759 – Steel wire rope application guide
- Australian Standard 3775 – Chain slings grade T(80)
- Australian Standard 3776 – Lifting components for grade T chain slings
- Australian Standard 4497 – Round slings synthetic fibre
- OHS Certificate of Competency, National Assessment Instrument – Dogging
- OHS Certificate of Competency, National Assessment Instrument – Cranes
- Workcover NSW – Dogging guide 2003

All lifting equipment to follow frequency of testing and inspection standards as per the Australian Standard
Annex 1: Glossary of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td><strong>Competent Person</strong></td>
<td>A person that has practical and theoretical knowledge, relevant experience and the physical capabilities, which will enable the person to detect and evaluate any defects and weaknesses that may affect the intended performance of the lifting equipment. For example, a person who has satisfactorily completed the OHS Certificate of Competency, National Assessment Instrument – Dogging is a competent person.</td>
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<tr>
<td><strong>Dogging</strong></td>
<td>The application of slinging techniques, including the selection or inspection of lifting gear, to safely sling a load, or the action of directing a load that is slung.</td>
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<td><strong>In-Service Check</strong></td>
<td>A visual inspection prior to each use. This implies that prior to each lift, the user has a good look over the equipment (sling, hook, lifting points) to ensure that there is no significant damage or wear, and that the WLL tag or markings are fitted and legible. At this point, if any defects are noted, the equipment should be withdrawn from service, and inspected by a competent person who can make a decision on whether to use, repair or discard the equipment.</td>
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<tr>
<td><strong>Lifting equipment</strong></td>
<td>Items used to sling a load that are labeled with a safe working load or working load limit but does not include the lifting appliance.</td>
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<td><strong>Lifting Appliance</strong></td>
<td>An item of plant that can be used to lift a slung load e.g. Crane or Excavator</td>
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<td><strong>Periodic Check</strong></td>
<td>Periodic inspections refer to a more careful and detailed inspection, where the equipment is cleaned, and inspected in an adequately lit location by an inspector who has been both trained and has verifiably good vision (this is specifically discussed in the Chain Sling standard). These inspections also need to be adequately documented.</td>
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<tr>
<td><strong>Personal Protective Equipment - PPE</strong></td>
<td>Personal Protective Equipment – In this Procedure PPE refers to any item (other than clothing) issued by council to an employee with the aim of providing personal protection e.g. Lifting equipment</td>
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<td><strong>Shall</strong></td>
<td>Shall means that a statement or action is mandatory.</td>
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<tr>
<td><strong>Should</strong></td>
<td>Should means that a statement or action is recommendation.</td>
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<tr>
<td><strong>Working load limit</strong></td>
<td>The maximum load that may be applied to a sling, in tension, under general conditions of use.</td>
</tr>
<tr>
<td><strong>Working load limit</strong></td>
<td>(WLL)</td>
</tr>
<tr>
<td><strong>Safe working load</strong></td>
<td>The maximum load that may be applied to a sling under the particular conditions of use.</td>
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<tr>
<td><strong>Safe working load</strong></td>
<td>(SWL)</td>
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