

# Toolbox

## Hoisting and Lifting

Schiphol wants to be a safe place for everyone. It makes no difference if you are here as a passenger, a visitor or to do your work. However, safety cannot be taken for granted. That is why we have prepared the Golden Rules of Safety. The rule below relates to hoisting and lifting.

A lot can go wrong during hoisting and lifting. It is high-risk work. It doesn't take much imagination to understand the consequences of being hit by a load. Because hoisting and lifting is so dangerous, particularly if performed by incompetent personnel, it may only be carried out by persons with the appropriate knowledge. In other words, knowledge of the correct equipment and use of the correct techniques. You also need to understand the nature of the risks. Make sure you read this Golden Rule of Safety carefully:

### HOISTING AND LIFTING

#### Where and when do we hoist and lift at Schiphol?

- Vertical transport of a load;
- Hoisting with a crane;
- Lifting using a forklift truck or telescopic handler.

#### The hoisting and lifting equipment we use

- Hoisting equipment: e.g. mobile cranes, truck-mounted cranes and chain hoists;
- Hoisting tools: e.g. shackles, chains, slings and hoisting belts;
- Lifting equipment: e.g. forklift trucks, telescopic handlers, boom trucks, elevators, jacks, lift tables and tailboards on the back of trucks;
- Lifting tools: e.g. buckets and pallet forks.

#### ASSESS THE RISKS BEFORE YOU START HOISTING AND LIFTING!

- How will you approach the task (which working method)?
- How big is the load and how much does it weigh?
- Where do you plan to work? Indoors, near or above the operations at Schiphol (e.g. aircraft stands (VOPs) or operational passenger areas)?
- What type of crane will you use?
- Which hoisting equipment will you use?
- Who will assist you, who is located nearby, and what other activities are taking place nearby?
- What agreements should we make, and how will we communicate?

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Do you have any hints or remarks to make this a better toolbox? Or do you want to share your opinion with us? We like to hear from you via:  
[safe\\_office@schiphol.nl](mailto:safe_office@schiphol.nl).

## Safe hoisting starts with a hoisting plan

Hoisting is always a high-risk activity. At Schiphol, work of this kind is always subject to a work permit (OVA Kranen) that must be issued by Schiphol. A 'Hoisting Plan' approved by the client is an integral part of the permit.

### When?

A hoisting plan is required for specific and/or complex, high-risk lifting and hoisting work. This includes hoisting work whereby:

- Hazardous substances (e.g. highly volatile and/or flammable substances) are involved;
- Lifting is carried out above operational areas;
- Manned safety cages are used; (Note: This work may only be carried out subject to a work plan approved by a certified senior safety expert (HVK). The work must be notified to ISZW at least 2 days before the start of work.
- Several cranes are to be used in overlapping hoisting areas;
- The centre of gravity is subject to change during hoisting;
- The weight of the load is equal to 80% or more of the maximum capacity according to the crane hoisting table;
- Several cranes are used to lift a single load (Multiple Lift Rigging (MLR) constructions) or other unusual or technically complex hoisting constructions are involved;
- In the judgement of the crane operator, the hoisting work must be considered critical.

### The hoisting plan covers the following aspects and information relating to:

- The hoisting project;
- The hoisting load;
- The hoisting and lifting equipment to be used;
- The cranes to be used;
- The surroundings of the workplace.

### Approval

You must be in possession of an approved permit before starting hoisting. This includes a hoisting plan.

## HOW TO MANAGE THE RISKS

### 1. Planning en voorbereiding

- Draw up a hoisting plan (for high-risk operations).
- Perform a Task Risk Analysis (TRA).
- Ensure you are in possession of the appropriate work permit (OVA/OVA Kranen)

### 2. People and equipment

- Assemble a hoisting and lifting team and make clear who is responsible for what.
- Establish who is in charge and will therefore act as hoist coordinator.
- Check and double-check the hoisting and lifting equipment:
  - Is it suitable for the work to be carried out?
  - Has all equipment been inspected according to the crane book?
  - Is the equipment marked with the maximum permitted workload, unique identification number and last inspection date?

### 3. Work site/surroundings

- Is everything tidy and correctly cordoned off?
- If necessary, have you taken special measures (in relation to aircraft stands, underground utilities and basements, cable ducts, aboveground electricity cables, sufficient bearing strength of the subsoil)?
- What are the weather conditions? Is the weather safe for hoisting or should you postpone and wait for better weather?
- Have you made sure you are not blocking any emergency facilities?

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## 4. Getting started

- Hold a kick-off meeting before you start hoisting.
- Know what you intend to do and what task(s) you are about to perform.
- The hoist coordinator must wear high-visibility clothing. He/she must always maintain contact with the crane driver(s).
- Check and inspect the hoisting and lifting equipment one more time, before you start.
- Make sure that only people who are part of the hoisting/lifting team are present inside the cordoned-off area. All other people must remain outside the barriers.

## 5. Evaluation – learning from each other

- Once the job is finished, discuss how everything went, with your team.
- Make sure you ask the following key questions: was the work carried out safely, and could you have done anything else to improve safety further?
- The goal is to learn from the experience and to share your thoughts with others.

## Forklift trucks / telescopic handlers

A less obvious form of hoisting and lifting is the use of forklift trucks. Nevertheless, this is a common operation. It is in fact the core business of these machines. That is why we have drawn up the following recommendations.

## What could go wrong when using forklift trucks / telescopic handlers?

They can easily topple over due to a high centre of gravity combined with a short wheelbase.

## You, the operator plays a vital role

- You have undergone specific training to become a forklift truck / telescopic handler driver.
- You always have your certificate or written evidence of your training with you, particularly at work.
- Before you start, you have received an explanation of what is expected of you. In other words: what you have to do, where you are going to do this and the related risks.
- You always wear a seatbelt.
- You are always alert and you work responsibly.
- When in doubt, always ask your supervisor or if necessary, pause the work.

## Your forklift truck / telescopic handler must:

- Be suitable for the job;
- Be equipped with a user manual (from the manufacturer);
- Be fitted with a seatbelt;
- Be well-maintained (in accordance with the manual);
- Have demonstrably undergone inspection;
- Be electrically driven if working inside the buildings at Schiphol.

## The site and surroundings must meet the following requirements:

- Free of any irregularities, slippery surfaces (danger of sliding), obstacles, holes, etc.
- The locations where a forklift truck is being used must be clearly cordoned off from pedestrian areas.

## Before you start work, you:

- Have planned everything properly.
- Are aware of all weights, dimensions, shapes and stability of the load.
- Must not use your phone on the job.
- May only carry out hoisting work subject to a work plan approved by Schiphol including TRA and official permit.

Carry out an LMRA. See Golden Rule of Safety #2 – LMRA.

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## Specially for the supervisor.

### Eleven checklist questions for safe hoisting

- Is everyone familiar with the rules and procedures?
- Was everyone present at the Toolbox?
- Has the required hoisting / lifting equipment been inspected and marked with:
  - the safe hoisting weight
  - a unique identification number
  - a valid inspection date
- Do all the safety devices work properly?
- Is the hoist coordinator known to everyone else?
- Is everyone qualified and aware of his/her duties?
- Is there a hoisting plan and/or has a Task Risk Analysis been carried out, and does everyone understand the hoisting job and the precautionary measures?
- Have we specified the weather conditions (e.g. wind force, heavy rain or thunderstorm) in which hoisting is not permitted?
- Has the hoisting area been checked and is everyone at a safe distance in case the load swings or falls?
- Are all agreements clear, and do we know how we are going to communicate and what equipment we will be using?
- Are we using the hoisting equipment correctly?

### What can you expect from Schiphol?

Schiphol will provide all the space you need to lift and hoist safely. You can also ask us for active support in helping you to work safely. Contact us via [safe\\_office@schiphol.nl](mailto:safe_office@schiphol.nl) or via your supervisor.

### What Schiphol expects from you

We want you to be responsible for safe working practice. Certainly with lifting and hoisting. Avoid switching to automatic pilot, and always carry out an LMRA before you start work. Help others wherever necessary.

#### TIPS:

- Always stay alert!
- Always ask when in doubt
- Interrupt work if necessary

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