

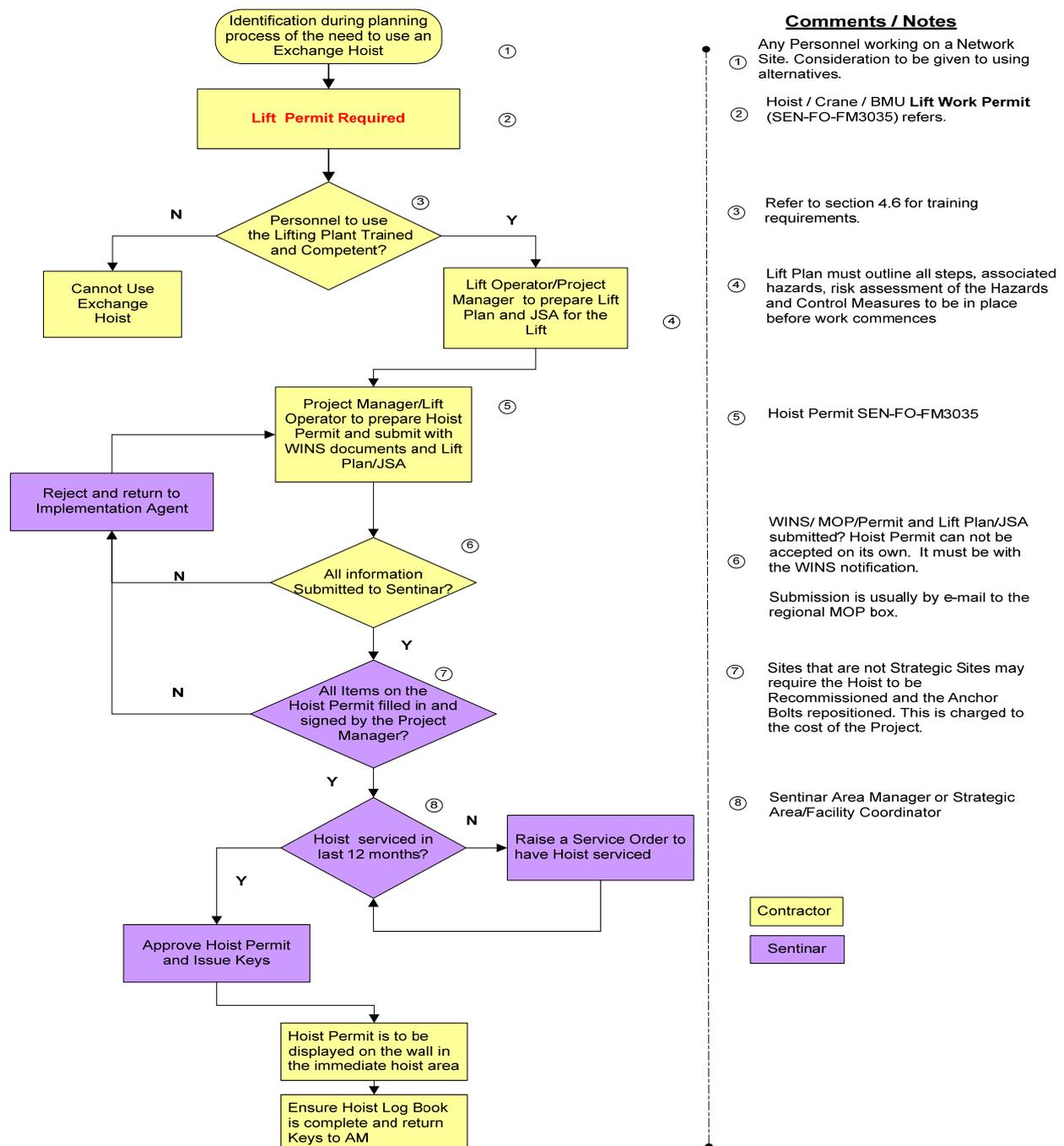
1. OBJECTIVE

Safe, authorised use of Lifting Plant (Hoists, Cranes and Building Maintenance Units).

2. SCOPE

All Telstra-owned Lifting Plant (Hoists, Cranes and BMU's) operated by Telstra employees and contractors and Sentinar employees or contractors.

3. PROCESS



4. INSTRUCTIONS

4.1. Locks

All Lifting Plant is to be locked out so as to prevent unauthorised access. The Area Manager and or the Building Operator holds the keys.

Keys must not be duplicated.

4.2. Hoist Permits

All Lifting Plant usage requires a complete and authorised Hoist Permit (SEN-FO-FM3035). The Permit must be submitted with the WINS and MOP documentation for the project, via the MOP box e-mail.

Permits can only be issued for the dates that the hoist is in use (Maximum 1 week). Any further usage of the hoist requires additional permits to be submitted and authorised.

Keys must only be issued by the Area Manager once the Permit is received and the checks on the equipment as below are complete.

4.3. Neway Deliveries

- 4.3.1. Telstra's principle contractor – Neway, request service of the lifting equipment via a web form available at;

www.in.telstra.com.au/ism/log007/newaysitedeliverycheckform.asp

- 4.3.2. The above pages also have an up to date spreadsheet nominating last serviced dates

- 4.3.3. Neway are required to submit a completed Hoist Permit, and have this endorsed by Sentinar prior to obtaining keys and accessing the hoist.

4.4. Strategic Sites

- 4.4.1. The Lifting Plant on these sites is serviced annually

- 4.4.2. Prior to the commencement of a project that may entail a lifting task, the IA must investigate the practicality of utilising in-house lifting equipment to perform any lift as opposed to using external specialised lifting equipment

- 4.4.3. Once completed, ssigned hoist permit is received, The Area Manager (in consultation with the AMC confirms that the lifting device is within service period of 1 year and has no outstanding maintenance / repair issues that would restrict usage of the equipment.

Note: The equipment is in service when it is titled TT-HST in SAP. The equipment has been decommissioned if its title is TT-HSD. The AM is only to approve works to go ahead on units that are in service (TT-HST).

4.5. Sites other than Strategic

- 4.5.1. Lifting Plant located on sites other than Strategic Sites will not be subject to routine maintenance but service visits shall be conducted on an "As Required" basis.
- 4.5.2. The AM determines (via SAP records) whether or not the equipment has been serviced during the previous eleven (11) months and if it has and there are no outstanding maintenance / repair issues that would restrict usage of the equipment. Note that all lifting equipment must be certified with load rating.
- 4.5.3. If the equipment has not been serviced during the previous eleven (11) months the AM requests the AMC to raise a Service Order to carry out a maintenance service visit and forward to the approved service provider.
- 4.5.4. The Maintenance provider must also check and certify the position of the Anchor Bolts used for fall prevention and must notify Sentinar if these are not correct or serviceable to the current standard.

4.6. Training

An operator must be competent in the use of the equipment in Telstra Exchanges, as stated on the Permit. The Project Manager is responsible for ensuring that the operator and the standby person have both had the appropriate training and have been deemed competent by a Registered Training Organisation or appropriate licences.

Hoists

The typical Telstra hoists, up to a SWL of 2 tonne, have been identified as a "Monorail Crane" and as such do not fall into the category requiring a licensed operator for the use of the equipment. However, each OH&S Authority in Australia advises an employer has a Duty-of-Care to provide training and awareness to its employees to ensure any operator of a Monorail Crane is trained and assessed as competent in the following topics prior to operating the equipment:

Required Topics (Holmesglen TAFE course prepared for Telstra)

- CODE OF PRACTICE
- WORKPLACE RESPONSIBILITIES
- HAZARD IDENTIFICATION (RISK ASSESSMENT)
- ANCHOR POINTS
- ENGINEER COMPUTATIONS
- EQUIPMENT DETAILS
- FALL ARREST DEVICES
- EQUIPMENT SELECTION
- FITTING OF PERSONAL PROTECTIVE EQUIPMENT
- SYSTEM SETUP
- LOG BOOK KEEPING
- ENTRY DETAILS
- STORAGE & MAINTENANCE OF EQUIPMENT
- LIFTING EQUIPMENT
- SLINGING LOADS
- HOIST OPERATION

A high risk work licence is required to undertake materials handling work; as such a rigging licence is required. Acceptable rigging licences are

- Dogging
- Basic rigging
- Intermediate rigging
- Advanced rigging

Where the hoist is above ground level, then appropriate fall hazard management training is also required.

Tower crane

A Licence is required to operate a Tower Crane.

4.7. Lift Plan/ JSA

All Lifts completed on Telstra Sites require a Lift Plan or a JSA including as a minimum, the required job steps and equipment, identification of the Hazards at each step, an assessment of the risk of the identified hazards and the control measures in place to prevent exposure to the hazards.

The Lift Plan/JSA must be submitted with the Hoist Permit and other WINS documentation.

4.8. Safe Work Area

Ensure the area below the Lifting Equipment is made safe with barricades and signage to ensure other people in the area do not access the area under the load. Make use of any flashing lights or barriers installed at the site.

The Area where the hoist is being operated from also needs to be restricted.

4.9. Cages and Slings

All Cages must have the SWL clearly marked and have been inspected prior to use. All slings are required to be tested according to the appropriate Australian Standard and must have tags indicating that they have been tested and the date. This is the responsibility of the designated, competent operator as stated on the Hoist Permit.

If any slings or cages are found on Telstra sites that do not comply they are to be tagged out of service and removed or locked so as to prevent use by unauthorised personnel.

5. REFERENCES

- SEN-FO-FM3035 Hoist/Crane/BMU Work Permit
013731 Working in Network Sites (Telstra)
- AS 2550 series for Cranes, hoists and winches – Safe use
- AS/NZS 1353.2:1997 - Flat Synthetic - Webbing Slings Part 2: Care and Use
- AS/NZS 1380.2:1998 - Fibre - Rope Slings Part 2: Care and Use
- AS/NZS 1438.2:1998 - Wire - Coil Flat Slings Part 2: Care and Use
- AS/NZS 1666.2:1995 - Wire - Rope Slings Part 2: Care and Use
- AS/NZS 3775.2:2004 - Chain Slings - Grade T Part 2: Care and Use

6. ABBREVIATIONS

BMU	Building Maintenance Unit – An electro mechanical working platform and associated equipment used by maintenance personnel to traverse the external walls of a multi-storey building
AMC	Alarm Management Centre.
JSA	Job Safety Analysis
Org Code	A six-character code, which defines the Area of responsibility and is unique to each Work Area.
IA	Implementation Agents – any agent, contractor, organisation, business or company responsible for installing equipment in a Telstra Network Facility.
AM	Area Manager

7. DEFINITIONS

Lift Plan with JSA	A plan that outlines all the steps of the Lift, the Hazards identified at each step, an analysis of the Risk presented and the control measures required to control the Risk.
Crane	An electro mechanical lifting device utilising a rotating jib or operating from an overhead gantry.
Hoist	A lifting device utilising traverse movement on a fixed guide beam.

8. CHANGE HISTORY

Date	Rev	Changes made	Approved by
	2	Revised process. Formerly a Transfield Process TMP-3008-OP-3014.	Phil Treeby