



Standard Operating Procedure

Procedure Name:	Control of shared lifting equipment		
Author:	Steve Smallman		
Approved By:	Albie Wheeler		
Version	1.0	With Effect from	1/1/12
Review Date	1/1/13	Document Number	SOP 09
Risk Assessment	Name	RA SOP 09 Management of shared lifting equipment	
	Date	6/8/12	

1. Aim of procedure

To identify and formalise the risks and control processes involved in managing shared lifting equipment.

2. Scope of application

This procedure applies to all Wheeler Cranes personnel using the pool of shared lifting equipment.

3. References

Various AS regarding inspection of lifting equipment.

4. Pre-requisites

Dogmen undertaking this work must hold a National Certificate of Competency/High Risk Work Licence as a dogman.

5. Procedure

Each Wheeler Cranes crane and vehicle will be supplied with a standard load of lifting/tie down equipment. While suitable for most tasks, additional items of high cost or items which are used rarely are held in a central pool of lifting equipment and stored on racks in the workshop area.

Specific procedures are:

1. The rigging supervisor will arrange inspection of the pool equipment each month in accordance with SOP 10 Inspection of lifting equipment.
2. The allocator will assign lifting equipment to each task. The allocator will monitor number of items assigned to ensure we hold sufficient stocks, and if necessary arrange cross hire of items to facilitate having sufficient items on hand for demand.
3. Crane crews will review call orders as part of their daily work flow and take the items necessary to complete the task assigned. If the crew considers they need additional equipment to undertake the task, they are to discuss with the allocator/on call duty officer.



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4. Each peg of the lifting equipment rack is tagged with the equipment that is assigned to that peg (e.g. 4 x 1.3t Swiftlifts). Unless specifically instructed otherwise, personnel are to take all items from a peg, replacing the items with a white tag showing their crane number.
5. White tags identify which crane has the items of shared lifting equipment.
6. Orange tags identify that a crane has one or more items of shared lifting equipment.
7. When crane crews take a white tag to place on the peg, they must also take the appropriate orange tag and place it on the key ring of the crane.
8. When removing lifting equipment from the rack, crane crews are to ensure that the equipment is tagged with the appropriate colour tag for the current month.
9. When removing lifting equipment from the rack, each item of equipment is to be inspected and the crew are to confirm that the equipment is in a safe operating condition prior to placing the equipment on their crane.
10. Equipment is to be used in accordance with Australian Standards.
11. Any defect or damage to equipment during use will render that item of equipment as suspect and must result in the item being immediately removed from use. Damaged or defective equipment is to be reported immediately on return to the depot so that repair, rectification or replacement can be arranged.
12. On return to depot, lifting equipment is to be returned to the appropriate peg and the white tag returned to the board. Once all items have been returned to the pegs and all white tags returned to the board, the orange tag must be removed from the key ring and placed on the board.

6. Approval

Albie Wheeler
Managing Director
13/9/12



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7. Acknowledgement

Name	Signature	Name	Signature



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