

# SAFE OPERATING PROCEDURES

## Truck Loader Crane

Workers require direct supervision until deemed competent



# DRAFT

This is the minimum PPE required. Use other PPE as determined by site policy and/or risk assessment.

### PERSONAL PROTECTIVE EQUIPMENT

- Hard hat must be worn when operating and preparing to operate the crane.
- Safety boots in good condition, properly laced, must be worn at all times.
- High visibility protective clothing must be worn.
- A tag line must be used to control the load.



### PRE-OPERATIONAL SAFETY CHECKS

1. The crane must be inspected prior to use to ensure good mechanical condition. Refer to operators manual.
2. Ensure that any inspection requirement for the crane is up to date.
3. Ensure that slings are in a safe and undamaged condition and are fitted with the current inspection tag.
4. Check the approved load chart and operators manual is available.
5. Locate and ensure familiarity with daily grease points, all machine controls and operations.
6. Ensure safety devices fitted are functioning properly.
7. Faulty or expired equipment must not be used. Report suspect machinery immediately by phone to manager.

### OPERATIONAL SAFETY CHECKS

1. Plan the lift. Identify the weight of object to be lifted. Ensure it is within lifting capacity (at applicable distance) of crane, refer to the load chart specifications.
2. Choose the best working position to place the vehicle. The optimum site would be a position that is as level as possible, is sturdy enough to accommodate the vehicle stabilisers/outriggers and provides unrestricted views of the unloading process.
3. After selecting the site, park the vehicle, apply the handbrake and chock the wheels if on sloping ground. Whenever possible, the vehicle should be level, but in any case no more than 5° inclination in any direction.
4. Before setting up work area, check surface condition, underground services and any site specific procedures. Ensure that the ground around the vehicle is stable and clear of tripping hazards. .
5. Barricade work area as necessary. Activate Hazard Lights and flashing amber beacon to alert other personnel.
6. Maintain a minimum distance of 4 metres at all times between any part of the crane or load and power lines.
7. Stabilise the truck ensuring outriggers make contact with the ground. Ensure the stabilisers are not overloaded and pads must be used at all times, even on concrete and tar seal, not just soft ground.
8. Establish clear path of travel for crane arm and unfold/extend crane to required length.
9. Select lifting gear as required. Inspection of all lifting equipment should be carried out by a competent person at least annually. Sling Load and attach tag lines if required.

**OPERATIONAL SAFETY CHECKS continued**

10. Ensure that the load is slung in a way that it will not shift in the sling when lifted. This will require careful consideration of the centre of gravity and balance.
11. Conduct a test lift approx. 300mm to ensure load is balanced, stable and sling angles are correct.
12. Lift and move load into position, ensure a steady movement of the load during slewing. Watch out for a change in stability as the load is extended.
13. Do not lift loads over any personnel. No person including the operator shall be positioned between the load and the vehicle at any time during lifting.
14. When the load is at the intended position, ensure the load is stable before releasing tension.
15. Fold crane away. Raise outriggers. Check that locks and catches are engaged. Reduce RPM, turn off P.T.O
16. Secure load with approved restraints. Ensure all hooks and loose items are secure. Check the height of the stowed crane before moving off.
17. Inspect all lifting equipment after use for signs of damage/ wear and tear. Tag out of service as required and report to supervisor.

**PROHIBITED OPERATIONS**

No person shall operate the crane without proof of basic competency training.

Do not lift the truck wheels off the ground with the stabilisers.

Never stand or walk under a suspended load or let anyone else do this.

Never leave a crane unattended with a load suspended.

Do not drag, or pull laterally with the boom.

Keep out of the danger zone at all times. The danger zone includes:

- The path of the crane’s components
- The path of the load
- The area beneath the suspended load; and
- Any potential crush area such as between the vehicle and the load.



Failing to observe these instructions at all times could lead to death or serious injury.

**POTENTIAL HAZARDS**

<b>Crane Tip over</b>	<b>Crushing person</b>	<b>Falling objects or load</b>	<b>Fumes</b>	<b>Weather</b>
<b>Hitting object</b>	<b>Equipment failure</b>	<b>Flying debris in eyes</b>	<b>Noise</b>	<b>Fall from truck</b>

<p><b>Worker to complete</b></p> <p>I have read and understood the SOP.</p> <p>I agree to comply with these procedures at all times.</p> <p><b>Name:</b></p>		<p><b>Supervisor to complete</b></p> <p>I have explained the SOP to the Worker, they’ve received adequate training and demonstrated basic competency.</p> <p><b>Name:</b></p>	
<p><b>Signed:</b></p>	<p><b>Date:</b></p>	<p><b>Signed:</b></p>	<p><b>Date:</b></p>

**TEMPLATE**

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