WHS DOCUMENTS & TEMPLATES

DOC-CRN-SWI · Crane and Lifting Operations Safe Work Instruction Template

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

An editable crane and lifting safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Crane and Lifting Operations Pack (DOC-CRN-PACK), word for word. The Crane and Lifting Operations VOC Assessment Template (DOC-CRN-VOC) and the Crane and Lifting Operations Field Verification Checklist (DOC-CRN-FV) are also sold on their own. The Crane and Lifting Operations Pack (DOC-CRN-PACK) contains them all: the safe work instruction, the lift plan and pre-lift checklist, the VOC and the field verification, with a setup guide.

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.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
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
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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[Company name]

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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

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.

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 Operations Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable crane and lifting safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.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
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

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