





## SAFE SYSTEM OF WORK

<b>Task/Activity</b>	LOLER Examination			<b>Document Ref</b>	SSW017	
<b>Site/Location</b>	All Sites			<b>Issue</b>	1	
<b>Developed By</b>	K Moss			<b>Date</b>	09/2021	
<b>Permit to Work Required?</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input checked="" type="checkbox"/>	<b>RA Ref No</b>	N/A

### Identified HAZARDS from Risk Assessment

							
Danger Overhead hazard	CRUSH ZONE						
Overhead Hazards	Crushes	Cuts/Abrasions	Manual handling				

### Training Required

Operator training	LEEA Team Card Holder	Manual Handling		
-------------------	-----------------------	-----------------	--	--

### Persons at Risk

Operators	Employees working within close vicinity	Public			
-----------	-----------------------------------------	--------	--	--	--

### PPE Requirements

		 High visibility clothing must be worn in this area					
Safety Boots	Safety Glasses	Hi Vis	Gloves	Helmet			

**CHS016 - S.T.O.P for Safety Policy is always applicable**

### Current Control Measures. Identified in Risk Assessment

Only Trained /Authorised Personnel to Inspect Equipment.  
Ensure all PPE is worn, i.e. safety footwear, glasses, helmet, Hi Vis

1. Conduct Dynamic Risk Assessments when attending site if there any deviations from the original RA then please report to point of contact at site and Catena office as soon as is practicable.
2. Check and inspect any Lifting equipment and accessories required to access the items to be ROTE Examined, ensuring they are in date and serviceable.
3. When inspecting large items (e.g. heavy chain slings) refer to SSW006 Manual Handling
4. When inspecting Lifting Machines refer to CHS018 Lock Out-Tag Out Policy
5. Ensure equipment can be accessed safely.
6. Ensure a clear working area. Cordon off area or access points if necessary.
7. Work on firm, level ground.
8. Be aware of any overhead obstructions.

If any fault found DO NOT USE Equipment and report to your Supervisor.

## Procedure

1. To conduct a LOLER inspection you need to ensure you are holding a current LEEA Team Card for the type of items to be inspected or have been deemed competent in another way.
2. The Competent person must be trained with adequate practical, theoretical knowledge and experience of the type equipment to be examined.
3. Cordon off the inspection working area if required and restrict access to persons involved in the inspection only. Safe positioning of all personnel should be maintained throughout the inspection.
4. DO NOT lift items over people.
5. Ensure safe access and egress to area where item(s) are being inspected.
6. Where there is any doubt on the pass / fail status or integrity of equipment being inspected you can utilise a number of checks. Refer to Manufacturers Instructions, the original EC Declaration of Conformity, LEEA COPSULE, LEEA Guidance Documents.
7. Any failed items shall be red-tagged and recorded as such on CoreRFID and segregated from the passed items. Any passed items may require colour tagging depending on customers requirements.
8. Once each item has been inspected and the results recorded within the inspection software (CoreRFID) and the job sheet signed off by customer upon leaving site / collecting goods and they have acknowledged any incident and any missing / failed items

## First Aid Precautions

Personal First Aid Kit in vehicles and site workers have had Emergency First Aid training

## First Aiders

In-house – Paul Coxhead or Beth Lenham  
On-site – TBC at point of order placement

## Additional Information

N/A