



اتوریٹی کے بحفاظت
کھپیتے دان عالم سکیتز
Safety, Health and Environment
National Authority

SELF-ASSESSMENT CHECKLIST: LIFTING OPERATIONS AT THE WORKPLACE

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This self-assessment checklist is a tool to ensure that Employers, Occupiers and Principals have complied with the requirements for lifting operations in the workplace with respect to the Workplace Safety and Health Order, 2009 (WSHO, 2009), the Workplace Safety and Health (General Provisions) Regulations, 2014, and the Workplace Safety and Health (Construction) Regulations, 2014. These regulations are available on the SHENA website.

This checklist **only acts as a guide** and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Occupiers and Principals under the law. If you answer, 'No', you are advised to fix the gaps or hazards that you have identified at your workplace. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you always maintain a safe workplace.

This checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so. However, a copy of the filled-in checklist should be always kept by the HSE focal point of your company/organization.

SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).

GENERAL DETAILS

NAME OF COMPANY & OFFICE ADDRESS			
PROJECT TITLE			
WORKPLACE SITE ADDRESS			
DATE AND TIME OF LIFTING OPERATION		VALIDITY PERIOD OF LIFTING OPERATION	
TOTAL NUMBER OF WORKERS AT WORKPLACE		NAME AND PHONE NO. OF KEY CONTACT PERSON	
		EMAIL ADDRESS OF KEY CONTACT PERSON	

DETAILS OF THE LOAD TO BE LIFTED

DESCRIPTION OF LOAD(S)			
OVERALL DIMENSION		WEIGHT OF LOAD	

DETAILS OF LIFTING EQUIPMENT

TYPE OF LIFTING EQUIPMENT			
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MAXIMUM SWL		DATE OF LAST EXAMINATION					
		EXPIRY DATE OF CERTIFICATE OF LIFTING EQUIPMENT					
TYPE OF LIFTING GEAR (IF ANY)		ARE THE LIFTING GEARS CERTIFIED?					
SWL OF LIFTING GEAR		COMBINED WEIGHT OF LIFTING GEARS					
				YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
A	PROJECT DESCRIPTION						
1	Please tick the most appropriate description of your workplace:						
	i. Project involves lifting operations/procedures.						
	ii. Project involves the use of hoists and lifts.						
	iii. Project involves the use of lifting appliances or machines.						
	iv. Project involves the use of lifting gears.						
	v. Project requires a Permit-To-Work.						
B	HOISTS AND LIFTS						
2	In reference to the Section 19 of the WSH (General Provisions) Regulations, 2014: -						
	i. Has the hoist/lift been tested and examined after installation?						
	ii. Have the hoist/lift been issued and signed a certificate of test and examination (with specification of SWL)?						
	iii. Is the certificate of test and examination of the hoist/lift available (in case of inspection)?						
	iv. Has every hoist/lift been thoroughly examined by an authorised examiner at least once every six months?						
	v. Is every hoistway/liftway equipped with efficient protection in terms of a substantial enclosure fitted with gates?						
	vi. Is every gate for the hoistway/liftway fitted with an efficient interlocking device?						
	vii. Is every hoist/lift marked conspicuously with the maximum working load?						
	viii. Has the operator made sure that the load to be lifted has not exceeded its maximum working load?						
3	For additional requirements of lifts used in a factory: -						
	i. Are the efficient automatic devices provided and maintained?						
	ii. Is every cage on each side from which access is afforded to a landing, fitted with a gate with efficient devices?						
	iii. For the cage or platform of the lift which is suspended by rope or chain, is the cage or platform separately connected with at least 2 ropes or chains?						
4	For hoists and lifts which is not powered with mechanical power: -						
	i. Is the gate kept closed and fastened (except when the cage or platform is at rest at the landing)?						

		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
	ii. Has an authorised examiner conducted a thorough examination at least once every year?				
5	For a hoistway or liftway inside a factory building which passes through 2 or more floors: -				
	i. Has the hoistway or liftway been completely enclosed with fire-resisting materials (except the top)?				
	ii. Has it been ensured that all means of access to the hoist or lift are fitted with doors of fire-resisting materials?				
C	LIFTING GEARS				
6	In reference to the Section 20 of the WSH (General Provisions) Regulations, 2014: -				
	i. Has an authorised examiner tested and examined the lifting gear?				
	ii. Has an authorised examiner issued and signed a certificate of test and examination which specifies the SWL of the lifting gear?				
	iii. Is the certificate of test and examination available (in case of inspection)? Note that 6 i, ii, and iii do not apply to fibre ropes or fibre slings.				
	iv. Has an authorised examiner thoroughly examined every lifting gear at least once every year?				
	v. Has every lifting gear been annealed: - a. If in regular use, i. At least once every six months (in case of chains used in connection with molten metal or molten slag)? ii. At least once every year? b. If not in regular use, when necessary? Please note that this does not apply to the classes of lifting gear stated in section 20 sub-regulation (5) of the WSH (General Provision) Regulations, 2014.				
	vi. Has every lifting gear been checked to ensure it is not loaded beyond its SWL (except by an authorised examiner or an inspector for testing purposes)?				
7	The lifting gear: -				
	i. Has good construction, sound material and adequate strength?				
	ii. Is free from patent defects?				
	iii. Is properly maintained?				

		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
D	LIFTING APPLIANCES AND LIFTING MACHINES				
8	In reference to the Section 21 of the WSH (General Provisions) Regulations, 2014: -				
	i. Has an authorised examiner tested and examined the lifting appliance/machine?				
	ii. Has an authorised examiner issued and signed a certificate of test and examination which specifies the SWL of the lifting appliance/machine?				
	iii. Is the certificate of test and examination available (in case of inspection)?				
	iv. Has an authorised examiner thoroughly examined every lifting appliance/machine at least once every year?				
	v. Is every crane, crab and winch provided with a readily accessible and efficient brake or other safety device?				
	vi. Is every hand winch fitted with an efficient pawl that is capable of sustaining the SWL?				
	vii. Is every lifting appliance/machine conspicuously marked with its SWL and a distinctive number of other means of identification?				
	viii. In the case of a jib crane, does it have an accurate indicator which is placed to be clearly visible to the driver, showing the radius and SWL of the jib crane?				
	ix. Has it been checked if the load that is loaded in the lifting appliance/machine is within its SWL? (except for an authorised examiner or an inspector for testing purposes).				
	x. Is every lifting appliance and lifting machine adequately and securely supported?				
	xi. Does every equipment in section 21, sub-regulation 8 of the WSH (General Provision) Regulations, 2014 have good construction, sound material and adequate strength?				
	xii. For all rails on which a travelling crane moves, and every track on which the carriage of a transporter or runway moves: -				
	a. Have proper size and adequate strength?				
	b. Have an even running surface?				
	c. Have been properly laid, adequately supported, or suspended?				
	d. Have been properly maintained?				
	xiii. Has it been ensured that effective measures are considered to ensure the crane does not approach within 6 metres of any person at work in the factory which is on or near the wheel tracks of an overhead travelling crane?				
	xiv. Have effective measures been taken to warn regarding the approach of cranes to those above floor level who are liable to be struck by a crane (unless the work of the person is connected or dependent on the movements of the crane)?				

		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
	xv. Is it ensured that those operating lifting machines are trained and competent to operate? Or under the direct supervision of a qualified person (for a person in training)?				
	xvi. Is it ensured that the operator of the lifting machine is of the age of 18 years or above?				
	xvii. Is it ensured that the operator of the lifting machine is of the age of 18 years or above?				
	xviii. Does the lifting appliance or lifting machine: -				
	a. Have good mechanical construction, sound material and adequate strength?				
	b. Properly maintained?				
9	Register of lifting gears: -				
	i. Is the register containing particulars with respect to the lifting gears, lifting appliances and lifting machines (regulations 20 and 21) kept?				
E	MEASURES TO BE TAKEN TO PREVENT FALLS				
10	i. Is the register containing particulars with respect to the lifting gears, lifting appliances and lifting machines (regulations 20 and 21) kept?				
	ii. Has a substantial handrail been provided and maintained for every staircase in a factory building which has an open side?				
	iii. Has the open side of a staircase in a factory been guarded by the provision and maintenance of a lower rail?				
	iv. Has every teagle opening or similar doorway been: -				
	a. Securely fenced?				
	b. Provided with a secure handhold on each side of the opening or doorway?				
	v. Is every fencing properly maintained?				
	vi. Is every fencing kept in position? (In terms of when goods or materials are being hoisted or lowered at the opening or doorway)				
F	CRANES, EMPLOYEE'S LIFTS AND MATERIAL HANDLING MACHINERY				
11	In reference to the Part XV of the WSH (Construction) Regulations, 2014: -				
	Does the equipment: -				
	i. Have good construction, sound material and adequate strength?				
	ii. Free from patent defects?				
	iii. Properly maintained?				
	iv. Positioned and operated as to be stable?				

		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
12	In terms of capacity chart: -				
	i. Is the chart provided in the worksite where the crane capacity used is variable?				
	ii. Has the chart been posted and maintained in the crane to be clearly visible by the operator?				
	iii. Has the chart been set out in terms of the safe loads for various lengths of jib at various angles and radial distances?				
	iv. Has the chart been prepared and certified by an authorised examiner (unless it is furnished by the manufacturer or builder of the crane)?				
	v. Has the chart specified the safe loads with and without the use of outriggers?				
13	Have the equipment been thoroughly examined and inspected by a competent person or authorised examiner (in terms of a crane or employee's lift)?				
14	For handling of suspended loads:				
	i. Has the operator taken necessary measures to ensure the suspended load is not moved over any person in the work site?				
	ii. Has the employer/principal taken necessary measures to ensure loads which tend to swing or turn freely during hoisting are controlled by tag lines?				
15	Has the employer/principal taken necessary measures to ensure no person rides on the loads, buckets, skips, cars, slings or hooks of the machinery?				
16	Has the operator taken necessary measures to ensure that no load is left suspended on the crane or machinery when not in use?				
17	In terms of operators of employee's lift: -				
	i. Has the occupier ensured that no employee's lift is operated unless there is a designated person in charge as the attendant?				
	ii. Has the occupier ensured that no person other than the lift car attendant moves the car off the lift or opens the car door or gate?				
	iii. Did the lift car attendant ensure that the load is prepared for movement before causing the lift car to move?				
<p>NOTE: The checklist above is a compilation of requirements from WSH (General Provisions) Regulations, 2014, and WSH (Construction) Regulations, 2014.</p>					
<p>Prepared by: (Signature, Name, Designation & Date)</p>		<p>Verified by: (Signature, Name, Designation & Date)</p>			

**SHENA SEEKS THE SUPPORT OF ALL RELEVANT STAKEHOLDERS
TO ENSURE BRUNEI A SAFE PLACE TO WORK AND LIVE**

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