INDOOR CRANES AND HOISTS

1. Visual and operational inspections of shop cranes must be done at least one time per shift.
2. If the control switches do not raise or lower the hoist as indicated on the device, do not attempt to fix by swapping the wires on the control.
3. The hook must have a safety latch that closes the throat of the hook.
4. If the latch swings freely across the throat, that indicates that the hook has been stretched and must be replaced before the hoist can used. Never install a longer latch on a stretched hook.
5. An ANSI warning tag listing operational checks should be located on the control section.
6. Never exceed the cranes lifting capacity, it should be stenciled on both sides of the hoist.
7. Determine the weight of the load by checking the manufacturers information.
8. If the weight of the load can not be accurately determined, compare the load to a similar load lifted in the past, get a second estimate from an experienced coworker, however, do not exceed 50 percent of the lifting capacity of the crane when lifting an estimated load.
9. Select the proper rigging gear that is within the Safe Working Load (SWL) of the fiber or wire rope being used.
10. Inspect the rigging gear prior to use. Remove wire rope from service when there are six or more randomly distributed broken wires in one rope lay, three or more broken wires in one strand in one rope lay, or other damage listed in the manufacturer's criteria.
11. Cranes are designed for vertical lifts only. Side pulling may result in hoist and crane breakdown.
12. Sling angles are very critical, measured from horizontal, do not use sling angles of less than 45 degrees, because lower angles greatly increase the tension on the sling.
13. Conduct all lifting operations so that no one would be injured if there were an equipment failure.
14. When lifting slowly raise the hoist to take the slack out of the slings. Then raise the load a few inches to check the rigging and the stability of the load. Then lift the load in one smooth motion.
15. Cranes should be stored against the wall when not in use.
16. Never leave a suspended load unattended.
17. Do not pass a load over coworkers or allow anyone to walk under the load.
18. Never operate a crane if you can not see the load or the entire crane.
19. Do not allow yourself to be distracted.
20. Do not leave the hoist block low enough for someone to walk or drive into.
21. All appropriate personal protective equipment, to include but not limited to, hard hats, respirators, eye protection, hearing protection, and gloves must be worn by all employees when required by the job they are performing.
22. Cranes must also receive a periodic inspection by a qualified person at least annually, and records must be kept. A crane found defective must be tagged and removed from service.
23. Only trained and authorized employees may operate cranes and hoists. Never lift or carry a person with the hook or load, and never ride on a load.