



**Construction Program
MOBILE CRANE EMPLOYER & HSR's Site Checklist**

Details of Mobile Crane and Crane Owner						
Crane Owner:						
Crane's Office Address:						
Site Address:						
Make of Crane:						
Year of manufacture		Model No		Serial No		
Crane capacity		Date of last inspection:		Unit No		
Indicate crane type <i>0 appropriate boxes</i>						
Slewing Mobile Crane			Non-Slewing Mobile Crane			
Vehicle Loading			Tele-handler			
Travel type						
Truck Mounted		Track mounted or crawler		Rough terrain		
Boom type						
Hydraulic (telescopic) boom			Lattice Boom			
AREAS TO CHECK FOR NON-COMPLIANCE						
1	Have details of the mobile crane been recorded in the plant register on-site?					
2	Does the crane driver hold the relevant certificate of competency?					
	Does the crane/rigging crew hold the relevant certificates of competency?					
3	Is there a legible copy of the operators manual with the crane (English)					
4	Is a logbook kept with the crane?					
5	Are pre-start checks and daily inspections being performed and recorded?					
6	Are service records and 12 month inspection/maintenance reports available?					
7	Has the crane crew discussed operational issues and is an appropriate work procedure SWMS available?					
8	Setting up and siting the crane:			Yes	No	N/A
	• Is the crane set up reasonably level, on well compacted and stable ground?					
	• Are outriggers clear of excavations, soft or filled ground?					
	• Are outriggers fully extended? <i>Note: If outriggers are not fully extended, the reduced safe operating radius must be known and recorded in the SWMS.</i>					
	• Are timbers under outrigger pads secure eg: solid blocked (pig sty formation)?					
9	Crane sited on top of suspended slab:			Yes	No	N/A
	• Has an engineer calculated point loads for outrigger pads and detailed back propping requirements, where needed?					
10	Exclusion zones:			Yes	No	N/A
	• Where necessary, is the counterweight slewing area barricaded (eg: flags tied between outriggers)?					
	• Are precautions in place regarding suspended loads passing over workers?					
11	Communications:			Yes	No	N/A
	• Are clear communication protocols in place to control lifts (eg: radios clear without interference, whistles can be heard, clear line of sight when signalling)?					
12	PPE:			Yes	No	N/A
	• Is the crane crew wearing appropriate PPE (eg: visibility vests, hard hats, boots etc.)?					

13	If crane is operating in close proximity to overhead powerlines and the powerlines have not been de-energised, cranes must operate in accordance with the No Go Zone requirements, including:	Yes	No	N/A
	• Has written permission from the local power company been obtained?			
	• Is an Energy Safe (previously OCEI) approved spotter observing and warning against unsafe approach to overhead powerlines?			
	• Has a tool box meeting and a site SWMS been completed?			
14	Obvious visual defects that may compromise the safety of the crane:	Yes	No	N/A
	• Are hydraulic rams, hoses and connections in good order?			
	• Are tyres and/or tracks in good order?			
	• Are warning devices operational, including flashing lights, audible beeper etc?			
15	Indicators and limiting devices (ONLY ask crane driver to demonstrate correct function of these safety features if he has failed to carry out a pre-operational check):	Yes	No	N/A
	• Is the crane fitted with a load indicator and is it operational?			
	• Is the crane fitted with a rated capacity limiter and is it operational?			
	• Is the crane fitted with a luffing limiter and buffer and is it operational?			
	• Is the crane fitted with anti two-block and is it operational (N/A non-slew crane)?			
	• Is the crane fitted with a positive lock out on the free fall function and is it operational?			
• Are dead-man levers and foot pedals returning to the neutral position automatically upon release by the operator?				
16	Crane and carrier cabin:	Yes	No	N/A
	• Is seating in good order?			
	• Are decals on operator controls legible?			
	• Have access steps/ladder to cabin got non-slip surfaces?			
	• Has a grab rail been provided?			
	• Is cabin clean and free from oil/grease?			
17	Have road and footpath closure permits been obtained and is traffic management in place? ○ road/footpath closure permit ○ traffic management			
18	Load Charts:	Yes	No	N/A
	• Are load charts legible, kept with the crane and written in English?			
19	Lifting Gear:	Yes	No	N/A
	• Is lifting gear (chains, slings, wire rope, shackles) of adequate capacity, in good order and appropriately marked with SWL/WLL?			
	• Has lifting gear been inspected and inspection details recorded (tagged)?			
	• Is the load hook fitted with a safety catch and is it operational?			
	• Are tag lines being used, where required?			
	• Are slings and attachments being stored correctly?			

List any issues identified

Item #	Issue	Action to be taken	By Who