

NO. DOKUMEN : JKKP GP (BI) xx/2005

TAJUK : GUIDELINE FOR CRANE-LIFTED WORK PLATFORM SYSTEM

PINDAAN:

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1.0 Purpose

1.1 This guideline specifies the minimum requirements that need to be complied and implemented by the contractor/user in crane-lifted work platform usage. It also provides criteria to the contractor/user for obtaining approval from Department of Occupational Safety and Health, Malaysia on the usage of Crane-Lifted Work Platform System.

2.0 Scope

2.1 This guideline applies to work platform suspended from crane in order to perform work at elevation that cannot normally be reached by other types of scaffolds or aerial work platforms. It is also used to transport workers or persons to elevation where other means of reaching an elevated work location are more hazardous or not feasible because of structural design or worksite conditions limitations.

3.0 Introduction

3.1 This guideline contains the requirements for the proper selection, use, inspection and safety requirements for work performed from a crane-lifted work platform. Use of crane-lifted work platform is normally prohibited. It is recommended that all work be performed using stationary scaffolding where practical. However, if using other methods to reach an elevated work location is more hazardous or not feasible, a crane-lifted work platform may be used to perform the work.

4.0 Responsibility

- 4.1 Client or Agent of Client
 - 4.1.1 Client or agent of client shall provide a written statement that incorporates the requirements in this guideline outlining the usage of crane-lifted work platform.
 - 4.1.2 Client or agent of client shall monitor his contractors to ensure they are familiar with the procedure and its requirement. They shall conduct field audits to verify compliance.

4.2 Contractor/User

- 4.2.1 To further develop from the crane-lifted work platform procedure outline by the client or agent of client into a detail written standard.
- 4.2.1 To provide the Safety and Health Officer with a written method statement on every job that need to be performed using the cranelifted working platform.

4.3 Registered Safety and Health Officer

- 4.3.1 To co-ordinate with other contractors and providing information about the scheduled operation of the crane-lifted work platform so that the contractors can take necessary precaution to ensure their activities does not interfere with the safe operation of the crane-lifted work platform.
- 4.3.2 To ensure that all the necessary forms are documented, permits are obtained, inspection and all testing are carried out before the contractor/user proceeds with this work.
- 4.3.3 Endorse the contractor's method statement.
- 4.3.4 To train the supervisor in crane-lifted working platform requirements.

4.4 Supervisor

- 4.4.1 Responsible for ensuring that all workers involved are knowledgeable of the crane-lifted working platform requirements and comply with all safe procedures, including inspection and maintenance.
- 4.4.2 Shall ensure that all rigging equipment are inspected and in good condition prior to each use.
- 4.4.3 Responsible for implementing disciplinary procedures to those workers who do not comply with the crane-lifted work platform requirements.

4.5 Workers

- 4.5.1 Responsible to follow the crane-lifted work platform procedures for their work areas (as explained by the supervisor)
- 4.5.2 Responsible for wearing the required fall protection and other personal protective equipment according to proper instructions and maintaining the equipment in safe condition.
- 4.5.3 Workers shall immediately report any malfunctions or defects to the supervisor in-charge of the work.

4.6 Operator

- 4.6.1 Shall be trained and comply with the safe operating procedures.
- 4.6.2 Operate in a safe, smooth and controlled manner and maintain the proper speed during raising and lowering of the platform.
- 4.6.3 Shall remain in crane control cabin at all time when lifting operation is in progress until completion.

5.0 Job Planning

- Use of crane-lifted working platform to perform work or to transport persons shall be authorized by the client or agent of client. Client's or agent of client's work permit procedure shall be followed, with special notations indicating "CRANE-LIFTED WORK PLATFORM" and listing any special precautions or conditions to be followed. Client's or agent to client's rigging expertise shall be part of all planning and all work execution.
- 5.2 A Job Safety Analysis and Method Statement shall be prepared for every crane-lifted work platform activity.
- 5.3 A lift plan shall be established before using the crane-lifted work platform.
- Personnel, including crane operator, riggers and flagman, shall be given specific instructions by the lift supervisor concerning their job responsibilities and the use of safety equipment required for the job.
- 5.5 A trial test shall be done using evenly distributed weight at least 125 % of the intended load. The trial test will involve hoisting the working platform near to the work area with the test weight and use of taglines.
- 5.6 When a person has to work outside the working platform, emergency response procedure shall be established in the Job Safety Analysis to provide adequate safety personnel should an unexpected hazardous situation develop and emergency rescue of personnel is required.

6.0 Work Platform

- Work platform shall be design and constructed in accordance to ANSI, BS, AS specifications or Acceptable International Standard.
- 6.2 Drawings and calculation on work platform shall be certified and endorsed by Professional Engineer (P.E.).
- 6.3 The design Load of a work platform shall include its own weight and at least five (5) times the maximum intended load or 1000 kg which ever is more and shall be stamped on the work platform.
- 6.4 Work platform shall not be used for lifting anything other than two (2) workers, their tools and materials necessary to do their job. For performing the calculation for the load weight, each average size person is considered to weigh 90 kilograms. If a person weighs more than 90

- kilograms, the person's exact weight shall be used when calculating the load.
- 6.5 Identification data plate or other marking that indicates the weight of the empty work platform and its maximum intended load shall be permanently affixed to the work platform.
- 6.6 The Height shall be between 900 millimeter to 1100 millimeter. It shall be equipped with guardrail system that shall be enclosed at least from mid-rail to the toe board of minimum 200mm height with either solid construction or expanded metal having openings not greater than 12.7 millimeter.
- 6.7 A "grab bar" shall be welded to the inside of the work platform for workers to hold onto during the lift. This bar will prevent hand injuries should the work platform contact objects as the work platform is positioned.
- 6.8 An access gate (where provided) shall swing inward and shall have an automatic restraining device to prevent accidental opening.
- 6.9 Headroom shall be provided to allow employees to stand upright in the work platform.
- 6.10 Overhead protection shall be provided where workers may be exposed to falling objects.
- 6.11 Work platform shall be painted with highly visible coat of paint.
- 6.12 A weight (detachable flat metal plate weighing 125% of the intended load) shall be attached to the bottom of the work platform for the purpose of testing the integrity of the platform and ground conditions.

7.0 Other Work Platform Requirements

- 7.1 Welded by a qualified welder. A copy of the welder's record shall be prepared.
- 7.2 Non-destructive test shall be carried out on all welded parts. Test shall be carried out by a qualified NDT company. A copy of the NDT report shall be submitted.
- 7.3 The work platform shall be load tested with a uniformly distributed load of 125 % of the design load by holding it in a suspended position. A copy of the load test report from the manufacturer shall be submitted.
- 7.4 Marking on work platform:

Identification number
Maximum intended load
Work platform occupancy (2 persons)
Work platform empty weight

7.5 Shall be provided with 2 (two) taglines to control swinging and rotating of work platform.

8.0 Crane and Rigging Criteria

- 8.1 Has a valid certificate of fitness.
- 8.2 Operated by a registered crane operator.
- 8.3 Crane and rigging shall comply with the provisions of Acceptable International Standard.
- 8.4 Minimum capacity shall be 2,000 kg. or twice the combined load and the intended load for the radius and configuration of the crane which ever is more.
- 8.5 Load lines shall be capable of supporting ten (10) times the maximum intended load.
- 8.6 Eyes in wire rope slings shall be fabricated with thimbles. Wire rope, shackles, rings, master links, and other rigging hardware shall be capable of supporting at least five (5) times the maximum intended load applied or transmitted to the component. Where rotation resistant rope is used, the slings shall be capable of withstanding ten (10) times the maximum intended load.
- 8.7 Bridles and associated rigging and attaching the work platform to the hoist line shall be used only for the work platform and not for any other purpose.
- 8.8 The load line on which the work platform is suspended shall have controlled load lowering. The vertical load line speed shall not exceed 23 meters (75 feet) per minute. Free-fall option shall be locked or isolated.
- 8.9 All brakes and locks on the crane shall be set as soon as the platform is positioned and before the works begins.
- 8.10 Provided with dead man switch control.
- 8.11 An anti-two blocking device or a damage prevention feature shall be provided so as it prevents contact between the load block or overhaul (headache) ball and boom tip. Variable angle booms shall be equipped with a boom angle indicator.
- 8.12 Cranes shall be equipped with an operators assistant device to indicate clearly to the operator at all times the boom angle or an accurate determination of the load radius to be used during the lift operation.
- 8.13 The crane shall be uniformly level on solid ground. All crawler's track and outriggers shall be fully deployed.
- 8.14 The total weight of the loaded crane-lifted work platform and related rigging shall not exceed 50 percent of the rated capacity for the radius and configuration of the crane.
- 8.15 The crane-lifted work platform shall be attached to the block or hook, and

- not directly to the load line. The hook must be equipped with a swivel to prevent any undue rotation of the working platform.
- 8.16 Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked.
- 8.17 All sling suspension system shall utilize a master link for attachment to the block or hook. All platform suspension must be provided with positive closure device (e.g. safety type shackle).
- 8.18 No lift shall be made from another load line while workers are suspended on a work platform.

9.0 Emergency Response Procedure

9.1 'Working At Height Using Crane-Lifted Work Platform Emergency Rescue Procedure' shall be established when workers have to exit the work platform to perform work or when workers have to be evacuated from the work platform using another work platform incase crane breakdown.

10.0 Pre-Lift Meeting

10.1 A pre-lift meeting attended by the crane operator, rigger/signalman, safety representative, workers to be lifted and the lift supervisor shall be held to review the appropriate requirements of the lift and lift procedures to be followed.

11.0 Operation Requirement

- 11.1 The Lift Supervisor prior to each lift shall complete the 'Crane-Lifted Work Platform Pre-Lift Checklist' as per sub-par. 16.
- 11.2 Lifting operation to be controlled by signal man and supervised by Lift Supervisor and Heavy Equipment Engineer or other Senior Officer of the crane company at all time
- 11.3 Lifted workers must have continuous sight or communication with crane operator. Communication between the crane operator, slinger and lifted workers must be maintained. To avoid pinch points, workers shall keep all parts of the body inside the work platform during raising, lowering and positioning (this provision does not apply to worker performing signal person duties).
- 11.4 Only one worker in the work platform shall give signals to the crane operator. The employer or superintendent shall designate the signal person. If visual contact is not possible or when working at elevations above 23 meters, two-way voice communication shall be maintained at all times between the signal person and the crane operator.
- 11.5 While the work platform are lifted or suspended, operator must remain in crane control cabin at all times.

- 11.6 No horizontal movement of the crane is permitted while workers are in the work platform. All other crane movement to be minimised when personnel are lifted.
- 11.7 All crane movement must be slow (23 m/min lifting and lowering speed).
- 11.8 The raising and lowering of the work platform is only permitted by powering up and down. Free wheeling down the work platform with workers is not permitted under any circumstances.
- 11.9 Work platform must be attached to the main hook only. Fly jib is not allowed
- 11.10 While working in the work platform, all lifted workers must wear appropriate safety equipment including safety (full body) harness with shock-absorbing lanyard. The lanyard shall be attached directly to the crane main hook as the work platform.
- 11.11 For those crane equipped with outriggers, the outriggers must be fully extended and set according to manufacturer's recommendations when using crane-lifted work platform. When crawler crane are used to lift the work platform, the crawler's track must be in the extended position and on firm uniform ground that is within one percent level.
- 11.12 Work platform is for workers including necessary equipment to do their job. No other material is allowed in the work platform.
- 11.13 Rotation of the work platform is not permitted. Two taglines shall be secured to the work platform and two workers shall be holding the other end of the taglines on the ground. If wind speed exceeds 25 km/h, all lifting operation of personnel must be stopped until the wind speed is below 25 km/h.
- 11.14 Hoisting of workers shall be discontinued upon indication of any dangerous weather conditions or any other impending danger.
- 11.15 When workers are to exit and enter the work platform in the air, two lanyards shall be provided. The one that secured the workers while they are in the work platform shall only be removed once the second lanyard is properly secured to the structure outside the work platform and vise versa. The work platform shall be secured to the structure before entering or leaving.
- 11.16 Workers working over water shall wear life buoyant work vest or life jackets complying with any Acceptable International Standard.
- 11.17 Maximum lifted weight shall not exceed 50% (fifty percent) of the rated load of the crane under the planned condition
- 11.18 A test lift with at least 125 % of the maximum intended load must be performed before every lifting of workers.
- 11.19 Never lift workers with the test weight attached.

- 11.20 If welding work is required to be done from the basket, all electrode holder, slings and work platform must be protected to prevent contact with metal part of basket
- 11.21 To comply with other requirements of ISO 12480-Part 1 : ANNEX C (Safe Use of Crane)

12.0 Safety Inspection Requirement for Work Platform and Crane

- 12.1 Daily/before use
- 12.2 Weekly intervals
- 12.3 Monthly intervals
- 12.4 After repair on the work platform or crane
- 12.5 After lifting a load other than work platform (crane only)

13.0 Required Document and Information

13.1 For obtaining the approval, the contractor/user shall submit his application through the principal party who has complete control on the entire project to the Department of Occupational Safety and Health, Malaysia. The principal party shall be accountable and responsible for all the documents submitted, accuracy of the information provided and the usage of the crane-lifted work platform. The documents and information as in Appendix I shall be submitted not less than two (2) months before the intended date of usage of the crane-lifted work platform.

14.0 Approval Conditions

- 14.1 Valid for only 2 (two) months from date of approval.
- 14.2 Valid only for location and project as provided in the application.
- 14.3 Valid only for work platform and crane as provided in the application.
- 14.4 Valid only to the applicant. (not transferable)
- 14.5 Testing to be witnessed by an officer from DOSH before use (A set of documents as in Appendix I to be made available before testing).
- 14.6 DOSH to be notified in writing of any changes from the original application.

15.0 Approval For Extension

15.1 Application for extension is required to be made not less than two weeks

before the expiry date.

- 15.2 Documents and information as in Appendix I are required.
- 15.3 Work Schedule is to be submitted. Work accomplished from previous approval and the outstanding job using crane-lifted work platform system to be highlighted in the Work Schedule.

16.0 Crane-Lifted Work Platform System Pre-Lift Checklist

This checklist shall be completed before any crane-lifted work platform system is used. The checklist shall be completed in every case where the crane is moved from its original set up position. Deviation from the lift plan or this checklist shall void all plans and authorization.

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CR	ANE CAPACITY CHECK			
[A] [B] [C]	Rated Capacity		= = =	m kg kg
LIF	TED LOAD CALCULATION			
1.	Intended Load			
	a. # Persons x (Max. 2 persons)	90kg/person	=	kg
	b. Tools and Equipment		=	kg
2.	Component Weights			
	a. Jibb. Weight Ball and Hook (c. Upper Boom pointd. Weight Ball and Hook (e. Load Blockf. Sling and Miscellaneourg. Total weight wire rope and jib point	jib point)	?= }= }= }= >=	kg kg kg kg kg
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I. Is Trial Lift carried out after proof test and set up with TEST LOAD on the platform equal to or greater than PROOF LOAD? O YES	fo	ollowing proof test?			O YES	O N
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to or greater than PROOF LOAD? O YES C		•				
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REMARKS :		S			O ILS	O N
	REMA	ARKS :				
Signature of Lift Supervisor Signature of Safety and Health Officer						

SEKSYEN KAJIAN DASAR & PERUNDA BAHAGIAN KESELAMATAN INDUS	
DI SEDIAKAN OLEH :	TARIKH PINDAAN TERAKHIR :
	e to provide and ensure the correct texts in the n can be obtained by contacting JKKP Malaysia
Date and Time :	Date and Time :
Name :	Name:

APPENDIX I

(A)	General Information	X	
	JKKP Site Registration Number		X
	Project Name		X
	 Location 		X
	 Owner and address in Malaysia 		X
	 Main Contractor/Consortium 		X
	 Organisation Chart (Personal involve with the system) 		X
	 User of Crane-Lifted Work Platform 		X
	• Scope of work (To highlight on the project implementation schedule)		X
	 Duration intended use of Crane-Lifted Work Platform 		X
	 Location of Usage (To specify and detail out) 		X
	 Nature of work carried out for each usage from Crane-Lifted Work Platform 		X
	 Number of Crane-Lifted Work Platform to be used 		X
	 Number of man on Crane-Lifted Work Platform 		X
	Crane Model		X
	 Crane Operator & Registration Number (To be Specific) 		X
(B)	Crane-Lifted Work Platform Procedure	X	
	 Corporate HSE Reference Manual For Crane-Lifted Work Platform of 		l
	the Client/Principal Contractor/Consortium and User		X
	Emergency Response Procedure		X
	 Method statement and safe operating procedure of Crane-Lifted Work 		
	Platform operation of the user (For each usage if different)		X
(C)	Letter from Client/Principal Contractor confirming that there is no other less dangerous method can be used accept Crane-Lifted Work Platform (to provide reasons)	X	
(D)	Crane Safety Inspection Check List	X	
(E)	Crane Last Maintenance and Service Record	X	
(—)			l
(F)	Lift Capacity Inspection Check List	X	
(G)	Work Platform Safety Inspection Check List	X	
(H)	Crane-Lifted Work Platform Working Permit issued by the Client's/Principal Contractor's /Consortium's HSE Department		
(I)	All Lifting Configurations	X	
(\mathbf{J})	Site Plan/Side Elevation Plan	X	
	 Site Plan describing locations of crane and work platform 		X
	 Site elevation plan showing height of each lift 		X

(K)	 Drawings and Calculations Work Platform and slinging drawings approved by P.E. All design calculations of work platform and slinging by P.E. 	X x x
(L)	 Certification Lifting wire rope Lifting gear (shackles, slings, bridle etc.) Material Certificates for work platform Crane Registration (PMA) Crane Operator Welders/Qualification Test Record NDT & Inspection Report on work platform Manufacturer Load Test Report on work platform 	X
(M)	 Crane Manual Complete Technical Specification Load Chart (To highlight each lift configuration) 	X
(N)	 Document of appointment and duty Lifting supervisor Riders/Workers Crane operator for Crane-Lifted Work Platform operation Tag line controller Signal man 	X
(0)	 CV of Persons In Charge SHE Officer/Manager (Registered Safety Officer) Crane Company Senior Official/Engineer 	X x x
(P)	 Photos (Colour) Platform and close shot on door locking system and handrail Slings assembly and close shot on both ends Close shot on closed and locked type hook Capacity plate Complete platform, slings and hook assembly 	X
(Q)	Company's Flow Chart For Usage Of Crane Lifted Working Platform System	X

*Note: All documents submitted must be decipherable and in appropriate sizes