

## OFFICE MEETING letter 3

# Critical processes for Hoisting and Lifting

### Why this theme?

Every year hoisting and lifting activities lead to (near) incidents, among other things because of incomplete planning, because we are in the 'line of fire' during the executing or because we are careless in using tag lines or because we don't use them at all. Safe hoisting and lifting means having the knowledge of the appropriate techniques, using the appropriate materials and tools, training, experience, good preparation and execution with appropriate measures and adequate supervision.

### How do you know if the work is done safely?

Good preparation is essential in order to lift safely. In the design and during work preparation, several matters must be taken into account. In this session we focus on **'Critical Processes'**.

- Check out the points of interest on the other side of this letter and discuss with each other which processes are important to the chosen activity.
- How do you ensure that the processes at a location are actually successful?

BARRIERS & CRITICAL PROCESSES LIFTING & HOISTING/MOBILE HEAVY EQUIPMENT		
Hardware Barriers	Human Barriers	Critical Processes
<p><b>GENERIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Structural Integrity</li> <li><input type="checkbox"/> Process Containment</li> <li><input type="checkbox"/> Ignition Control</li> <li><input type="checkbox"/> Detection Systems</li> <li><input type="checkbox"/> Protection and shutdown Systems</li> <li><input type="checkbox"/> Emergency Response equipment</li> <li><input type="checkbox"/> Personal Survival Equipment</li> </ul> <p><b>LIFTING &amp; HOISTING &amp; MOBILE HEAVY EQUIPMENT SPECIFIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment Design, e.g.;                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Rollover Protection,</li> <li><input type="checkbox"/> Safety Cut-Off Devices,</li> <li><input type="checkbox"/> Dead Man switches,</li> <li><input type="checkbox"/> Load Moment Indicator,</li> <li><input type="checkbox"/> Visibility Mirrors,</li> <li><input type="checkbox"/> Taglines</li> </ul> </li> <li><input type="checkbox"/> Equipment Monitoring Systems, e.g.;                             <ul style="list-style-type: none"> <li><input type="checkbox"/> In Vehicle Monitoring System,</li> <li><input type="checkbox"/> Data Logger,</li> <li><input type="checkbox"/> Collision Avoidance Devices,</li> </ul> </li> <li><input type="checkbox"/> Physical Barriers, e.g.;                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Exclusion Zones,</li> <li><input type="checkbox"/> Boundary Markers,</li> <li><input type="checkbox"/> Hard &amp; Soft Barriers,</li> <li><input type="checkbox"/> Berms made of soil</li> </ul> </li> </ul>	<p><b>GENERIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating in accordance with procedures</li> <li><input type="checkbox"/> Surveillance, operator rounds and routine inspection</li> <li><input type="checkbox"/> Authorization of temporary and mobile equipment</li> <li><input type="checkbox"/> Acceptance of handover or restart of equipment</li> <li><input type="checkbox"/> Response to alarms and upset conditions</li> <li><input type="checkbox"/> Response to emergencies</li> </ul> <p><b>LIFTING &amp; HOISTING &amp; MOBILE HEAVY EQUIPMENT SPECIFIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Situational Awareness (not being in the Line of Fire!)</li> <li><input type="checkbox"/> Being always alert and PAUZE, Step back, when needed</li> <li><input type="checkbox"/> Daily Equipment Inspections, Use of Checklists,</li> <li><input type="checkbox"/> Site Communications (Verbal &amp; Non-Verbal),</li> <li><input type="checkbox"/> Use of and respect for Signalers,</li> <li><input type="checkbox"/> Fitness for Duty</li> </ul>	<p><b>GENERIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Permit to Work (Job Hazard Analysis, Last Minute Risk Assessment)</li> <li><input type="checkbox"/> Emergency Response/Management</li> <li><input type="checkbox"/> Competency Management</li> <li><input type="checkbox"/> Management of Change</li> </ul> <p><b>LIFTING &amp; HOISTING &amp; MOBILE HEAVY EQUIPMENT SPECIFIC</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site/Job Planning</li> <li><input type="checkbox"/> Design Layout, e.g.;                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Constructability Reviews,</li> <li><input type="checkbox"/> Equipment Selection,</li> <li><input type="checkbox"/> Physical Barriers</li> </ul> </li> <li><input type="checkbox"/> Company Standards &amp; Equipment Operating Procedures</li> <li><input type="checkbox"/> Maintenance &amp; Inspections of Equipment &amp; the site</li> <li><input type="checkbox"/> Certification of materials and Equipment</li> <li><input type="checkbox"/> Worksite Hazard Assessment &amp; Control</li> </ul>

As an alternative, one might visit a site and, on the basis of a checklist, discuss the critical processes with persons at a location.

**OFFICE MEETING letter 3**Critical processes  
for Hoisting and Lifting**‘Critical Processes’****GENERIC**

- Permit to Work (Job Hazard Analysis, Last Minute Risk Assessment)
- Emergency Response/Management
- Competency Management
- Management of Change

**HOISTING & LIFTING (MOBILE EQUIPMENT) SPECIFIC**

- Site/Job Planning
- Design Layout, e.g.:*
  - Constructability Reviews
  - Equipment Selection
  - Physical Barriers
- Company Standards & Equipment Operating Procedures
- Maintenance & Inspections of Equipment & the site
- Certification of materials and Equipment
- Worksite Hazard Assessment & Control