# 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. | | | |
| Work Experience and Years of Experience: | * Minimum 3 years of previous experience in a similar crane. * Demonstrated competency in safe operation of a crane. | | | |
| 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. | | | |
| Environmental: | * Comply with all environmental requirements within environmental management plans, as advised. | | | |
| 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 ACCEPTANCE  Please 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: |  | | | |