



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:09

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 09

SAFETY IN USE OF CRANES

Page 1 of 3

Purpose	To avoid damage / personal injury during usage of cranes	Scope	ISG
Responsibility	Concerned Site In-charges		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Safety helmet to be worn by all involved		Safety shoes by all involved		Keep movement area clean
	Ensure Safety Latches on Crane Hooks				

Procedures and Controls

S. No.	Activity	Responsibility
1.	Try to locate the crane on as solid and level ground as possible.	Operator
2.	Ensure that the earth is properly compacted if the crane is required to move or work in back-filled area.	Supervisor
3.	In case there is doubt about bearing capacity of the earth, place 1" thick metallic plates or wooden sleepers under the crawler or tires to distribute load	Operator
4.	Deploy only trained and experienced operators with valid license to operate the cranes	Supervisor
5.	Read the instruction manual of the crane thoroughly and keep the crane operator informed	Supervisor
6.	Keep the machine in good operating condition especially clutches, brakes and controls	Concerned HOD
7.	Ensure that boom and hoist cut off limit switches are operational	Supervisor
8.	Before starting the crane, see that all the guards of moving parts are properly fitted	Operator
9.	Shut off the engine when clearing, adjusting or lubricating the machine	Operator
10.	Do not over lubricate the parts. Clean overflowing lubricants	Supervisor
11.	Keep the crane boom length as short as possible for maximum lifting capacity and greater safety	Operator
12.	Do not work with the boom too close to the vertical, because a sudden release of the load may throw the boom back over the cab	Operator
13.	Depute only trained and experienced riggers for slinging the materials to be lifted	Supervisor
14.	Ensure that only one person gives signals to the crane operator	Supervisor
15.	Before lifting load, be sure about the weight of the material. When lifting near capacity load, calculate entire load carefully including hook block and slings; and check it against rated lifting capacity	Operator
16.	Test the host brake by raising the load a few inches and holding it should hold easily	Operator



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Page 2 of 3

17.	Don't pull sideways on the boom not even a little hit Lift straight up on every load	Operator
18.	Never move a crane away from the load while handling near capacity loads, to avoid boom failure or machine damage	Operator
19.	Ensure the soundness and capacity of the slings being used	Supervisor
20.	Before lifting or moving load, warn the surrounding personnel by sounding horn	Operator
21.	Swing the load very slowly and carefully. Avoid sudden jerks	Operator
22.	Never swing load over ground crew	Operator
23.	Always watch the load and the signals from the signalman	Operator
24.	While loading or unloading a truck, never swing the load over the truck cabin	Operator
25.	Never allow any person to stand under the load being lifted	Supervisor
26.	Ensure that the reverse horn is operational. Crane helper should guide the crane operator while reversing the crane	Supervisor
27.	Let the crane run idle for a little while, after the crane has done heavy work. Do not stop the engine abruptly	Operator
28.	Do not move the crane with boom at very high angle, especially on uneven terrain. This may result in the boom being thrown back over the cab	Operator
29.	When the load is to be lifted to a higher elevation, tie the load with a manila rope to guide the load while in the air, so that it does not strike any building or structure during swinging	Supervisor
30.	Always keep the boom at least 6 feet from overhead wires	Operator
31.	If the boom hits overhead wires accidentally, stay on the crane until the boom is cleared or the current is cut off. Do not allow any one on the ground to touch the crane. In case it is absolutely necessary to leave the cabin, jump out; don't step down	Operator
32.	Do not leave the cabin with engine running or load in the air	Operator

Site Safety department to identify all possible Hazard Areas in use of Cranes and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period
Crane fitness certificates	CR 01	Respective Site	Site Incharge	Till deployment of crane
Maintenance records / TCs of wires. slings	CR 02	-do-	Site Incharge	Till deployment of wires/ slings



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Page 3 of 3

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)