
CRANE SHUTDOWN

Leave the machine the way the manufacturer allows you to leave it.

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

PURPOSE

Shut down so the crane cannot move, the boom is in a safe condition, and the next operator is not inheriting a trap.

SCOPE

End of shift, breaks where the operator leaves the seat, weather shutdown, and emergency shutdown as the conditions allow.

This document is the method - the steps. Hazards and residual risk for the same work are in the JHA library. A procedure is not a hazard analysis.

PROCEDURE

01 LAND THE LOAD

Nothing on the hook unless a named person remains on the crane under a written hold.

02 POSITION

Boom, jib, upperworks and outriggers as the manufacturer specifies for shutdown and for the weather that is coming.

03 ISOLATE

Controls off. Keys as the site requires. House lock if fitted.

04 ACCESS

Cab closed. Ladders and gates as the site requires. Do not leave a climbing invitation.

05 HAND OVER

Defects, remaining fuel, weather, and the next lift - written or spoken to the next operator and to the supervisor if the job ends.

RESPONSIBILITIES

THIS PROGRAM

The published method for the work. Stop-work is named in it. It does not own the site.

SUPERVISOR

Confirms the plan, the crew, the zone and the stop criteria. Owns whether the hook moves.

CRANE OPERATOR

Runs only the machine they are competent on, to the chart, after inspection. Stops on an unclear signal or a broken plan.

RIGGER

Selects, inspects and applies the hitch. Does not guess weight, centre of gravity or angle.

SIGNALPERSON

One set of hands on the crane. Holds the zone. STOP means stop.

WORKER

Works to this program and to site rules - whichever is stricter. Uses the three rights. Reports damaged gear.

REQUIRED COMPETENCY

Operator for this class

EQUIPMENT

The crane
Manufacturer shutdown procedure

PPE

Hard hat
CSA-grade footwear
High-visibility clothing
Eye protection
Task-rated gloves
Hearing protection where required
Fall protection where the work exposes a fall

PROHIBITED PRACTICES

Leaving a load hanging for convenience
Walking away from a running crane
Shutdown position that fouls a line or a road

EMERGENCY RESPONSE

Stop the lift. Make people safe. Land or hold the load if it can be done without a second incident. First aid. Notify the site and the employer. Hold the scene.

DOCUMENTATION

FLHA
Pre-use / inspection record
This SWP number and revision

REFERENCES

Workers Compensation Act s. 21 - known or reasonably foreseeable hazards; instruction and supervision
OHS Regulation (B.C. Reg. 296/97, in force 15 Apr 1998) Part 3 - OHS program, instruction, inspections
OHS Regulation Part 4 s. 4.13 - risk assessment where rescue or evacuation may arise
OHS Regulation Part 8 - PPE; headwear CSA Z94.1-05 or Z94.1-15
OHS Regulation Part 11 - fall protection
OHS Regulation Part 14 - Cranes and Hoists
14.2(5) - CSA Z150-1998, or ASME B30.5-2004, or ASME B30.22-2005 (articulating boom)
14.2(6) - CSA Z248-2004 for tower, hammerhead and self-erecting tower cranes
14.35 pre-use inspection 14.36 load weight 14.42.1 critical lift 14.44 loads over work areas 14.45 unattended loads
14.47-14.49 signals
OHS Regulation Part 15 - Rigging
Manufacturer load chart, manual and configuration limits
Site lift plan, FLHA and site rules where stricter