



Note: Personnel carrying out this operation must not use their mobile phone whilst carrying out these activities. Personnel must have a licence to operate a Franna with a capacity in excess of 3t. Person slinging/dogging must be trained and qualified.

	Activities	Procedures	Hazards/Risks	Controls
1	Check crane controls and lifting gear	Operate crane controls to ensure that they work correctly	Crane is not functioning properly	<p>Ensure you are adequately licensed and experienced in the operation of the machine. Check and test all controls including basic movements, reverse beeper and revolving light to ensure that they operate properly and check tyre pressure.</p> <p>Check lifting gear i.e. ropes, sheaves, chains, and shackles to ensure those chosen have been inspected and tagged, and (in the case of webbing slings) have not been stored near chemicals. Any defective or damaged lifting gear must NOT be used. Inspect wire rope slings and look for broken or worn wires, loose or corroded or distorted wires or abuse such as kinks. Faulty gear should be rendered inoperable and disposed of by the Supervisor.</p> <p>Check that cable is not damaged on reel of crane.</p> <p>Complete log book daily checks and ensure that Franna has been serviced at intervals required by supplier/manufacturer.</p> <p>Should the crane not operate properly, do not proceed until Supervisor instructs you to however Supervisor must confer with Managing Director if crane appears to be faulty and to document fault in Works Diary. Repair to be arranged. Workers are not to perform makeshift repairs themselves on the crane.</p>

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2	Getting on and off the crane	Use the assistance inbuilt on the crane to get on and off safely	Slips, trips and falls	Always maintain three points of contact when entering/leaving the crane. Only use steps and hand holds provided on the plant. Do not jump off the crane. Wear non slip boots.
3	Confirm SWL of crane and destination	Estimate weight to be loaded and ensure that this is within Safe Work Load (SWL) of Franna crane's capability, and ensure the destination is clear and not sloping severely	Crane failure or tip-over, or sling damage or loss of load. Destination is not clear of obstacles, or other workers. Gradient of destination area can cause tipping of crane.	After estimating weight of load, only proceed if load is within capability of the slings and lifting capacity (SWL). Do not operate crane on a slope. Clear destination area and warn others to stay clear. Consult with Supervisor if destination area is sloping severely.
4	Team up with Dogman	Determine which person will dog the load	Dogman not trained or not available	Trained dogman must be available to communicate with operator, or else do not proceed until Supervisor instructs you to however Supervisor must confer with Managing Director if a suitable dogman is not available.
5	Sling load	Insert sling “around load”	Load moves or rolls during slinging causing manual handling strain	Ensure adequate clearance between body and load being slung, wear leather gloves, hard hat and keep hands clear.

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			or injury or pinching of body parts or head injuries.	<p>Avoid trying to move the load manually.</p> <p>Place hook over the load's centre of gravity and position the hook at a suitable height to connect the lifting gear safely.</p> <p>Ensure eye of sling fits freely over the hook and that sling is not twisted.</p> <p>Keep all hands clear before releasing tension from the crane and lifting gear.</p> <p>When load has stabilised, assess if there is any possibility of the load slipping, tipping or falling.</p> <p>Particularly with webbing slings - ensure that there is padding between slings and load to protect sling against wear</p>
6	Clearing the pathway	Check that path of load travel is clear and safe	Trips or slips on oily surfaces	Ensure any grease or oil is removed from the intended path of travel and that no obstacles are present and lighting is adequate
7	Ensure persons assisting are safe and there are no other people in the working area	Check with eye/verbal contact with person assisting and ensure he is not anywhere between the load and the crane	Load or vehicle strikes person or other materials	<p>Ensure operator is not distracted and anyone assisting is in clear sight of operator, wearing high visibility clothing and hard hat and that no one is working under the load and that the load is not swinging over others. Gain the attention of the receiver before moving the load. Ensure both parties are communicating.</p> <p>All assisting individuals and other nearby personnel are to position themselves clear of any moving parts while the crane is in use. Operator and Dogman to watch for other individuals coming too close to the working area of the Franna.</p> <p>Always work within site speed limits</p> <p>Dogman and other nearby individuals to be aware of locations of emergency stop buttons on the crane and to use them if required.</p>



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8	Move and transfer load	Operate crane to transfer the load	Load slips away out of sling or chains become damaged Damage to crane	Ensure sling is balanced and load is centrally placed and tighten chains before lifting When handling loads that are approaching maximum capacity, test the brake by lifting the load just off the ground. Do not leave loads suspended without supervision.
9	Place load	Lower and place load	Obstructions at unloading point Unstable stack Hook and pendant hanging down Jamming or crushing injuries Damage to sling	Make sure placement area is clear Stack load level and ensure that it cannot roll Make sure hook and pendant are clear person's height Ensure all body parts are clear before releasing tension from the crane and lifting gear Ensure the load is not slammed against other surfaces
10	Unsling load	Undo sling to unsling loads	Load moves or rolls during unslinging causing manual handling strain or injury or pinching of body	Ensure adequate clearance between body and load being released from sling, wear leather gloves, avoid trying to move the load manually

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			parts	
11	Leaving Franna	When no longer operating Franna	Franna can be moved by unauthorised personnel or Franna can move without operator	<p>Never leave keys in ignition while Franna is unattended and always ensure brakes are engaged to stop Franna from moving without operator in charge.</p> <p>Do not leave load on vehicle when crane is not in operation.</p> <p>Do not park on a slope.</p>

- Personal Protective Equipment that must be used: High visibility clothing for driver, leather gloves, protective footwear and hard hat for anyone assisting

This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

Bundy No.	Name	Signature	Date

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