



## 1 DEFINE SCOPE OF LIFT

- Load details (what is it, size, weight, centre of gravity, etc.).  
**Remember in some lifts WORKERS are part of the load.**
- What equipment is available to perform the lift?
- What is the travel path? Do the ground conditions or work site layout create any complications?
- Calculate the total load weight and verify the equipment's rated capacity is adequate for the lift.



## 2 ASSESS AND CATEGORIZE THE LIFT

- Classification: Standard or Critical.
- Use *Lift Classification Reference Guide* to determine classification.



## 3 DEVELOP A LIFT PLAN (ideally prior to the day of the lift)

- Must be developed prior to executing the lift.
- All **Standard** lifts need a lift plan; use the *Determination of Written or Verbal Lift Plan Process* to determine if the lift plan needs to be written.
- When written lift plans are required for Standard lifts where to record the lift plan is determined by the user.
- All **Critical** lifts need a written lift plan.



## 4 CONDUCT A PRE-LIFT REVIEW

- Purpose is to discuss with the crew: the lift plan; associated hazards; controls to be implemented; assignment of roles and responsibilities.
- Perform Site Survey including weather conditions (e.g. wind) & complete the HARA.



## 5 CONDUCT PREPARATIONS FOR THE LIFT

- Implement site controls & test communication methods.
- Conduct preoperational inspections.
- Verify functionality of safety devices.



## 6 EXECUTE THE LIFT

- Perform the lift according to the lift plan.
- Conduct responsibilities to the best of your ability.



## 7 CONDUCT A POST-LIFT REVIEW

- Recognize what went well.
- Identify opportunities for improvement.

## RESOURCE MATERIALS (found on SafetyNet)

### Policy & Standards

Load Handling (Hoisting) Policy

Planning for Load Handling Standard

Load Handling Equipment  
Record Keeping Standard

### Handbook

Planning for Load Handling Handbook  
7 Step Process

### Job Aids

Lift Classification Reference Guide

Determination of Written  
or Verbal Lift Plan Process

Lift Plan Template

Take the time to  
think it through...  
details matter.

### Minimum Lift Plan Requirements

- Scope of work (lift)
- Information about the load, LHE, lifting accessories, and travel path
- Classification of lift
- Site/Environmental conditions
- Role assignments
- Communication means
- Site controls
- Contingency plans and
- Emergency response