

LOCATION TOOLBOX letter 2

Roles and Responsibilities

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.

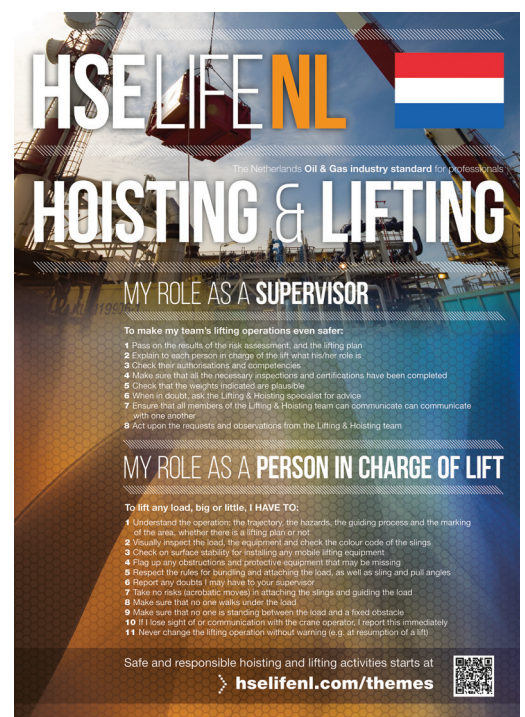
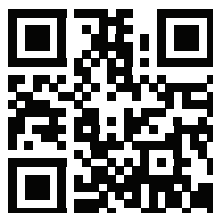
How do you know if the work is done safely?

A lifting team always deals with at least several specific tasks to be performed, i.e. rigger, banksman and crane operator. If hoisting and lifting activities are carried out on site, check how tasks are divided and how many people are needed for the activity. All hoisting or lifting operations must be planned properly in order to ensure the safety of the workers. Supervision must also be arranged.

Discuss with the people involved in the work:

- **What are the tasks of the supervisor?**
- **What are the tasks of the Person in Charge of the hoisting job?**
- **What are the tasks of the rigger, banksman and crane operator?**

On the HSElife NL website **hselifenl.com** you can download the 'Roles' poster for free.



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Responsibilities**MY ROLE AS A SUPERVISOR****To make my team's lifting operations even safer:**

- 1 Pass on the results of the risk assessment, and the lifting plan
- 2 Explain to each person in charge of the lift what his/her role is
- 3 Check their authorisations and competencies
- 4 Make sure that all the necessary inspections and certifications have been completed
- 5 Check that the weights indicated are plausible
- 6 When in doubt, ask the Lifting & Hoisting specialist for advice
- 7 Ensure that all members of the Lifting & Hoisting team can communicate with one another
- 8 Act upon the requests and observations from the Lifting & Hoisting team

MY ROLE AS A PERSON IN CHARGE OF LIFT**To lift any load, big or little, I HAVE TO:**

- 1 Understand the operation: the trajectory, the hazards, the guiding process and the marking of the area, whether there is a lifting plan or not
- 2 Visually inspect the load, the equipment and check the colour code of the slings
- 3 Check on surface stability for installing any mobile lifting equipment
- 4 Flag up any obstructions and protective equipment that may be missing
- 5 Respect the rules for bundling and attaching the load, as well as sling and pull angles
- 6 Report any doubts I may have to your supervisor
- 7 Take no risks (acrobatic moves) in attaching the slings and guiding the load
- 8 Make sure that no one walks under the load
- 9 Make sure that no one is standing between the load and a fixed obstacle
- 10 If I lose sight of or communication with the crane operator, I report this immediately
- 11 Never change the lifting operation without warning (e.g. at resumption of a lift)