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This SWOP outlines the Metcash/IHG safe and approved work method for Operating HIAB VLC Crane on a Metcash/IHG Site.

Key Hazards	- Hydraulics can lower without warning - Crush injuries - Cutting, stabbing, or shearing injuries - Strike/hit by injuries - Electrocution - Slips, trips, and falls - Strike/crush injuries - Crush point injuries - Crush injuries to bystanders, visitors, residents, or contractors - Strike injuries to oncoming vehicles/traffic - Musculoskeletal injuries - Manual handling injuries - Road traffic injuries - Injuries relating to poor driver health - Poor weather conditions whilst operating crane - Proximity to power lines and other electrical devices - Hit by objects resulting in slips, trips, and falls	   - Hazardous manual tasks (lifting, lowering, repetitive movements, twisting, bending and awkward positions) - Incompetent/untrained operator - Uneven or slippery surfaces - Operation of powered mobile plant & vehicles - Load – materials being handled/moved - Moving parts - Mobility - Poor visibility - Throwing, pressing objects - Repetitive movements - Falling objects - Work at height (truck and trailer)
Key Identified Controls	 Refer to Instruction Manual  Safety footwear must be worn  Hi vis clothing must be worn, vests closed  Protective gloves must be worn (when handling timber)  Long/loose hair must be contained  No Smoking  No loose/hanging jewellery to be worn	Operator training should include: - SHE IHG SWOP Loading & Unloading building materials to be followed where applicable - Workplace induction - Safe Work Operation Procedure - Manufacturer's instructions (read and understand, where available) - Nature of hazards - Fitting of personal protective equipment - Manual Handling education and training (Bodies for Life) - Housekeeping policy and procedure - SOT (Safety Observation Tour) - Hazard & Incident reporting procedures (Lock Out/Tag Out) - Fault finding reporting procedures

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	- Exclusion area to be maintained around loading/unloading crane operation (for operator and bystanders) - JSA/SWMS to be completed prior to commencement of each delivery High Risk work tickets obtained, certified, and kept current at all times 'Look up and Live' training for operators on mandatory minimum clearances from overhead power lines - All crane and associated machinery maintained on regular service/maintenance program
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PRIORITY ITEMS

Prior to all deliveries, the following information should be provided to the driver:

- All relevant SWOP Training and on the job training are completed and signed off
- All relevant High Risk work licences are current, valid and sighted by Management
- All pre-start maintenance/safety checklists are completed and handed to line manager
- All restrictions on the type of vehicle that is suitable for use at the delivery site (including crane)
- All loads to be transported and unloaded are accurate and align with documentation description
- Where and who to report to on arrival and departure (where applicable)
- Site specific procedures, such as wearing high vis clothing, using mobile devices etc
- Site supervisor or management contact (where applicable)
- Presence of any overhead services/power lines for trucks or cranes
- Delivery times available for the site
- Site information including allocated unloading areas
- Site Traffic Management Plan to be adhered to, including:
 - Barricade/exclusion zones to be set up
 - Caution signs/convex mirrors/alarms
 - Exclusion zones for pedestrians and other contractors
- Emergency contact details
- Driver to follow site Traffic Management Plan for waiting areas (visible to forklift operators)
- Ensure transport CoR documentation completed where applicable, including:
 - Labels
 - Number of packs
 - Weight/volume
 - Signatures obtained as required
- Delivery SWMS/JSA completed prior to commencing unloading

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SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate in accordance with manufacturer's owner/operator instructions. Before operation: Follow any Pre-operational checklists (e.g. Fleet Management Delivery for trucks and Pre-Trip Checklist • Check that truck and crane can be operated safely and that all plant is in sound operating condition • Inspect Truck and Crane mechanisms are inspected and comply with maintenance schedules and records (in line with manufacturer's instructions). All non-conformance, defects or damages to be reported to line manage immediately and not to be used. • Operator to carry out daily inspections for damages, cracks to crane components, damage to hydraulic systems, loosened screws, faulty components, damaged slings, hooks, or chains • Carry out any necessary service and maintenance • Operators must be fully conversant with the crane manufacturers operating manual, load ratings and the cranes safety features • Extreme Weather – Cranes should not be operated in extreme weather conditions or during a storm where lightning strikes could reasonably be expected. When the weather makes any lift unsafe, crane operations should not be started Working around Power Lines Contact with overhead power lines is a serious risk when operating a crane truck within an urban environment. Safe work practices around powerlines are crucial and there is zero tolerance in relation to breaches of these procedures. No part of the crane or load should be within 4 metres of powerlines, if this cannot be achieved, contact your line manager for further advice.	 

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Operators must always remember that high voltage power can arc or jump gaps if a crane boom gets too close to high voltage lines. This can lead to serious injury or fatality

Sag, swing, wing & movement of the lines/load, equipment malfunction and operator error must be taken into consideration. **Be aware in windy conditions, maintain the crane and load 4 metre clearance of powerlines at all times.**

A spotter must be used in circumstances where any part of the crane or load cannot be seen by the operator.

Sag, swing, wing & movement of the lines/load, equipment malfunction and operator error must be taken into consideration.

The Spotter must ensure that whilst the crane is operational, it does not encroach within the distance listed above. If the work cannot be completed without encroaching this distance, then **contact your line manager immediately** and abandon until an alternative drop location can be found. The Spotter and Operator must be able to clearly hear and see each other during these operations.

Emergency Response in the event of a Power Line Strike:

- Remain calm, stay in the vehicle, and try not to panic
- Advise any person near the incident to stay a minimum of 8 metres away
- Contact Emergency Services by phoning **000**
- Contact the local power authority on **13 13 66** and request that the power is turned off
- If you are sure there will be no further hazard created to yourself or others, make an attempt to break the vehicles contact with the power line by moving the vehicle away from the line (this is only if you are already in the vehicle)
- If you must leave the vehicle due to fire or a life-threatening situation, jump clear ensuring you do not have contact with the ground and the vehicle at the same time. Land with feet together, then continue to jump with feet together or shuffle your feet until you are at



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least 5 metres clear of vehicle and lines. **DO NOT DO THIS UNLESS IMENENT THREAT TO LIFE EXISTS!**

- Untrained or unequipped persons should not attempt to rescue persons who have received an electric shock. Secondary deaths often occur when rescuers become electrocuted.
- When using the crane near power lines, do not allow any person (other than the crane operator) to be in contact with any part of the crane or load.
- SWMS/JSA must be completed for work near power lines or whenever high-risk work is identified

During operation:

Transporting Crane Truck:

- Crane trucks must only be transported if in safe and sound operating condition
- No drugs, alcohol or smoking is permitted
- Driver must comply with all speed limits and road rules
- Rear vision mirrors must be adjusted to allow safe reversing and reverse beepers must be operating
- Driver must wear seatbelt when vehicle is in motion
- Ensure tailgate and load is secure and restrained correctly before moving
- Drive up and down inclines and never across, avoid turning truck on slopes

Safe Parking Operation:

- Choose the best working position to position the crane truck. Optimum parking position is as level as possible, sturdy enough to accommodate the vehicle stabilizer and provide unrestricted views of the unloading process
- Do not impede road traffic and place reflective warning sites on road where required
- Apply handbrake and chock the wheels if on a sloping ground
- Park in an area that will not create an obstruction to vehicles, site personnel or access ways



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- Park in an area that will allow for barricading to be set up to ensure bystanders, contractors and site personnel stay away from unloading perimeter
- Remove ignition key for safe keeping

Safe Crane Operation:

- **In the first instance, complete SHE-IHG-GT Crane Truck Onsite Checklist prior to crane setup and operation**
- Ensure a barricaded exclusion zone is set up to prevent contractors, bystanders and any other person being in close proximity of crane operation/unloading
- **UNDER NO CIRCUMSTANCES SHOULD CRANE OPERATOR DO SO FROM THE TRAILER. LOADS MUST BE SLUNG AND OPERATOR RETURN TO GROUND LEVEL BEFORE OPERATING CRANE**
- Place truck as close as possible to the loading area. Ensure handbrake is applied
- Check ground condition to ensure the support is suitable to the maximum pressure exercised by the device
- Ensure that the ground around the vehicle is clear of tripping hazards
- **Maintain a minimum distance of 4 meters at all times between any part of the crane or load and power lines**
- Be aware and ensure you have the ability to operate all safety devices of the crane including:
 - Safe load indicators
 - Emergency cut off
 - Limitation of rotation and overload protection
 - Engine warm up and oil levels
- Extend all outrigger/stabilizer support until solidly placed on the ground. **DO NOT LIFT TRUCK WHEELS OFF THE GROUND**
- Ensure outriggers/stabilizers are not overloaded and are blocked if on soft ground
- Where possible, trucks should always be level, however, in any case should not be more than 5 degrees inclination in any direction
- Operator must never be positioned between loads and the vehicle at any time during crane operation
- Never stand or walk under a suspended load or let anybody else do so

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- Never crane loads over vehicles, persons or areas which have not been barricaded off
- Keep out of danger zones at all times which include:
 - Path of all cranes components
 - Path of the load
 - All areas beneath the suspended load
 - Any crush areas
- Ensure rated capacity of crane and hook is suitable for load
- Ensure loads are slung in a way that will prevent shifting or swinging when lifted. This will require careful consideration of the centre of gravity and balance
- Ladder provided should be used at all times to access trailer. **DO NOT JUMP**
- Use steps when climbing up to the cab, keeping a firm grip on the handrail to avoid falling
- Always perform a trial lift slowly to ensure loads are balanced
- Ensure steady movement of loads when slewing. Do not become complacent or rush when unloading
- Watch out for change in stability as the load is extended
- **IT IS COMPULSORY TO ENCLOSE WORKING AREA VIA BARRICADING OR EXCLUSION ZONE. NO ONE SHALL STOP OR PASS-THROUGH CRANE WORKING AREAS**
- The load must remain in full view of the operator at all times, unless a licensed and trained Dogger is assisting the crane operator
- Multiple crane lifts must not occur
- Keep suspended loads in view at all times
- Never leave crane unattended with a load suspended
- Oil and hydraulic components reach high temperatures during use. **DO NOT TOUCH**
- **DO NOT** use cranes during thunderstorms or in excessive wind. Inclement weather risks must be assessed via pre-site checklist before arriving to site
- No persons are to be lifted or ride on any part of the crane attachments or structure
- Be vigilant and use care when working near machinery
- Be aware of wet, soft, or loose edges and do not operate crane near compacted trenches or other excavations



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- When unloading is complete, return crane correctly into its cradle
- Retract and stow outriggers/stabilizers to original position
- Ensure all hooks and loose items are secure before leaving
- Check height of stowed crane before leaving site
- Refer to operators manual for all other requirements



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Maintenance Cleaning	Follow LOTO procedures, record service / repairs information in Maintenance Log. On completion: • Remove all traffic management measures – witches hats, barriers or signs. • Ensure that the work area is left in a condition that does not create any risk to other persons. • Place all packaging away in suitable area. • All excess material / scrap to be removed from work area / disposed of correctly • Ensure Cab is free of rubbish and vehicle kept in a clean condition • Report hazards immediately  Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only.
Associated Documents	A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request. This reference list is also available on the corresponding risk assessment, used to develop this SWOP. References are checked and verified for currency by the IHG SHE Team, using updated WHS/OHS subscription alerts and as advised by Metcash.