

Crane Operations – Safety Rules

1. Only properly trained and authorized employees can operate a Crane or Hoist.
2. Before leaving the controls of the crane, the following precautions must be observed:
 - Spot the crane at the approved location for storing the crane
 - Lower the load to the ground
 - Leave the hooks in a safe location
 - Place all controls in the off position
 - Place the main power switch in the off positions
 - Make a visual check for any abnormal or dangerous condition
3. Never depend on a holding brake to suspend a load unless the operator is at the controls, alert, and in a position of readiness to handle the load
4. The operator or person in charge should see that:
 - Loads are well secured before being lifted and slings are adequate and properly arranged for the load
 - Slings are not kinked, and the load is well secured and balanced
 - Loose items such as tools or chips are removed from both the load and crane before beginning the lift
 - The load does not contact any obstruction while lifting or traveling
 - Sudden starts and stops are avoided. Bumping into runway stops is prohibited
 - The hoist line is vertical before starting the lift, slack in the line is removed slowly, and that all employees are clear before beginning the lift
 - No crane load, lifting magnet, grapple, or spreader beam, ever passes over the heads of employees or in any way endangers their safety. Non-operating personnel should be warned, or told to leave the immediate area, when making lifts
 - No one rides the hook. The crane is not intended to be used as a passenger elevator.
5. The operator should test the holding brakes by moving the controller to the off position when a load is first lifted, and when the load is only a few inches above its starting position, to assure the ability of the brakes to hold the load. If the load is held, the brake is operating properly.
 - If the brake does not function properly, maintain control of the load using the crane motor and lower it slowly to rest
6. Never attempt to adjust, repair, or lubricate the crane while in operation.
7. Keep the machine clean and in good working condition. Oil or grease can cause serious falls, and dirt in the working parts will cause excessive wear and consequently possible failure.
8. Always replace all protective guards and panels before operating the crane.
9. Keep cables in good operating condition, paying attention to the following:
 - A kinked cable is no longer safe. When a new cable has been installed, work light loads for a short period of time to allow the cable to adjust itself to work strains
 - Be very careful to install cable clamps correctly
 - Inspect all cables for kinked or broken wires on a regular basis, preferably daily
10. Never exceed the rated capacity of the crane or hoist. Be sure to include the weight of the blocks, hooks, and special handling devices when figuring the total weight of a load, and know you are not exceeding capacity when preparing to lift a load
11. Never use a crane for side pulling. It was not designed nor intended for such use. This practice may cause electrical as well as mechanical damage and will endanger personnel.
12. If a rope has been allowed to become slack, make sure that the rope is properly seated on the drum and in the sheaves before a load is lifted.

13. Never block out safety devices, such as limit switches, to allow operation of the crane in a manner not intended by the manufacturer.
14. Do not lift loads with excess sling hooks hanging loose. This is a very dangerous condition. Never allow any excess chain, hook, cable, sling, or any similar device to be suspended beneath the crane.
15. Never remove a DO NOT OPERATE card from a control without checking to see that it is safe to do so, even if you have placed the card yourself.
16. Repairs and adjustments should be made only by properly designated and authorized personnel. When a crane is being repaired, the maintenance personnel assigned oversees all phases of crane movement and operation.
17. The hook shall be brought over the load in such a manner as to prevent swinging.
18. During hoisting, care shall be taken that:
 - There is no sudden acceleration or deceleration of the moving load
 - The load does not contact any obstructions.
 - In case of any mechanical malfunction or failure of any lifting device (chain, steel choker, sling, hook, lifting eye or beam) shut the crane down and contact the maintenance dept. immediately
19. Ensure all required crane inspections are taking place:
 - Daily pre-operational walk around at the start of each shift (visual)
 - Pre-start-up inspection before each lift (visual)
 - Period inspections by maintenance (monthly – quarterly, must be documented)
 - Annual inspection is being performed by outside agency
 - On the spot inspection when there is reason for concern

Name: _____

Signature: _____

Date: _____