

SAFE WORK PROCEDURES

Safe Work Procedures (SWPs) cover types of work the crew perform repeatedly. They are written as sequences because lifting is a sequence. Read them in order. Do them in order. Hazards for that work are in the JHA - not buried in the procedure.

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A procedure you cannot use is not a procedure.

SWPs live in this program so they can be read on a phone at the gate. They are the default method. A site may impose a stricter method. A site may not impose a looser one on the crew.

14 - SWP LIBRARY - 30 PROCEDURES -> <https://sin.ae.org/safety/swp-library>

PRACTICES AND PROCEDURES

Practices are the standing rules - no lift without a plan, no damaged gear, no work under a load, one signalperson, STOP means stop. They live in 01, 06, 07 and 12. Procedures are the numbered SWPs in the library. An SJP is this lift, this site, this day, when the SWP is not enough. Do not file a practice as a second procedure.

SWP - RIGGING A LOAD

PROCEDURE

01 PLAN THE LIFT

Confirm load weight, centre of gravity, lifting points and required capacity. If any of those are unknown, do not rig.

02 INSPECT THE RIGGING

Inspect slings, shackles, hooks and hardware before use. Damaged gear is out of service. No exceptions, no "one more lift."

03 CONNECT THE LOAD

Install rigging correctly and protect it from sharp edges. Hardware sits straight. Slings are not twisted, knotted or choked off a guess.

04 CLEAR THE AREA

Establish the exclusion zone and confirm communication. Nobody walks under a load. Nobody stands in the fall line.

05 TEST THE LIFT

Take the load just clear of the ground and verify balance. If it tilts, lands or shocks - lower it and re-rig.

06 MAKE THE LIFT

Lift smoothly while maintaining communication and control. Stop on any lost signal, unexpected movement or change in conditions.

SWP - SIGNALLING A LIFT

PROCEDURE

01 ONE SIGNALPERSON

One person signals the operator unless a documented transfer is made. Two people signalling is not communication. It is an argument.

02 AGREE THE SYSTEM

Hand signals, radio protocol or both. Standard signals. Channel, call signs and the word for STOP confirmed in the brief.

03 SEE THE LOAD AND THE PATH

If the signalperson cannot see the load, the path or the operator, they are not signalling. Get a dedicated spotter or stop.

04 HOLD THE ZONE

The signalperson does not become a rigger, a traffic controller and a messenger at the same time. The hands are for the crane.

05 STOP MEANS STOP

Any lost visual, any garbled radio, any person entering the zone: emergency stop. Resume only after the crew is reset.

SWP - INSPECTING RIGGING

PROCEDURE

01 IDENTIFY THE GEAR

Know the type, rated capacity, and whether it is appropriate for the hitch and the environment (heat, chemicals, sharp edges).

02 CHECK IDENTIFICATION

Missing tags, illegible ratings or homemade modifications - out of service.

03 INSPECT THE BODY

Wire rope: broken wires, kinks, birdcaging, crushed strands, heat. Synthetic: cuts, UV, chemical burn, stretched stitches. Chain: nicks, stretch, gouge, seized links.

04 INSPECT THE HARDWARE

Hooks, shackles, rings, spreader points. Latch function, pin engagement, wear at the saddle, opened throat.

05 REMOVE OR USE

If it fails, tag it, isolate it, report it. Do not leave failed gear where someone else can pick it up.