


Safe Work Instruction	
Cranes	Issue date: 22 October 2008

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Example content:

Document no.	Work description Use of Overhead Gantry Cranes	
	Scope Applies to the use and the operation of a bridge or gantry crane that is controlled.	
Review date	References : AS4024.1 Safety of Machinery;	
Responsible supervisor	PPE and precautions	Competencies or qualifications Licences or permits required
<i>Insert name in BLOCK letters</i>	<p>Do not wear anything loose that could catch in the moving parts such as</p> <ul style="list-style-type: none"> • • • • • • 	<p>Operation of bridge or gantry crane must be authorised by the company.</p> <p>For other bridge cranes and gantry cranes, it is.</p> <p>Irrespective of whether the crane operator is required to hold a Bridge and Gantry Crane Operator's Certificate, the person who:</p> <ul style="list-style-type: none"> • Applies or • Give directions to the <p>Must hold a</p>
Tools and equipment required:		
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE		
Pre Operational Safety Checks 	<p>Before turning on the main switch you should check:</p> <ol style="list-style-type: none"> a) There are no maintenance; b) For damage or c) d) The control cabinet and crane isolating switch for danger tags or 'tripped' circuits – e) Maintenance personnel f) The power collector system has not been g) There are no broken electric collector h) Collector basket / buzz bars (if visible) for damage or excessive wear; i) All lifting equipment, such as Any defective equipment should be reported to the supervisor ; j) Hooks k) All access l) Storm brakes for m) Hoist ropes, anchorages, sheaves, winch <p>Before placing the crane in service you must:</p> <ol style="list-style-type: none"> a) Determine the safe working load (b) Unlock the main c) Check d) Make sure a suitable fire extinguisher; e) Make sure the cabin is clear f) Make sure ; g) Check ; h) Report any faults in i) Check the pendant j) Make sure the runways k) Operate the crane in each l) Check the effectiveness of the crane's brake. m) Test the operation of limit switches, and 	