

Jay Industries, Inc.

Crane Safety

Written Policy

November 29, 2022

PURPOSE:

To describe the procedures and responsibilities regarding the safe operation and use of overhead cranes, jib cranes, manual and electric hoists, chains, and slings.

RESPONSIBILITY:

All crane operators are charged with the responsibility of full compliance with this procedure, in compliance with OSHA 29 CFR 1910.179 regarding the operation of overhead cranes and OSHA 29 CFR 1910.184 regarding slings.

GENERAL:

1. Operators must minimize the possibility of personal injury to the operator and those working in the area, or damage to the property, equipment, or material, by being fully trained and familiar with the equipment and using SAFE OPERATING PRACTICES.
2. Hoists and their trolleys are designed for lifting and transporting material only. Under no circumstances, either during initial installation or in regular use, are hoists to be used for lifting or transporting personnel.
3. No operator shall use the equipment who is not familiar with its operation, is not physically or mentally fit, or has not been schooled in safe operating practices, The misuse of hoists can lead to dangerous hazards which cannot be protected by mechanical means; hazards which can only be avoided by the exercise of intelligence, care and common sense.
4. Safe operating practices require a program of periodic inspection and preventative maintenance. The Operator must be able to identify potential malfunctions/hazards requiring adjustments or repairs, and bring these to the attention to the supervisor for corrective action.
5. Supervisors and management must ensure that regular maintenance schedules are adhered to, and that the operators know and understand the rules covering the safe operating practices for the equipment.

OPERATOR TRAINING AND QUALIFICATIONS:

1. The employer shall ensure that each operator is physically and mentally capable of performing the duties that are required of the job.
2. The employer shall ensure that each potential operator has received the overall training, as well as specific training on the equipment that they will be operating. Employees whose job description specifies operating and rigging a crane, hoist or rig sling shall receive the training.

OPERATOR QUALIFICATIONS:

Crane operators must meet all of the following qualifications:

- (a) They must speak and read English, in order to understand and read verbal and printed instructions;
- (b) They must be of legal age (18) to operate this type of equipment;
- (c) Their hearing or eyesight must NOT be impaired (unless suitably corrected – with good depth perception);
- (d) They cannot be suffering from heart or other ailments which might interfere with the operator's safe performance;
- (e) They must carefully read and study the operation manual supplied by the crane manufacturer;
- (f) The operator must have received documented instruction including a demonstration and evaluation of practical operation.

THE OPERATOR MUST:

1. READ and follow the manufacturer's instructions, installation and maintenance manuals. When repairing or maintaining a hoist, use only manufacturer's recommended parts and materials.
2. READ and follow all instructions and warning information on or attached to a hoist.
3. REMOVE the hoist for service and thoroughly inspect and repair as necessary if unusual performance or visual defects (such as peculiar noises, jerky operations, travel in improper direction or obviously damaged parts) are noticed.
4. ESTABLISH a regular schedule of service and inspection with special attention given to hooks, ropes, chains, brakes, and limit switches, and maintain proper records of this work.
5. CHECK the operation of the brakes for excessive run-through.
6. CHECK the operation of the limit switches.
7. CHECK for damaged hooks, ropes, or chains.
8. KEEP the load chain or ropes clean and lubricated.
9. CHECK the wire rope or chain for improper seating, twisting, kinking, wear, or other defects before operating the hoist.
10. CHECK for broken wires in the wire rope.
11. MAKE SURE the load clears neighboring piles of stock, machinery, or other obstructions when raising, lowering, or traveling with a load.
12. CENTER the hoist over the load before operating.
13. AVOID swinging the load or load hook when traveling the hoist.
14. BE SURE the load attachment is properly seated in the saddle of the hook. Balance the load properly before handling. Avoid tip loading.
15. LIFT in a straight line, so that neither hoist body nor load chain or rope is angled around an object.
16. MAKE SURE you take up slack slowly.
17. Maintain proper Sling angle at all times.
18. Use only approved slings and chains for lifting.
19. Wear a hard hat when operating a crane.

THE OPERATOR MUST NOT:

1. DO NOT allow any unqualified personnel to operate the hoist.
2. NEVER lift or transport a load until all personnel are clear.
3. NEVER pick up a load beyond the safe working load appearing on the hoist.
4. NEVER carry personnel on the hook or the load.
5. DO NOT operate the hoist if you are not physically fit.

6. DO NOT operate the hoist to extreme limits of chain or rope.
7. AVOID sharp contact between two hoists, between hoist and end stops, and hooks and hoist body.
8. DO NOT tamper with or modify any part of the hoist or its components.
9. NEVER use the hoist rope as a sling.
10. DO NOT divert attention from the load while operating hoist.
11. NEVER leave a suspended load unattended.
12. DO NOT use chain or rope as ground for welding. NEVER touch a live welding electrode to the chain or rope.
13. DO NOT start and stop unnecessarily. Hoist motors are generally high torque, high slip types. Each start causes an inrush of current and leads to overheating, heat failure or burnout if continued to excess.
14. NEVER stand under the load. NEVER allow another person to stand under a load.

INSPECTIONS AND DOCUMENTATIONS:

Cranes are to be inspected and documented daily for:

- A. All operational functions.
- B. Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems.
- C. Hooks, hoist chains or ropes.

Slings are to be inspected and documented daily for:

- A. Wear and rating tag.
- B. Fasteners and attachments for damage or defects.

Revision Log

May 30, 2000	New Policy	Ken Bauer
June 17, 2003	Revised	
April 30, 2008	Reviewed, added cover page and page numbers.	
June 2, 2008	Reviewed, added revision log added	
December 2, 2009	Reviewed and revised.	
May 6, 2010	Reviewed and revised.	Allen Wheeler
July 2, 2011	Reviewed and revised.	Allen Wheeler
July 27, 2016	Reviewed and revised.	Marijan Grogoza
November 29, 2022	Reviewed and revised.	Marijan Grogoza