

SOP - Overhead Gantry Crane

DO NOT use this plant* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



Hand protection must be worn



Head protection must be worn



High visibility clothing must be worn

POTENTIAL HAZARDS AND RISKS

- i Entanglement**
Entanglement in moving parts
- i Shearing**
Body parts sheared between items of plant
- i Struck by Moving Object**
Struck by moving object due to work pieces being ejected
- i Other**
Exposure to toxic fumes
- i Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
- i Crushing**
Crushing due to material falling off plant
- i Manual Task Injury**
Manual task injury from incorrect manual handling techniques

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure floor is clear of obstacles and clean of grease
- ✓ Ensure the path of travel is free from obstructions

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Ensure items to be lifted are stacked correctly, balanced and secured
- ✓ Place hook over load's centre of gravity
- ✓ Position hook at suitable height to connect lifting gear safely
- ✓ When lifting take up the slack gently and lift load vertically
- ✓ Lift the load using the centre of the hook where it has been designed to take the weight
- ✓ To correct any swing, travel in the direction of swing and stop slowly
- ✓ Ensure hook or load is sufficiently raised to clear all objects in the area
- ✓ Acceleration and braking motions should be applied gently to minimise load swing

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Place controllers to neutral position
- ✓ Place main motion isolation switch to OFF position
- ✓ Fill in log book
- ✓ Store slings in a clean dry area away from chemicals
- ✓ Ensure plant is in good working order

DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not exceed Safe Working Load of crane
- ✗ Do not reverse a motor before it had come to rest
- ✗ Do not pull or drag suspended loads at an angle
- ✗ Do not place hook block on the ground or on the load
- ✗ Do not allow loads to drop when the chain is in a slack condition
- ✗ Do not transport persons on crane
- ✗ Do not allow any person to stand under a suspended load
- ✗ Do not pull free fixed or obstructed loads from chain
- ✗ Do not leave suspended loads unattended
- ✗ Do not use the chain as a load bearing sling
- ✗ Do not subject pendant to inappropriately mechanical loads
- ✗ Do not use mobile phone while operating plant

*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.