

 <p>PO Box 299 Oberon NSW 2787 ABN 98 107 506 208</p>	Version	Author	Reviewed	Reference
	B – R3	SMS Work party	Committee	TB-016
	30/05/2018			
	Working with Machinery, Cranes & Winches			

Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
B - R2	15/05/2016	2	SM	SEC / TM	
B – R3	30/05/2018	3	SMS Working Party	Committee	30/05/2018

Revision Record

Revision	Date issued	Description of Changes
B – R3	30/05/2018	Format change, combined TB-016 (Machinery) and TB -026 (Cranes & Winches)

Working with Moving Machinery, Cranes and Winches

TB-016

Team Leader _____ Start time _____ Date _____

Work Location(s) _____

1: Introduction: Working with moving Machinery

- No person must drive or operate any vehicle, mobile or other equipment unless they have been properly trained and authorised to do so. Where necessary the appropriate certificate or license must be held and *should be shown on the operator's Certificate of Competency ID card.*
- Machinery must be shut down if you have to check, clean or carry out maintenance.
- Moving machinery has pinch points and hazardous moving parts - take care.
- Never wear loose clothing or long hair near rotating machinery eg. PTO shafts.
- If possible, avoid working near any moving machinery.
- Keep other people clear of moving machinery - watch out for your fellow workers.
- Keep unauthorised personnel clear of the work site.
- Wear appropriate PPE including hard hat if closer than 5m from the edge of the Swing Zone. *The Swing Zone is a circular area, the radius of which is measured from the centre of the machine to the outside edge of the implement or gripped object when the machine is at full extension.*
- Never work or enter the "Swing Zone". Maintain the minimum 5m clearance at all times. Ask your supervisor if you are unsure.
- If machinery is nearby, designate a "spotter" to observe & control traffic movement.
- The spotter must be visible to the machine operator.
- If possible, erect safety barriers and warning signs around operating machinery.
- Never approach a machine operator from their blind side.
- Always gain the operators attention and ensure the machine is stopped prior to approaching the driver's compartment.
- The machine should be operated at a speed appropriate to the work place.
- Advise the team leader if you notice faulty or damaged machinery or unsafe practices.

2: Introduction: Working with Cranes and Winches

- Mobile crane operations may present a risk of injury to persons from:

- structural failure
- crane overturning
- contact or collision with other plant and structures
- contact with overhead power lines - this can be very dangerous, and all workers should be prepared to sound a warning if the operator does not see the lines
- falling objects
- No person must drive or operate any crane or winch unless they have been properly trained and authorised to do so. Where necessary the appropriate certificate or license must be held and *should be shown on the operator's Certificate of Competency ID card*. External contractors must furnish evidence of certification.
- If possible, avoid working near any moving crane. Never work in or enter the "Swing Zone".
- Keep other people clear of cranes and winching operations - watch out for your fellow workers.
- Keep unauthorised personnel well clear of the crane or winch.
- Wear appropriate PPE including Hard Hat if closer than 5m from the edge of the Swing Zone. *The Swing Zone is a circular area, the radius of which is measured from the centre of the machine to the outside edge of the implement or gripped object when the machine is at full extension.*
- If other machinery is nearby, designate a "spotter" to observe & control traffic movement.
- If possible, erect safety barriers and warning signs around operating cranes or winches.
- Winches pose a particular risk if the rope or chain breaks. Make sure all workers are outside the radius of the length of exposed cable should it break.
- Keep all personnel clear of the danger zone created by potential movement of the load should the rope or chain break. (Don't stand behind the load).
- *Any QUESTIONS or COMMENTS?*
The Presenter must record any questions or comments on the back of this form
Please sign that you have attended and that you understood the content of this meeting:

Name	Signature	Name	Signature

3: Related Documents

- TB-001 Tool Box Meeting - Blank