CORPORATE POLICY

Lifting Operations and Temporary Works Policy

EFFECTIVE DATE	VERSION	NEXT REVIEW
11 August 2026	1.0	12 months after approval

POLICY OWNER	APPROVED BY
HSE Manager, with the Lifting Engineer and Temporary Works Coordinator	Board of Directors, [date]

APPLIES TO

All lifts and temporary works on Boafo Nsa sites, including those by subcontractors and plant-hire firms

01 Policy statement

Crane lifts, formwork, falsework, scaffolds and excavation support cause a large share of serious construction accidents. Every lift and every temporary structure at Boafo Nsa is planned by a competent person, checked before use and supervised while in use. Lifting is engineering, not improvisation.

02 Standards

- ISO 12480-1 (Cranes: safe use) and BS 7121 (Code of practice for safe use of cranes)
- ISO 4309 (Wire ropes: care, maintenance, inspection and discard)
- BS 5975 (Code of practice for temporary works procedures and falsework)
- BS EN 12811 and manufacturer guidance for scaffolds
- DNV-ST-N001 principles where lifts are part of marine or port work

03 Lift categories

CATEGORY	EXAMPLES	PLANNING REQUIRED
Routine	Pallets, bundles of rebar and formwork panels with a known weight, clear area	Generic lift plan, briefed at start of shift

CATEGORY	EXAMPLES	PLANNING REQUIRED
Complex	Precast beams, culverts, steel trusses, lifts near power lines or public roads, blind lifts	Specific lift plan by the Lifting Engineer, approved by the project manager
Critical	Load above 75% of crane capacity at radius, tandem lifts, personnel baskets, lifts over occupied buildings or live traffic	Specific lift plan with calculations, independent check and Managing Director approval

04 Lift planning

Each lift plan records the load weight and centre of gravity, crane configuration and duty at the maximum radius, ground bearing pressure and outrigger mats, rigging arrangement with rated capacities, exclusion zone, communication method, weather limits (including wind speed) and the roles of the lift supervisor, operator, rigger and signaller.

05 Equipment and people

- Cranes, hoists and lifting accessories have a current thorough examination certificate (at least every 12 months, every 6 months for accessories and personnel lifting) and a pre-use check each day.
- Slings, shackles and hooks are colour-coded or tagged; damaged or untagged gear is quarantined and destroyed.
- Operators, riggers and signallers hold recognised certification and are assessed as competent by Boafo Nsa.
- Overhead power lines: no crane works within [6] m of a line without ECG or NEDCo isolation or an approved control plan.

06 Temporary works

01 Each project appoints a Temporary Works Coordinator.

02 A temporary works register lists every item: formwork, falsework, scaffolds, trench support, propping, haul roads, cofferdams, hoardings.

03 Each item has a design or a recognised standard solution, checked by a person independent of the designer, with the check category based on risk.

04 Nothing is loaded until the Coordinator issues a permit to load after inspection.

05 Nothing is struck or removed until a permit to strike confirms the permanent works can carry the load, for example after concrete cube results.

06 Scaffolds are inspected before first use, every 7 days and after bad weather, with a tag showing their status.

07 Stop rules

Any person must stop a lift or loading if the plan has changed, the weather exceeds the limits, the ground looks unstable, the load is heavier than stated, signals are unclear or anyone enters the exclusion zone. The lift restarts only after the supervisor has reassessed it.

08 Review

The HSE Manager audits lifting and temporary works on each major project at least quarterly. This policy is reviewed at least every 12 months and after any lifting or structural incident.

END OF DOCUMENT