



Integrated Management System

Contractor Management Guidance Document

Mechanical Lifting Operations

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Issued By: **Peter Lund**

A handwritten signature in black ink, appearing to be 'PL', is positioned below the name Peter Lund.

Approved By: **Andrew Edwards**

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding **Mechanical Lifting Operations** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work activities involving mechanical lifting operations which have been identified as potentially involving significant risk (**Major Works**). This guidance document details expectations for **Mechanical Lifting Operation**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 PREPARATION FOR MECHANICAL LIFTS

3.3.1 LIFT CATEGORY

Mechanical lifts may be categorised as routine lifts and non-routine lifts:

Routine Lift

A lift that is regularly undertaken (e.g., normal forklift activity) and that can be controlled by a Clearance Certificate, Safe Method of Working or **Generic Lift Plan**, which will be:

- Developed for routine lifts
- Referenced each time the routine lift is performed; and
- Reviewed periodically to confirm continued applicability

Non-Routine Lift:

A lift that is not routinely performed and that must be controlled by a **Lift Specific Lift Plan**, Risk Assessment and Method Statement (RAMS) and Clearance Certificate. When developing these documents consideration should be given to the physical attributes of the load, for example:

- Unstable loads with:
 - The centre of gravity above the lifting points
 - An offset centre of gravity
 - A narrow or small base; and
 - Long loads that tend to rotate

3.3.2 LIFT PLANNING:

Mechanical lifts will be planned and properly controlled by a development and implementation of the lift documentation identified in **Section 3.3.1** above, for example:

- Lift Plan
- Safe Method of Working
- Risk Assessment & Method Statement (RAMS); and
- Clearance Certificate

Lift Plans will be developed by Competent Personnel and be appropriate to the lift to be performed. The degree of planning will depend on the type of lift equipment used and the complexity of the lift, but will include as appropriate:

- An assessment of the lift and determination of the method of lifting and lift equipment to be used
- The overall level of detail required as related to the risk and complexity of the lift
- Designation of a trained and competent **Lift Supervisor** to:
 - Supervise the lift; and
 - Be accountable for the safe management of the lift
- The number of people required to perform the lift safely, their responsibilities and the agreed method of communication
- Possible restrictions (e.g., weather conditions, physical dimensions, etc.)
- Identification of simultaneous, conflicting, or nearby work; and
- Assessment of ground stability and anchoring

3.3.3 PRE-LIFT REQUIREMENTS

The Contractor (i.e., Site Supervisor or Lift Supervisor) will:

- Confirm that the following information is available, has been reviewed, and verified as accurate:
 - Equipment inspection, and test certificates, for example:
 - Crane
 - Excavator; and
 - Lifting Frame and Lifting Accessories (e.g., chains, slings, etc.)
 - Training certificates for those involved in mechanical lifts, for example:
 - Lift Equipment Operator (i.e., Crane Operator or Excavator Operator)
 - Lift Supervisor
 - Rigger(s); and
 - Spotter (Banksman)
 - Conduct an inspection of the work site with the designed MFG Representative (if required):
 - Identify:
 - The specific requirements of the lift
 - Task specific hazards (i.e., related to the work and or lift equipment being used)
 - Work location environment (i.e., site activities, infrastructure and/or operations); and
 - Risk reduction measures (i.e., controls)
 - Review the content of:
 - Lift Plan; and
 - Risk Assessment and Method Statement (RAMS)
 - Determine if amendments or additions are required to the Lift Plan or RAMS based on the findings of the site inspection
- Note 3.3.3.1:** Where advised by the designated MFG Representative that the lifting operation requires the issue of a Work Control Permit (WCP) assist the designated MFG Representative to prepare the WCP, review and mutually agree the content of the WCP prior to completing the authorisation and declaration section of the permit.
- Complete the MFG Clearance Certificate, ensure all required information is entered and the Certificate is signed by a MFG Representative
 - Hold a Pre-Job Safety Brief with the Job Crew and other affected personnel, and:
 - Review the content of the:
 - Risk Assessment and Method Statement (RAMS)
 - Lift Plan
 - Clearance Certificate; and
 - Work Control Permit (WCP) where required
 - Assign work duties to the Job Crew and confirm their understanding of assigned duties
 - Confirm:
 - Hazard control measures for the lift are implemented, including securing the lift site against access by unauthorised persons (i.e., barriers and/or warning tape)
 - Required lift equipment and lifting accessories are available; and
 - Job Crew have the necessary PPE (See RAMS)

Mechanical lifts will not proceed until there is a high degree of confidence that all identified hazard control measures have been effectively implemented and all required equipment and training certificates have been reviewed and confirmed as current (e.g., within test) and the proposed lift can be safely controlled

4. RESPONSIBILITIES FOR MECHANICAL LIFTS

4.1 LIFT SUPERVISOR

The Contractor (i.e., Lift Supervisor) will:

- Be knowledgeable of applicable legal obligations and other requirements related to the planning and execution of lifts
- Supervise and be responsible for safe mechanical lifts, including the allocation of duties
- Assign responsibilities to those involved in the lift
- Confirm:
 - All relevant pre-lift planning has taken place
 - Required lift documentation has been developed and communicate (Section 3 above)
 - Identified hazard control measures have been fully implemented
 - Sufficient resources (i.e., equipment and personnel) are available to safely perform the lift
 - Personnel are trained and competent to perform their assigned duties
 - Lift equipment is fit for purpose and certified/colour coded as appropriate, including:
 - Taglines; and
 - **'Hands-Off Load Tools'**, where required
 - Pickup and laydown areas are within the lift equipment's radius for the load being lifted
 - There is:
 - Adequate lighting in the pickup and laydown areas; and
 - Clear, unobstructed access, egress, and escape routes
 - Any restrictions to the lift are removed (e.g., hold-down bolts or fastenings)
 - Rigging for the lift is correctly installed, for example:
 - Lifting sets are not twisted or snagged; and
 - Shackle bolts are tight and adequately secured
 - Load to be lifted is within the Safe Weight Limit (SWL) of the lift equipment and accessories being used

4.2 LIFT EQUIPMENT OPERATOR

The Contractor (i.e., Lift Supervisor) will designate **Lift Equipment Operators**, who will:

- Be trained and competent (including certified where applicable) to operate the lift equipment to be used
- Provide technical advice on the safe operation of the lift equipment
- Confirm that the required lifting documentation is available, for example:
 - Lift Plan
 - Risk Assessment and Method Statement (RAMS)
 - Clearance Certificate; and/or
 - Work Control Permit (WCP) where required
- Perform the required lift equipment pre-use inspection to confirm fitness for purpose
- Complete any required crane operation logs, pre-use inspection procedures and checks
- Check the load weight before it is lifted to confirm that the load is within the Safe Weight Limit (SWL) of the lift equipment
- Confirm all required hazard control measure are effectively implemented
- Maintain the high standards of safety to protect people and assets during:
 - Rigging activities, including hitching the load to the lift equipment

- Initial lift of the load
- Periods that the load is:
 - Suspended
 - Transferred to the laydown area
 - Lowered in the laydown area; and
 - Disconnected from the lift equipment
- Operate the crane under the direction of the Spotter (where necessary); and
- Suspend the lift if a potentially hazardous situation arises or a condition exists, where the safety of personnel, infrastructure or lift equipment may be jeopardised

4.3 RIGGERS

The Contractor (i.e., Lift Supervisor) will assign **Riggers**, who will:

- Be trained for the types of lift they are involved in and be familiar with the:
 - Rigging hardware used
 - Communication requirements (including hand signals and radio)
 - Safety issues associated with rigging and lifting of loads; and
 - Planning of mechanical lifts
- Participate in the lift assessment process, when required
- Select lifting accessories (e.g., chains, slings and lifting cables) that are:
 - Properly designed and certified (i.e., SWL exceeds the known weight of the load)
 - Correctly identified and have a current inspection and test certificate; and
 - Verified as fit for purpose via visual inspection, for example no visible signs of:
 - Damage
 - Deformation; or
 - Deterioration
- Inspect any load lifting attachments to verify they are properly secured
- Securely attach lifting accessories and ensure properly secure the load for lifting
- Be easily identifiable and distinct from the Spotter (if applicable)
- Connect and/or disconnect the load
- Stand clear while a load is lifted and landed, or while slack is taken up, including while with or without, a load on the hook
- Confirm to the Spotter when they are clear of the load; and
- **NEVER:**
 - Touch a load other than with **Taglines** or **Hands-Off Load Tool** when suspended
 - Attempt to use hands and/or body to stop a swinging load; and
 - Physically touch a load until landed and secured

4.4 LOAD HANDLERS

The Contractor (i.e., Lift Supervisor) will assign **Load Handlers**, who will:

- Assist with the selection and preparation of lifting equipment to be used prior to mechanical lifts
- Give standard signals that can be understood and followed by the lift equipment Operator
- Inspect the load prior to the lift and after the laydown
- Take control of the load only upon release by the Lift Supervisor
- Be easily identifiable and distinct from the Spotter

- Stand clear while a load is lifted and landed, or while slack is taken up, including while with or without, a load on the hook; and
- Confirm to the Spotter when they are clear of the load
- **NEVER:**
 - Touch a load other than with **Taglines** or **Hands-Off Load Tool** when suspended
 - Attempt to use hands and/or body to stop a swinging load; and
 - Physically touch a load until landed and secured

4.5 SPOTTERS (BANKSMAN)

The Contractor (i.e., Lift Supervisor) will assign **Spotters**, who will:

- Be trained for the types of lift they are involved in and be familiar with the:
 - Rigging hardware used
 - Communication requirements (including hand signals and radio)
 - Safety issues associated with rigging and lifting of loads; and
 - Planning of mechanical lifts
- Participate in the lift assessment process, when required
- Give standard hand signals that are understood and followed by the lift equipment Operator
- Control lift activities that are outside the lift equipment Operator's line of vision, via verbal radio commands, this includes initial lifting of the load and laydown of the load
- Confirm that:
 - Hands-Off Load tools are available where required
 - Taglines are attached, whenever the Lift Plan requires their use
Note 4.5.1: Where required a minimum of two taglines should be attached.
 - A load is not lifted over **live** equipment unless control by:
 - Critical Lift Plan;
 - Risk Assessment and Method Statements (RAMS); and
 - Work Control Permit (WCP)
- Control and direct movement of the lift equipment on an agreed load path
- Maintain effective communications with the relevant personnel, for example:
 - Lift Supervisor
 - Lift Equipment Operator
 - Rigger; and
 - Load Handler
- Keep the Load Handler in sight during the lift; and
- Stand in a prominent position that allows an unobstructed view of the lift

5. MECHANICAL LIFTING OPERATIONS

5.1 PRE-LIFT

The Contractor (i.e., Lift Supervisor) will:

- Confirm the:
 - Risk reduction measures have been, or will be, implemented in accordance with the:
 - Lift Plan
 - RAMS
 - Clearance Certificate; and

- Work Control Permit (WCP) where required
- All pre-lift inspections and activities have been completed; and
- The Job Crew are ready in all aspect to perform their assigned duties
- Ensure:
 - All hazards associated with the lift and rigging are identified and mitigated
 - All safety devices installed on the lift equipment is operational
 - Lifting equipment is:
 - Certified for current use
 - In good working order
 - Verified as fit for purpose during a pre-use inspection; and
 - Compliant with applicable legal obligations and/or other requirements
 - Rigging of the load is carried out by Competent Personnel
 - The load does not exceed the dynamic and/or static capacities of the lift equipment or lifting accessories
 - The load path and areas of potential impact are clear of:
 - Personnel
 - Other obstructions; and
 - Is barricaded as necessary
 - The integrity and stability of the load is verified before the lift; and
 - Appropriate means of communication is established and maintained during the lift:
 - Standard hand signals; and
 - Verbal engagement; to be used

Note 5.3.1: Lift Equipment Operators and Spotters must be familiar with the system of signalling to be used during the lift.

5.2 LIFT CONTROL & MANAGEMENT

The Contractor (i.e., Lift Equipment Operator) will:

- Perform the lift in accordance with the Lift Plan
- Use outriggers as necessary during the lift
- Not leave the operating controls while a load is suspended
- Take action if potential safety concerns are identified during a lift, for example:
 - Immediately **STOP** the lift
 - Seek advice from the Lift Supervisor; and
 - Not resume the lift until the safety concern had been adequately addressed

Note 5.3.2: Potential safety concerns may include, by are not limited to:

- Lifting equipment performance concerns
- Signs of damage or wear to lifting accessories
- Hazards not previous identified
- Loss of effective communications with the Spotter; and/or
- Loss of visual contact with the Spotter, including inclement weather and darkness
- Respond to:
 - Hand or verbal signals given by the designated Spotter; or
 - **STOP Signals** from other individuals in an emergency
- Acknowledge that a Hands-Off Load policy applies to all mechanical lifts

- Access to the lift area, and to lifting equipment is controlled, for example:
 - Safety barriers; and/or
 - Other access control measures, as applicable
- Those authorised to enter the lift area:
 - **DO NOT** stand below loads or between loads and walls or structures; and
 - Are aware of the escape routes that are available

5.3 TAGLINES

The use of taglines during mechanical lifts is recommended to aid load stability and the control of a load immediately prior to landing it. The following minimum requirements apply to the use of taglines

- They must not have any knots in a tagline
- The end of the line must:
 - Not be frayed; and
 - Be whipped with a proper whipping twine, or taped, to prevent the rope from unravelling
- Non-conductive taglines will be used if there is a danger of contact with energised electrical equipment or powerlines
- The length of the line should be a minimum of 5 metres, to allow the Load Handler to assist with the placement of a load without placing themselves in danger of being struck by the load
- Sufficient personnel must be available to control the load being lifted
- The tagline should not be released until it is clear of all obstructions or danger of entanglement with equipment or other material

5.4 DEVIATION FROM LIFT PLAN OR RISK ASSESSMENT & METHOD STATEMENT

If the lift deviates from the Lift Plan or other work control documents, and/or cannot be completed in accordance with planned arrangement, the Lift Supervisor will immediately:

- **STOP** the lift
- Make the area safe
- Secure the lift equipment; and
- Identify the measures to be implemented to allow a safe and compliant lift

Note 5.4.1: If deviations from the original Lift Plan and/or other work control documents (i.e., RAMS, Clearance Certificate, etc.) are required they must be discussed with the MFG Representative or MGF's HSE Manager, authorised, and communicated to all affected personnel prior to implementation.

5.5 LIFT SUPERVISION & MONITORING

The Contractor (i.e., Lift Supervisor) will:

- Continuously monitor the lift to ensure:
 - Lift is performed in accordance with the Lift Plan and associated work control documents
 - Required risk reduction measure remain in place and effective
 - Unsafe acts or unsafe conditions are identified and immediately corrected
- Confirm the:
 - Load is safely landed in the correct location / position
 - Lifting accessories are removed from the load and secured
 - Lift equipment is made safe and secured
 - Lift site is made safe and left in a clean and tidy condition; and
- On completion of the lift ensure the:

- Load has been positioned correctly
- Work site has been left in a safe and tidy condition
- Relevant work control documents are signed off as completed, for example:
 - Lift Plan
 - Clearance Certificate; and
 - Work Control Permit (WCP) where required