# LETTER OF APPOINTMENT FOR A CRANE OPERATOR

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| POSITION DETAILS |
| Position Title: |  |
| Employee Name: |  |
| License Classification: |  |
| License Number: |  |
| Expiry Date of License: |  |
| Business Unit: |  |
| Location: |  |
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| POSITION REQUIREMENTS |
| Qualifications: | * License in the applicable assigned crane.
* General construction induction card.
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| Work Experience and Years of Experience: | * Minimum 3 years of previous experience in a similar crane.
* Demonstrated competency in safe operation of a crane.
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| Skills, Knowledge and Abilities | * Awareness of safety and risks with crane operations.
* An understanding of applicable legislative obligations.
* A high level of attention to detail.
* Good decision-making skills.
* Relationship building, influencing and negotiation skills relevant to tasks.
* Team-player capabilities.
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| POSITION’S PRIMARY PURPOSES |
| * Assistance with development and implementation of lift studies.
* Full compliance with safety requirements and obligations during crane operational activities.
* Inspections and basic maintenance of the crane.
* Reporting of safety issues that have been identified.
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| WORK RELATIONSHIPS |
| Manager: |  |
| Project Manager: |  |
| Supervisor: |  |
| Crane Crew |  |
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| HSEQ ASPECTS AND RESPONSIBILITIES OF THE POSITION |
| Health and Safety: | * Support a safe working environment within the crane crew work team.
* Be accountable for the safe operation of the allocated crane.
* Only operate cranes that you have been assessed as competent and authorized by management to operate.
* Complete all crane operational activities in accordance with legislation, the manufacturer’s Instructions and in accordance with your qualifications.
* Conduct a daily documented pre-start inspection of your assigned crane and report any defects that are identified.
* Review all risk assessments and safe work procedures to ensure you understand the risks and hazards associated with the crane work.
* Attend pre-start meetings and any other safety meetings and participate pro-actively in these meetings.
* Ensure that whenever the crane is being moved that you have a competent spotter – where necessary to enable safe work.
* Direct the spotter to a position where he/she can be clearly seen from the crane’s seat.
* Ensure compliance with the documented lift studies where required.
* Not undertake a reconfiguration of a crane without the approval from management.
* Ensure that not comfortable with any part of a lift or crane movement to STOP immediately until the issue is resolved.
* Comply with all safety communication protocols.
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| Environmental: | * Comply with all environmental requirements within environmental management plans, as advised.
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| Quality: | * Comply with all quality requirements of operational activities.
* Perform responsibilities assigned to this role, as outlined in project quality plans and lift studies.
* Ensure that all requirements pertaining to the position comply with the quality system, policies and procedures.
* Report quality issues to relevant team members and management.
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| EMPLOYEE CONFIRMATION AND ACCEPTANCEPlease initial each statement if you agree with the content. | INITIALS |
| I confirm that I have received adequate training in the assigned responsibilities and duties that are required of me. |  |
| I confirm that I have read and understand the assigned aspects and responsibilities as defined in this letter of appointment.  |   |
| I confirm that I accept the legal implications of legislation, regulations and standards and confirm my intention to comply with all the relevant requirements.  |  |
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| AUTHORIZATION |
| Manager’s Name: |  | Date: |  |
| Signature: |  |
| Operator’s Name: |  | Date: |  |
| Signature: |  |