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| Safe Work Instruction | Issue date: 02/06/08 |
| Manual Hydraulic Crane | Review date: 20/02/11 |


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| Document no. SMS-06-SW-1126 | Work description - Use of Manual Hydraulic Crane. | | |
| | Scope – Applies to all manually operated hydraulic cranes. | | |
| Review date 20/02/11 | References - (relevant SWMS, legislation, codes or practice, Australian Standards or manufacturer's manual) Chapter 5 of the OHS Regulation 2001 AS1418.1 - Design of Cranes, Hoists and Winches AS2550.1 - Safe use of Cranes, Hoists and Winches SMS-06-GD-0225 Plant SMS-06-GD-0403 Plant Risk Assessment | | |
| Responsible supervisor | PPE and precautions; | Competencies or qualifications; | Licences or permits required; |
| Line Manager | <ul style="list-style-type: none"> Safety Footwear (high ankle footwear or steel capped training shoes). Gloves. Hard hat. Safety glasses. Hearing protection. Long sleeved shirt. | <ul style="list-style-type: none"> When rigging - Intermediate Rigger (RI) WorkCover Certificate. When Slinging or controlling loads a Dogging (DG) WorkCover Certificate. Backsafe training | N/A |
| Tools and equipment required – Steel ropes, slings, hooks, attachments. | | | |
| IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT . | | | |



Warning: Check that steel ropes, slings etc are tagged and in date.

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| Site / job planning | <ul style="list-style-type: none"> Have first aid kit readily accessible. Follow all worksite procedures, e.g. Induction, Pre–Work Brief. Conduct a pre-work brief, including the following – consider the job, the environment and the weather. |
| Pre – start checks | <ul style="list-style-type: none"> Competent rigger to check that crane is in good order including that the SWL is appropriately denoted on the equipment. Competent rigger to check ram, hoses, and hook are in serviceable condition. Competent dogger to check slings, ropes etc that they are tagged, in date and serviceable. Competent rigger to check if crane works properly. This includes checking for leaks and that all pivot bolts are in serviceable condition. |

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| Using the Hydraulic Crane | <ul style="list-style-type: none"> Select solid, even placement area for crane. Competent rigger to secure crane to solid surface / structure using high tensile bolts and nuts, as per manufacturer's instructions. Be careful when lowering load that everyone is clear and not to lower load too quickly. A 20m exclusion zone with the use of lookouts is to be used when using the crane at heights, otherwise a 5m exclusion zone shall be implemented in other situations. <p>NOTE: The following is to be observed while using the crane on a bridge at any height:</p> <ol style="list-style-type: none"> While using the crane, STOP and BLOCK facilities are to be placed to exclude trains from bridge. Channel markers are to be placed on the bridge. A roaming boat is to be manned in the water. Signage is to be placed on the bridge denoting that work is in progress overhead. A lookout is to be placed on the deck to enforce the 20m exclusion zone. |  |
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|  | Warning Be careful when slewing crane jib that everyone is clear of crane. | |
| Care and storage | <ul style="list-style-type: none">After use stow crane in appropriate area or container. | |
| Inspection and maintenance | <ul style="list-style-type: none">Conduct maintenance as per manufacturer's instructions by a competent rigger.Get an authorised dealer to carry out any repairs required.Maintain inspection and test records in accordance with SMS-16-SR-0057 Inspection and Testing and SMS-05-SR-0027 Records Management. | |
| Additional controls | | |