



Campus Unit: _____

It is the policy of the above-mentioned unit to comply with the University of Illinois Crane and Hoist Safety Program. The purpose of this document is to complement the University Program with site-specific written standard operating procedures.

PROGRAM ADMINISTRATION

The University of Illinois recognizes the fact that supervisors are not necessarily experts in the area of crane and hoist operation. However, as outlined in the Campus Administrative Manual policy number RB-13, "The immediate managers of employees or supervisors of other members of the campus community are responsible for maintaining a healthy and safe environment within their areas under their supervision and are responsible for the safety of activities, procedures and operations under their control or direction." OSH and other qualified personnel will assist supervisors and individuals in fulfilling these obligations upon request.

The following individual has responsibility for the administration of Crane and Hoist Safety in the above-mentioned unit. It is the responsibility of this person to supervise the requirements of the Crane and Hoist Safety Program and to ensure that operators of cranes and hoists have been properly trained and authorized by the unit.

(Name)

(Title)

OPERATOR TRAINING

Training for the individuals in this unit operating cranes and hoists will be provided by _____.

Records of training for the individuals in this unit who will be operating cranes and hoists can be found in _____.

INSPECTION OF CRANES AND HOISTS

_____ is responsible for ensuring all cranes and hoists within this unit are inspected at the intervals identified within this program.

Inspection records are found in _____.



Training

The individuals listed below have completed training and are authorized to operate the equipment identified.

Last Name	First Name	UIN	Equipment	Signature

The individuals listed below have completed proper training suitable for a **Competent Person**.

Last Name	First Name	UIN	Signature