

SAFE OPERATION OF OVERHEAD CRANES

Corporate Work Instruction

Hazards	Personal Protective Equipment	Tools & Equipment
Refer J.S.E.A.	Refer corporate PPE procedure. Operator, Dogman and those in the immediate area shall, where practical, wear a hard hat.	Lifting Gear

1. Operator must have certification as per the Safe Operation of Overhead Crane Procedure.
2. Before operating a crane the operator must ensure the crane test and maintenance certificates and records are current.
3. Fill in Overhead Crane Logbook.

The overhead crane logbook is to be completed by the operator to detail any faults or issues with the crane and record their use.

4. Pre- operational checks are carried out and include;
 - Crane is free of visual defects
 - Controls are in good condition, operational with legible markings
 - Ropes (not damaged)
 - Hooks (in good condition)
 - Runways (clear of obstacles)
 - Safety switches and interlocks are operational
 - Warning signs are in good condition
 - Lifting gear is in current certification and showing no signs of damage. If any lifting gear is out of certification or showing signs of damage, the lifting gear must be withdrawn from service. Defective lifting gear shall be tagged in accordance with the corporate procedure.
5. Check all brakes, stops and motion limits before lifting load.
6. No person shall operate or allow the operation of a crane that is either faulty or out of certification. Defective overhead cranes shall be tagged and isolated in accordance with the corporate procedure.
7. Report any crane or lifting gear defects to the coordinator.
8. Before undertaking complex lift a Complex Lift JSEA must be completed.
9. Place all signage and or barricading before commencing lift.
10. Recheck brakes after lifting load just clear of ground or landing to ensure no slipping.
11. Make sure people are clear of the load.

 Danger
  Caution
  Tag
  Environmental
  Permit
  Document

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12. Warn people of approaching load.
13. When lifting take up the slack gently and lift load vertically.
14. Lift the load using the centre of the hook where it has been designed to take the weight.
15. To correct any swing, travel in direction of swing and stop slowly.
16. Ensure hook or load is sufficiently raised to clear all objects in the area.
17. Never leave a suspended load unattended.
18. Do not allow any person to stand under a suspended load.
19. Never place the hook block on the ground or on the load.
20. Acceleration and braking motions should be applied gently to minimise load swing.
21. Call for assistance if you do not have a clear view of the load and work area.
22. Approach all end stops gently.
23. When leaving crane unattended or at completion of job;
 - (i) place controllers to neutral position
 - (ii) place main motion isolation switch to OFF position
 - (iii) Fill in logbook.