

Health and Safety Advice Sheet 15:

LIFTS

BACKGROUND

The Lifting Operations and Lifting Equipment Regulations 1998 (as amended) (LOLER) apply to cranes, lifts and hoists, as well as components such as chains, ropes, slings, hooks, shackles and eyebolts. If you are a lift owner, or someone responsible for the safe operation of a lift used at work, then you are defined as a “dutyholder” under these regulations.

THE LAW

- The Lifting Operations and Lifting Equipment Regulations 1998 (as amended) (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (as amended) (PUWER)

WHAT DO I NEED TO DO TO COMPLY?

Regulation 9 of LOLER requires that all lifts provided for use in work activities be thoroughly examined by a competent person at regular intervals. As the ‘dutyholder’ you have a legal responsibility to ensure that the lift is thoroughly examined and that it is safe to use. Responsibilities include (quoted from *A thorough examination and testing of lifts: simple guidance for lift owners (INDG339)*):

- maintaining the lift so that it is safe to use;
- selecting and instructing the competent person;
- ensuring that the lift is examined at statutory intervals (every 6 or 12 months) or in accordance with an examination scheme drawn up by a competent person;
- keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment;
- making relevant documentation available to the competent person, eg manufacturer’s instructions and maintenance records;
- acting promptly to remedy any defects;
- ensuring that all documentation complies with the Regulations; and
- record keeping.

The law requires that all lifts when in use should be thoroughly examined:

- After substantial and significant changes have been made;
- At least every 6 months if the lift is used at any time to carry people, every 12 months if it only carries loads, or in accordance with an examination scheme; and
- Following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

Emergency Release Procedures

You must ensure that you have adequate emergency procedures in place in the event of lift breakdown. At least four in house members of staff should be trained into the emergency procedure to ensure that there is adequate cover for holidays/sickness. It is advised that refresher training be provided at intervals of no less than once every 12 months.

Further Guidance

- Simple guide to the Provision and Use of Work Equipment Regulations 1998 (INDG291) HSE
- Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 (INDG290) HSE
- Five steps to risk assessment (INDG163(rev2)) HSE
- Managing health and safety: Five steps to success (INDG275) HSE
- Buying new machinery: A short guide to the law and some information on what to do for anyone buying new machinery for use at work (INDG271) HSE
- Managing vehicle safety at the workplace: A short guide for employers Leaflet (INDG199) HSE
- A thorough examination and testing of lifts: simple guidance for lift owners (INDG339) HSE