



Inspection - Crane Operation Checklist

Major Hazard_ Suspended Load Key Control Checklist - Major Hazard_ Suspended Load Key Control Checklist

| Item # | Prompt | Responses | Comments |
|--------|--|-----------------------------|----------|
| 1 | OPERATOR/EMPLOYEE | (X) Yes | |
| | | () No | |
| 2 | Am I fit for work (no drugs or alcohol)? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 3 | Am I trained, competent and authorised for the task I am about to do? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 4 | Do I understand that conditions can change and I must do a risk assessment before each lift? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 5 | Have I inspected the work area, including the pick up and set down points, for hazards? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 6 | Is an exclusion zone set up under and around the drop zone? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 7 | Have I inspected all the equipment that I will be using? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 8 | Have I ensured that equipment is fit for purpose? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 9 | Have I checked that the safe working load limit of all equipment is suitable for the task? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 10 | Is an Authority to Work or other work clearance required? If so, is this in place? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 11 | Is a lift plan in place and do all persons involved in the lift understand what to do? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 12 | Am I aware of the procedures I must follow? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 13 | Is a spotter or sentry in place, if needed? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |
| 14 | Is the load properly secured, e.g. by a dogger or rigger? | () Established | |
| | | () Improvement Opportunity | |
| | | () N/A | |

| Item # | Prompt | Responses | Comments |
|--------|--|--|----------|
| 15 | Am I prepared for an emergency should it happen? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 16 | Is a plan in place in case of bad weather? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 17 | SUPERVISORS / SUPERINTENDENT | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 18 | Are all persons fit, competent and authorised for the assigned task? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 19 | Has a risk assessment been completed for the lifting task? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 20 | If required, has an Authority to Work (permit) been developed and authorised? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 21 | Have all relevant persons read, understood and signed the permit? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 22 | Has an exclusion zone been established to prevent personnel from entering the lifting zone? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 23 | Have pre-operational inspections been performed on all equipment, including lifting gear? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 24 | Are all relevant persons aware of the plan for the task, and their role and responsibilities? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 25 | Have procedures been provided for the task, and are personnel aware of the requirements? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 26 | Are specialist personnel (spotter/sentry, dogger/rigger) being used to assist lifting personnel? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 27 | Is a plan in place in case things go wrong and are all persons aware of what to do? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 28 | MANAGERS / GENERAL MANAGERS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 29 | Are training systems in place to ensure competencies are achieved and maintained? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |
| 30 | Is a risk management / work permit process in place for high risk tasks? | <input type="checkbox"/> Established <input type="checkbox"/> Improvement <input type="checkbox"/> Opportunity <input type="checkbox"/> N/A | |

| Item # | Prompt | Responses | Comments |
|--------|---|--|----------|
| 31 | Are procedures in place and being followed? | () Established () Improvement Opportunity () N/A | |
| 32 | Does equipment undergo regular inspections and maintenance according to required schedule? | () Established () Improvement Opportunity () N/A | |
| 33 | Is an emergency response plan developed that includes the risk of being struck by a suspended load? | () Established () Improvement Opportunity () N/A | |
| 34 | Are emergency response resources available and in good working order? | () Established () Improvement Opportunity () N/A | |
| 35 | Could the approved practices for lifting operations be improved? | () Established () Improvement Opportunity () N/A | |

| Item # | Explanation |
|--------|---|
| 2 | Am I fit for work (no drugs or alcohol)? |
| 3 | Am I trained, competent and authorised for the task I am about to do? |
| 4 | Do I understand that conditions can change and I must do a risk assessment before each lift? |
| 5 | Have I inspected the work area, including the pick up and set down points, for hazards? |
| 6 | Is an exclusion zone set up under and around the drop zone? |
| 7 | Have I inspected all the equipment that I will be using? |
| 8 | Have I ensured that equipment is fit for purpose? |
| 9 | Have I checked that the safe working load limit of all equipment is suitable for the task? |
| 10 | Is an Authority to Work or other work clearance required? If so, is this in place? |
| 11 | Is a lift plan in place and do all persons involved in the lift understand what to do? |
| 12 | Am I aware of the procedures I must follow? |
| 13 | Is a spotter or sentry in place, if needed? |
| 15 | Am I prepared for an emergency should it happen? |
| 16 | Is a plan in place in case of bad weather? |
| 18 | Are all persons fit, competent and authorised for the assigned task? |
| 19 | Has a risk assessment been completed for the lifting task? |
| 20 | If required, has an Authority to Work (permit) been developed and authorised? |
| 21 | Have all relevant persons read, understood and signed the permit? |
| 22 | Has an exclusion zone been established to prevent personnel from entering the lifting zone? |
| 23 | Have pre-operational inspections been performed on all equipment, including lifting gear? |
| 24 | Are all relevant persons aware of the plan for the task, and their role and responsibilities? |
| 26 | Are specialist personnel (spotter/sentry, dogger/rigger) being used to assist lifting personnel? |
| 27 | Is a plan in place in case things go wrong and are all persons aware of what to do? |
| 29 | Are training systems in place to ensure competencies are achieved and maintained? |
| 30 | Is a risk management / work permit process in place for high risk tasks? |
| 31 | Are procedures in place and being followed? |
| 32 | Does equipment undergo regular inspections and maintenance according to required schedule? |
| 33 | Is an emergency response plan developed that includes the risk of being struck by a suspended load? |
| 34 | Are emergency response resources available and in good working order? |
| 35 | Could the approved practices for lifting operations be improved? |