

CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE

OVERVIEW

The following Safety Practice describes the responsibilities, actions, methodologies and support necessary to ensure that crane operations are managed effectively.

Cranes and Boom Pumps operating on a Perkins Builders site will either be a Perkins Builders owned crane or be subcontracted crane or boom pump and operators respectively. All crane operations shall be conducted in accordance with Australian Standard 1418:2021 – Crane, hoists and winches – General Requirements. All boom pump operations shall be conducted in accordance with CCAA Concrete Pump Delivery Industry Guidelines 2014.

RESPONSIBILITIES

Management	Provide the resources and systems to ensure crane and boom pump operations are managed safely and comply with legislative requirements.
HSEQ Team	Maintain this Safety Practice, provide guidance, and monitor compliance.
Project Managers / Site Managers	Ensure crane and boom pump operations are planned, approved, and supervised, with required permits, licences and documentation in place before work commences.
Crane Operators, Boom Pump Operators, Dogmen and Riggers	Operate equipment and undertake lifting activities safely, complete required inspections and documentation, and comply with this Safety Practice and applicable legislation.
Workers and Subcontractors	Follow site requirements, remain clear of lifting operations unless authorised, and report hazards or unsafe conditions.

1. INSPECTION & MAINTENANCE

Guidance:

All Perkins Builders owned cranes will be inspected and maintained as per the manufacturer's specifications as detailed in [Procedure 50 Plant and Equipment Maintenance](#).

As a minimum the following maintenance and inspection will be undertaken for all cranes owned by Perkins Builders.

Erection (Tower Cranes Only) – Statutory Inspection

500 hrs – Mechanical Service

Yearly – Statutory Inspection

10 Years – Major Safety Inspection

All records of inspections and maintenance will be maintained by the Plant & Logistics Supervisor.

Maintenance and repairs will be undertaken by suitability competent and experience personnel only. Perkins will utilise the services of an independent engineer for all maintenance.

All cranes used on Perkins Builders worksites shall be maintained in accordance with manufacturer's instructions and be in possession of service/maintenance logbooks/history.

2. PREPARATION

Guidance:

Prior to, or upon arrival of a crane or boom pump to site the following documentation shall be provided to the Site Manager for review and approval prior to commencement of works:

Documentation required:

- WorkSafe Registration Certificate (for cranes > 10t)
- Crane Safe Sticker – Green sticker (for cranes > 10t)
- 10 year – Major Safety Inspection Certificate
- Operator is competent and in possession of the relevant High-Risk Licence.
- Lifting Gear Register

Uncontrolled when printed

ID: Safety Practice
90.02.03

Version: 2.0

Last Review date:
29/06/2026

Owner: HSEQ

Page 1 of 6

CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE



- Annual Test Certificate
- Risk Assessment
- Public Liability and Workers Compensation Certificates (to be viewed and confirmed current by Site Manager)
- Operator Licences/Competencies
- SWMS/JHA to be reviewed and signed onto via Perkins Hammertech project portal by Crane Operator
- Use of Man Cage/Box – Subcontractor engaged to conduct works shall provide SWMS on the use of Man Cage/Box

A [Lift Study Checklist \(Form 983\)](#) shall be completed for all lifts where 75% or more of the Cranes capacity will be used.

A [Lift Study Calculation \(Form 984\)](#) shall be used (where necessary) to complete the [Lift Study Checklist \(Form 983\)](#).

A Crane Operation Permit (Form 982/Hammertech) shall be completed by the Crane Operator, reviewed and approved by the Site Manager prior to any crane operations commencing on site.

A Concrete Placement Pump Permit (Form 993) shall be completed via HammerTech by the Concrete Pump Operator, reviewed and approved by the Site Manager prior to any concrete pump operations commencing on site.

Note: If lifting is involved a Lifting Sequence and means of securing the panel/steel etc. needs to be identified and documented within the SWMS by contractor responsible for the scope of works i.e. rigger etc.

Any lift that will result in the formation of a structure requires the lifting sequence and method of securing the structure during installation to be captured within the SWMS. The Site Manager shall review and approve the SWMS via Perkins Hammertech Project Portal prior to commencement. (E.g. wall, roof, frame etc.) This information must be provided to the subcontractor/s participating in the lift.

3. ERECTION / DISSEMBLE (TOWER CRANES ONLY)

Guidance:

A suitably qualified engineer will inspect the crane and the location it is planned for erected in to ensure the ground conditions and supporting structures are adequate and the crane can be erected and operated safely. Sign off by the engineer is required for inspection of ground conditions and supporting structures.

The Site Manager shall ensure that the erection of tower cranes are certified by a suitably qualified Commissioning Officer. The Commissioning Officer shall issue the Site Manager with a Commissioning Certificate prior to operation of the crane.

Special consideration shall be given to the ground conditions and the suitability of the area to support a crane. There may be a requirement for back propping, additional hard stand, etc. A current Before You Dig Australia (BYDA) report shall be available on site and reviewed by relevant personnel. Where the Site Manager is unsure of underground services, service location is to take place and be marked up prior to crane setup. Sign off by the engineer is required for inspection of ground conditions and supporting structures prior to erection of the crane.

The erection/disassembly of a crane shall be undertaken by qualified personnel only. A JHA/SWMS shall be developed and uploaded to Perkins Hammertech Project Portal to identify the methodology, risk and controls associated with the methodology (including Engineer review and sign off of suitable ground conditions and identify adequate stability methods to be used for supporting structures). The accepted JHA/SWMS shall be reviewed and signed onto by all operators.

4. WORKING AROUND CRANES AND OR BOOM PUMPS

Guidance:

The Site Manager must ensure that measures are in place to ensure persons and vehicles are prevented from entering the area during crane operations.

Crane Operators shall be required to develop and submit a JHA/SWMS via Perkins Hammertech Project Portal before commencing crane operations. JHA's/SWMS shall include methods of ensuring that persons and vehicles are prevented from entering the working area of the crane. Ground conditions are adequate for stability of crane lift, i.e. hardstand etc.

Where works include the use of a Man Cage/Box, the subcontractor engaged to conduct the works involving the use of the Man Cage/Box, shall provide Perkins with a specific SWMS/JHA for the use of the Man Cage/Box via Perkins Hammertech Project Portal for review and approval prior to its use.

Loads shall not be suspended or travel over workers at any time.

Crane Operator must signal using horn when lifting above.

5. TRAINING

Uncontrolled when printed

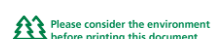
ID: Safety Practice
90.02.03

Version: 2.0

Last Review date:
29/06/2026

Owner: HSEQ

Page 2 of 6



CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE

Guidance:

Perkins Builders nominated Crane Driver or Boom Pump Operator shall hold a suitable High Risk Licence. All Dogmen/Rigger must also hold a suitable High Risk Licence.

In order to obtain a High Risk Licence, an operative needs to have been trained and assessed by a Registered Training organisation. This High-Risk Licence must be renewed every 5 years.

Refer Appendix 1 – High Risk Licence requirements for dogging, rigging and crane operation.

The Site Manager must ensure that all contracted Crane Operators and Boom Pump Operators have the appropriate qualifications for the boom pump and/or type of crane being used on site and that all contract Crane Operators are accompanied by a suitably qualified Dogman.

Note:

Any plant used as a crane shall be considered a crane for the purpose of the activity and operators shall be in possession of the relevant licence/qualification in accordance with the Work Health and Safety (General) Regulations 2022, Schedule 3 and Schedule 4.

6. GENERAL

Guidance:

The General Manager is responsible for ensuring that Perkins Builders cranes are registered with WorkSafe WA.

All cranes used on Perkins sites must have an audible alarm or flashing alarm which warns the operator when the crane's rated capacity is being approached or exceeded.

Special consideration shall be given to the ground conditions and the suitability of the area to support a crane when setting up. There may be a requirement for back propping, additional hard stand, etc.

A JHA/SWMS shall be developed and uploaded to Perkins Hammertech Project Portal to identify the methodology, risk and controls associated with the methodology (including Engineer review and sign off of suitable ground conditions and identify adequate stability methods to be used for supporting structures). The accepted JHA/SWMS shall be reviewed and signed onto by all operators via the Perkins Hammertech Project Portal.

The Crane Operator responsibilities include:

- Provide the Site Manager with a SWMS including lift methodology and method of ground condition assessment via Perkins Hammertech Project Portal
- Use of the crane in accordance with AS2550 – Cranes, Hoists and Winches – safe use.
- Completing the CICA (Crane Industry Council of Australia) Log Book daily before use of the crane.
- Maintain all daily prestart records and inspections and crane specific lifting gear registers.
- Never leaving their crane unattended while performing crane operations.
- Ensuring site work groups are aware of crane work.
- Overseeing the hook-up of all loads unless in direct contact with a licensed Rigger or Dogman.
- Ensuring any work groups are not working under lifted loads.
- Keeps a visual on lowering of loads unless in direct contact with a qualified rigger or dogman.

Boom Pump Operator responsibilities include:

- Provide the Site Manager with a SWMS including methodology and method of ground condition assessment via Perkins Hammertech Project Portal
- Concrete pump and boom operators must be competent to safely operate relevant equipment and must be in possession of a current High Risk Work Licence.
- Operate equipment in accordance with manufacturer's instructions.
- Conduct daily maintenance inspections, visual inspection and other pre-operational inspections in accordance with the manufacturer's instructions.
- Be located at the pump or, if using a remote control, have a clear view of both the hose-hand and the hopper.
- Pump concrete only when the hopper grill is in the closed position.
- Ensure that an emergency stop is located within easy reach of all workers.
- Ensure outriggers are fully extended and setup as per specifications prior to moving and positioning the boom.

During the setup and operation of the boom pump, the Boom Pump operator shall ensure the following:

- the boom is not used as a crane.
- the boom is not rotated over trucks or drivers.
- delivery hose is secured by a safety chain.

Uncontrolled when printed

ID: Safety Practice
90.02.03

Version: 2.0

Last Review date:
29/06/2026

Owner: HSEQ

Page 3 of 6

CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE

- only one drop hose is to be fitted to the boom.
- no metal fittings are to be attached to the free end of the drop hose.
- pump flow rates match the discharge rates of concrete delivery trucks.
- follow the directions of the hose-hand.
- a system of communication is maintained with the hose-hand.

7. RIGGING LOADS

Guidance:

All lifting gear shall be inspected and tagged in accordance with [Procedure 50 Plant and Equipment Maintenance](#). A record of testing should be maintained on Lifting Gear Register (Form 911 / Hammertech) and a copy kept onsite / on Hammertech at all times.

A visual inspection should be conducted of all lifting gear prior to use.

Only a licenced dogman or rigger should sling/hook-up loads to be lifted.

A tagline should be used on loads as far as practicable. Minimum 16mm diameter rope to be used.

All loads should be secured in accordance with industry best practice to ensure potential for fall of load is minimised as far as practicable.

8. WORKING IN VICINITY OF OVERHEAD POWERLINES

Guidance:

When working near live overhead powerlines, minimum safe clearances must be maintained.

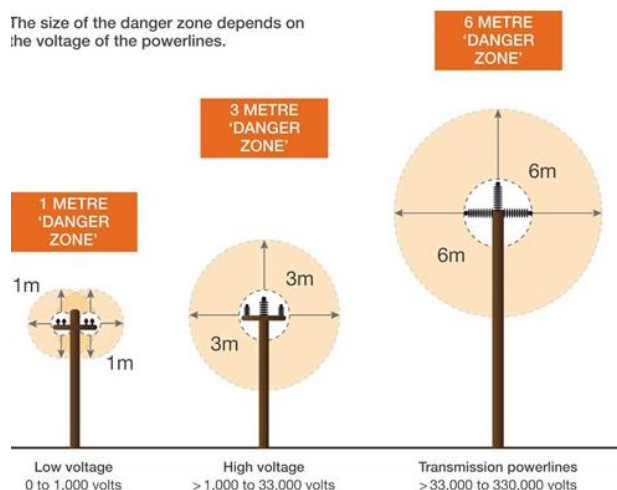
No items of plant, mobile equipment, load, or person are to enter the 'Danger Zone' of an overhead power line.

If Perkins requires crane/boom pump use, the Site Manager will ensure that the crane/boom pump will not enter the danger zone of an overhead power line.

A "danger zone" means anywhere that:

- Is within 0.5 metres of a live insulated overhead power line or aerial bundled conductor line of a voltage of not more than 1,000 volts.
- Is within 1.0 meter of a live uninsulated overhead power line of a voltage of not more than 1,000 volts.
- Is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1,000 volts but not more than 33,000 volts, or
- Is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33,000 volts.

"Overhead power line" means an overhead line for the transmission of electrical energy.



If work is required within the "danger zone" of an overhead power, line the Site Manager will contact the power utility to organise isolation and conduct a risk assessment (JHA/SWMS) with the relevant personnel.

9. ENVIRONMENT

Guidance:

Uncontrolled when printed

ID: Safety Practice 90.02.03	Version: 2.0	Last Review date: 29/06/2026	Owner: HSEQ	Page 4 of 6
---------------------------------	--------------	---------------------------------	-------------	-------------

CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE

Concrete washout of pumps and shuts shall only be permitted within the designated washout areas. Washout areas shall be adequately lined to prevent spillage onto soil / natural earth or washed into water ways with relevant signage erected. Washouts shall be monitored and emptied by the Site Manager (as required) to prevent overfilling / spillage. Any other concrete washout functions are not permitted on site.

All waste generated from washout shall be disposed of in accordance with the relevant legislation / local authority directives.

10. INCIDENTS INVOLVING CRANE OR BOOM PUMP

Guidance:

If an event or occurrence involving a crane/boom pump that causes injury or harm to a person or damage to the crane/boom pump, then the incident shall be reported to WorkSafe WA by the General Manager or HSE Manager.

LINK TO SUPPORTING DOCUMENTS

- [Procedure 50 Plant and Equipment Maintenance.](#)
- [Lift Study Checklist \(Form 983\)](#)
- [Lift Study Calculation \(Form 984\)](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- AS 1418.1:2021 Cranes, Hoists and Winches – General Requirements
- AS 2550 Cranes, Hoists and Winches – Safe Use
- CCAA Concrete Pump Delivery Industry Guidelines 2014

Uncontrolled when printed

ID: Safety Practice
90.02.03

Version: 2.0

Last Review date:
29/06/2026

Owner: HSEQ

Page 5 of 6

CRANE – BOOM PUMP OPERATION – SAFETY PRACTICE



APPENDIX 1 – HIGH RISK LICENCE REQUIREMENTS FOR DOGGING RIGGING AND CRANE OPERATION

Work Health and Safety (General) Regulations 2022 – Schedule 3 (excerpt)

Item WHS (General) Regs Schedule 3	High Risk Work Licence	Description of Class of High Risk Work
4	Dogging (DG)	Dogging work
5	Basic rigging (RB)	1) Dogging work 2) Rigging work (excluding rigging work involving equipment, loads or tasks listed in items 6(b) to (f) and 7(b) to (e)) involving any of the following: a) structural steel erection; b) hoists; c) pre-cast concrete members of a structure; d) safety nets and static lines; e) mast climbing work platforms; f) perimeter safety screens and shutters; g) cantilevered crane loading platforms
6	Intermediate rigging (RI)	Rigging work (excluding rigging work involving equipment listed in item 7(b) to (e)) involving any of the following: 1) rigging work in the class basic rigging; 2) hoists with jibs and self-climbing hoists; 3) cranes, conveyors, dredges and excavators; 4) tilt slabs; 5) demolition of structures or plant; 6) dual lifts
7	Advanced rigging (RA)	Rigging work involving any of the following: 1) rigging work in the class intermediate rigging; 2) gin poles and shear legs; 3) flying foxes and cable ways; 4) guyed derricks and structures; 5) suspended scaffolds and fabricated hung scaffolds
13	Vehicle loading crane (CV)	Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, including the application of load estimation and slinging techniques to move a load.
14	Non-slewing mobile crane (CN)	Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes.
15	Slewing mobile crane — with a capacity up to 20 tonnes (C2)	Use of a slewing mobile crane with a capacity of 20 tonnes or less Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes Use of a reach stacker.
16	Slewing mobile crane — with a capacity up to 60 tonnes (C6)	Use of a slewing mobile crane with a capacity of 60 tonnes or less Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes Use of a reach stacker.
17	Slewing mobile crane — with a capacity up to 100 tonnes (C1)	Use of a slewing mobile crane with a capacity of 100 tonnes or less Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes Use of a reach stacker.
18	Slewing mobile crane — with a capacity over 100 tonnes (C0)	Use of a slewing mobile crane Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes Use of a reach stacker.
19	Materials hoist (HM)	Use of a materials hoist.
20	Personnel and materials hoist (HP)	Use of a personnel and materials hoist Use of a materials hoist.
21	Boom-type elevating work platform (WP)	Use of a boom-type elevating work platform where the length of the boom is 11 metres or more.
22	Concrete placing boom (PB)	Use of a concrete placing boom.

Uncontrolled when printed

ID: Safety Practice
90.02.03

Version: 2.0

Last Review date:
29/06/2026

Owner: HSEQ

Page 6 of 6

