

LOAD HANDLING 7 STEP PROCESS

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



DEFINE SCOPE OF LIFT

- Clearly understand the work request.
- Load details (what is it, size, weight, centre of gravity, etc.).
- What is the travel path? Do the ground conditions or work site layout create any complications?
- What equipment is available to perform the lift?



ASSESS AND CATEGORIZE THE LIFT

- Classification: Standard or Critical.
- Determine classification using the *Lift Classification Reference Guide*.



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

- Must be developed prior to executing the lift.
- All **Critical** lifts need a written lift plan.
- 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.
- Standard lifts requiring a written lift plan shall use the *Lift Plan Template*.



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.
- Includes Site Survey & HARA.



CONDUCT PREPARATIONS FOR THE LIFT

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



EXECUTE THE LIFT

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



CONDUCT A POST-LIFT REVIEW

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