

## Safe Work Instruction - 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 SWI 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 SWI refers to any machinery, equipment, appliance, container, implement and tool.