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## 1. Introduction

The Environmental Health & Safety Standard Operating Procedure for hoists and cranes was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations.

## 2. Applicable Legislation

- Ontario Occupational Health and Safety Act, Industrial Establishments, Sections 45-59
- Canadian Standards Association, Safety Code for Materials Handling, CSAZ256-M87 (1995)
- Canadian Standards Association, Safety Standard for Operation, Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys, B167-96

## 3. Definitions

### Boom

The projecting part of a backhoe, shovel, crane or similar lifting device from which a load is likely to be supported.

### Competent Worker

A worker who:

- a) is qualified because of knowledge, training and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions that apply to the work, and
- c) has knowledge of all potential or actual danger to health or safety in the work

### Lifting Device

A device that is used to raise or lower any material or object and includes its rails and other supports but does not include a device to which the Elevating Device applies. This policy does specifically include pallet lift trucks (See section 10).

### Qualified Inspector

A representative from the manufacturer, or a professional from a service or organization who is competent to inspect hoists and riggings.





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#### 4.3 Employees/Students

Employees have the following responsibilities:

- To be familiar with the hazards associated with working with hoists and cranes, the pertinent standard operating procedures for the equipment;
- To work in accordance with written standard operating procedures for hoists and cranes;
- To use the appropriate equipment and materials provided for working with hoists and cranes;
- To promptly report any known or suspected accidents, unsafe conditions or unsafe procedures to his/her supervisor.

#### 5. Training

Employees and students using hoist and cranes must take the "Heust taf6/MN4io61e1( w)2 (/MN4io



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## 7. Inspections

A qualified inspector must inspect lifting devices before being placed in service. A copy of the inspection report must be filed with the Department of Environmental Health & Safety.

Annual Inspections will be coordinated by Environmental Health and Safety. A qualified inspector will inspect devices. A qualified inspector shall inspect load chains, wire ropes, slings and other accessories annually. Environmental Health and Safety shall maintain a permanent record of each inspection. A copy of the most recent inspection must be posted in the department.

A permanent record must be kept of all inspections of, tests of, repairs to, modifications to and maintenance of a crane or hoisting device.

The operator or a designated person shall conduct visual inspections at least monthly. The results of the inspection shall be recorded in a logbook.

The following items shall be examined for defects, malfunctions and damage during the monthly inspection:

- a) all operational functions;
- b) leakage in lines, tanks, valves, pumps, and other parts of air or hydraulic systems;
- c) deformed, worn, or cracked hooks;
- d) hook latches;
- e) hoist ropes;
- f) limit device(s) for function;
- g) function labels for operator control; and
- h) all brakes

## 8. Operating Guidelines

The following are some general operating guidelines that govern the use of hoists and cranes:

- a) No lifts may be performed where the load passes over another person.
- b) In general, hoists and cranes will only be used during normal operating hours and be locked-out when not in use.
- c) The use of hoist and cranes after normal operating hours must have prior approval of the operator's supervisor and the Departmental Manager.
- d) Only persons designated as competent and certified crane operators may operate hoisting equipment after normal working hours and must not do so alone

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