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| --- | --- | --- | --- |
| Workplace: |       | Location: |       |
| Service Provider company: |       |
| Planned activity dates: | Start date: |   | Finish date: |   |
| **Personnel details** |
| **Role** | **Name** | **Contact details** |
| Mirvac Activity Coordinator/ Engineer: |       |       |
| Service Provider Crane Coordinator/Supervisor: |       |       |
| Third Party Engineer: |       |       |
| Nominated Mirvac Representative: |       |       |
| **Associated documents** |
| Work Box Permit, Electrical Isolation/Energization, Mobile Crane Permit, Risk and Opportunity Register |
| **Part A – Activity planning** |
| **Tower crane documents** | **Yes No****N/A** | **Erection, climb, dismantle planning** | **Yes No****N/A** | **Operational requirements** | **Yes No****N/A** |
| The tower crane base design has been received and has been certified by a suitably qualified engineer |   | A specific Lift Plan has been developed and received |   | The tower crane operations manual has been received |   |
| The tower crane base design has been reviewed by a third party suitably qualified engineer |   | Geotechnical report has been provided for mobile crane outrigger locations (DCP test), The report is to include any existing service location |   | A Plant Risk Assessment for the Tower Crane has been received. |   |
| Tower crane sign design has been certified by a suitably qualified engineer |   | Mobile crane documentation received. Annual plant registration, service history, plant hazard assessment, Crane Safe inspection |   | HRWL & Third-Party competency verification for the tower crane crew have been received. Note: Reverification required if the operator has been away from / absent from operating the crane for more than 6 months |   |
| Plant design registration has been verified |   | Secondary subcontractor insurances have been received |   | JSEA/SWMS – Operation of Tower Crane has been received for review |   |
| Annual plant registration certificate has been provided |   | HRWL and VOC’s for Mobile Crane operatives have been received |   | JSEA/SWMS – Maintenance of Tower Crane has been received for review |   |
| Tower crane base design has been registered with Regulatory Authority |   | SWMS for the Erection or Climbing or Dismantle of the tower crane has been received for review and approval |   | JSEA/SWMS- Rigging and Dogging Loads has been received for review |   |
| Non- Destructive Testing (NDT) reports have been received. Report includes an extensive list of the components tested accompanied by photographs |   | SWMS for the Set up and Operation of Mobile Crane has been received for review and approval |   | Communications have been arranged (Two Way Radio secure channel, back up arrangements). |   |
| Non- Destructive Testing (NDT) has been reviewed by a third party suitably qualified engineer |   | JSEA/SWMS/Procedure for Rescue Fall from Height |   | Tower Crane Operator familiarisation/ crane induction has been arranged |   |
| Hoist and luffing rope inspection reports have been received |   | Traffic Management, permits and control plan have been received. |   | Maintenance requirements/ procedures have been received |   |
| Where applicable a 10 year / 25-year Crane Inspection Report has been received |   | Mobile Crane Lifting equipment register has been received |   | Lifting equipment inspection regimes have been arranged  |   |
| Electrical compliance inspection has been received |   | Tower Crane company Lifting equipment register received. |   | The rescue procedure/operator rescue training record has been submitted and approved (Gotcha kit) |   |
| Crane Safe Inspection has been arranged for commissioning |   | Working at Height equipment register received (harnesses, rescue kits etc.) |   | A 2.5kg ABE fire extinguisher is in the cabin |   |
| Aviation requirements have been assessed |   | Electrical isolations have been arranged |   | A lockable access gate is fitted |   |
| Crane base/tower security has been reviewed for adequacy. (Must be a minimum of 3m non- climbable hoarding). Where attached to crane, must be engineered system with engineered fixings. Design has been inspected and certified by a suitably qualified engineer |   | HRWL for Rigging crew and associated competencies i.e. Work at Height Awareness have been received |   | Entry hatches to the cabin are lockable |   |
| Fire suppression or direct injection system systems have been arranged. Fixed system and Portable |   | Work Box Use Checklist has been prepared |   | Access points are clearly signed “No Entry – Authorised Access Only” or the like |   |
| The ancillary items (Kibbles, Brick Cage, chains etc.) have independent inspection undertaken and reports/certification has been received  |   | Exclusion zones have been agreed and are adequate. An activity layout plan has been developed. This plan indicates, assembly, delivery, exclusion zones |   | Sanitary hygiene processes and disposal for operator body fluids are in place |   |
| Tower crane supplier/installer and design engineers PI insurance have been received |   | Erection communication arrangements i.e. letter box drop, site notification  |   | Processes are in place to monitor weather conditions |   |
| Non- Destructive Testing (NDT) reports have been received for climbing frame inclusive of flippers and base pads |   | Pre- inspection of the tower crane and components such as climbing frame, ancillary items have been arranged |   | The person in charge of erection and climbing of a tower crane has experience in carrying out work on the type of crane and holds a certificate of competency as a rigger, class 5 or 6, endorsed for tower cranes |   |
| Climbing frame and crane tie design has been received and certified by a suitably qualified person |   | Emergency / rescue procedures have been developed and reviewed for the activity |   | All boom sections other than the head section should be provided with a catwalk for the use of riggers and maintenance personnel - who shall wear a safety harness and connected lanyard when working away from the catwalk or machinery deck areas. Refer to [Work at Height MMR](https://mirvacau.sharepoint.com/%3Aw%3A/r/sites/HealthSafetyandEnvironment/_layouts/15/Doc.aspx?sourcedoc=%7B3D796DAD-242C-4157-AD8F-8220DF30777B%7D&file=Work%20at%20Height%20MMR.docx&action=default&mobileredirect=true) [Work at Height MMR Reference Document](https://mirvacau.sharepoint.com/%3Aw%3A/r/sites/HealthSafetyandEnvironment/_layouts/15/Doc.aspx?sourcedoc=%7B81120474-8111-4553-8FC5-8389121EED19%7D&file=Work%20at%20Height%20MMR%20Reference%20Document.docx&action=default&mobileredirect=true)  |   |
| Climbing rams have been tested and inspected |   | Crane tie design has been provided.  |   | Where there are multiple tower cranes operating in the same radius, the use of anti-collision systems. or slew limitation devices has been considered |   |
| 3rd Party post climb inspection has been arranged by a suitably qualified engineer |  | Crane tie install inspection by a suitably qualified engineer has been arranged |  |  |  |
| Visual assistance devices have been arranged e.g... hook cam |   | Consideration has been given to secondary access points from structure to minimise operator climbing heights (these also require unauthorised access controls) |   |  |   |
| Secondary operational assistance devices have been arranged i.e. slew limitation or anti-collision systems where applicable |   | Consideration has been given to tower access lighting requirements and aviation obstruction lighting |   |  |   |
| For tower cranes set with booms exceeding 40 m in length, consideration is given to engineering solutions for safe access to tower sections being lifted. i.e. a hinged or pivoted mono-rail, or a counter balanced monorail.Note: Where engineering solutions are not practicable and a dogman is required to travel with a new section - a JSEA/SMWS with control measures is to be developed involving those involved in the task. Consider when climbing tower cranes that the flipper is secured and engaged and luff drum visible |   |  |   |  |   |
| Comments:       |
| **Part A – Activity planning verification. All documents required above have been provided, verified and approved. All items are marked Yes or N/A** |
| Project Manager:  |       | Signature:  |       | Date: |   |
| Workplace Manager:  |       | Signature:  |       | Date: |   |
| Nominated Mirvac Representative: |       | Signature:  |       | Date: |   |
| **Part B – Pre- activity checks** |
| HOLD POINT – Tower Crane Erection, Climbing, Dismantling Activity Checks are to be completed prior to authorisation for works to proceed. |
|  | **Yes No****N/A** |  | **Yes No****N/A** |  | **Yes No****N/A** |
| Weather conditions have been assessed and are suitable for the activity. Agreed with Crane Coordinator and Workplace Manager. Wind speed meters are provided |   | Traffic Management is in place. |   | Exclusion zone is established, signed appropriately as per activity layout plan |   |
| Prestart meeting held with work crew. Attended by Nominated Mirvac Representative, HSE Officer/Coordinator and Workplace Manager |   | The work crew have been briefed and agree with the JSEA/SWMS |   | The work crew have been briefed on the emergency procedures and all emergency responders are on site and available. Designated first aider available |   |
| The work crew have been briefed on the crane lifting plan |   | Is the Lift Plan, SWMS and associated procedures available to the work crew at the activity zone? |   | All equipment has been checked (lift gear, harnesses, rescue equipment, communications, tag lines etc.) |   |
| All mobile cranes have been inspected by the operator and verified through log book |   | Electrical handover has been completed (lock/ tag fitted to crane DB/ supply) |   | Access/ edge protection for trucks is in place |   |
| All operatives involved in activity have been Mirvac and project inducted, HRWL/Competencies obtained on file  |   | The work crew have been briefed on operational interface (with other plant) processes |   |  |   |
| Comments:       |
| **Part B – Activity planning checks have been completed and all requirements are implemented and effective. All items are marked Yes or N/A** |
| Workplace Manager:  |       | Signature:  |       | Date: |   |
| Nominated Mirvac Representative:  |       | Signature:  |       | Date: |   |
| HSE Officer / Co-ordinator:  |       | Signature:  |       | Date: |   |
| **Authority to Proceed** |
| Project Manager:  |       | Signature:  |       | Date: |   |
| **Part C – Post – activity documentation.** |
|  | **Yes No****N/A** |  | **Yes No****N/A** |  | **Yes No****N/A** |
| ITP / Commissioning documents have been received for erection or climbing activities and check of bolt torque and crane hoarding compliance has occurred |   | 3rd Party Crane Safe Report has been received. 3rd Party inspection report for climbing activities |   | Crane has been inspected by Mirvac to verify all required equipment, security measures, secondary controls/ devices are fitted and operable |   |
| Crane Crew Meeting No 1 completed. Includes Crane Crew Operational SWMS and Procedure induction. Inducted into SP HSE Management Plan. Mirvac requirements have been communicated |   | Operator Familiarisation documents completed and received  |   | Certification includes any attachments such as signs, hoardings, hook cams etc. |   |
| To[w](https://mirvacau.sharepoint.com/%3Aw%3A/s/HealthSafetyandEnvironment/EY6j0C5eGiVGjidybt2Rb5QB6sWooNCQEyxaP3oxJeFGRA?e=EJN8xc)er Crane [Post](https://mirvacau.sharepoint.com/%3Aw%3A/r/sites/HealthSafetyandEnvironment/_layouts/15/Doc.aspx?sourcedoc=%7B2ED0A38E-1A5E-4625-8E27-726EDD916F94%7D&file=Tower%20Crane%20Post%20Erection%20Inspection%20ITP.docx&action=default&mobileredirect=true) Erection Inspection ITP completed by Third Party Engineer  |  |  |  |  |  |
| **Activity completion - All documents required above have been provided, verified and approved. All items are marked Yes or N/A** |
| Project Manager:  |       | Signature:  |       | Date: |   |