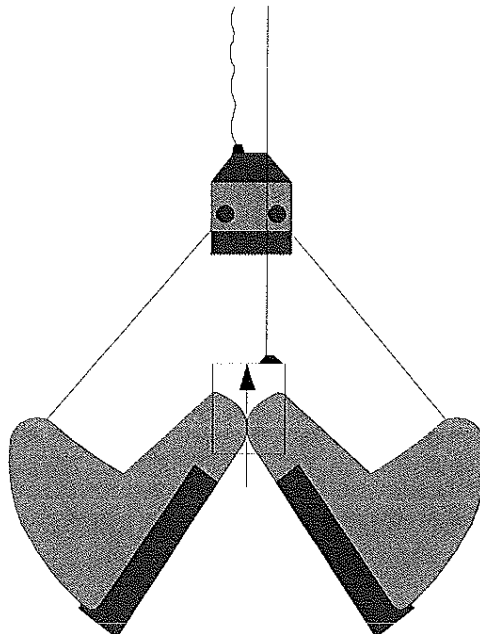


# SAFETY INSTRUCTIONS

## For LORRY

### LOADER (HIAB / GRAB)

## OPERATORS SAFETY PACK



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**OPERATORS NAME:** \_\_\_\_\_

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## Site Contact List

Site Name & Address:

1. CLIENTS REPRESENTATIVE  
( Managers Name: ) Office:  
Email:
  
2. CONTRACTS MANAGER  
( Managers Name: ) Office:  
Mobile:
  
3. SAFETY ADVISOR  
( Advisor's Name: ) Office:  
Mobile:
  
4. OUT OF HOURS  
( Supervisors Name: ) Office:  
Mobile:
  
5. EMERGENCY SERVICES 999

# SAFETY INSTRUCTIONS

## For

# LORRY MOUNTED CRANES

## &

# HIAB / GRAB OPERATORS

### 1. Introduction

The following Health & Safety Instructions must be followed in order to ensure the safe operation of lorry mounted cranes and Hiab / Grab operations.

### 2. Safe System of Operation

#### 2.1 Pre-use checks

Inspect all lifting accessories to ensure that they are fit for purpose and the date on the test certificate confirms that the lifting accessories have been inspected within the last six months.

Carry out visual check of the lorry and lifting appliance to ensure that the machine is fit for purpose.

Position / park the vehicle safely for the task and ensure that no part, of the appliance, or the load is likely to extend beyond the site safety barriers.

Check safe clearance with any overhead power lines and adjacent structures. Check

the load to be lifted does not exceed Safe Working Load (SWL), which will be marked on the boom / jib.

#### 2.2 Operation of the Equipment

Engage vehicle hand break.

Look all around before and during operation. Engage

Power Take Off (PTO) correctly.

Ensure site/ground conditions are firm, level and uniform. Extend out-riggers fully and lock into position.

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Check that the machine is level and stable. If the ground is suspect, or if the out riggers are to be placed over gas / water mains or other sensitive below ground apparatus, suitable grillage must be placed under each out rigger to reduce the ground area loading.

Check position of load and radius of movement.

Extend boom sections progressively and lower boom smoothly. Slew boom smoothly and position hook/bucket over load.

Lifting accessories must be attached to the load, by a qualified Slinger Signaller / Banksman.

Lift load slightly and check security of load, and warning or overload devices. Place load correctly in its *off*-loading position (will it need support?)

When task is complete, retract and lock boom in travel position.

Retract out riggers and lock into position.

Disengage PTO correctly.

### 3. Operators Routine Check List

#### Daily

Make visual check that the machine is in good order.

Make sure that the controls are free and that they return to the neutral position.

Carry out checks or maintenance recommended by the manufacturer.

Put the unloaded machine through its movements, checking for smooth operation and condition of hoses, cylinders etc.

Check for leaks periodically during the shift and use spill kits if any leak is detected.

Report any defects to your supervisor.

Check any warning or overload devices.

#### Weekly

Check hydraulic oil level.

Make sure that a clean container and funnel is used for topping up with the correct grade of oil.

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Make sure that the hook complies with LOLER and that the safety catch etc., is working and is not strained or worn.

Check all anchorage points on swivel axles, keep plates etc.

Fill out Register for Examination & Inspection for Lifting Appliances & Lifting Equipment (formerly F91) and enter any defects and notify your supervisor to initiate corrective action.

**6 Monthly**

Make sure that the hydraulic filter is in good condition and that it has been replaced.

**IMPORTANT**

Always park the boom in the parking support - where one is provided- or otherwise, lock the boom mechanically, in the correct position, before driving the vehicle.

**DO NOT**

1. Do not slew crane without first making sure that crane arc is clear.
2. Do not slew until the load has cleared off the ground, keeping the load as near to the ground as possible before lifting onto the vehicle.
3. Do not operate the boom over and above parked vehicles.
4. Do not operate the boom over and above the cab of the lorry.
5. Do not forget to replace extension boom centrally after folding.
6. Do not walk or stand under a stationary load.
7. Do not exceed the Safe Working Load (SWL) given on the load capacity plate.
8. Do not tamper with any of the hydraulic control valves.
9. Do not load or unload below or in the vicinity of overhead electric cables and never within 9 metres of the centre line of pole-mounted cable, and 15 metres from an electric pylon.
10. Do not use the grab bucket to lift road plates.

**ALWAYS WEAR A SAFETY HELMET WHEN CARRYING OUT OR WORKING NEAR ANY LIFTING OPERATIONS.**

**When in doubt:**

- a). Consult the manufacturers handbook
- b) Ask your supervisor
- c) Report any Hazards or Near Misses

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SUMMARY OF RISK ASSESSMENT AND CONTROL MEASURES TO ELIMINATE OR MINIMISE RISKS DURING LIFTING OPERATIONS

ACTIVITY	HAZARD	WHO MIGHT BE HARMED			Perceived Risk	CONTROL MEASURE	AUDIT MEASURES	Residual Risk
		Contractor	Client	Public				
Loading / Unloading	Dropping Load	YES	YES	YES	LOW	Use certified lifting sling. Use brothers to lift pipe. All lifting accessories must be fitted by a qualified Slinger signaller / banksman. Taglines to be fitted at each end of load and controlled by one man at each end.	Supervisor must ensure full compliance with control measures.	LOW
Working close to buried LV / HV Electric cables	Fatality Electric Shock Burns	YES	YES	YES	LOW	Supervisor must ensure that the lorry loader / crane driver is aware of the position of buried plant, and that approved grillers are placed under outriggers.	Supervisor must ensure compliance with controls.	LOW
Working on public Highway	Vehicle collision Fatality Body Injuries	YES	YES	YES	LOW	Comply with Site Rules and site speed restrictions at all times	Supervisor must ensure compliance	LOW

Internal Use

**SUMMARY OF RISK ASSESSMENT AND CONTROL MEASURES DURING LIFTING OPERATIONS**

ACTIVITY	HAZARD	WHO MIGHT BE HARMED			Perceived Risk	CONTROL MEASURE	AUDIT MEASURES	Residual Risk
		Contractor	Client	Public				
Access/Egress	Road traffic accidents	YES	YES	YES	High	Comply with Highway Code, Banksman to guide driver	Operator to follow instructions of banksman	LOW
Lorry Loaders Working near or under overhead power lines.	Striking overhead cables	YES	YES	YES	High	Consult with Electricity Co. Site loader on firm surface Banksman to ensure fully extended jib is less than 9 metres away from lowest and nearest cable	Banksman to ensure full compliance with controls.	LOW
Working in vicinity of gas pipelines	Fatality, burns, body injuries	YES	YES	YES	High	Comply with company procedures.	Site supervision to ensure full compliance with controls.	LOW



Internal Use

### REGISTER OF EXAMINATION & INSPECTION OF LIFTING APPLIANCES & LIFTING

#### RECORD OF LIFTING ACCESSORIES

Serial or Identification No.	Description e.g. D shackles, Webb slings, chains	Test Certificate No.	Date of Issue	Re-Inspection Date	Vehicle Reg. No.

Internal Use

DETAILS OF WEEKLY VISUAL INSPECTION OF LIFTING APPLIANCE

Date of Inspection	Details of any corrective action required	Name of Inspector	Signature of Inspector

Internal Use

DETAILS OF LIFTING APPLIANCE / EQUIPMENT WITHDRAWN

Date Withdrawn	Reason for Withdrawal	Withdrawn by (Print Name)	Signature

Internal Use

### COMPLIANCE WITH LOLER AND PUWER 1999

Every lifting appliance and all lifting accessories must be inspected before work at the start of every shift, after any event that could affect the safe working or any other activity that could render the equipment 'UNFIT FOR PURPOSE'. A full visual inspection and report is required weekly in the attached register.

#### CHECK THAT:

1. A competent person has been appointed in writing.
2. The site is secure at all times, particularly with regards to children when lifting appliances are in use.
3. All overhead electric cables and other apparatus and buildings have been identified and goal posts etc, have been installed.
4. The stability of other structures adjacent to and buried below the lifting appliance has been considered and suitable and approved (by the utility concerned) precautions taken.
5. Only certified plant operators are permitted to operate and visually inspect lifting appliances and lifting equipment.
6. Only trained and certificated Slinger Signaller / banksmen are to fit lifting accessories on to loads that are to be lifted.
7. All lifting appliances and lifting equipment must be 'FIT FOR PURPOSE' for the work to be undertaken.
8. The SAFE WORKING LOAD (SWL) of the appliance or lifting accessories must not be exceeded.
9. All lifting appliances and lifting equipment must have a valid test certificate and be available for inspection in this file.

#### REMEMBER

Operators of lifting appliances must comply with work instructions and method statements. Failure to do so could result in fatality or serious injury or damage to equipment. Disciplinary Action and /or Criminal Prosecution could also result as a consequence.

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**Employee Responsibility:**

1. Every employee has a duty to co-operate in implementing company safety policy and procedures. Attention is drawn to sections 7 & 8 of the Health and Safety at Work etc. Act 1974:

"It shall be the duty of every employee while at work:"

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
  - As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
  - No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any relevant statutory provisions.
  - These duties are statutory requirements and if not complied with could result in prosecution of the individual concerned.
2. Employees shall not carry out their duties using unsafe methods of working or by taking any unnecessary risks.
  3. Employees who see any unsafe plant, machinery, building or processes being carried out shall report these immediately to their supervisor.
  4. Employees shall keep their own place of work and means of access and egress safe and tidy.
  5. Employees shall familiarise themselves with all emergency arrangements and the provisions for fire prevention and first aid.
  6. Use any equipment provided in accordance with the training given and supervisor's instructions.
  7. Employees shall ensure that any personal protective equipment provided in the interest of health and safety is properly used and any defect or loss reported to their supervisor as soon as is practicable.
  8. Look after their own health and safety and the safety of others who may be affected by their acts or omissions at work.

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9. Will co-operate with directors and management to ensure that the laws concerning health and safety are complied with and the aims of company policy achieved.
- 10 Will not intentionally damage or misuse anything provided in the interest of health and safety.
- 11 Will, when applicable, carry out their work in the manner set down in method statements.
- 12 Comply with all health and safety regulations, instructions and procedures issued for safe working procedures.
- 13 Report to supervisor any incidents, which have led to or might have led to, injury or damage and by co-operating with any investigations, which may be undertaken with the object of preventing accidents or their recurrence.
- 14 No manager or employee of the company is authorised to initiate or continue any process, operation or activity, which places employees or others in danger, or is in breach of statutory obligations.
- 15 Report immediately to supervisor any defects or damage to tools, equipment or plant.
- 16 Must not use plant or equipment for work which it was not intended or if he has not been trained or has no experience in its use.
- 17 Co-operate with management in all health and safety matters including training.
- 18 Must not play dangerous or practical jokes or horseplay on site.
- 19 Employees are not expected to carry out work that they reasonably consider to be unsafe.

Make themselves familiar with company safety policies and procedures and any written instructions relevant to their work.

Employees who are not prepared to work safely are a danger to themselves, their colleagues and the public and are a liability to the company. Failure to comply with any of the above may lead to disciplinary action being taken.

Employees have the right to raise health and safety concerns with management and advise

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management on any health, safety and welfare matters they find in the working environment. This can be done through the site agent or through the appointed site safety representative.

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## CERTIFICATE OF COMPETENCE

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## LIFTING APPLIANCE / ACCESSORIES INSPECTION CERTIFICATES

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(Signature)

(Signature)