



Lifting Practicing Checklist 2003

1. Determine need for lift - define required outcome
2. Identify appropriate and competent lifting specialists (internal or external) and procure lifting contractor - if lift is not part of an ongoing operation using a previously approved contractor
3. Hold on site meeting with relevant BP and contractor management plus lifting specialist(s), to include:
 - a. Site orientations as required
 - b. A review of BP Golden Rules of Safety and appropriate BP and contractor(s) lifting standards - discussing any variations and agreeing to the standards that will govern this lift
 - c. An initial assessment of the lift site by the BP supervisor, lifting specialists and lifting contractors identifying key job factors and hazard identification
 - d. An assessment of the load to be lifted (if on-site), noting size, weight, protrusions, lifting eyes, etc. If load to be lifted is not on site, obtain dimensions, weight, technical drawing or picture of the load and confirm all the above when load arrives on site
 - e. Measurements of the distances and height(s) of load, radius of swing, and lift placement elevation(s)
 - f. The use of load charts to determine size of lifting device needed
 - g. An initial assessment of the appropriate rigging equipment
 - h. An inspection of surface and surrounding areas to determine need for additional support for the lifting device and load
 - i. An assessment of the number of personnel required to conduct the lift (lifting device operator, rigger/loader, signaller/banksman/flagger, etc)
 - j. Determine the requirement for work permits: hot work, working at heights, simultaneous operations, etc
 - k. Determine the need for communication with nearby production facilities/wellsites/projects





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4. If lift is repetitive operation using a permanent lifting device and crew (with previously developed lifting plan and Safety Analysis), proceed to Step 8. If this is a new lift, develop and approve the lifting plan
 - a. Confirm load to be lifted does not exceed the maximum static and dynamic capacity of lifting device
 - b. Determine direction of swing, if applicable
 - c. Identify, assess and eliminate or mitigate all hazards
 - d. Confirm distances, widths and elevation levels of lift ensuring hazard avoidance
 - e. Review, confirm and incorporate into the plan the lift standards that were agreed between BP, Contractors and sub-Contractors
 - f. Identify or develop the Safety Analysis (Referred to as Job Safety Analysis (JSA) from this point) for every task involved in the lift to include the communication method
 - g. Ensure person who is in control of the lift has clear line of sight of all personnel and the load in relation to all hazards during the lift
 - h. Write the lift plan and obtain required approvals by the designated competent lift specialist and the person with overall responsibility for the lift
5. Schedule lift (set date, time, notify on-site personnel)
6. Conduct site safety orientation for lift personnel upon arrival at the lift site, as required
7. Conduct site tour with all involved in lift
 - a. Visually inspect site of lift to ensure all workers understand complexity of lift
 - b. Identify any new hazards or previously unidentified hazards and use the management of change process to modify the lift plan if necessary
8. Hold safety meeting involving all personnel involved in and affected by the lift
 - a. Review the lift plan
 - b. Review and confirm roles and responsibilities
 - c. Review communication plan
9. Confirm lifting device, lifting equipment, load, and any additional equipment and material, i.e., barricade tape, orange cones, orange plastic chain, orange vests, signs and checklists are on site.
10. Implement the lift plan
11. Review and confirm the competencies and certifications of lifting device and its operator





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12. Review JSA for erection of lifting equipment (if lifting device is a permanent structure and already erected, skip to Step 15)
 - a. Review steps involved in the erection process
 - b. Review hazards identified in the JSA and ensure all hazards have been addressed, including any hazards introduced subsequent to writing the JSA
 - c. Ensure required PPE is available and will be used
 - d. Ensure the method of communication is known and understood, testing for competency of every member of the lift team
 - e. If working at heights, ensure safe access is identified and/or fall protection equipment is used
 - f. Reinforce the responsibility and obligation of each person to 'stop the job' if an unsafe act or condition is observed
 - g. Agree and approve the JSA

13. Inspect the lifting device prior to erecting it. Document inspection results and take action on any findings using the management of change process to modify the JSA if necessary

14. Erect lifting device and position it for the lift - 'Stop' the job if it is not proceeding as planned and respond using the management of change process

15. Barricade off the swing radius of lifting device and any areas impacted by the path of the lifted load

16. Review JSA for rigging the load
 - a. Review steps involved in the rigging process
 - b. Review hazards identified in the JSA and ensure all hazards have been addressed, including hazards any introduced subsequent to the writing the JSA
 - c. Ensure required PPE is available and will be used
 - d. Ensure the method of communication is known and understood, testing for competency of every member of the lift team
 - e. If working at heights, ensure safe access is identified and/or fall protection equipment is used
 - f. Reinforce the responsibility and obligation of each person to 'stop the job' if an unsafe act or condition is observed
 - g. Agree and approve the JSA

17. Inspect rigging equipment prior to its use
 - a. Ensure proper rigging equipment is available and confirm certification for use
 - b. Visually ensure rigging equipment is fit for use checking for abnormal wear





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18. Rig the load - 'Stop' the job if it is not proceeding as planned and respond using the management of change process
19. Review the JSA for lifting the load
 - a. Review steps involved in the lifting process
 - b. Review hazards identified in the JSA and ensure all hazards have been addressed, including any hazards introduced subsequent to writing of the JSA
 - c. Ensure required PPE is available and will be used
 - d. Ensure the method of communication is known and understood, testing for competency of every member of the lift team and ensuring roles and responsibilities are clear
 - e. Ensure that everyone knows that they are not to position themselves under a suspended load and cannot touch a load that is above waist level
 - f. If working at heights, ensure safe access is identified and/or fall protection equipment is used if required
 - g. Ensure barricades are in place
 - h. Reinforce the responsibility and obligation of each person to 'stop the job' if an unsafe act or condition is observed
 - i. Agree and approve the JSA
20. Execute the Lift - 'Stop' the job if it is not proceeding as planned and respond using the management of change process
21. Review JSA for de-rigging the load
 - a. Review steps involved in the de-rigging process
 - b. Review hazards identified in the JSA and ensure all hazards have been addressed, including any hazards introduced subsequent to writing of the JSA
 - c. Ensure required PPE is available and will be used
 - d. Ensure the method of communication is known and understood, testing for competency of every member of the lift team
 - e. If working at heights, ensure safe access is identified and/or fall protection equipment is used if required
 - f. Reinforce the responsibility and obligation of each person to 'stop the job' if an unsafe act or condition is observed
 - g. Agree and approve the JSA
22. De-rig the load - 'Stop' the job if it is not proceeding as planned and respond using the management of change process
23. Hold post lift assessment to capture lessons learned, using the management of change process to improve the appropriate JSA



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The Process in Review

- Identify need to conduct lift
- Procure and assemble key BP personnel, contractors & sub-contractors at lift site
- Conduct initial lift site assessment
- Establish the policies and standards that will govern the lift
- Develop and/or approve lift plan
- Schedule lift
- Conduct onsite HSE inductions
- Review lift plan
- Review Safety Analysis developed for each phase of the lift: lifting device erection, rigging, the lift, and de-rigging – use Management of Change (MOC) if a change to the Safety Analysis is required
- Execute each phase of the lift – stopping at anytime for an unsafe act or condition
- Capture the lift learnings and incorporate into appropriate Safety Analysis

