

Meiners Electric, Company Safety Manual

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LAST REVISION:
January 18th, 2011

REVIEWED BY:
L. Kirk Berglund, Safety Director

FORM REF No:
SP-CRANE

SUBJ: **Cranes and Hoists**

1. PURPOSE

To reduce the risk of Crane & Hoists accidents and to comply with OSHA 1926.550 Cranes & Hoists.

2. POLICY

Only trained and authorized employees may operate hoists. Employees are not trained to operate Overhead Cranes or Mobile cranes. When an Overhead Crane or Mobile Crane is required, Meiners Electric shall use a sub-contractor who is trained & certified.

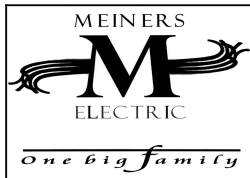
3. DEFINITIONS

1. **Crane:** A machine used for lifting and lowering a load vertically and moving it horizontally and that has a hoisting mechanism as an integral part of it.
2. **Floor-Operated Crane:** A crane whose operation is controlled by use of a pendant in the hands of an operator on the floor or on an independent platform.
3. **Gantry Crane:** A 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.
4. **Hoist:** A device that applies a force for lifting or lowering.
5. **Mobile Crane:** wheel mounted cranes, truck cranes, and crawler cranes consists of a rotating structure with power plant, operating platform equipped with axles and rubber tired wheels for travel. The base is usually propelled by an engine in the superstructure.
6. **Overhead Crane:** A crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed-runway structure.

4. Usage

1. Office / Shop

Not applicable. Overhead Cranes, Mobile Cranes, and/or hoists are not used.



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2. Off-Site Job / Project

1. Hoists: Employees may utilize hoists if properly trained & authorized.
2. Overhead Cranes: Employees are not trained or authorized to operate.
3. Mobile Cranes: Employees are not trained or authorized to operate.
4. If Overhead or Mobile crane services are contracted out; it is required that;
 1. That a fire extinguisher be available.
 2. That hand signals be posted on the crane
 3. Maintain at least 10 feet from electric power lines.

3. Inspections:

1. **Initial:** Prior to their initial use, all new or repaired hoists shall be inspected by a qualified inspector to ensure compliance with the applicable provisions of ASME B30.11, B30.16, and B30.21. Dated and signed inspection records shall be kept on file.
2. **Frequent (Daily):** Operators shall visually inspect items the following items at the beginning of each shift or prior to first use of the day. (Records are not required)
 1. Controls and operating mechanisms for proper operation.
 2. Hoist upper-limit switch, as applicable, for proper operation.
 3. Lines, valves, and other parts of air systems for leakage.
 4. Hooks for cracks, deformation, and damage.
 5. Hook latch, if used, for proper operation.
 6. Slings for abrasive wear, knots, cuts, or tears, broken stitching, acid or caustic burns, melting or charring, or weld splatter.
 7. Chains for nicks, gouges, distortion, wear, cracks, and corrosion.
 8. Ropes for kinking, crushing, birdcaging, and corrosion.
3. **Periodic:** (Annually)
 1. An annual inspection of the crane / hoists shall be conducted by a Competent Person.
 2. The Inspector shall examine deficiencies and determine whether they constitute a safety hazard and whether dis-assembly is required. Dated and signed inspection records shall be kept on file and shall be readily available.



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4. Training:

1. Operators shall be required to pass a practical operating skill evaluation. Qualification shall be limited to the type of equipment for which the operator is being evaluated.
2. The actual or simulated operation shall enable operators to demonstrate basic knowledge and skills at a level that ensures the safety of personnel and equipment.