

## Lifting Devices Policy

Effective: September 2000

Reviewed: June 2017

Revised: June 2017

Signature/Position: Vice-President, Finance, Administration and Risk

## Applicable Legislation

*Occupational Health and Safety Act (OHSA), R.S.O. 1990*

*O. Reg. 213/91 19941 (as amended), Constuction Projects*

*O. Reg. 851 R.R.O. 1990 (as amended), Industrial Establishments*

## Relevant Standards and Guidelines

*Safety Code for Material Hoists, CAN/CSA-Z256 – M87 (R2016)*

*Hoisting and Rigging Safety Manual, Infrastructure Health and Safety Association. (R2012)*

## Applicability:

The Lifting Devices Policy applies to all University employees (faculty, staff) students and maintenance contractors who perform work with the assistance of lifting devices.

## Policy Statements:

1. The University shall provide appropriate training to all employees and students who perform work with the assistance of lifting devices and rigging.
2. The University will verify that all maintenance contractors hired to perform such work at University facilities are appropriately trained.
3. All fixed lifting devices on the Guelph Campus are to registered with Physical Resources so that preventative maintenance and annual safety inspections are completed.
4. All fixed lifting devices for the Regional Campus and University Research Stations are to be registered with the Facilities Manager, Office of Research so that preventative maintenance and safety inspections are completed.
5. Preventative maintenance and safety inspection programs shall be established for lifting devices as recommended by the manufacturer and the guidelines provided by the Canadian Standards Association (CSA). Appropriate records shall be maintained.
6. Lifting devices shall be inspected by a competent person prior to being placed in service, and thereafter on an annual basis or as recommended by the manufacturer.
7. Appropriate personal protective equipment (PPE) shall be used by all personnel involved in the performance of work with lifting devices.

## Glossary

Term

Lifting Device

Definition

A device that is used to raise or lower any material or object and includes its rails and other supports, but does not include a device to which the *Elevating Devices*

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Term	Definition
Rigging	<i>Act</i> applies. Accessories that include hardware, hooks, ropes, slings, rails and other components.
Competent Person	A person who, <ol style="list-style-type: none"><li>1. Is qualified because of knowledge, training and experience to organize the work and its performance;</li><li>2. Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work; and</li><li>3. Has knowledge of any potential or actual danger tot he health and safety in the workplace.</li></ol>

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[1] <https://www.uoguelph.ca/hr/page-category/policy>