



[CS ENERGY/DEPARTMENTAL] PROCEDURE FOR
MCPS CRANE PERMIT
MCPS-HS&E-0022

Responsible Officer: Risk and Safety Adviser

Approved: MCPS Site Manager

Contents

1. Purpose
2. Scope
3. Actions
 - 3.1 Process
 - 3.2 Explanatory Notes
 - 3.3 Planning
4. Definitions
5. Reference Documentation
6. Attachments
7. Document History

1. Purpose

To ensure the safe operation of cranes on site at Mica Creek Power Station.

2. Scope

This procedure applies to all cranes used or operated on site at Mica Creek Power Station including those on hire.

3. Actions

3.1 Process

The process to follow is detailed in Attachment 1 and to be used with the Crane Permit Form (M0005).

3.2 Explanatory Notes

The following are explanatory notes for the above process:

- The Owner is the person responsible for the crane, it could be the operator of the machine.
- The locations of the items to check is as follows:
 - Load chart – cabin of the crane
 - Log book – cabin of the crane

Division of WH&S Registration Sticker – anywhere on the machine (see example)

Operator Ticket – held on his/her person and are the size of a credit card

Rigger Ticket – held on his/her person and are the size of a credit card

- If the security personnel find any non-conformances with the requirements of the form the driver is to be told of the problem and instructed to park the crane in a safe location until the problem is rectified.
- The rectification may require his/her ticket being delivered to site, etc.
- If the driver does not know who the contact person is, the crane will be required to be parked up until the contact person is established. This could require contact with the crane driver's supervisor.
- If there are any issues the Team Leader responsible for the area should be contacted in the first instance if further assistance is required the Site Risk and Safety Adviser or his nominee is to be contacted.
- All crane permits within 30 metres of High Voltage Equipment (Eg. Switchyard, Power Lines, Transformers) will require a Permit to Work (Notification, Isolation, etc.), otherwise an Isolation or Notification Permit is not required.
- If the rigger does not arrive with the crane the crane is to be parked until the rigger arrives.
- The crane can not be operated until a competent electrical observer is at the crane. Only MCPS appointed observers are considered competent.
- If an MCPS contact is not used, as the crane is being sub-contracted to an MCPS contractor – this must be pointed out and the Contract Supervisor becomes the MCPS contact.
- Any concerns with the procedure itself are to be directed to the Risk and Safety Adviser for Mica Creek Power Station.

3.3 Planning

When it is identified a crane is required for work on site and the requirements can not be met by the on-site equipment, an assessment of the work to be done needs to be made.

The checks should be made to establish the needs for an observer, etc.

If an observer is required notice should be given to the electrical team so that an observer can be planned in. This should be at least 1 days notice.

If at all possible complete as much of the crane permit as possible prior to the crane arriving. This will eliminate unnecessary delays.

4. Definitions

None.

5. Reference Documentation

None

6. Attachments

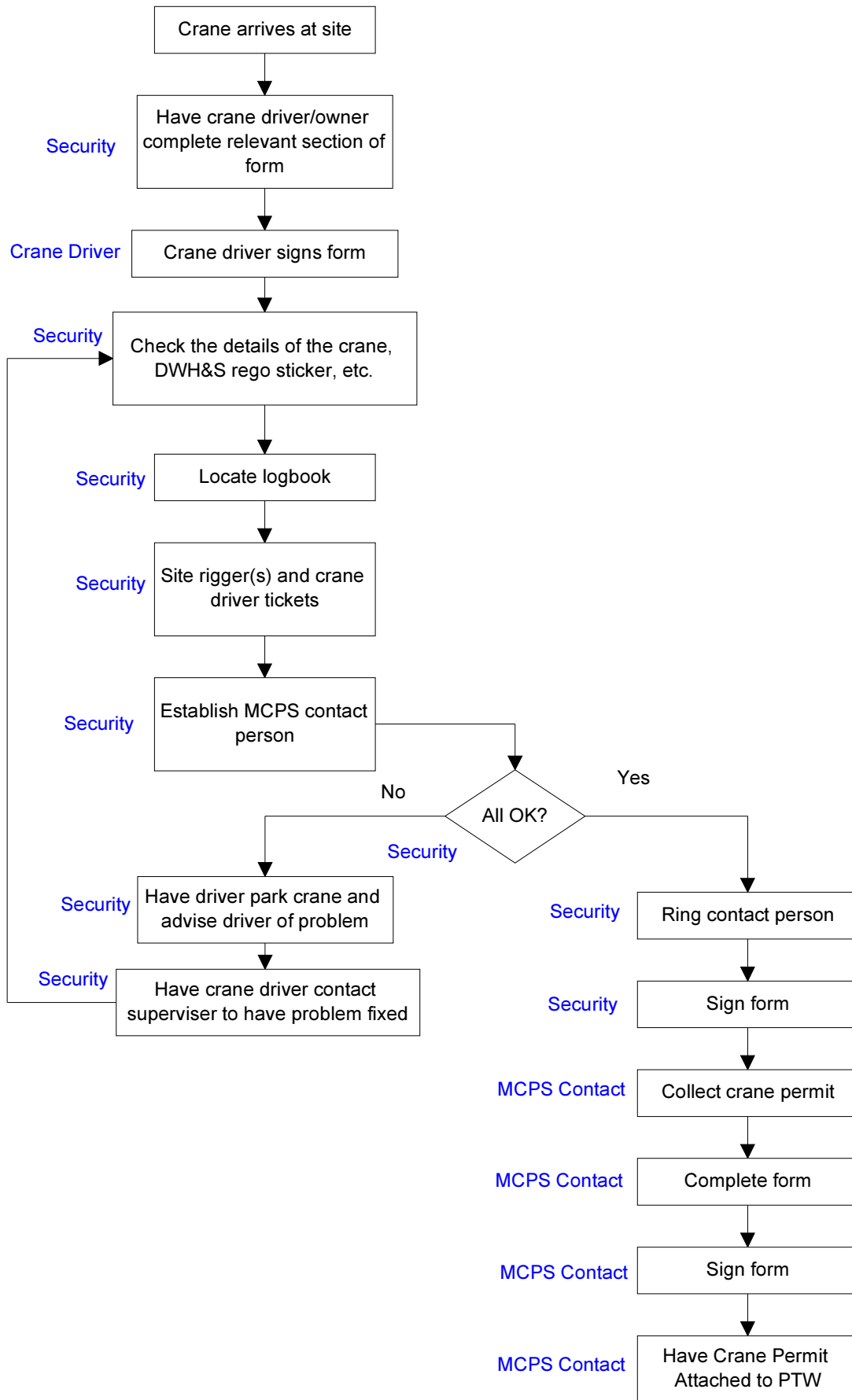
Attachment 1 – Crane Permit Flowchart

Attachment 2 – Sample Registration Certificate

7. Document History

Issue Date	Nature of Changes
	Original Issue

ATTACHMENT 1



ATTACHMENT 2

Sample Registration Certificate



Note: Colour may change and is current from Feb 2000 to Feb 2001.