

## SOP – Plant Lifting equipment

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

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



### OTHER SIGNAGE



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

**Licence or VOC Required: Yes = VOC**

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated where necessary
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented

- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

#### Tools & equipment required

- ✓ Selected Lifting equipment
- ✓ Chains or slings
- ✓ Anchors

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task

- ✓ Ensure adequate lighting
- ✓ Ensure Engineer certified lifting points are used

### Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Check for other workers when moving a machine
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Put padding between any sharp edges and slings and chains
- ✓ Ensure load is evenly balanced
- ✓ Lift load
- ✓ Use chocks and/or brakes to stop load from shifting or rolling
- ✓ Take care when lowering load not to jam slings or chains

### For cut concrete blocks

- ✓ Install approved lifting lugs prior to lift

### Ending Operations / Housekeeping:

- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

### DO NOT!

- ✗ Use if plant is faulty. Tag-out and

### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

### Worker sign-off

Refer to Worker's induction file for signed documents

- ✗ report fault to your supervisor
- ✗ drag slings and chains from under load.
- ✗ exceed the capacity of the lifting equipment.
- ✗ get under a raised load.
- ✗ leave a suspended load unattended.
- ✗ overreach, especially to the side.
- ✗ overload trucks.
- ✗ exceed the lifting capacity of the machine
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Use mobile phone while operating plant
- ✗ Alter this SOP without Management approval

### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
  - [First aid in the workplace](#)
  - [Work health and safety consultation, co-operation and co-ordination](#)
  - [How to manage work health and safety risks](#)
  - [Managing the work environment and facilities](#)
  - [Electrical safety Working near overhead and underground electric lines](#)
  - [Managing risks of plant in the workplace](#)
- Standards
  - AS 1319 Safety signs for the occupational environment
  - AS 2293 .2 emergency evacuation
  - AS 2444 fire extinguishers
  - ISO45001 OH&S management systems
  - ISO 31000 Risk management