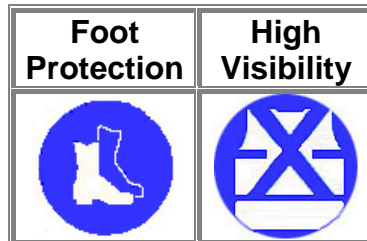


The instructions recommended within this document apply to normal risk conditions. If the Crane Truck is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment procedure for the Crane Truck

You must wear this personal protective equipment when doing this task:



Transporting Crane Truck:

- ✓ This truck can only be operated if it is in safe and sound operating condition
- ✓ No drugs, alcohol or smoking is permitted
- ✓ Driver must comply with all speed limits and road rules
- ✓ Rear vision mirrors must be adjusted to allow to reverse safely and reverse beepers must be operating
- ✓ Driver to wear seat belt when vehicle is in motion
- ✓ Ensure tailgate and load is secure and restrained correctly before moving
- ✓ Drive up and down inclines and never across, avoid turning truck on a slope

Safe Parking Operation:

- ✓ Choose the best working position to position the vehicle. The optimum site would be a position that is as level as possible, is sturdy enough to accommodate the vehicle stabilizer/outriggers and provide unrestricted views of the unloading process
- ✓ Do not impede road traffic and post reflective warning signs
- ✓ Apply handbrake and chock the wheels if on a sloping ground
- ✓ Park where there will be no obstruction to vehicles, site personnel or access ways
- ✓ Remove ignition key for safe keeping

Safe Crane Operation:

1. Place truck as close as possible to the loading area. Ensure handbrake is on.
2. Check ground condition to ensure the support is suitable to the maximum pressure exercised by the device
3. Ensure that the ground around the vehicle is clear of tripping hazards
4. Maintain a minimum distance of 4 meters at all times between any part of the crane or load and power lines
5. Know how to operate any safety devices particular for the crane, such as; safe load indicators, emergency cut – off, limitation of rotation and overload protection
6. Warm up engine and oil before lifting
7. Extend all outrigger supports until they are solidly placed on the ground (DO NOT LIFT TRUCK WHEELS OFF THE GROUND)
8. Ensure the outriggers or stabilizers are not overloaded and are blocked if on soft ground
9. Whenever possible, the vehicle should be level, but in any case, no more than 5 degrees inclination in any direction
10. The operator must not be positioned between the load and the vehicle at any time during lifting
11. Never stand or walk under a suspended load or let anyone else do this
12. Keep out of danger zones at all times which include; the path of the cranes components, the path of the load, the area beneath the suspended load and any potential crush areas

Safe Operating Procedure Crane Truck

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Phone: 07 5456 2664



13. Ensure rated capacity of crane is suitable for load
14. Always use a hook having the same or higher lifting capacity than the load
15. 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 center of gravity and balance
16. Carry out a trial lift slowly at first to check that the load is balanced
17. Ensure a steady movement of the load during slewing
18. Watch out for change in stability as the load is extended
19. **IT IS COMPUSLORY TO ENCLOSE THE WORKING AREA. NO ONE SHALL STOP OR PASS IN THE CRANE WORKING AREA**
20. Keep the suspended load in view at all times
21. Never leave a crane unattended with a load suspended
22. Oil and hydraulic components reach high temperatures during use. Do not touch.
23. Do not use crane during thunderstorms or in excessive wind
24. Use care when working near other machinery
25. Be aware of wet, soft or loose edges and don't operate close to open or compacted trenches or other excavations
26. When complete fold crane correctly into its cradle
27. Retract and stow outriggers and stabilizers
28. Ensure all hooks and loose items are secure
29. Check the height of the stowed crane before moving off
30. Refer to operator's manual for all other requirements

Inspection and Maintenance:

- Truck and mechanisms to be inspected and maintained regular in accordance with manufacturer instructions
- Operator to carry out daily inspections for damages or cracks to crane components, damage to hydraulic system, loosened screws, loose pins, faulty components, damaged slings or chains.
- Carry out any necessary service and maintenance

The above instructions must be followed at all times, if any of the instructions are not possible, contact the site supervisor for an assessment of safety requirements.

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Rollover of truck or loss of Load	Participants Operators Spectators Staff	Severity of Risk (S) – 3 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Operators to be verified as competent and must assess conditions. When traveling, Operator must maintain speed limits and make turns at a safe speed. Ensure no other person is in vicinity when crane is operating Ensure truck is on solid level ground before lowering stabilizer legs Ensure no persons are near truck before carrying out a lift Operator to stand as clear as possible from crane movement Operator to make sure crane load is not excessive for lift and for reach 	Each hire
Accidents on site	Participants Operators Spectators Staff	Severity of Risk (S) - 3 Likelihood of Risk (L) - 1 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Operators to check truck daily for tyre pressure, fuel and oil leaks Ensure no overloading Operator to be vigilant and ensure no other person is in vicinity when crane is operating 	Each hire
Collision	Participants Operators Spectators Staff	Severity of Risk (S) - 3 Likelihood of Risk (L) - 1 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Operators to make sure beacon and reverse alarm are working before starting to travel Check load height and plan any journey to avoid low bridges or low buildings obstructions 	Each hire
Fire	Participants Operators Spectators Staff	Severity of Risk (S) - 3 Likelihood of Risk (L) - 1 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Daily checks to verify existence of extinguisher and whether its full Engine to be turned off before refuelling and ensure fuel cap is replaced 	Each hire
Burns	Participants Operators Spectators Staff	Severity of Risk (S) - 3 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Allow engine to cool down before attempting any adjustments or checks Operator to wear gloves before touching hot engine for any reason Radiator not to be opened when hot 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.