

## Safe System of Work – Proof Load Testing

A proof test is a form of stress test to demonstrate the fitness of a load-bearing structure. An individual proof test may apply only to the unit tested, or to its design in general for mass-produced items.

We have introduced this safe system of work to ensure that all testing is carried out without injury to personnel or damage to equipment and environment.

Following the systems below will ensure that all necessary considerations have been made to ensure a safe, successful operation.

**YOU MUST NOT CONDUCT A PROOF LOAD TEST UNLESS YOU HAVE BEEN TRAINED AND AUTHORISED TO DO SO**

### Pre-Operation

#### Personal Safety

➤ **What is the task?**

Make sure you have thought through exactly what any new task involves before you start.

➤ **Do I understand how to do the task correctly?**

- Have I been trained?
- Am I competent?
- Is it a familiar task – or a one-off that I may not be able to tackle?

If you are sure you are trained and competent then carry on. If not **STOP** and refer to your supervisor.

➤ **Do I have the right tools and equipment?**

Make sure you use the right kit in the right way:

- Is it in good condition or is it damaged?
- Is it up to the job?

If the equipment is ok, then carry on. If not, **STOP** and refer to your supervisor.

➤ **Do I know who or what may be harmed?**

- Am I aware of the hazards?
- Am I aware of other people in the area?

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If you aren't aware of what could hurt you or your colleagues, how will you protect yourself and them? If you are not sure, **STOP** and refer to your supervisors.

➤ **Are controls in place?**

If you know what the hazards are, what controls are there in place to minimise the risks?

- Guards
- Procedures
- PPE
- Exclusion zones
- Inspections

If you do know what the controls are make sure they are in place. If they are not, **STOP** and refer to your supervisor.

## Pre-use Checks

**Pre-use checks need to be completed to ensure the equipment is safe and to identify any defects present.**

- Ensure that the Daily First use check sheet has been completed on relevant equipment being used.
- Always complete a visual check each time you use equipment where this applies

## Operation

- Before starting the test, ensure that you are clear what the test entails and the equipment required.
- Make sure that the test bed and the identified zoned area is clear of any un-required equipment or trip hazards

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**DO IT RIGHT FIRST TIME!**

1. PLAN THE TEST
2. COMMUNICATE
3. SELECT THE CORRECT EQUIPMENT AND LIFTING ACCESSORIES
4. CORDON OFF THE DESIGNATED TEST AREA
5. DISPLAY REQUIRED SAFETY SIGNS
6. COMPLETE THE CHECK SHEET
7. WEAR THE REQUIRED PPE
8. CONDUCT THE TEST
9. COMPLETE REQUIRED PAPERWORK
10. CLEAR UP

**Lift plan**

Following the system below will help to ensure that all the necessary considerations have been made to ensure a successful operation.

- Communicate with others
  - Colleagues involved with work scheduling
  - Colleagues involved with the test
  - People operating in the area
  
- Assess the movement of any loads
  - Follow the Catena SSOW for Girder Crane
  - Follow the Catena SSOW for FLT
  
- Select the testing equipment
  - Use the correctly tagged testing equipment
  - Inspect all the equipment prior to and after use
  
- Testing area
  - Ensure the testing area is cordoned off
  - Ensure all equipment, trip/slip hazards not required for the testing are removed from the testing area
  - Ensure that there is no access to the testing area for anyone apart from Catena employee(s) conducting the test
  - Ensure the required safety signs are displayed prior to commencing the test
  - Ensure that the employee conducting the test is not interrupted during all stages of the test

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- Identify any Working at Height
  - Ensure you conduct a dynamic risk assessment to try to eliminate the process
  - Avoid work at height where it's reasonably practicable to do so
  - Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
  - Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
  
- Identify any Manual Handling activity
  - Ensure you conduct a dynamic risk assessment to try to eliminate the process
  - Avoid the need for hazardous manual handling, so far as is reasonably practicable
  - assess the risk of injury from any hazardous manual handling that can't be avoided; and
  - reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable
  - Follow systems of work in place for their safety
  - Use equipment provided for safety properly
  - Inform the employer if they identify hazardous handling activities
  - Take care to make sure the activities do not put others at risk.
  
- Personal Protective Equipment (PPE)
  - Inspect the PPE to ensure that it is fit for purpose
  - Make sure you have all the PPE as agreed in the job specification
  - Ensure that you report any issues in relation to the wearing of the PPE
  - Ensure that you wear the PPE for the entirety of the test
  
- Conducting the test
  - Ensure you communicate to everyone working in the proximity of the testing operation is aware of what is happening
  - Ensure all health and safety checks have been completed
  - Ensure that only appropriately identified testing equipment has been used
  - Ensure that all of the test equipment is stable and secure prior to testing
  - Ensure the load applied is as specified in the specification
  - **Don't try to stop anything from falling**
  - **Never leave a test bed unattended during the test**
  - **Never conduct a test with unauthorised people in the cordoned area**
  
- Clear up
  - Ensure the test bed is dismantled appropriately
  - Ensure all test designated equipment is returned to the correct area
  - Ensure any lifting or manual handling equipment is dismantled appropriately
  - Inspect all lifting accessories used before storing away in its designated location
  - Remove any damaged equipment from service and report using the fault reporting system
  - Remove debris from site to ensure good housekeeping

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