

TOOLBOX TALK INSTRUCTOR GUIDE

Topic: Lifting Operation Safety	Date: _____
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1. Introduction & Overview

Lifting operations require careful planning and control to prevent dropped loads, struck-by incidents, equipment failure, and serious injuries. This toolbox talk guides workers to recognize lifting hazards and follow safe practices during lifting activities.

2. Key Hazards of Lifting Operations

- Falling or dropped loads striking workers or equipment
- Overloading cranes, hoists, or lifting accessories
- Damaged or unsuitable slings, shackles, hooks, or lifting equipment
- Unstable or improperly secured loads
- Workers standing or passing beneath suspended loads
- Poor communication between the lifting team and equipment operator
- Contact with overhead power lines or nearby structures
- Uncontrolled load movement due to wind or other environmental conditions

3. Mandatory Safety Precautions

- Plan the lifting activity and confirm the load weight and lifting requirements
- Inspect cranes, hoists, slings, shackles, hooks, and lifting accessories before use
- Never exceed the rated capacity or Safe Working Load of lifting equipment and accessories
- Ensure loads are correctly attached, balanced, and secured before lifting
- Establish an exclusion zone and keep personnel away from suspended loads
- Maintain clear communication between the operator, banksman/signalman, and lifting team
- Stop the lifting operation if equipment is defective, communication is lost, the load becomes unstable, or conditions become unsafe

4. Required Personal Protective Equipment (PPE)

- Safety helmet with chin strap where required
- Safety footwear with suitable slip-resistant soles
- High-visibility vest or clothing
- Protective work gloves suitable for handling lifting accessories
- Safety glasses where required by the task or risk assessment

5. Emergency & Incident Reporting

- Stop the lifting operation immediately if an unsafe condition or incident occurs
- Keep personnel away from suspended or unstable loads
- Do not attempt to manually stabilize or approach an uncontrolled load

- Report damaged lifting equipment or accessories immediately and remove them from service
- Follow site emergency procedures and contact the emergency response team
- Report dropped loads, equipment failures, near misses, and lifting incidents to the supervisor/HSE team without delay

TOOLBOX TALK ATTENDANCE SHEET

Topic: Lifting Operation Safety	Date: _____
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Sr. No.	Name	ID	Company Name	Signature
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Toolbox Talk Conducted By:

Name: _____

Signature: