1. SAFE WORK PRACTICES - USING THE OVERHEAD WORKSHOP CRANE

1.1 Before commencing work check that:

- The operator planning to use the crane has completed appropriate training, if not sure check with Workshop Manager.
- Check remote buttons and stop switch.
- Disengage E stop
- Complete a visual inspection of the winch lift unit, chains, wire rope, shackles.
- If there are any concerns with any part of the crane, do not operate and report it to the workshop manager immediately.
- First person to use the crane for the day needs to complete the prestart logbook.

1.2 Wear appropriate PPE

1.3 Using the Crane

- Plan your lift, connection or lift points, check that load does not exceed lift capacity.
- Check that the travel path of the object is clear.
- Check that the load is secure
- If using the pallet lift, make sure that the item on the pallet is well secured. For heavier items it is always better to lift the item itself where possible.
- Make sure any other personnel in the area are aware of your intended lift and know to keep clear
- Always sound horn before travelling crane.
- The lift hook must be above the load and check that the load is balanced.
- Movement of the crane should always be slow and steady, to avoid load swing.
- Keep a lookout for pedestrians and new obstructions during lift operations.

1.4 At the completion of the lift check that:

- The load is disconnection / unhooked
- The crane is parked out of the way.
- Estop is engaged
- Remote is returned to its storage location
- If there have been any concerns /problems/faults report them to the workshop manager

Remember if you are unsure, ask for advice