



Lift & Move  
Material at  
Worksite Using  
Mobile Crane,  
Forklift Method  
Statement



[Company]

[Company Phone]

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<b>Prepared By</b>	<b>Approved By</b>

## Revision Summary

S/#	Date	Rev	Revision Description	Revised By & Title
1.				
2.				

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## 1. Purpose and Objective

The general purpose of the document is to make sure that a Safe System of Work (SSOW) is developed and adopted when lifting and moving material at the worksite using the mobile crane, and forklift. The document purpose is to provide guidelines and instruction to ensure safe work execution and achieve objective of legal compliance, no accident at workplace.

## 2. Scope

The scope of the document is critical to the work activity and applicable to all of the workers, machinery, sub-contractors involved in the work activity. Any changes in the document are subjects to top management approval.

## 3. Health and Safety Hazards

Before start of the job at the worksite, the hse team is required to perform the hazard assessment and risk evaluation of all associated hazards and threats with job activity. For this purpose, risk assessment should be prepared and implemented by communicating to everyone. A list of hazards is listed below to ensure workers are aware of the dangers associated with the work activity;

1. Fall of load during lifting.
2. Overturning of the forklift.
3. Toppling of the mobile crane.
4. Hit by the moving objects and vehicles.
5. Crushed under the lifted load due to fall.
6. Worker crushed between the rotating cabin of the mobile crane.
7. Contact with the overhead power lines.
8. Damage to the nearby structures during lifting activity.
9. Use of equipment by incompetent and untrained person.
10. Use of irrelevant equipment for the work activity.
11. Working in hot environment for long time leading to heat stroke.
12. Inhaling the smoke and gases produced by the mobile crane and forklift.

## 4. Safety Guidelines

Following safety actions must be adopted to perform the job safely and as per the legal requirements;

1. Ensure the work area is safe, sufficient, and free of hazards.
2. Ensure the correct equipment, lifting machinery is used for the work activity.
3. Ensure the workers are trained, skilled, and experienced for the work activity.
4. Ensure the lifting accessories are of approved standard and inspected before use.
5. Ensure the crane and forklift operators are trained, experienced, and informed about the work activity.
6. Ensure the safe work practice is adopted and implemented to perform the job.
7. Workers are provided with the Personal Protective Equipment (PPEs) e.g., mask, gloves, coveralls, shoes, ear plugs, face mask, face shield, etc.
8. Workers are provided with personal fall arrest system/ harness and trained to use it when working at height.
9. Work is stopped if there is risk of the accident and injury occurring.
10. Ensure sufficient lighting is provided at the worksite when doing in low light times, e.g., night & dusk.
11. Emergency response plan is prepared and implemented for all kind of emergencies.

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12. Ensure electrical isolation of overhead power lines is performed, when working near them.

## 5. Worksite Preparations & Pre-Lift Tasks

1. Ensure the worksite is provided with proper entry and exit gates.
2. The worksite is fully barricaded and safety signs are placed. Irrelevant safety signs, and old ones are removed.
3. The crane deployment area is not fragile, barricaded and prepared for the correct placement.
4. The safety officer will inspect the crane and forklift before use, and check all inspection certificates.
5. The safety officer and lift supervisor will prepare the lifting plan and communicate to the workers and crane operator.
6. Emergency response plans will be reviewed and if needed, changes will be made and communicated to everyone.
7. Ensure the nearby structures are removed, and overhead power lines are re-routed, or isolated properly.
8. Ensure the lifting accessories are in good condition, inspected, and ready for the use.
9. Workers will be given toolbox talk, and new workers will be given induction training.
10. Authorized Personnel Sign will be placed to alert the people who want to enter the lifting area.
11. Safety officer and area supervisor will together decide the travel passage for the forklift.

## 6. Lifting Material and Moving on Worksite using Mobile Crane

1. Crane will be selected as per the load of the object.
2. Crane will enter the worksite from designated gate, and park at the pre-selected area.
3. Area around the lifting activity, around the swing radius of the load, and crane turn table will be barricaded properly.
4. Outriggers will be deployed, and lifting rope will be lowered for the lifting purpose.
5. Ensure the crane jib is right above the object to avoid "load moving forward" during lifting activity.
6. Operator will consult the Crane Chart for the boom angle, and load weight.
7. Rigger will attach the lifting accessories to the load and attach them to the lifting hook, at one time, only one load shall be lifted.
8. Site supervisor will ensure the lifting area is clear of the workers and signal the rigger to signal operator to commence lifting.
9. Tag lines shall be used to control the vehicle's movement independently.
10. The crane operator will slowly move the lifted load from lifting point to the drop location.
11. Rigger will stay visible to the crane operator, signal and guide him, about lifting and dropping the load.
12. Ensure the "Load Set Down" area is clear where load is going to be settled.
13. All of the workers and visitors will stay at the distance, no one is allowed to stand under or near the lifted load.

## 7. Lifting Material and Moving on Worksite using Forklift

1. Correct forklift will be selected and used for the lifting activity at the worksite.
2. Safety officer and site supervisor will together, select the travel passage for the forklift.
3. Forklift will enter the work activity area from the designated gate, and park the selected location.
4. Safety officer will inspect the forklift and check all relevant documentation of the forklift and operator.
5. Forklift operator will be given the induction, and safety training, and information about the work activity shall be provided to him.

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6. Banksman will guide the operator and bring to the pickup point, operator will commence the job only when banksman gives him the signal.
7. Banksman will stay clear, and stand at a visible location where they are because of both the load and the forklift operative.
8. Load will be lifted and placed on the forks properly. Any disorientation, or wrongly placed load will lead to the accident e.g., toppling on sideways or instability.
9. Uneven surfaces shall be avoided, speed when load is lifted will be controlled. Over speeding is not allowed.
10. When load has been placed, the forks will be lowered and operator will leave the area from the designated exit point.
11. During whole activity, monitoring will be performed by the competent person.

## 8. Relevant Documents

1. Lifting Risk Assessment
2. Crane Inspection Checklist
3. Forklift Truck Inspection Checklist