WHS DOCUMENTS & TEMPLATES

DOC-CRN-PACK · Crane and Lifting Operations Pack

Product Overview

For: Businesses that plan and carry out crane lifts: owners, lift supervisors, project managers, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable crane and lifting documents that work together: a safe work instruction, a lift plan and pre-lift checklist, a VOC and a supervisor's field verification.

Lifting incidents come from loads of unknown weight, damaged gear, poor set-up, powerlines and people under the load. A licence shows a person was assessed once. It does not show the lift was planned, the gear was right and the exclusion zone held today.

This pack covers it end to end. The safe work instruction sets out the steps. The lift plan and pre-lift checklist capture each lift. The VOC checks each licensed person can do their role at your site. The field verification checks the controls during lifts.

Most crane operation, dogging and rigging is high risk work. Crane operators must hold the high risk work licence class for the crane and the task (for example, CN for a non-slewing mobile crane or CV for a vehicle loading crane above the set capacity), doggers a dogging licence (DG), and riggers the rigging licence (RB, RI or RA) for the work, under the WHS Regulations or, in Victoria, the OHS Regulations. Some smaller cranes and set-ups are not licensed: confirm with your regulator which licence each crane and task needs. A VOC supports the business's own check that a licensed person can work safely on its crane, at its site. It does not replace any high risk work licence, and it is not a nationally recognised qualification.

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Crane and Lifting Safe Work Instruction

How to plan and carry out crane lifts safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to plan and carry out lifts with **[Crane make and model]** at **[Site name]**: the plan, the set-up, slinging, communication, the lift and pack-up, and the points where everyone must stop.

It applies to every crane operator, dogger, rigger and lift supervisor, including contractors and crane hire crews. It is used with the lift plan and pre-lift checklist. It does not replace the manufacturer's operating instructions or the load chart.

2 Who may take part

- Holds the high risk work licence class the crane and task need (crane operator, dogger, rigger)
- Has a current VOC for their role on this crane
- Has completed the site induction and been authorised by **[Lift supervisor]**
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licences

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3 The equipment

Fill in one copy for each crane, or list each crane this instruction covers.

Make and model: [Crane make and model]	
Plant ID: [Plant ID]	
Rated capacity and load chart location	
Lifting gear register: [Lifting gear register]	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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Crane and Lifting VOC Assessment Tool

Verification of competency for one worker, in the crane and lifting roles in scope, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your crane, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences and the VOC

Most crane operation, dogging and rigging is high risk work. Crane operators must hold the high risk work licence class for the crane and the task (for example, CN for a non-slewing mobile crane or CV for a vehicle loading crane above the set capacity), doggers a dogging licence (DG), and riggers the rigging licence (RB, RI or RA) for the work, under the WHS Regulations or, in Victoria, the OHS Regulations. Some smaller cranes and set-ups are not licensed: confirm with your regulator which licence each crane and task needs. A VOC supports the business's own check that a licensed person can work safely on its crane, at its site. It does not replace any high risk work licence, and it is not a nationally recognised qualification.

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Supervisor Field Verification Checklist

Crane and lifting operations: exclusion zones, load charts, lifting gear, set-up and powerlines

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Lift plans sampled (numbers)**	

How to verify

- Visit the area while lifting is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the lifting there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a load drop, a crane overturn or a person contact a powerline. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Lift plans and load charts					
1	A lift plan is in place for the lifts under way ★	☐	☐	☐	
2	The lift is within the load chart for the configuration and radius ★	☐	☐	☐	
3	The load moment indicator works and is not bypassed ★	☐	☐	☐	
Exclusion zones					
4	An exclusion zone is barricaded; nobody under a suspended load ★	☐	☐	☐	
5	The slew area is barricaded ★	☐	☐	☐	
Lifting gear					
6	Lifting gear in use is inspected, tagged and rated ★	☐	☐	☐	
7	The lifting gear register is current	☐	☐	☐	

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Crane and Lifting Operations Pack

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable crane and lifting documents that work together: a safe work instruction, a lift plan and pre-lift checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Crane and lifting safe work instruction: plan, set up, sling, communicate, lift, pack up; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Crane and Lifting Safe Work Instruction.docx and .pdf
- **Lift plan and pre-lift checklist: load, crane capacity, people and licences, set-up, exclusion zone, powerlines**
  03_LIFT_PLANNING/Lift Plan and Pre-lift Checklist.docx and .pdf
- **Supervisor field verification checklist: exclusion zones, load charts, lifting gear, set-up and powerlines, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-CRN-VOC**
  04_VOC_ASSESSMENT/Crane and Lifting VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Crane and Lifting VOC Knowledge Questions (Candidate) and Crane and Lifting VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Crane and Lifting VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
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