

Safe Work Practice (SWP)

Name of Task Mobile Crane	
Department/Unit: Trades Programs, Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, and hearing protection as required. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Cuts, pinching, lacerations, amputations, crushing hazards, falling objects, and an unbalance crane	
Required Training:	<ul style="list-style-type: none"> Training in-house by individuals, experienced and knowledgeable with the tool. Shop safety orientation Instructor observed student operation
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Ensure that there are no slips or trip hazards in the area. Check all moving and non-moving parts for proper operation. Select only approved lifting apparatus for use on crane. Make sure guards, if present, are installed and working properly. Inspect required personal protective equipment and replace if required. Inspect work area for safety hazards. Ensure that floor crane is properly assembled and adjusted according to manufacturer's instructions before use. Do not over extend. Inspect crane for twists, cracks, missing pins/retainers and hydraulic leaks.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not smoke. Do not leave equipment unattended while running.
3	Put on all required personal protective equipment.
4	Ensure there is appropriate swing clearance for crane.
5	Use crane on a firm and level surface.
6	Securely bolt object to crane. Perform operation with caution. Keep moving object as low to the ground as possible.
7	If crane begins to tip, stand clear. Never attempt to catch the crane or the object being moved.
8	Lower object to floor slowly, support object with safety stands as needed.
9	Unbolt object from crane. Return crane to storage area.
10	Post-Operational Safety Checks: Clean up debris and ensure equipment is safe, and area is clean before leaving.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	

Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.