

SAFE JOB PROCEDURES

Safe Job Procedures (SJPs) are built for a specific task when the SWP is not enough. Unusual loads, tight sites, tandem lifts, critical lifts, flytable cycles, loading-platform install and reposition, and anything the hazard assessment flags as non-routine.

Rev 01 Effective 2026-09-01 Review 2027-09-01 Printed copy uncontrolled

This lift. This site. This day.

An SJP is not a longer SWP. It is the SWP plus the facts of this job: weights, radii, drawings, engineered requirements, weather limits, names, radios, and the abort criteria. The JHA library is the hazard analysis for the same work - not another set of steps. The filled sheet lives in the SJP library.

16 - SJP LIBRARY -> <https://sin.ae.org/safety/sjp-library>

FILL THIS CYCLE - PROVEN-FRM-052 -> <https://sin.ae.org/safety/builder/flytable-cycle-sjp>

FILL THIS DECK - PROVEN-FRM-053 -> <https://sin.ae.org/safety/builder/loading-platform-sjp>

15 - JHA LIBRARY -> <https://sin.ae.org/safety/jha-library>

WHEN AN SJP IS REQUIRED

Critical lifts as defined by the site or by this program (see Crane Operations).

Flytable / flyform cycles - every table, every floor. PROVEN-SJP-001. Corner and nontypical tables: PROVEN-SJP-002.

Loading-platform install, reposition or strike - every deck, every floor. PROVEN-SJP-003. Daily SuperDeck extend / retract is host, not this SJP.

Tandem or multiple-crane lifts.

Loads of unknown or shifting centre of gravity.

Lifts over occupied buildings, public space, or process equipment.

Personnel holding / man-baskets (only where legally permitted and engineered).

Any lift the supervisor or operator says is non-routine.

HOW AN SJP IS BUILT

PROCEDURE

01 COLLECT THE FACTS

Load data, drawings, crane configuration, ground report, nearby energy, other work in the area.

02 START FROM THE SWP

Do not rewrite physics. Add only what this job changes.

03 NAME THE PEOPLE

Operator, rigger, signalperson, supervisor, engineer if required. Roles are named, not implied.

04 SET HARD LIMITS

Wind, radius, boom length, personnel in the zone, radio loss. Limits are numbers, not vibes.

05 BRIEF AND KEEP IT

The SJP is at the lift. If the work drifts from the SJP, stop and rewrite it. Do not "adapt on the fly."

If the lift is special, the paperwork should be as specific as the load.