

## Purpose

This document defines the minimum requirements when conducting lifting and crane activities. Lifting operations must be planned and managed by competent workers using fit-for purpose equipment in a manner that minimises the risk of injury to personnel or damage to facilities.

## References

1. Procedure – Training and Competence
2. Operator Instructions: Safety Check Record

## General Requirements

The responsible supervisor must:

- ensure appropriate controls are in place to manage the risks of lifting activities; and
- where applicable, engage competent personnel to provide expert advice for complex lifts.

A Lift Controller is the designated single-point of accountability, assigned to all non-routine and complex lifts responsible for making sure the lift is executed to plan and in accordance with requirements. The Lift Controller must:

- have the appropriate level of training, competency and experience for the different types of lifts being conducted (complex, non-routine and routine) to provide them with a high level of knowledge in the hazards that exist;
- not have a dual role in the lifting task. (i.e. only observe the lifting task);
- monitor the lift area and have clear lines of communication with all personnel involved in the lifting task;
- stop lifting operations when there are unsafe activities or conditions observed; and
- ensure the lift is executed to plan and in accordance with requirements.

## Training, Assessment and Authorisation

The Overhead Crane is limited to 3 motions (North-South, East-West, Up-Down). Safe crane use by an experienced operator is mandatory. Specific competency tickets are not required. Refer to [procedure Training and Competence](#).

## Equipment Mobilisation

Equipment used must comply with the requirements of the company and those set out in this section.

- Evidence that equipment has been designed, tested and inspected as per AS2550 / AS1418.
- Crane must have an OEM maintenance manual and evidence that it has been maintained to these requirements.
- Crane must have an operation manual, pre-start checklist and load chart written in English that is available in the crane.
- All lifting equipment must be inspected on arrival to confirm it has been tested and certified by the manufacturer or a suitably qualified tester. Uncertified lifting gear must not be used.
- Lifting lugs must be visually inspected before use to confirm that they meet the design intent and are capable of supporting the load. Cracking of the attachment weld or area surrounding the lug, significant corrosion, bending or distortion may render the lug unserviceable.

## Maintenance and Inspection

Third party yearly inspections must comply with regulatory requirements. e.g. Crane Safe certificate or record of statutory inspection. Refer to annual Service Report.

**Crane Daily Use Checklist** - For all cranes a pre-start inspection must be performed at the start of each work shift and records of this pre-start must be kept.

- 1) Check operation of pendant emergency switch.
- 2) Check condition of pendant case, switch operation, cable and strain relief wire.
- 3) Check operation of hoist limits- top and bottom; while rope is down visually inspect it for damage.

- 4) Check hook safety catch operation.
- 5) Check operation of hoist and travel brakes; check operation of travel limits if fitted.
- 6) Check the lifting gear you will be using for damage.
- 7) Record the daily check on “[Operator Instructions: Safety Check Record](#)”
- 8) If you have **any** doubts about the crane, hoist or the gear to be used to lift **ADVISE** the relevant person.

**Routine Inspection** - Routine inspections of all cranes and lifting equipment must be performed in accordance with Australian Standards, based on the operating frequency of the equipment and in accordance with original equipment manufacturer instructions for items affecting safe operations.

All lifting equipment is to undergo a brief safety assessment prior to use. If the lifting equipment is deemed faulty, damaged or unsafe it shall not be used. Any equipment identified as being damaged or out of certification must immediately be:

- tagged out of service; and
- repaired and/or re-certified; or
- disposed of and removed from equipment registers.

Lifting equipment is assessed by our external contractor at least annually.

**Modifications** - Modifications to all lifting equipment and cranes must be approved & recertified by a competent engineer and follow company procedures.

**Record Keeping** – Crane Service reports are stored in OneDrive > STORAGE > Equipment Register > Cranes

Maintenance records are currently stored with our supplier, All About Lifting & Safety, for Chains and Slings:

Equipment register: <https://allaboutlifting.coreinspection.com/>

Username: [sam@cathodicanodes.com.au](mailto:sam@cathodicanodes.com.au)

Password:

### Lift Planning

All lifts will be assessed to determine whether a lift is routine or non-routine. The vast majority of our lifting involves moulds and anodes.

**Routine Lifts** -A routine lift is identified as any lift that uses a single crane or lifting device and basic rigging practices.

#### Non-Routine Lifts

A non-routine lift is identified as:

- lifts of operating plant
- lifts using more than one lifting device. i.e. a single crane and/or Multiple Mechanical Devices (MMD) for balance/positioning (i.e. chain blocks/come-a-longs)
- lifts of fragile loads or loads with offset / high centre of gravity
- lifts in confined spaces
- blind lifts

This procedure does not cover complex lifts. This would be part of a single one-off assessment based on the complexity of the lift.

### Lifting Operations

Personnel must not put themselves in the line of fire and be restricted from the lift area and drop zone during lifting operations. Controls to restrict access may include but not be limited to the use of spotters, cones or barricading tape.

## Procedure: Lifting and Crane Use

A competent person must:

- select suitable lifting equipment for nature and complexity of lift;
- check all lifting equipment prior to all lifts;
- ensure that the load clears all obstructions;
- respond appropriately to overload limiting (interlock) device alarm triggers; and
- where safe to do so, control the load by an appropriate means, e.g., tag lines, push/pull poles, snares.

All reasonable care should be taken to prevent side loading. Crane operators shall not conduct any alternate duties whilst in control of the crane.

All uncontrolled load movements shall be reported to supervision immediately.

Prior to commencing a lift, consideration should be given to environmental conditions (lightning, rain, light).

Lifting equipment, including lifting chains, must not be used for towing. Any equipment used for towing or recovery activities must be easily identified and stored in a separate area to the lifting equipment.

**Lifting with Overhead Travelling Cranes (OHTC)** - When attaching lifting gear or lifting beams to a hook a mouse screw pin shackle or safety pin shackle must be used to provide a secondary securement method which secures the screw pin from rotation or loosening.

After use, when parked, the OHTC must have all lifting equipment removed from hooks and be raised to a position where it is clear of other operations.

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