**Safe Working Procedure**

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| **Safe Working Procedure for using a Grab Crane**  |

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| 1. **Purpose**
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This Safe Working procedure (SWP) has been developed to fulfil the requirements of the Health & Safety at Work Act 1974. Refer to Health & Safety at Work posters located in the Depots.

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| 1. **Scope**
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This instruction applies to all Employees of the A1 Group and will be read in association with other Safe Working Procedures. For a full list of Safe Working Procedures refer to the Health & Safety Drive located on the main server or contact your depot Health & Safety Monitor.

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| 1. **Risk Assessment**
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Carry out a dynamic risk assessment prior to operating the Grab Crane. Basic safety precautions should always be followed to reduce the risk of personal injury. Refer to a member of management if unsure.

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| 1. **Personal Protection Equipment**
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Ensure that you are wearing the correct PPE. Steel Toe Cap boots and Gloves should be work at all times when using the Grab Crane. If you require additional PPE then contact your line manager.

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| 1. **Manual Handling**
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* There is no manual handling associated with this role

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| 1. **Operational Procedure**
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1. At the start of shift ensure wearing correct PPE – steel toe capped boots / safety googles / hard hat / gloves
2. Conduct daily check using the Grab crane checklist – machine oil / water / diesel / cab glass clean and free of defects
3. Conduct a visual walkaround of the grab crane for any external defects
4. Report any defects and DO NOT USE Grab crane until fault has been rectified by a qualified mechanic
5. Climb into the cab in a controlled manner
6. Ensure Grab crane is on even ground
7. Ensure working area is clear and that no personnel is in the vicinity or reach of the crane
8. Start the ignition on Grab crane
9. Begin to load the Car Baler (Sheer) with either cars or mixed metals
10. Continue to monitor surrounding area for employees or members of the public in vicinity – continue to work if necessary on other scrap away from the person
11. Continue operating and take the specified breaks
12. If your attention is needed in the working area, stop the crane and lower cab to standby level.
13. Once work complete switch off Grab crane and remove keys from ignition
14. Ensure the grab crane is safe
15. Conduct a visual check of the area prior to exiting the cab in case of any debris that may be in area
16. Exit the cab in a controlled manner
17. Lock Grab crane

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| 1. **Safe Working Procedure**
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The task must not be proceeded with if a problem occurs which is not covered by the Safe Working Procedure. Alternative solutions to existing problems are not acceptable unless verified by a member of the management.

**DO NOT ATTEMPT TO USE GRAB CRANE IF YOUR DYNAMIC RISK ASSESMENT HIGHLIGHTS POTENTIAL ISSUES.**

**ANY DEVIATION FROM THE TRAINING PROCEDURE MAY RESULT IN INJURY**

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| **Confirmation**  |

I confirm I have read, understood and will follow this Safe Working procedure:

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| **Name:**  |

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| **Signature:**  |  | **Date:**  |