

Larkin ReWrite - Summary - What We Do

Verdana Font
designed for reading online

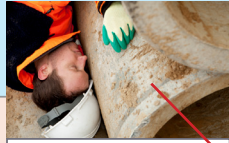





Color
increases time spent looking
at the page by 21%

Writing
target is grade level 8-10
around 50% of adults can
read at this level

Crane Rigging & Lifting Device Safety





Introduction (1.0)

Top Priorities	Your top two priorities when operating a crane or rigging: 1 st protect people working in the area 2 nd protect the load you are moving	
When you use this procedure?	Use this procedure when you do any work that involves rigging or lifting equipment.	
Other procedures you should look at.	Overhead Crane Operations	<p>Needed for a safe lift:</p> <ul style="list-style-type: none"> • skill • careful thinking • follow procedures
All below-the-hook lifting devices are covered in this procedure	If you put <i>anything</i> on a crane hook, you need to follow this procedure, for example:	
	 sling  chain  wire rope  synthetic rope	

Line Length
3½ inch (9 centimeters) is best length for reading ease and accuracy

Accident Photo
increases chances employee will follow the procedure by almost 50%

Lifting Equipment Must Be Approved (2.0)

Not approved? Don't use it	If the lifting equipment you put on the hook is not approved, DO NOT USE IT.	
"Approved" means four things		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Approval: Four Requirements</p> <p>#1 Engineering engineering inspected and approved the equipment</p> <p>#2 Parts Approved all parts approved (for example: shackles, chains, D-rings)</p> <p>#3 Load Rated equipment has label showing maximum weight it can lift</p> <p>#4 Proof Tested someone tested that it can lift what the label says it can lift</p> </div>  <p>If the lifting equipment is missing any one of these four requirements... DO NOT USE IT</p>
Shop-made equipment must be approved	It doesn't matter if you bought this lifting equipment or if you made it in a shop. If you are going to lift with it—the equipment must be approved.	

Empty Space
small increases in empty space around text increases comprehension by almost 20%

Pictures
increase recall by 200%

"Company Name" HSE Management System			
Document Name:	Document Number:	Effective Date:	Page: 7 of
Version:	Author:	Web Location:	
<small>If you are using a printed (paper) copy of this document, you need to make sure you are using the most recent version. Check to see if you using the most recent version by going to the "Web Location" in the box above, and looking at the number in the "Version" box in the footer of this document. If the Version number shown on the online document is the same as the version number on your printed copy, you are good. If not, download and print the newer version before using this document.</small>			

No Large Paragraphs
No paragraph should be longer than 6 or 7 lines.
If the eyes can scan a text block in one fixation—the reader assumes all the details are part of a single idea.
A single fixation = 6 or 7 lines of type.

Document Control Footer
conforms to most international standards (e.g. OHSAS 18001)