

Safe Working Practices:

SWP- 20 working with Vehicle Lifts

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

GENERAL

- 1.0 Vehicle lifting equipment such as four post lifts or mobile column lifts must be maintained in accordance with all relevant legislation and manufacturers' recommendations. A maintenance programme will be in place and records of maintenance must be available on request.
- 1.1 All new equipment purchased must be supplied with an EC Certificate of Conformity from the manufacturer.
- 1.2 The Safe Working Load (SWL) and all operational controls must be clearly displayed.
- 1.3 Vehicle lifts are subject to the terms of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and as such will require periodic Thorough Examination, not less than once annually. Any such equipment should be retested after any repair or modification likely to affect stability, safe working load or strength.
- 1.4 Only trained personnel are permitted to use the lift. If necessary isolation controls may be required to prevent unauthorised use.
- 1.5 The lift will be situated in a well-lit, well-ventilated area (exhaust ducting may be provided). The area will have been selected to provide a suitable, safe environment for the lift operator, if possible set away from other work areas and without the risk of unauthorised persons gaining access. Extra considerations should be made for mobile column lifts. The lift platform should always be positioned on a level floor. Any moving parts should be a minimum of 600mm from any fixture.

WORK PROCESS GENERAL SAFETY

- 2.1 All vehicle lifts should be inspected by the user before each occasion of use, to determine that the equipment is safe to operate. This inspection will not be documented.
- 2.2 If exhaust gas ventilation is supplied it must be used, even if only required for a short duration. Never run engines for long periods of time without adequate ventilation.
- 2.3 Vehicles (normally forklift trucks) will be driven at slow speed onto the lift and "parked" centrally to distribute the weight evenly. The centre of gravity of the vehicle should be kept within the columns on mobile column lifts. It may be necessary to have a second person guide the driver onto the lift. The hand brake will be applied (unless work on the brakes is required) and the engine switched off (electric machines are to be unplugged). At this point wheel chocks should be positioned.
- 2.4 If the vehicle cannot be driven and requires pushing/towing onto the lift, the use of a second machine may be required. Great care must be exercised with this practice; a clear understanding of who is controlling the operation must be established. For example, who will be giving the commands?
- 2.5 If access is required to a raised platform a suitable means of access/egress must be used. If a stepladder is used it must be suitably secured. Riding on a lift in motion is prohibited.

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- 2.6 The entire work area must be kept clean and clear from any obstacles or anything likely to become a possible slip/trip hazard. For example oil spills must be cleaned up immediately.
- 2.7 Appropriate PPE must be worn. For example it is recommended that a hard hat is worn when working under a raised load. See also SWP-32 Personal Protective Equipment.
- 2.8 Never leave a raised platform unattended.
- 2.9 Always try and keep the time that a vehicle is raised to a minimum. I.e. carry out repairs in a timely fashion avoiding interruptions and distractions.
- 2.10 The generic risk assessment associated with this SWP carried out by the company will be adequate in most circumstances; however, use of the lift for anything other than that covered by the assessment may require an additional more detailed assessment.
- 2.11 All other SWP's apply where relevant.

CHILDREN AND YOUNG PERSONS

- 3.0 See Safety & Environmental Manual procedure "Employment of Young Persons" for precise definitions on children and young persons.
- 3.1 "Children" will not be involved with tasks directly involving vehicle lifts. They may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 3.2 "Young Persons" may be allowed to work with vehicle lifts subject to the conditions imposed above and only when under the constant supervision of a competent person.