



IGO GROUP SAFETY STANDARD 22 - CRANES AND LIFTING GEAR

INDEPENDENCE GROUP NL





CONTENTS

1.	INTENT	3
2.	APPLICATION.....	3
3.	LIFT PLANNING.....	3
4.	STANDARD WORK PROCEDURES	3
5.	LIFTING EQUIPMENT	4
6.	MAINTENANCE, INSPECTION, TESTING AND CERTIFICATION.....	4
7.	RECORD KEEPING	5
8.	TRAINING AND COMPETENCY	5
9.	RELATED DOCUMENTS	5
9.1	COMMON MANAGEMENT SYSTEM STANDARDS.....	5
9.2	HSES STANDARDS AND GUIDELINES	5
9.3	EXTERNAL STANDARDS	5
10.	DOCUMENT CONTROL.....	5

1. INTENT

This Standard details the requirements to minimise and control the hazards associated with lifts using cranes and lifting gear and with the lifting of personnel.

2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects. All IGO sites and projects shall comply with the provisions of this standard, and all relevant legislative requirements for the location.

Where this standard identifies Australian and New Zealand Standards, IGO's international sites and projects shall ensure any other Standards relevant to the location meet the minimum requirements established through this standard.

3. LIFT PLANNING

The use of cranes and lifting equipment for heavy and difficult lifts or for the lifting of personnel in a work box shall be conducted under the control of a lift plan (or equivalent work permit system). Procedures for lift plans shall include:

- Lift planning be undertaken by competent personnel including involved workers
- Undertaking risk assessments to assess the hazards arising from the lift and to determine whether a generic lift plan can be used (routine lift) or a specific lift plan needs to be developed (non-routine lift)
- Identifying and documenting controls including lifting procedures and checklists
- Pre-lift inspection, test and checklist requirements
- Communication methods, language, protocols, pre-lift meetings etc.
- Identification of the lift team member competencies
- Processes for verifying lift plans and risk assessments particularly for non-routine lifts

4. STANDARD WORK PROCEDURES

Standard work procedures, operating manuals and load charts shall be supplied by the crane and lifting equipment manufacturer or supplier as part of the compliance documentation provided with purchase or hire of the equipment.

Work procedures and safe systems of work shall be developed and implemented for all relevant tasks and areas related to the operation and maintenance of the cranes and lifting equipment. Standard work procedures are to be developed:

- Taking into account the safe work procedures provided by the manufacturer / supplier
- To detail the controls required for the hazards identified during risk assessment processes including those arising from lifts:

- Where a person can fall more than two metres
 - Of personnel in a work box
 - Carried out on or near energised electrical installations or services
 - Near operating mobile plant
 - Involving multiple cranes
 - Where loads may be suspended over or travel over a person
- To detail the required use of barricading, warning signs or other means of ensuring personnel protection during lifting operations and for when cranes are left unattended in wind vane mode
 - To detail the design and testing requirements for load points in underground situations
 - To detail the requirements for the reporting of damage or faults and the immediate shut down and tag out of unsafe equipment.
 - A direct link shall be established between standard operating procedures and competency training and assessment materials.

5. LIFTING EQUIPMENT

Sites and projects shall maintain a **Lifting Equipment Register** and all lifting equipment (such as slings, shackles, chains, chain blocks etc.) shall be entered into the register. Manufacturer specifications for cranes and lifting equipment shall be accessible at the site.

Systems shall be in place to ensure that lifting equipment is checked prior to first use at site to ensure that:

- It meets design requirements and is labelled with relevant information such as Australian Standard markings, its rated capacity, chain size etc.
- Limiting and indicating devices are visible to the operator
- It is fit for purpose and is uniquely identifiable
- It has a method of identifying the date it was last formally inspected (e.g. Tag, colour marking etc.).

Systems shall also be in place to ensure that lifting equipment is:

- Stored in accordance with manufacturer's specifications
- Inspected pre-use and during use by a competent person to ensure that it is not damaged and is appropriate for the loads being lifted
- Marked or tagged to identify the date of the lifting equipment's last formal inspection.
- Calibrated on a regular basis (for load limiting and indication devices)

6. MAINTENANCE, INSPECTION, TESTING AND CERTIFICATION

A formal preventive maintenance, inspection and testing program shall be in place to ensure that all cranes and lifting equipment are maintained and serviceable. This program shall detail the requirements for, but not be limited to:

- Inspection frequencies and the requirements for maintaining records of inspections
- The requirements for certification and statutory inspections
- The process to be used to identify, mark or colour code items of lifting equipment that are subject to wear and frequent replacement
- Ensuring that the servicing of equipment is undertaken in accordance with manufacturer specifications and in compliance with legal and other requirements
- Providing for standardised practices to be implemented for pre-use testing following major repairs or modification to the equipment
- Providing details of information that is to be included in the lifting equipment register
- Crane maintenance record keeping.

7. RECORD KEEPING

Record keeping procedures in relation to cranes and lifting equipment shall include:

- Records as required for the crane as a piece of plant, including those relating to modifications
- Retention of lifting gear test certificates
- Information regarding damage and repairs
- Maintenance and availability of routine, annual and major inspections and test reports. Documentation stating that the crane has been inspected by a competent person, and is in a safe and satisfactory condition, should be readily available.

8. TRAINING AND COMPETENCY

A system shall be implemented to ensure that persons including crane operators, doggers and riggers are trained, competent and appropriately licensed to perform the required tasks.

The system shall ensure that competencies and / or currency of licencing can be verified at the location.

9. RELATED DOCUMENTS

9.1 Common Management System Standards

- CMS ST-03 Risk Management
- CMS ST-12 Management of Change

9.2 HSES Standards and Guidelines

- IGO GSS20 Fixed Plant and Equipment
- IGO GSS21 Mobile Plant and Equipment

9.3 External Standards

- AS/NZS 1418: Cranes, hoists and winches-Mobile cranes (EN 13000:2010, MOD)
- AS 1418: Set 2103 Cranes, hoists and winches set
- AS2550: Set 2011 hoists and winches safe use set

10. DOCUMENT CONTROL

No amendments to this document may be made without the approval of the document owner.

First issue	Effective date	Prepared by	Approved by	Approval date
20/5/2016	20/5/2015	Keith Ashby	Keith Ashby	20/5/2016
Revision No.	Revision date	Revised by	Approved by	Changes