



SOP Category:

Deep Foundations

Document #:

SOP001DF

Document Title:

Proper Handling, Storing, Trucking & Shipping of Hanging Style Counterweights

Owner:

Chris Normand

Effective Date:

5-1-2023

Revision #:

BUL of Originating Business Unit

**Business Unit Designation:**

- BU 01 - Infrastructure       BU 02 - BR Civil       BU 04 - Houston Civil
- BU 15 - Deep Foundations       BU 23 - Marine       BU 29 - BR Mechanical       BU 30 - Houston Mechanical
- Pipe Fab Facility       Form Fab Facility       Westport Operations       Cajun Office Facilities

A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.

**PURPOSE**

The purpose of this standard operating procedure (SOP) is to provide guidelines for the safe handling, storing, and trucking/shipping of hanging-style counterweights used on multi-purpose drilling rigs. Personnel involved in handling the counterweights need to be aware of the hazards associated with this task. This SOP will help ensure the safety of personnel involved in handling the counterweights, prevent damage to the equipment during transport and storage, and mitigate hazards associated with moving and positioning counterweights.

**PROCESS: REVIEW THIS PROCEDURE WITH CREW PRIOR TO JOB BEGINNING**

Personnel PPE/Positioning:

- a. Personnel shall wear Cajun’s required base PPE. (Hardhat, high visibility vests, gloves, safety toe boots).
- b. Personnel involved in handling counterweights should always position themselves away from the load and rigging.
- c. Personnel shall never stand between a stationary object and an object being moved (eliminate caught between hazards). The exclusion zone shall be clearly communicated to personnel on-site. Exclusion zones shall be established around the area where counterweights are being lifted, moved, or positioned.
- d. The exclusion zone shall be maintained until the counterweights are safely secured or positioned.

Lifting Counterweights with Rigging:

- a. Inspect the rigging equipment before use to ensure that it is in good condition and meets the required load capacity.
- b. When using rigging, lift the counterweights using the appropriate lifting point and keep the load within the center of gravity. Use the lift log to calculate reach, capacity, and the load chart percentage.
- d. When using forks to lift counterweights, ensure the counterweight is positioned squarely and is positioned to the base of the forks.




Storing and Shipping Counterweights:

- a. For storage or transport, ensure that the counterweights are positioned with the hooks facing skyward on a flat, level surface to prevent damage to the hooks and the counterweights. Place the counterweights squarely on dunnage that is a minimum cut of true 4x4. *\*Landscape timbers shall not be used\**
- b. Ensure “Store this side up” is displayed (see picture below).



**PAY OFF**

Following this SOP will ensure the safe and efficient handling, trucking/shipping, and storing of hanging-style counterweights used on multi-purpose piling rigs.

Approvals		
Title	Signature	Date
BU 15 Vice President		05/01/23
BU 15 Senior Construction Manager		5-1-23
BU15 Manager of Safety		5-1-23

Revision History				
Rev #	Date	Reason for Changes	Originator	Effective Date

**Note: SOP Requirement**

*Work must be performed in accordance with the information in this SOP. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.*