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PURPOSE

The University of Illinois at Urbana-Champaign (University), through the Division of Safety and Compliance, Occupational Safety and Health Department (OSH), has established this Crane and Hoist Safety Program to protect the health of university students, faculty and staff and to promote compliance with State and Federal occupational safety and health standards.

This Program establishes the minimum requirements for unit-specific crane and hoist work practices and inspection procedures. It is expected that campus units will utilize this Program to develop unit-specific standard operating procedures (SOPs) including completion of Appendix A Unit-Specific SOPs and providing the first page to OSH.

POLICY

It is the policy of the University to protect its students, faculty and staff from hazards associated with operation of cranes and hoists. This is accomplished to the extent feasible with effective engineering controls, employee training, and administrative controls.

This Program applies to all students, faculty and staff who are required to work with or around cranes and hoists as part of their employment.

This program is applicable to all overhead and gantry cranes, including semi-gantry, cantilever gantry, wall cranes, bridge cranes, electric hoists, manual hoists, pneumatic hoists, chains and slings, and other hoisting equipment that have the same fundamental characteristics. This program does not apply to mobile cranes, engine hoists, Powered Industrial Trucks (PITs), Aerial Work Platforms (AWPs) or other mobile equipment covered by other University programs.

RESPONSIBILITIES

Occupational Safety and Health (OSH)

OSH is responsible for the administration of this Program. OSH maintains copies of all records for services provided by OSH pertaining to this Program. An OSH program coordinator provides guidance, regulatory interpretation and oversight for this Program and reviews this Program annually.

Deans, Department Heads, and Directors (Campus Units)

Campus Units shall provide the resources necessary to properly implement this Program and designate a Responsible Person that will be charged with implementing this Program.

Campus Unit Responsible Person

The Campus Unit Responsible Person shall ensure that any crane and hoist within their area of responsibility is inspected by a factory-trained employee or qualified contractor as specified in the Periodic Inspections section below.

Supervisors of Affected Employees (Supervisors)

Supervisors and Principle Investigators (PIs) are responsible for enforcing proper work practices under their responsible charge in accordance with this Program and unit-specific SOPs. They shall ensure that all of their personnel who may operate or work around cranes and hoists receive appropriate training.



Operators of Cranes and Hoists (Competent Operators)

Competent Operators shall:

- Attend training on and follow the requirements of this Program;
- Only operate cranes and hoists that they have trained on;
- Follow all crane and hoist operating procedures;
- Conduct the appropriate inspections when they are required and complete the required documentation as necessary;
- Notify the supervisor of any deficiencies identified during inspections and report all incidents involving cranes and hoists to supervisors immediately; and
- Maintain full attention on the task being performed (e.g., no use of headsets, music).

PROCEDURES

General

- Equipment shall only be operated by a Competent Operator or trainee that is under the direct supervision of the Competent Operator.
- No personnel shall be allowed to walk or be under a suspended load.
- All employees who handle wire slings and hoist cables shall wear leather gloves to prevent hand injuries.
- Proper guards must be in-place for exposed gears, belts, electrical equipment, couplings and fans.
- Suspended loads shall be kept clear of all unnecessary obstructions and personnel.
- Hands and fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
- Shock loading is prohibited.
- A sling shall not be pulled from under a load when the load is resting on the sling.

Crane Inspections

Cranes must be consistently inspected to prevent equipment failure and incidents, and to determine if cranes and crane components can be expected to perform as intended.

Crane and Hoist inspections are divided into five general classifications:

- Initial Inspection
- Functional Inspection – Pre-use Inspection
- Frequent Inspection – Typically monthly
- Periodic Inspection – Typically annually
- Inspection of equipment not in regular use

In addition, inspection provisions outlined in the manufacturer owner's manuals shall be followed. All inspections shall be completed by a competent person (unless otherwise specified) and all deficiencies corrected before further use by a qualified person. If any defect is found, the crane shall not be operated until the repair or adjustment is made. See **Appendix B – Crane Inspections** for details.

Sling Inspections

Each day before use, slings and all fastenings and attachments shall be inspected for damage or defects by a competent person. Additional inspections shall be performed during sling use where service



conditions warrant. Damaged or defective slings shall be immediately removed from service. See **Appendix C – Sling Inspections** for details.

Rated Load Marking

The rated load of the crane shall be plainly marked on each side of the crane. Each hoist and each hoist attachment should have the rated load clearly marked. These markings shall be clearly legible from the floor or ground.

Modifications

Cranes and hoists may only be modified by a qualified engineer or equipment manufacturer. The new rated load shall be displayed as required above.

Rigging the Load

- Determine the accurate weight of the load and ensure crane weight limitations are not exceeded (except when load testing).
- Determine the appropriate size and number of slings and associated components. The Competent Operator must be familiar with the appropriate rigging and hoisting techniques to safely move the load.
- Ensure slings and hooks are in proper working condition with no excessive wear as determined in the pre-use inspection.
- Slings shall be securely attached to their loads and not loaded in excess of their rated capacities.
- Sharp edges on loads being lifted/lowered shall be padded to prevent damage to slings.
- Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- The hoist chain or hoist rope shall be free of kinks or twists.
- Slings shall not be shortened with knots, belts or other makeshift devices.
- Hoist chains or ropes shall not be wrapped around the load.
- Hoist chain or rope shall be free from kinks or twists.
- The load shall be attached to the load block hook by means of slings or other devices deemed appropriate by the qualified rigger, competent rigger, competent person.
- Determine the center of gravity of the load and ensure rigging maintains the load level during movement.
- Once slings are in place, lift the load only slightly off the ground to test the rigging and balance; re-work the rigging if necessary.
- Use a tag line when loads must traverse long distance or be otherwise controlled.
- Prior to lifting the load, the operator shall make certain that the load, sling, attachments, lifting devices and the load block are unobstructed.

Lifting and Lowering a Load

- Cranes shall only be operated by a Competent Operator.
- The person responsible for directing the lift shall make sure that the load is properly secured, balanced and positioned in the sling or lifting device before it is lifted more than a few inches.
- Before starting the lift, the person directing the lift shall make sure the hoist chain or ropes are not kinked or twisted.
- The load block shall be brought over the load in such a manner as to prevent swinging.



- The hoist chain or rope shall be inspected to ensure that it is properly seated in the chain sprocket or drum groove.
- Avoid sudden acceleration or deceleration of the moving load.
- A minimum clearance of 3 inches overhead and 2 inches laterally must be provided and maintained between the crane and any unnecessary obstruction.
- Lift equipment shall not be used for side pulls.
- The operator shall not move the load while a person is on the load or hook.
- No personnel are to touch or manipulate a load with their hands/body unless they can demonstrate that it is infeasible to do otherwise. Taglines, shepherd hooks or the like shall be used to keep employees outside the fall zone.
- The operator shall not carry loads over people.
- The operator shall test the brakes each time a load approaching the rated load is handled. The brakes shall be tested by raising the load a few inches and applying the brakes.
- The load shall not be lowered below the point where less than two full wraps remain on the hoisting drum, unless a lower limit device is provided.
- If a lower limit device is provided, no less than one wrap shall remain.
- Trolley stops and/or bumpers shall be provided to limit the travel of the trolley along the runway and be capable of sufficiently stopping the trolley.
- Crane electronic controllers shall be equipped to shut the crane to the “off” position as a fail-safe.

Parking the Load

- Operators shall not leave the controls while the load is suspended.
- Before leaving a load unattended, the operator shall land any load, place the controls or master switch in the off position and open the main line device of the specific crane or hoist.
- The main line disconnect shall not be closed until the operator has made sure that no one is on or adjacent to the crane or hoist.
- The load block of the hoist shall be raised above head level when not in use.

Maintenance

- Preventive maintenance shall be performed as prescribed by the manufacturer as detailed in the owner's manual.
- During repair and maintenance cranes shall be run to a location where it will cause the least interference with other cranes and operations in the area.
- All controllers shall be at the off position.
- Energy isolation devices shall be open and locked and tagged in the open position. Stored energy that could unexpectedly release and cause an injury shall be discharged or controlled. See the campus Control of Hazardous Energy Program for additional information.
- After adjustments and repairs have been made the crane shall not be operated until all guards have been reinstalled, safety devices reactivated and maintenance equipment removed.
- Any unsafe condition noted during the inspection of the crane shall be repaired before the crane is used.



Training

All operators must be familiar with and be trained to operate the equipment they are assigned to use. New operators will be required to receive training on the safe operation and uses of cranes, hoists and slings.

PROGRAM EVALUATION

This Program will be reviewed annually by OSH. The written Unit-Specific SOPs shall be reviewed and updated by the respective Campus Unit at least annually and more frequently as hazards, tasks, procedures and/or equipment change.



APPENDIX A – UNIT-SPECIFIC STANDARD OPERATING PROCEDURES



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



APPENDIX B – CRANE INSPECTIONS



Initial Inspection

New, reinstalled, altered, repaired, and modified equipment shall be inspected prior to initial use to verify whether the crane or hoist can be expected to perform as intended.

The operational inspection shall include the following function tests (with an empty hook), as applicable:

- Lifting and lowering
- Trolley travel
- Bridge travel
- Hoist-limit devices
- Travel-limiting devices
- Locking and indicating devices, if provided

New equipment shall also be load tested prior to initial use. Load testing for altered, repaired or modified cranes or hoists may be limited to the functions affected by the alternation, repair or modification, as determined by a qualified person.

- The load shall not be less than 100% of the rated load of the crane or hoist(s), whichever is larger, or more than 125% of the rated load of the crane or hoist, whichever is smaller, unless otherwise recommended by the manufacturer or qualified person.
- During a load test, the person conducting the load test shall prepare a written report of the load sustained during the test and the operations performed during the test. Reports shall be placed on file for that particular crane or hoist(s).
- Operations to perform during a load test include (unless otherwise modified by a qualified person):
 - Hoist the test load a distance to ensure that the load is supported by the crane and held by the hoist brakes.
 - Transport the test load by means of the trolley for the full length of the bridge.
 - Transport the test load by means of the bridge for the full length of the runway in one direction with the trolley as close to the extreme right-hand end of the crane as practical, and in the other direction with the trolley as close to the extreme left-hand end of the crane as practical.
 - Lower the test load, and stop and hold the load with the brakes.
- Record inspection using the following "Inspection Record" form. Retain originals in equipment file.



Inspection Record

General Information	
Competent Person(s) completing initial inspection and test	
Date of Initial Inspection/Test	
Crane/Hoist Location	
Crane/Hoist Identifier	

New, reinstalled, altered, repaired and modified equipment shall be inspected prior to initial use.

Operational Inspection (w/ empty hook)	Pass	Fail
Lifting and lowering		
Trolley travel		
Bridge travel		
Hoist-limit devices		
Travel-limiting devices		
Brakes		
Locking and indicating devices, if provided		

New, reinstalled, altered, repaired and modified equipment shall be load tested prior to initial use.

Load Test		Pass	Fail
Crane Capacity			
Hoist Capacity			
Test Load Weight <ul style="list-style-type: none"> Not less than 100% of rated load (whichever is higher) Not more than 125% of rated load (whichever is lower) 			
Description of Load			
		Pass	Fail
Operations performed during load test:			
<ul style="list-style-type: none"> Lifting and Lowering Brake test Bridge travel Trolley travel (extreme right and extreme left) Other: 			

Overall Load Test	Pass	Fail

Competent Person Signature: _____



Functional Inspection

Functional inspections shall be conducted at the beginning of each shift, or before the crane is first used during each shift.

Items that shall be inspected include

- Operational controls, hoisting and lowering, trolley travel, bridge travel, limit switches.
- Operational verification of the upper limit device under no-load conditions. The load shall be inched into the limit or run in at a slow speed.
- Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems.
- Ropes, looking for the following removal criteria:
 - Distortion of the rope, such as kinking, crushing, unstranding, bird-caging, main strand displacement, or core protrusion.
 - Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires.
 - General corrosion
 - Broken or cut strands
 - Apparent heat damage from any heat source
 - Number, distribution, and type of visible broken wires:
 - In running ropes, twelve randomly distributed broken wires in one lay or four broken wires in one strand in one lay.
 - One outer wire broken at the contact point with the core of the rope, which has worked its way out of the rope structure and protrudes or loops from the rope structure.
- Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper functions, or stretch beyond manufacturer's recommendations.
- Hooks and latches, looking for the following removal criteria:
 - Excessive throat opening
 - Damages or missing safety latch
 - Wear, deformation, corrosion
- Record the inspection using an inspection tag affixed to the crane/hoist or made closely available to the crane/hoist.



HOIST AND CRANE INSPECTION

Are you qualified to use this hoist or crane? Have you completed the Hoist and Crane training?

1. Check annual inspection tag. If tag is missing, expired or illegible, DO NOT USE.
2. Check pendant controls for any damage (move up/down/laterally (if applicable).
3. Check wire rope or chain for damage (worn, cut, kinked, crushed, spooling or birdcaged).
4. Check hook (bent, spread, cracked, safety latch operations).
5. Check upper limit switch (run to upper limit and very block stops).
6. Check brakes if applicable
7. Check trolley travel.
8. Review weight limits. Verify load weight is less than rated capacity of hoist/crane and slings.
9. Inspect rigging equipment. Fill out inspection sheet.

If any malfunctions are observed STOP USE.
Place a lock on the electrical disconnect and notify supervision.

DATE	BY	DATE	BY



Frequent Inspection

Equipment shall be inspected at intervals dependent on the use of the equipment as follows:

- Normal service – Monthly
- Heavy service – Weekly to monthly
- Severe service – Daily to weekly

The following shall be inspected:

- Operating controls for proper operation, proper adjustment, and unusual sounds; squeaking, grinding, grating, etc.
- Verify operation of the upper limit device under no-load conditions. The load shall be inched into the limit or run in at a slow speed.
- Tanks, valves, pumps, lines, and other parts of air or hydraulic systems for leakage.
- Hooks and latches, looking for the following removal criteria:
 - Missing or illegible hook manufacturer's identification or secondary manufacturer's identification.
 - Missing or illegible rated load identification.
 - Excessive pitting or corrosion.
 - Cracks, nicks, or gouges.
 - Wear – any wear exceeding 10% of the original section dimension of the hook or its load pin.
 - Deformation – any visible apparent bend or twist from the plane of the unbent hook.
 - Throat opening – any distortion causing an increase in the throat opening of 5% of the original opening (not to exceed ¼ inch).
 - Inability to lock – any self-locking hook that does not lock.
 - Inoperative latch – any damage latch or malfunctioning latch that does not close the hook's throat.
 - Damaged, missing, or malfunctioning hook attachment and securing means.
 - Thread wear, damage or corrosion.
 - Evidence of excessive heat exposure or unauthorized welding.
 - Evidence of unauthorized alternations such as drilling, machining, grinding, or other modifications.
- Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper functions, or stretch beyond manufacturer's recommendations.
- Rope for proper spooling onto the drums and sheaves
- Warning devices for proper operation
- Ropes, (see **Functional Inspections** for details)
- Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper functions, or stretch beyond manufacturer's recommendations.
- Hooks and latches, looking for the following removal criteria:
 - Excessive throat opening
 - Damages or missing safety latch
 - Wear, deformation, corrosion
- Record the inspection using Frequent Inspection Form, retain originals in equipment file for one year.



Frequent Inspection Record

General Information	
Competent Person(s) completing initial inspection and test	
Date of Initial Inspection/Test	
Crane/Hoist Location	
Crane/Hoist Identifier	

	Pass	Fail
Operating controls		
Hoist Limit Devices		
No leakage		
Hooks and latches		
<ul style="list-style-type: none"> • Hook has manufacturer’s identification • Rated load identification • No pitting or corrosion • No cracks, nicks, or gouges • No excessive wear • No deformation • Throat opening • Ability to lock • Operative latch • Hook attachment and securing means • No excessive heat exposure/unauthorized welding • No unauthorized alternations (drilling, machining, grinding, etc.) 		
Proper spooling of rope onto drum and sheaves		
Warning devices for proper operation		
Ropes		
<ul style="list-style-type: none"> • No kinking, crushing, stranding, bird-caging, main strand displacement or core protrusion • No general corrosion • No broken or cut strands • No apparent heat damage from any heat source • Number, distribution, and type of visible broken wires 		

Competent Person Signature: _____



Periodic Inspections

Periodic inspections shall be conducted by a factory trained employee or a contract certified inspection service.

Equipment shall be inspected at intervals dependent on the use of the equipment as follows:

- Normal service – Yearly
- Heavy service – Yearly
- Severe service – Quarterly

The inspection shall include the items listed in **Frequent Inspections** and the following items as applicable

- Deformed, cracked, corroded, worn or loose members or parts.
- Loose or missing fasteners; bolts, nuts, pins or rivets.
- Cracked or worn sheaves and drums
- Worn, cracked or distorted parts such as pins, bearings, wheels, shafts, gears, rollers, locking and clamping devices, bumpers and stops.
- Hooks and latches (See **Frequent Inspections** for details)
- Excessive wear of brake system parts
- Excessive wear of drive chain sprockets and excessive drive chain stretch.
- Deterioration of controllers, master switches, contact, limit switches, and pushbutton stations.
- Gasoline, diesel, electric or other power plants for proper operation.
- Motion limit devices.
- Rope reeving.
- Function, instruction and safety information signs, labels or plates for legibility and replacement.
- Rope and end connections.

Ensure the inspection is documented to provide a basis for continuing evaluation and retained on file.

Inspection of Cranes Not in Regular Use

A crane that has been idle for a period of one month or more, but less than six months, shall be inspected before being placed in service following the requirements as outlined in **Frequent Inspection**.

A crane that has been idle for six months or more, shall be inspected before being placed in service following the requirements as outlined in **Periodic Inspection**.



APPENDIX C – SLING INSPECTIONS



Wire Rope Sling Inspection

A wire rope sling shall be removed from service if conditions such as the following are present:

- Missing or illegible sling identification.
- Broken wires:
 - For strand-laid and single-part slings, 10 randomly distributed broken wires in one rope lay, or 5 broken wires in one strand in one rope lay.
 - For cable-laid slings, 20 broken wires per lay.
 - For less than eight-part braided slings, 20 broken wires per braid.
 - For eight-part or more than eight braided slings, 40 broken wires per braid.
- Severe localized abrasion or scraping.
- Kinking, crushing, bird caging, or any other damage is noted.
- Corrosion of the rope or end attachments.
- Evidence of heat damage.
- End attachments are cracked, deformed or worn.
- Evidence of hook removal criteria as defined in
- Other conditions, including visible damage, that cause doubt as to the safety of continued use.

Alloy Steel Chain Slings

An alloy steel chain sling shall be removed from service if conditions such as the following are present:

- Missing or illegible sling identification.
- Cracks or breaks
- Excessive wear, nicks, or gouges.
- Stretched chain links or components
- Bent, twisted, or deformed chain links or components.
- Evidence of heat damage.
- Excessive pitting or corrosion.
- Lack of ability of chain or components to hinge (articulate) freely.
- Weld splatter.
- Evidence of hook removal criteria as defined in
- Other conditions, including visible damage, that cause doubt as to the safety of continued use.

Synthetic Web Sling Inspection (Typically Nylon or Polyester)

A synthetic web or round sling shall be removed from service if conditions such as the following are present:

- Missing or illegible sling identification.
- Acid or caustic burns.
- Melting or charring of any part of the sling.
- Holes, tears, cuts, or snags.
- Broken or worn stitching in load bearing splices.
- Weld splatter that exposes core yarns.
- Excessive abrasive wear.
- Knots in any part of the sling.



- Discoloration and brittle or stiff areas on any part of the sling, may mean chemical or ultraviolet/sunlight damage.
- Fittings that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
- Evidence of hook removal criteria as defined in 5.8.2d.
- Other conditions, including visible damage, that cause doubt as to the safety of continued use.

Natural and Synthetic Fiber Rope Sling Inspection

Each sling should be marked or coded to show the rated capacities for each type of hitch and type of material.

Fiber rope slings should not be spliced in any manner.

Natural and synthetic fiber rope slings shall be immediately removed from service if there is:

- Abnormal wear.
- Powdered fiber between strands.
- Variation in the size or roundness of strands.
- Discoloration or rotting.
- Distortion of hardware in the sling.
- Any other conditions, including visible damage, that cause doubt as to the safety of continued use.
- Only fiber rope slings made from new rope shall be used. Use of repaired or reconditioned fiber rope slings is prohibited.

Metal Mesh Sling Inspection

A metal mesh sling shall be removed from service if any condition such as the following is present:

- Missing or illegible sling identification.
- Broken weld or a broken brazed joint along the sling edge.
- Broken wire in any part of the mesh.
- Reduction in wire diameter of 25% due to abrasion or 15% due to corrosion.
- Lack of flexibility due to distortion of the mesh.
- Distortion of the choker fitting so the depth of the slot is increased by more than 10%.
- Distortion of either end fitting so the width of the eye opening is decreased by more than 10%.
- A 15% reduction of the original cross-sectional area of any point around the hook opening of the end fitting.
- Visible distortion of either end fitting out of its plane.
- Cracked end fitting.
- Spirals that are locked or without free articulation.
- Fitting that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
- Any other conditions, including visible damage, that cause doubt as to the safety of continued use.



APPENDIX D - DEFINITIONS



ASME. American Society of Mechanical Engineers.

ANSI. American National Standards Institute.

Brake. A device used for retarding or stopping motion by friction or power means.

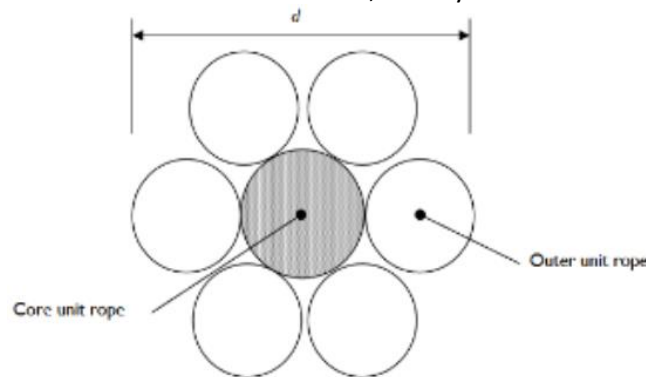
Bridge. The part of a crane consisting of girders, trucks, end ties, foot walks and drive mechanism which carries the trolley or trolleys.

Bridge crane. Crane with bridge mounted on tracks, which enables three-dimensional handling.

Bridge travel. Crane movement in a direction parallel to the crane runway.

Bumper (buffer). An energy-absorbing device for reducing impact when a moving crane or trolley reaches the end of its permitted travel; or when two moving cranes or trolleys come in contact.

Cable Laid Sling. Cable laid slings are formed from wire rope constructed of six unit ropes laid as outers over one core unit rope, with a termination at each end, usually in the form of a spliced eye, as shown.



Cantilever Gantry Crane. A gantry or semi-gantry crane in which the bridge girders or trusses extend transversely beyond the crane runway on one or both sides.

Chain Sprocket or Drum Groove. Grooved or notched wheel in which the hoist rope or chain is seated.

Clearance. The distance from any part of the crane to a point of the nearest obstruction.

Competent Operators. A person who has been selected and is qualified, by way of training, to operate or work with and around cranes, hoists and related equipment. This person is capable of identifying existing and potential hazards associated with the movement of equipment and material using a crane, hoist and related equipment. This person is also given the authorization to take prompt corrective measures to eliminate those hazards associated with the movement of equipment and material using a crane, hoist and/or related equipment.



Crane. A machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an essential part of the machine. Cranes whether fixed or mobile are driven manually or by power.

Crane Service.

- **Normal Service.** Operating at less than 85 percent of rated load and not more than 10 lift cycles/hour except for isolated instances.
- **Heavy Service.** Operating at 85 to 100 percent of rated load or in excess of 10 lift cycles/hour as a regular specified procedure.
- **Severe Service.** Operating at normal or heavy service under abnormal operating conditions (i.e., extreme temperatures, corrosive atmospheres).

Drum. Cylindrical member around which rope/chains are wound for raising/lowering loads.

Engineered Lift. A test load that has been identified and evaluated for use in determining the lifting capacity of the hoisting equipment.

Exposed. Capable of being contacted inadvertently. Applied to hazardous objects not adequately guarded or isolated.

Fail-Safe. A provision designed to automatically stop or safely control any motion in which a malfunction occurs.

Floor-operated Crane. A crane which is pendant or nonconductive rope controlled by an operator on the floor or an independent platform.

Gantry Crane. Similar to an overhead crane, except that the bridge for carrying the trolley or trolleys is rigidly supported on two or more legs running on fixed rails or other runway.

Hand-held hoist. Lever operated roller chain hoist.

Hoist. Apparatus, which may be part of a crane, exerting a force for lifting or lowering.

Hoist Chain. The load bearing chain in a hoist.

Limit Switch. A switch which is operated by some part or motion of a power-driven machine or equipment to alter the electric circuit associated with the machine or equipment.

Load. The total superimposed weight on the load block or hook.

Load Block. The assembly of hook, shackle, swivel, bearing, sheaves, pins, and frame suspended by the hoisting rope and used to attach the load to the hoisting cable or chain.



Main Line Disconnect. The controller used to isolate power to the hoisting equipment.

Mobile Crane. A mobile crane is a cable-controlled crane mounted on crawlers or rubber-tired carriers or a hydraulic-powered crane with a telescoping boom mounted on truck-type carriers or as self-propelled models.

Overhead Crane. A crane with a movable bridge carrying a movable or fixed hoisting device that travels on an overhead fixed runway structure.

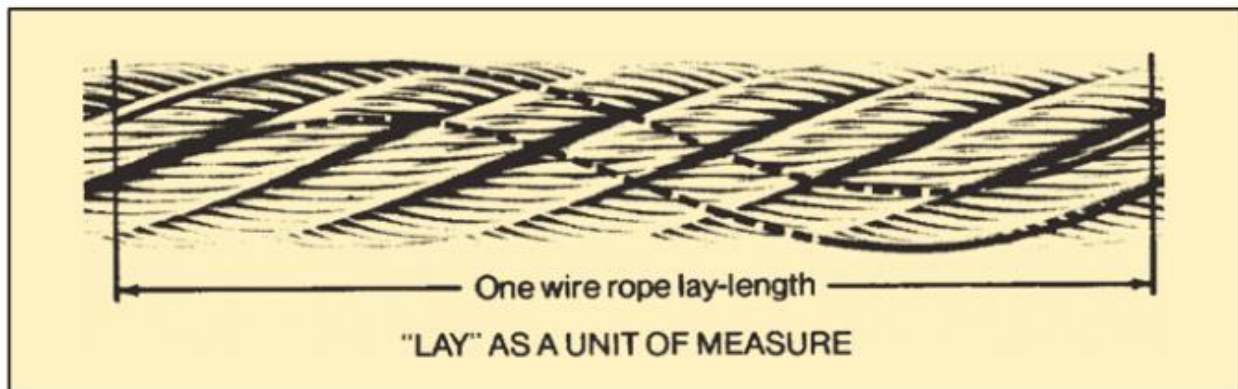
Pendant. Controls suspended from an electric hoist.

Power-operated crane. A crane whose mechanism is driven by electric, air, hydraulic or internal combustion.

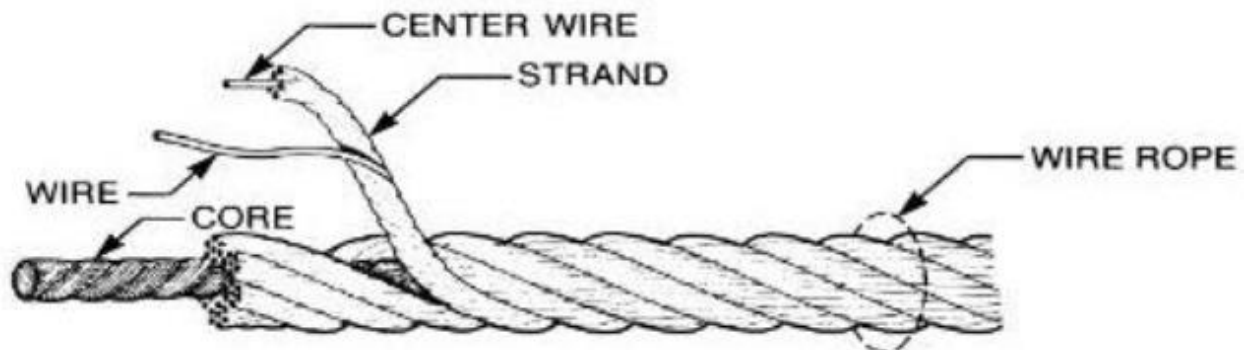
Rated load. The maximum load for which a crane or individual hoist is designed and built by the manufacturer and shown on the equipment nameplate(s).

Rope. Refers to wire rope, unless otherwise specified.

Rope Lay. Unit of measure for rope. A lay is the helix or spiral of the wires and strands in a rope.



Rope Parts.





Rope Reeving. A rope reeving system is a system in which wire rope travels around drums and sheaves, or pulleys, for the purpose of hoisting or hauling.

Running Rope. A rope that moves over sheaves or drums.

Runway. An assembly of rails, beams, girders, brackets, and framework on which the crane or trolley travels.

Semi-gantry Crane. A gantry crane with one end of the bridge rigidly supported on one or more legs that run along a fixed rail or runway, the other end of the bridge supported by a truck running on an elevated runway or rail.

Side Pull. That portion of the hoist pull acting horizontally when the hoist lines are not operated vertically.

Sling. Lifting devices such as chain, wire rope, metal mesh, fiber rope and synthetic web utilized to secure a load to be moved.

Stop. A device to limit travel of a trolley or crane bridge. The device normally is attached to a fixed structure and normally does not have energy absorbing ability.

Tower Crane. A vertical crane with a horizontal boom; The boom is balanced asymmetrically across the top of the tower. Its short arm carries a counterweight while the long arm carries the lifting gear.

Trolley. The unit which travels on the bridge rails and carries the hoisting mechanism.

Trolley Travel. The trolley movement at right angles to the crane runway.

Truck. The unit consisting of a frame, wheels, bearing and axels which supports the bridge girders or trolleys.

Qualified Person. Person who, by possession of a recognized degree, certificate or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his or her ability to solve or resolve problems relating to the subject matter, the work, or the project.

Wall Crane. A crane having a jib with or without trolley and supported from a sidewall or line of columns of a building. It is a traveling type and operates on a runway attached to the sidewall or columns.



APPENDIX E – PROGRAM AUDIT CHECKLIST



	Yes	No
1. Has a written crane and hoist safety program that includes work-site specific procedures been established?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a program administrator, with appropriate training and experience, been designated and identified in the written program?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the written program include current list of trained operators, along with the equipment they are authorized to operate?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all recordkeeping requirements met?	<input type="checkbox"/>	<input type="checkbox"/>
a. Equipment inspection records (Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>
b. Sling inspection records (Appendix C)	<input type="checkbox"/>	<input type="checkbox"/>



DOCUMENT REVISIONS

February 13, 2020	Version 1
April 22, 2021	Review, format update, and minor edits