


 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	12.11.3 Cranes – Safe Work Procedure				
	Initial HIRA Score:	15	Residual HIRA Score:	5	Critical Task: No
	Program: 11.3				
	Revision Number: R0		Number of Pages: 4		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

SAFE WORK PROCEDURE

PROCEDURE

Operation Procedure

- All legislation and regulations must be complied with.
- Only licensed and qualified crane operators who have been properly instructed may operate the controls.
- Operators must be familiar with operator manuals supplied by the crane manufacturer. The manual must be available in the cab.
- Operator must complete the Operator Crane Logbook.
- All outriggers' beams (if equipped) are to be fully extended and outriggers pads are to be placed on a solid footing or blocking. All tires are to be clear of the ground.
- The boom angle, boom length and the load radius and the crane rated capacity must be known to the operator.
- Crane must be set up level.
- The lifting hook is directly above the load's center of gravity. Load weight must be known.
- Rigging must be correct for the task.
- Crane is set up level on firm, stable ground, or blocking. (Crawlercranes).
- Crane controls must be moved smoothly and gradually to avoid abrupt, jerky movements of the load. Slack must be removed from the slings and hoisting ropes before the load is lifted.
- Be sure that everyone in the immediate area is clear of the load and aware that a load is being moved.
- Do not make any lifts beyond the rated capacity of the crane, slings chains, rope slings, etc.
- Do not operate the crane if the limit switches (if equipped) are out of order, or if ropes show defects or wear.
- Make certain that before moving the load, load slings, load chains, or other lifting devices are fully seated in the saddle of the hook with the latch closed.
- At no time shall a load be left suspended from the crane unless the operator is at the controls with the power on.
- When two or more cranes are used to make one lift, the design of the lift shall be engineered, and communication shall occur through the designated signal person.
- The operator has total care and control of any lifts, and their decision is final and must not be influenced or pressured to make any lift they feel uncomfortable with.
- Weather conditions must be considered when making a lift.
- All cranes must be inspected annually, or more frequently as required, and recertified by a competent professional engineer.
- A JHA shall be completed for critical lifts.

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- Load charts must always be legible and visible to the operator.
- No material shall be stacked, piled, or stored within 1.8 meters (6 feet) of:
 - An opening in a floor or roof.
 - The open edge of a floor or roof or balcony.
- Material or equipment used on work platforms, roofs, and other surfaces must be adequately secured to prevent it from falling or tipping.
- Where there is a risk of falling objects, overhead protection must be provided. If this is not practical, the hazardous area must be barricaded with warning signs to prevent access. Entry must not take place in the area unless the overhead work is suspended.
- All materials must be adequately secured while being moved from one location to another.
- Special attention must be paid during structural steel erection. Nuts, bolts, and tools must be secured and properly stored at all times.

Uncontrolled force or energy caused by freezing, friction:

- When storing equipment in potentially frozen conditions use plywood, 2x4's or other material as a barrier between the equipment and ground.
- Conduct a JHA to ensure hazards have been identified and controlled.
- All personnel not directly involved in the hoisting must be clear of the operation.
- Use the right tools and rated equipment for the task.
- Always remain clear of the line of fire.
- Be aware of the potential for stored energy in any load.
- Plan your work.
- Back out /stop when unsure or at the limit of the equipment.

Landing or disengaging from load:

- Ensure chocks are available to land pipe to prevent rolling away.
- Ensure dunnage is available in sufficient dimensions and strength to land the load and safely extract forks or rigging components.
- Only land loads where the ground or surface can safely support the load without settling or shifting.
- Never stack multiple tiers of material unless the landing area can support the cumulative weight over time. Stacks may tip if they settle causing injury or damage.
- Confirm the capacity of racks, decks, or platforms (including trucks) before landing loads.
- Use signalers to assist in the accurate and safe placement of loads whenever the operator does not have a clear line of sight to all perspectives of the landing area.



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SAFE WORK PROCEDURE

Job Hazard Risk Assessment

Initial HIRA Score	Hazards	Controls	Residual HIRA Score
10	Training / Competency	<ul style="list-style-type: none"> All operators must be licenced and qualified as required. Operators must be competent for the crane they are operating 	5
10	Inspections	<ul style="list-style-type: none"> Ensure operator completes all pre-use, daily and other required inspections are they are logged. All inspections requiring an engineer are completed and logged 	5
20	Falling Objects	<ul style="list-style-type: none"> Ensure all workers involved in rigging are competent. Ensure no load is passed over a worker. If the load looks unbalanced as it comes off the ground stop the lift and re-rig 	5
10	Equipment overload/failure	<ul style="list-style-type: none"> Ensure equipment selected is capable of lifting the load. Ensure all equipment/lifting devices have been inspected before use. Equipment must be used within the operating parameters set out in the manufacturer's manuals 	5
8	Improper maintenance	<ul style="list-style-type: none"> All equipment must be maintained per manufacturer's instructions. 	5

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		<ul style="list-style-type: none"> All cranes must undergo any required maintenance inspections and repairs made by qualified technicians. 	
8	Failure to follow Regulations	<ul style="list-style-type: none"> All legislation, regulations and procedures must be reviewed on a regular basis by a competent person All procedures must comply with legislative requirements. 	5