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## Cranes and Hoists Policy

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## Cranes and Hoists Policy

### General

This policy applies to all University employees and students who operate any overhead cranes and hoists, and/or utilize crane slings, as part of their work or research activities.

### Regulatory Guidance

- OSHA 29 CFR 1910.179 Overhead & Gantry Cranes
- OSHA 29 CFR 1910.184 Slings
- ANSI B30.2 - 67 Safety Code for Overhead & Gantry Cranes

### Requirements

Departments having cranes and hoists are required to maintain an inventory of such equipment that includes the make, model, and serial number of each crane / hoist.

All overhead cranes & hoists must have an accurate and current load rating marked on either side of the crane / hoist, which is clearly legible from the ground.

The structural support for the crane / hoist must be marked with the appropriate load rating, which is clearly visible from the ground. The posted load rating must be determined by a qualified engineer.

Prior to initial use all new and altered cranes / hoists must be load tested. Load tests must not be more than 125 percent of the rated load unless recommended by the manufacturer. The test report must be available for inspection.

All moving parts and electrical equipment, which could constitute a hazard under normal operating conditions, must be guarded.

All crane / hoist push buttons and switches must be legible and properly labeled or otherwise marked to indicate their function(s).

Overhead cranes & hoists must be used in accordance with all manufacturer recommendations.

A preventative maintenance plan must be implemented in accordance with manufacturer recommendations.

Cranes or hoists in need of repair must be marked out of service and shall not be used.

#### Daily Inspections:

All cranes and hoists must be visually inspected prior to daily use.

#### Monthly Inspections:

All cranes and hoists must be inspected and documented on a monthly basis by a qualified individual.

A crane or hoist which has been idle for a period of one month or more, but less than six months must be inspected and documented by a qualified individual using the monthly inspection method.

Annual Inspections:

A crane or hoist which has been idle for a period greater than six months must be inspected and documented by a qualified individual using the annual inspection requirements.

All cranes and hoists must be annually inspected and documented by a qualified individual.

**Slings:**

Slings that are damaged or defective shall not be used.

Damaged slings must be immediately removed from service and destroyed. Do not repair damaged slings.

Slings must not be loaded in excess of their rated capacities.

Alloy steel chain slings must have permanently affixed durable identification stating size, grade, rated capacity, and reach.

Slings must not be shortened with knots or bolts or other makeshift means.

Daily Inspections:

Prior to each days use, slings, fastening devices and attachments must be inspected for damage or defect by a qualified individual.

Periodic Inspections:

Alloy Steel Chain Slings must be periodically inspected, based upon use and at least every 12 months, by a qualified individual.

**Training:**

Employees working in the area must be trained to ensure that they do not walk under suspended loads.

Only trained individuals are permitted to operate an overhead crane / hoist. This training must be provided by a qualified individual.

**Responsibilities**

**Directors & Department Heads** are responsible for:

- Ensuring that authorized crane operators are trained;
- Maintaining documentation of training for crane operators;

- Maintaining records of crane / hoist and sling inspections; and
- Maintaining cranes / hoists service records.

**Supervisors** are responsible for:

- Ensuring that crane / hoist are properly maintained;
- Training crane / hoist operators, and document the training;
- Ensuring that all required inspections are performed; and
- Performing or coordinating crane sling inspections.

**Employees and students** are required to undergo training in accordance with this policy, and use cranes / hoists and crane slings in accordance with department and manufacturer recommendations.

## Definitions

**A hoist** is a machine used to lift loads.

**A crane** is a machine used to lift loads, and move them horizontally, with a hoist being an integral part of the machine (*i.e.*, a hoist that moves horizontally). The horizontal movement of the crane is propelled either manually or by power. Overhead cranes include those that are fixed and those that are mobile.

## For Additional Information

- Contact your campus safety personnel or UMS Safety Management (SM) at (207) 581-4055.
- Crane and Hoist Daily Inspection (form)
- Crane and Hoist Monthly Inspection (form)

## Document History

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