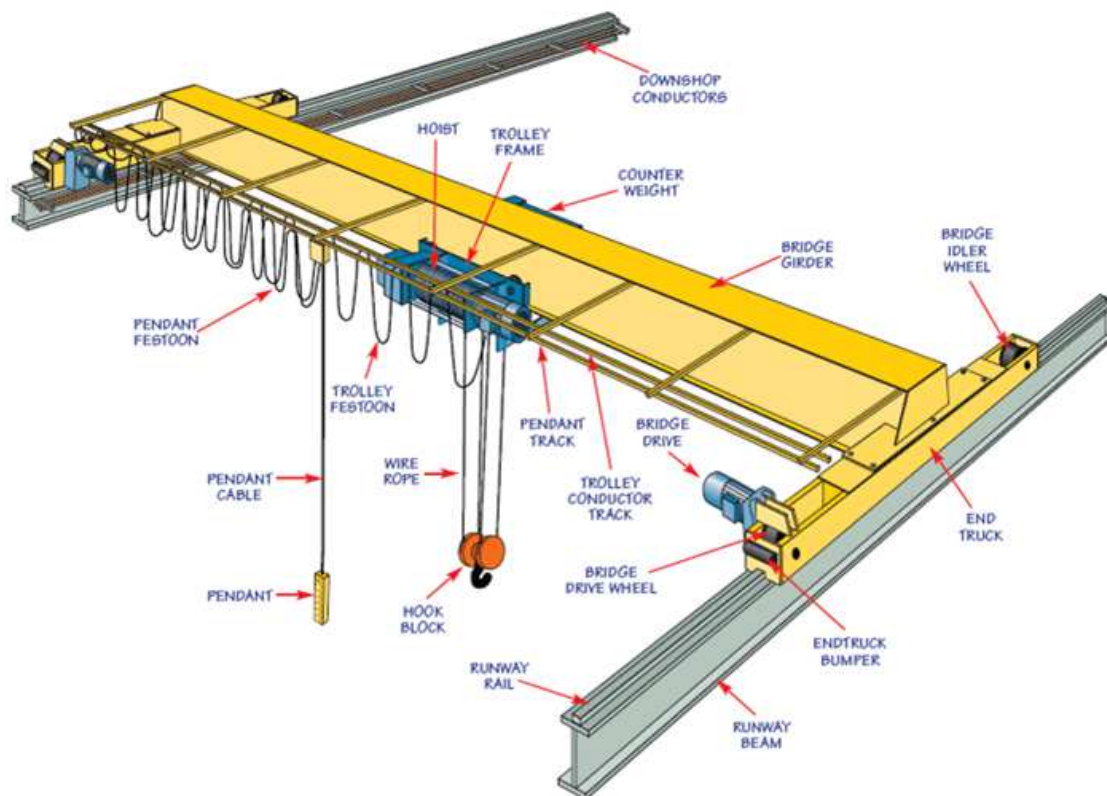


# Crane and Hoist Safe Operating Procedures



## SAFE OPERATING PROCEDURES

Only trained and designated personnel are allowed to operate crane/hoist. All operators of hoists will be provided with awareness training.

- Prior to operation of your crane or hoist you must perform a daily or pre-operational safety inspection (refer annexure 1).
- Always insure that your load is within the rated capacity of the crane or hoist.
- Insure that the load is securely attached in a manner that will allow proper clearance for the rope relative to the load or any other obstructions.
- Insure that the load is attached in a manner that will prevent swinging.
- Avoid sudden acceleration or deceleration of a moving load.
- Insure that the load has a clear path of travel.
- Do not use a crane or hoist to drag a load sideways.
- Never allow a load to be suspended / carried over yourself or other personnel.
- When a load is not attached to the crane or hoist, insure that the hook is not left in a position that could cause it to hit or swing into a person or equipment.
  - An operator must remain at the controls of the crane or hoist while a load is suspended.

Annexure – 1

**INSPECTION PROCESS FOR CRANE & HOIST SYSTEMS**

Daily/Pre-operational Inspections by the Trained Operator:

1. Lifting mechanism/Load attachment
2. Hook and Safety Latch. Check for hook twist and latch contact with hook.
3. Chain/Wire Rope. Verify no slack is on the drum or load block, do not operate a crane with twisted, kinked or damages chain/rope.
4. Controls/Control Cable/Functions
5. Upper Limit Control. Test by raising the hook slowly until it contacts switch if it does not stop, discontinue the test and contact your supervisor.
6. Structural/Supporting elements. Look for loose fasteners, and end stops.
7. Alignment of the bridge (screeching or squealing wheels are an indication of misalignment).

Periodic Inspection by the competent authority:

Thoroughly examined by a competent person at least once in every period of twelve months