

**OFFICE MEETING letter 1**

# Categorizing hoisting and lifting activities

## 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?

Safe hoisting and lifting means, among other things, that hoisting and lifting activities are categorized. The diagram on the next page is a tool to determine the correct category. The category is determined in the work preparation. There are routine and non-routine categories, where the complexity of the work also affects the precautions to be taken.

- **What components does a lifting plan consist of in any case?**
- **What information is important to make the right decision?**
- **When and at what time is an expert's advice required?**



The diagram on the back is an example used within Shell. If desired, use the diagram applicable in the own company.

