

Material Handling Equipment and Operations

Short description

The purpose of this section is to protect personnel against hazards and other unexpected conditions associated with material handling equipment operations. For the purpose of this section, material handling equipment includes cranes and powered industrial trucks (PIT).

Contact person

Andrew Richardson

Name

770-613-2999

Phone number

HSEQ

Functional Department

arichardson@cce-inc.com

Email address

Responsible

Brent LeVander

Name

HSEQ

Functional Department

Approval

Geoff Preisman

Name

President and CEO

Title

Content

1	Objective and area of application.....	3
2	Superior and additional applicable documents.....	3
3	Definitions.....	3
4	Cranes.....	5
4.1	Crane lift plan approval and additional documentation.....	6
4.2	Pre-lift work area inspection.....	7
4.3	Qualified operators.....	7
4.3.1	National accredited testing organization.....	7
4.3.2	Audited employer program.....	7
4.3.3	Armed forces or military.....	8
4.3.4	State or local government.....	8
4.4	Assembly and disassembly.....	8
4.4.1	Assembly/disassembly director.....	8
4.4.2	Outriggers and stabilizers.....	9
4.5	Qualified rigger.....	9
4.6	Qualified signalperson.....	10
4.7	Overhead loads.....	10
4.8	Critical lifts.....	10
4.9	Inspection and maintenance.....	11
5	Powered industrial trucks (PIT).....	11
5.1	General requirements.....	12
5.2	PIT operators.....	12
5.2.1	Operator training.....	12
5.2.2	Operator re-training.....	13
5.3	Pre-use inspection.....	13
5.4	Lifting below the tines (free rigging).....	13
6	Hydraulic hoisting and lifting (PIT and excavating equipment).....	14
7	Additional training.....	14
8	Amendment history.....	15
9	Appendix.....	15

1 Objective and area of application

This section establishes the minimum requirements for work practices to assure the safety of Centennial employees, subcontractors, guests, visitors and other affected personnel who work with or around material handling equipment as part of their job duties.

Centennial expects subcontractors to have an equivalent dedication to HSEQ as outlined in this section. Centennial requires subcontractors to adopt, implement and enforce rules and practices necessary to protect the health and safety of personnel the environment and quality according to the contract scope of work and specifications.

2 Superior and additional applicable documents

1000_GP_11_01_en_5.0 Global Policy on Health, Safety, Environment/Sustainability and Quality (HSEQ)

1000_GS_11_26_en_1.0 Global Standard on Maintenance and Inspection

ANSI B56.1

This section of the HSEQ Manual applies to all Centennial employees and subcontractors who are performing work in Centennial facilities and project sites. There may be more stringent requirements than this section as defined by specific State, local or contract specific material handling requirements. If there is a conflict between this section and other applicable regulations, the more stringent will apply.

3 Definitions

The following definitions of terms are important for an understanding of this section.

Term	Definition
Attachment	Any device that expands the range of tasks that can be done by the equipment. Includes, but are not limited to: hooks, magnets, grapples, clamshell buckets, orange peel buckets, concrete buckets, drag lines, personnel platforms, augers or drills and pile driving equipment
Boom	An inclined spar, strut, or other long structural member which supports the upper hoisting tackle on a crane or derrick. Typically, the length and vertical angle of the boom can be varied to achieve increased height and reach when lifting loads. Booms can usually be grouped into general categories of hydraulically extendible, cantilevered type, latticed section, cable supported type or articulating type
Centennial	All Centennial employees, joint venture employees, subcontractors and business partners
Center of gravity	The point in the object around which its weight is evenly distributed. If you could put a support under that point, you could balance the object on the support

Material Handling Equipment and OperationsIdentification number: 0206500_CP_11_23_en_2.1

Competent person	Person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees and has authority to take prompt corrective measures to eliminate or protect against those hazards
Counter weight	Weight used to supplement the weight of equipment to provide stability when lifting loads by counterbalancing those loads
Equipment criteria	Manufacturer supplied instructions, recommendations, limitations and specifications
Hoist	A mechanical device for lifting and lowering loads by winding a line onto or off a drum
Hoisting	The act of raising, lowering or otherwise moving a load in the air with equipment covered by this section of the HSEQ Manual. As used in this section, "hoisting" can be done by means other than wire rope/hoist drum equipment
HSEQ	Health, Safety, Environment and Quality
HSEQ Director	Leads the HSEQ Team
Load	Refers to the object(s) being hoisted and/or the weight of the object(s); both uses refer to the object(s) and the load-attaching equipment, such as, the load block, ropes, slings, shackles, and any other ancillary attachment
Multi-purpose machine	A machine that is designed to be configured in various ways, at least one of which allows it to hoist (by means of a winch or hook) and horizontally move a suspended load. For example, a machine that can rotate and can be configured with removable forks/tongs (for use as a forklift) or with a winch pack, jib (with a hook at the end) or jib used in conjunction with a winch
OSHA	Occupational Health and Safety Administration
PEL	Permissible Exposure Limit
PIT	Powered industrial truck
Powered industrial truck	A mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials
PSO	Project Safety Officer
Qualified Person	An individual that has been trained and holds the proper certification for the assigned task
Ramp	An inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood
ROPS	Roll-over protective structure
RPE	Registered Professional Engineer
Side load	A load applied at an angle to the vertical plane of the boom
Sling	A strap, usually constructed of nylon material, which can be used to lift objects
SSR	Senior Site Representative

Swing radius	Area of the rear of the rotating superstructure of a crane or other equipment capable of rotating in a horizontal plane
Tag line	A rope (usually fiber) attached to a lifted load for purposes of controlling load spinning and pendular motions or used to stabilize a bucket or magnet during material handling operations

4 Cranes

This section describes the requirements for Centennial subcontractor personnel and lower tier contractors, who may operate material handling equipment that can hoist, lower and horizontally move a suspended load. Suppliers who are delivering materials (such as pre-fabricated or pre-cast concrete components) to facilitate construction activity shall follow the requirements of this section. Only qualified personnel may operate equipment of this type (see section 4.3 for crane operator qualification requirements). All crane lift and/or hoisting activities shall only be permitted with a fully complete and approved Crane Lift and Rigging Plan (Appendix 1).

This section applies to power-operated equipment, when used in construction that can hoist, lower and horizontally move a suspended load.

Such equipment includes, but is not limited to:

- Articulating cranes
- Crawler cranes
- Floating cranes
- Cranes on barges
- Locomotive cranes
- Mobile cranes
- Multi-purpose machines when configured to hoist and lower (by means of a winch or hook) and horizontally move a suspended load
- Industrial cranes
- Dedicated pile drivers
- Service/mechanic trucks with a hoisting device
- Pedestal cranes
- Portal cranes
- Overhead and gantry cranes
- Sideboom cranes
- Derricks
- Tower cranes
- Digger derricks when used for activities other than auguring holes for power poles carrying electric or telecommunication lines, placing and removing poles, and for handling associated materials for installation on, or removal from the poles

The general requirements for the use of cranes are as follows:

- Cranes shall be set on firm and stable ground surface
- Cranes shall be set up level to within one degree
- Cribbing shall be used on all crane lifts unless manufacturer guidance permits lifting without the use of cribbing

- The swing radius of all cranes shall be barricaded to prohibit personnel or equipment from entering
- A distance of three feet shall be maintained between the swing radius of the crane and any obstruction
- Crane operators shall not engage in any practice that will divert their attention while operating the equipment
- Operators, riggers, and signal persons shall wear personal protective equipment in accordance with Section 11.5
- Prior to operating a mobile crane, the operator shall make a complete walk around the equipment to ensure that people are clear of the equipment, all equipment is in a safe condition, and to identify any overhead electrical hazards
- Confirm safe site conditions - checking for hazardous weather, excessive wind, and icing
- Verify that ground conditions at work locations are firm, stable, drained, graded and provide adequate support and ensure that the blocking is stable, adequately supported, and of sufficient strength
- Barricades, warning signs or other methods shall be used to prevent entry into a lift area or turn radius of the crane. Traffic patterns and pedestrian safety shall be considered
- All controls shall be tested by the operator prior to operating the equipment. Any malfunctions shall be corrected or repaired before operating the crane
- Operators will respond to signals only from a trained Signal Person
- All loads shall be rigged by a Qualified Rigger
- The operator is responsible to secure any unattended hoisting equipment
- At no time shall persons work under a suspended load and suspended loads shall not be left unattended without proper safeguards and loads shall never be hoisted over persons
- Whenever there is any doubt as to safety, the operator has the authority and obligation to stop all hoisting activities and refuse to handle loads until safety has been assured

4.1 Crane lift plan approval and additional documentation

Required approval for non-critical crane lift plans includes the following:

- SSR
- PSO/Superintendent

The following documents shall be provided in addition to the Crane Lift and Rigging Plan Template (Appendix 1):

- A copy of the crane operator's license
- A copy of the crane operator's current medical evaluation
- A copy of the qualified rigger's card or documentation of qualification
- A copy of the signal person's card or documentation of training (if applicable)
- A copy of the annual and monthly crane inspection
- Wire rope certification
- A copy of the crane load chart
- A sketch of the site layout and rigging type and configuration
- RPE design and approval for custom rigging or spreader bar etc. (if applicable)
- Utility owner voltage information (if applicable)

4.2 Work area inspection

Prior to conducting any overhead hoisting activities the work area shall be surveyed for potential hazards that may affect hoisting or other adjacent activities.

Hoisting area clearances shall be verified for the following items:

- Boom/load height
- Boom/load swing radius
- Clearance from overhead power
- Potential pedestrian, vehicle or buildings

4.3 Qualified operators

Qualified operators for cranes shall pass both:

- A written examination that includes the safe operating procedures for the particular type of equipment the applicant will be operating and technical understanding of the subject matter criteria required in 29 CFR 1926.1427(j)
- A practical exam showing the applicant has the skills needed to safely operate the equipment, including the ability to properly use load chart information and recognize items required in the shift inspection

Operators of equipment that is included in this section shall be qualified through one of the following methods:

- A certificate from a nationally accredited crane operator testing organization
- Qualification from the employer through an audited employer program (as detailed in Section 4.3.2, herein)
- Qualification by the US Military (only applies to employees of Department of Defense or Armed Forces and does not include private contractors)
- Licensing by a state or local government (if that licensing meets the minimum requirements set forth by OSHA)

Note: When a state or local government requires a crane operator license, the crane operator shall be licensed accordingly to meet OSHA requirements.

4.3.1 Nationally accredited testing organization

The testing organization shall be accredited by a nationally recognized accrediting agency and test according to the criteria listed in 29 CFR 1926.1400. This certification is portable from employer to employer. The certificate shall note the type and capacity of equipment for which the operator is tested and qualified. The certificate and qualification is valid for 5 years.

Nationally accredited crane testing organizations include:

- National Commission for the Certification of Crane Operators (NCCCO)
- National Center for Construction Education and Research (NCCER)
- Crane Institute of America Certification (CIC)
- Operating Engineers Certification Program (OCEP)

4.3.2 Audited employer program

An employer may provide a crane operator testing program under the oversight of an independent third party auditor. An accredited crane operator testing organization shall

certify the auditor to evaluate the administration of written and practical tests. The auditor shall conduct audits of the employer's program according to nationally recognized auditing standards. Crane operator qualification under an employer program is only valid while the operator is an employee of the employer who manages the audited employer program and operating a crane for the employer. The qualification is valid up to 5 years.

4.3.3 Armed forces or military

This qualification applies only to civilian employees of the Department of Defense or Armed Services and is not portable. This qualification does not include employees of private contractors.

4.3.4 State or local government

This license is obtained from a government entity, such as a city or state that has a required certification program which meets 29 CFR 1926.1400. This license is not portable outside the boundaries of the government entity that issues the license, and is valid for a maximum of 5 years.

4.4 Assembly and disassembly

Subcontractors and lower tier contractors shall comply with all manufacturer guidelines and limitations regarding assembly and disassembly. However, subcontractors may develop site specific procedures for assembly and disassembly if the procedures are developed by a "qualified person" and specific provisions are met such as providing adequate support and stability for all parts of the equipment, and positioning employees involved to minimize exposure to any unintended movement or collapse.

4.4.1 Assembly/disassembly director

Crane assembly and disassembly shall be supervised by an Assembly/Disassembly (A/D) director. The A/D director shall meet the criteria for both a "competent person" and a "qualified person," or shall be a "competent person" assisted by a "qualified person."

- The A/D director shall understand the applicable procedures
- The A/D director shall review the procedures immediately prior to beginning work unless he or she understands the procedures and has used them before for that equipment type and configuration
- The A/D director shall ensure that each member of the crew understands his or her tasks, the hazards of the tasks, and any hazardous positions or locations to avoid.
- The A/D director shall verify all capacities of equipment used, including rigging, lifting lugs, etc.
- The A/D director shall also address hazards associated with the operation, including 12 specified areas of concern:
 - site and ground conditions
 - blocking material,
 - proper location of blocking
 - verifying assist crane loads
 - boom & jib pick points
 - center of gravity
 - stability upon pin removal
 - snagging
 - struck by counterweights
 - boom hoist brake failure
 - loss of backward stability

- wind speed and weather

Upon completion of assembly, but before use, the equipment shall be inspected by a qualified person to ensure that it is configured in accordance with the manufacturer equipment criteria. If these criteria are unavailable, a qualified person, with the assistance of an RPE shall develop the appropriate configuration criteria and ensure that these criteria are met.

4.4.2 Outriggers and stabilizers

Outriggers and stabilizers shall be used on all crane lifts except those specifically designed for lifting without outriggers and stabilizers (rubber tires). Manufacturer guidance and approval is necessary for any lift in which outriggers and stabilizers are not used.

When outriggers or stabilizers are used or are necessary they shall be:

- Fully extended or, if permitted by manufacturer procedures, deployed as specified in the manufacturer's load chart
- Set to remove equipment weight from the wheels
- Outrigger floats, if used, shall be attached to the outriggers; stabilizer floats, if used, shall be attached to the stabilizers
- Visible to the operator or to a signal person during extension and setting
- Outrigger and stabilizer blocking shall be placed under the float/pad of the jack or, if there is no jack, under the outer bearing surface of the outrigger or stabilizer beam
- Blocking shall also be sufficient to sustain the loads and maintain stability and shall be properly placed

4.5 **Qualified rigger**

A qualified rigger is a rigger who meets the criteria for a qualified person. A qualified rigger shall have the ability to properly rig the load for a particular job. It does not mean that a rigger shall be qualified to do every type of rigging job. Each load that requires rigging has unique properties. However, this experience does not automatically qualify the rigger to rig unstable, unusually heavy or eccentric loads that may require a tandem lift, multiple-lifts, or use of custom rigging equipment.

A qualified rigger shall be able to demonstrate:

- Basic safety rules when working around cranes and loads hoisted overhead
- Ability to recognize potential worksite operating hazards
- Ability to perform visual inspections and rejection criteria for hoisting wire rope, hoisting chain, hook/block and the working area
- Understand the selection, inspections, rating, rejection criteria and proper use of rigging hardware including the reduction for angle loading
- Understanding of the selection and ratings of basic sling hitches
- Understand and be able to demonstrate the safe use of tag lines for guiding loads and maintaining stability

Personnel shall be verified to be a qualified rigger through either of the below methods:

- Third party qualified evaluator
 - The rigger has documentation from a third party qualified evaluator showing that he or she meets the qualification requirements
- Employer's qualified evaluator (not a third party)

- The employer's qualified evaluator assesses the individual, determines the individual meets the qualification requirements, and provides documentation of that determination. This assessment may not be relied on by other employers (not portable)

4.6 Qualified signalperson

A qualified signalperson is one who:

- Knows and understands the type of signals used at the project site
- Is competent in using these signals
- Understands the operations and limitations of the equipment, including the crane dynamics involved in swinging, raising, lowering and stopping loads and in boom deflection from hoisting loads
- Knows and understands the relevant signal person qualification requirements specified in 29 CFR 1926.1400
- Passes an oral or written test and a practical test

Personnel shall be verified to be a qualified signalperson through either of the below methods:

- Third party qualified evaluator
 - The signal person has documentation from a third party qualified evaluator showing that he or she meets the qualification requirements
- Employer's qualified evaluator (not a third party)
 - The employer's qualified evaluator assesses the individual, determines the individual meets the qualification requirements, and provides documentation of that determination. This assessment may not be relied on by other employers (not portable)

A signal person shall be required whenever:

- Any point of operation is not in full view of the operator
- The operator's view is obstructed in the direction the equipment is traveling
- Either the operator or the person handling the load determines that a signal person is needed because of site-specific safety concerns

4.7 Overhead loads

The following are the basic requirements for handling hoisted overhead loads:

- Overhead loads shall be attached to the hook by means of slings or other rated hoisting devices that are of sufficient capacity
- Personnel shall not be permitted to ride the hook or load
- Loads shall not be rigged in a manner that would side load the crane
- All loads shall be balanced utilizing the center of gravity of the load
- All personnel shall be clear of the load before hoisting

4.8 Critical lifts

The following hoisting activities are considered critical lifts:

- Lifts involving hazardous materials
- Hoisting personnel

- Lifts involving more than one crane
- Lifts where the center of gravity could change
- Lifts that the operator believes should be considered critical
- Lifts of 75% or more of the rated load capacity of the crane load chart
- Lifts without the use of outriggers using rubber tire load charts
- Lifts using more than one hoist on the same crane
- Lifts involving non-routine or technically difficult rigging arrangements (e.g. multiple lift rigging assemblies)
- Lifts involving submerged loads
- Lifts out of the operators view or line of sight

All critical lifts shall be planned and executed using both the Crane Lift Qualification and Rigging Plan (Appendix 1) and the Critical Lift Addendum (Appendix 2) or other approved plans. The Critical Lift Addendum shall be reviewed and approved by the PSO/Superintendent, SSR and a member of the HSEQ team prior to any critical lift.

4.9 Inspections and maintenance

Each mobile crane shall be maintained according to the manufacturer's specifications and inspected by a qualified inspector using the Centennial Crane Inspection Checklist (Appendix 3) or other acceptable checklist. Any and all deficiencies shall be corrected before use.

Inspections frequency includes:

- Before each use- cranes shall be visually inspected by the operator to make sure it is in safe operating condition, and all controls tested
- Monthly
- Annual/Comprehensive
- Equipment not in regular use- equipment that has been idle for three (3) months or more shall have a documented inspection

5 Powered industrial trucks (PIT)

Powered industrial trucks are mobile, power-driven vehicles used to carry, push, pull, lift, stack, and hoist material (includes multi-purpose machines and telehandlers).

All powered industrial trucks used on Centennial project sites are required to meet the design and construction requirements for powered industrial trucks established in the American National Standards Institute (ANSI) Standard for Powered Industrial Trucks, Part II, ANSI B56.1. Warnings plates, placards and markings shall be in place, shall not be covered over with paint which may obscure the identification information and the nameplates shall be maintained in a legible condition.

Modifications and additions which affect capacity and safe operation without the manufacturer's prior written approval are prohibited. Capacity charts, operation, and maintenance instruction plates, tags or decals shall be modified accordingly.

Power-operated industrial trucks shall not be used in atmospheres containing hazardous concentrations of dust or where flammable gases or vapors are, or may be, present in quantities sufficient to produce explosive or ignitable mixtures. If the location is believed to be hazardous or contain any hazardous materials, the PSO/Superintendent, SSR or a member of the HSEQ team shall be consulted in advance.

5.1 General requirements

- PIT shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator
- No modifications or additions which affect the capacity or safe operation of the equipment shall be made without the manufacturer's written approval
- All high lift rider industrial trucks shall be equipped with overhead guards
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks
- PITs with internal combustion engines shall not be operated in areas where carbon monoxide levels may exceed PEL
- PITs shall be equipped with a load backrest to prevent the load from falling toward the truck when the load is elevated and tilted backward
- PITs shall be equipped with an operational horn in its original location as provided by the manufacturer
- PITs shall be equipped with a reverse travel alarm
- The PIT manufacturer's operator's manual shall be accessible to operators and maintained with the PIT

5.2 PIT operators

Each PIT operator shall be qualified to operate the specific equipment that will be used. The operator shall be determined to be qualified to operate a PIT safely, as demonstrated by the successful completion of the training and evaluation described in this section. Personnel who have not yet been trained to operate PITs shall be prohibited from operating PITs on Centennial project sites.

Operator training shall consist of a combination of formal instruction (lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical evaluation of the trainee) and evaluation of the operator's performance in the workplace.

5.2.1 Operator training

Operator training and evaluation will be conducted by personnel who have the knowledge, training, and experience to train and evaluate PIT operators. PIT operators qualification is valid for three years from the date of initial qualification.

Training for PIT operators shall address the following minimum requirements:

- Operating instruction, warning, and precautions for the types of truck the operator will be authorized to operate
- PIT controls and instrumentation: location, purpose, and operation
- Differences between a powered industrial truck/forklift and an automobile
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Vehicle capacity
- Vehicle stability
- PIT inspection and maintenance (operator level)
- Refueling and/or changing of batteries
- Operating limitations, including jobsite specific related topics (e.g., surface conditions, pedestrian traffic, hazardous locations, overhead power etc.)

5.2.2 Operator re-training

Operator re-training shall be provided for PIT operators:

- When the operator has been observed to operate the vehicle in an unsafe manner
- When the operator has been involved in an accident or near-miss incident
- When the operator has received an evaluation that reveals that the operator is not operating the truck safely
- When the operator is assigned to drive a different type of truck, or a condition in the workplace changes in a manner that would affect the safe operations of a forklift
- At least every three years

5.3 Pre-use inspection

All PITs shall be inspected prior to use for potential hazards that may be encountered from a damaged PIT and shall be performed at least daily by the qualified operator. If at any time a PIT is found to be in need of repair, defective, or in any way unsafe, the PIT shall be removed from service until it has been restored to a safe operating condition.

The pre-use inspection shall cover, at a minimum, the following elements:

- Inspect the mast for broken or cracked weld points and any other visible damage
- Fluid levels- oil, water, and hydraulic fluid
- Leaks, cracks or any other visible defect including hydraulic hoses and mast chains
- Tire condition and pressure including cuts and gouges
- Condition of the forks, including the top clip retaining pin and heel
- Load backrest extension
- Finger guards
- Safety decals and nameplates. Ensure all warning decals and plates are in place and legible. Check that information on the nameplate matches the model and serial numbers and attachments
- Operator manual on truck and legible
- Operator compartment. Check for grease and debris
- All safety devices are working properly including the seat belt.
- Fire extinguisher placed, inspected and serviceable
- Overhead guard (ROPS, FOPS etc.)
- Hydraulic cylinders
- Manufacturer approved load handling attachments
- Front, tail and brake lights
- Horn and reverse alarm

5.4 Lifting below the tines (free rigging)

Free rigging is the direct attachment to or placement of rigging equipment (slings, shackles, rings, etc.) onto the tines of a powered industrial truck for a below-the-tines lift. This type of lift does not use an approved lifting attachment. Although free rigging is a common practice, it could affect the capacity and safe operation of a PIT and is strictly prohibited on all Centennial project sites.

Modifications and additions which affect the capacity and safe operation shall not be performed without PIT manufacturer's written approval or RPE design and approval. Load charts and maintenance instruction plates, tags, or decals shall be changed accordingly. Manufacture approved PIT attachments shall be used to lift below the tines since this may affect the capacity and center of gravity of the PIT. Operators shall be trained in the use of

attachments and dynamics of lifting below the tines. Rigging for lifting below the tines shall be completed by a qualified rigger (see section 4.5).

6 Hydraulic hoisting and lifting (PIT or excavating equipment)

A PIT or hydraulic excavating equipment may only be used to lift or hoist loads if permitted by the equipment manufacturer. The hoisting of loads with a PIT or hydraulic excavating equipment with rigging requires an approved Hydraulic Lifting Plan (Appendix 4) in accordance with paragraph 4.1 of this section and an AHA specific to the transportation or hoisting operation. If hoisting procedures are not available by the manufacturer, then hoisting is prohibited. Hydraulic Lifting Plans shall be reviewed and approved by the PSO/Superintendent and SSR prior to any hoisting activity.

Operations involving the use of PITs or hydraulic excavating equipment to hoist using rigging for the transportation or setting of loads require different operator skills and considerations than standard operations performed with this equipment. When PITs or hydraulic excavating equipment is used to hoist loads utilizing hooks, slings, chains or other rigging the following considerations shall apply:

- Proper operating procedures in accordance with the equipment manufacturer's operating manual
- Written proof of qualifications of equipment operator, riggers and signalpersons
- Proper use and availability of the manufacturer's load rating capacities or load chart
- Proper use of rigging including positive latching devices to secure the load and rigging
- Inspection of rigging prior to hoisting (capacity tags must be affixed to rigging)
- Tag lines shall be used to control the load
- Establishment of a sufficient swing radius (equipment, rigging and load)
- Stability of surfaces beneath the equipment
- Hooks, eyes, slings, chains or other rigging shall not be attached directly to the tines of a PIT or hung from the teeth of a bucket during the transportation or hoisting of a load
- Only manufacturer approved attachment points shall be used to attach rigging and the load
- Loads shall be lifted the minimum height necessary to clear the ground or other obstacles and carried as low as possible when the equipment is traveling
- Loads shall not be lifted over personnel
- Adequate clearance shall be maintained from electrical sources

7 Additional training

Employees and subcontractors shall be trained in the specific hazards associated with material handling equipment and their responsibilities and assignments.

Training shall be provided to all affected personnel and, at a minimum, include:

- Hazards related to material handling equipment
- Work practices and selection of appropriate equipment and rigging
- Methods of evaluating site conditions prior to lifting or hoisting
- Inspection procedures
- Specific requirements of this procedure

- Emergency procedures

Retraining is required when:

- Changes in the workplace render previous training incomplete or obsolete
- Changes in the types of material handling equipment to be used render previous training incomplete or obsolete
- Inadequacies in an employee's knowledge or use of material handling equipment indicate that the employee has not retained the requisite understanding or skill

8 Amendment history

Date	Version	Revised content
03.06.2014	1.0	Initial Preparation
04.06.2015	1.1	Addition of "hydraulic hoisting"- paragraph 6 and Appendix 4
12.06.2016	1.2	Clarification on responsible parties for Critical Lift Addendum approval
01.01.2018	2.0	Updates to Paragraph 2 Superior Documents to add the Group Policy and Global Standards, Paragraph 3 Definitions (Centennial, HSEQ Director and Qualified Person), Paragraph 4.5 Qualified Rigger (verification), Paragraph 4.8 Critical Lifts (approval), Appendix 1 (footnote removed, signatures changed and logo), Appendix 2 (signatures changed and logo), Appendix 3 (logo) and Appendix 4 (signatures changed and logo)
07.01.2019	2.1	Updates to Appendix 1 (Plan Author added), Appendix 2 (Plan Author added) and Appendix 4 (Plan Author added)

9 Appendix

Appendix 1: Crane Lift and Rigging Plan (0206500_CP_11_23_en_A1.3)

Appendix 2: Critical Lift Addendum (0206500_CP_11_23_en_A2.3)

Appendix 3: Crane Inspection Checklist (0206500_CP_11_23_en_A3.1)

Appendix 4: Hydraulic Lifting Plan (0206500_CP_11_23_en_A4.2)