



Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
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Purpose

It is the policy of the Wisconsin Rapids Converting Facility that all team members and contractors follow overhead crane safety requirements. The scope of this policy is applied to the installation, maintenance, and operation of overhead and gantry cranes. This policy outlines the program and procedures necessary for safe operation of cranes.

Extent

Monorails are excluded from this policy.

Execution

A. Safe Work Practices:

1. An operator shall respond to signals only from the employee directing the lift. See Appendix A for table for Standard Hand Signals.
2. Post side-pull inspections will be documented and maintained on file.
3. The hoist rope shall not bear or rub against other members of the crane or other equipment.
4. Compressed gases shall be lifted only by a cradle or enclosed platform.
5. An employee shall not ride a hoisting device. (i.e. ball or hook)
6. Employees shall not position themselves (stand/walk/work) under a suspended load on a crane or hoist. Lifting beams/spreader bars are considered a load and employees shall not walk or work under these components while suspended above.
7. A crane hook shall be discarded if the throat opening is more than 15% greater than the manufactured size, or has more than a 10 degree twist from a vertical center line drawn through the hook socket.
8. An operator shall use a warning device (horn, bell or siren) before starting and intermittently while traveling in occupied areas.
9. A crane operator shall not leave a crane unattended with a suspended load.
10. A crane remote controller shall be turned "off" and the unit placed in a designated storage area, when not in use.
11. Always make sure you match the radio control box to the proper crane.
12. The crane operator must ensure that the crane hooks are fully engaged when lifting. The operator must either check the hooks himself or verify through the hand signals of someone assisting him.

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Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CHOP1	1

Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
--	-------------------------	-------------------------------

Document: Crane Hoist Operation Policy

13. Slings, ropes or other lifting equipment shall be inspected before each use for unusual wear, fraying, broken strands or any other signs of defect. Defective equipment shall be immediately removed from service.
14. If a mobile crane is being used in the vicinity of an overhead crane and the overhead crane cannot be locked out, a spotter must be used while the mobile crane is in operation (making picks).

B. Inspections:

1. Visual inspections shall be made prior to use.
2. Formal, documented inspections and maintenance will be performed on a periodic basis by a qualified contractor. Records of these inspections will be maintained.

C. Operator Training:

1. **Initial training** must be provided by the employer before a team member can be assigned as an operator of a crane. Training shall include all of the following:
 - a. Capacities of equipment and attachments.
 - b. Purpose, use, and limitations of controls.
 - c. How to make daily inspections.
 - d. The energizing sequence.
 - e. Start-up and shutdown procedures.
 - f. Emergency shutdown procedures.
 - g. General operating procedures.
 - h. All basic signaling procedures.
 - i. Practice in operating the assigned equipment through the mechanical functions necessary to perform the task.
2. **Refresher training** in relevant topics shall be provided to an operator under any of the following conditions:
 - a. An operator has been observed to operate the crane in an unsafe manner.
 - b. An operator has been involved in an accident or a near-miss incident.
 - c. An operator is assigned to a different type of crane.
 - d. A condition in the workplace changes that could affect safe operation of the crane.

D. Operator Testing:

1. Members shall be tested for their knowledge and ability before being permitted to operate a crane. The test shall determine all of the following with respect to the member:
 - a. Ability to operate the equipment through it functions necessary to perform the required jobs.
 - b. Knowledge of the equipment

General

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CHOP1	1

Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
--	-------------------------	-------------------------------

Document: Crane Hoist Operation Policy

- c. Knowledge of applicable OSHA standards and company rules and regulations
 - d. Verification of the physical qualifications
- 2. Crane operators must also pass a crane operator evaluation before being qualified to operate a crane. This evaluation must be conducted by a certified (can be a contractor) trainer. Operator evaluations conducted and documented on an annual basis following the initial training.
- E. Permits:
 - 1. Operators must be permitted to operate a crane. (See Form in Appendix B)
 - 2. A permit shall indicate the type of crane or cranes an operator has been trained on and is qualified to operate.
 - 3. A permit shall contain all of the following information:
 - a. Company name.
 - b. Operator's name.
 - c. Name of issuing authority.
 - d. Type or types of cranes authorized to operate.
 - e. Operator restrictions, if any.
 - f. Date issued.
 - g. Date expiring.
 - 4. A permit to operate a crane is valid for a period of not more than 3 years.
 - 5. A certified trainer must verify that the crane operator continues to possess the necessary knowledge and skills for continued safe crane operation before a permit is reissued.
 - 6. Records of training and permits will be maintained by Safety.

Responsibility

- A. Operating Departments:
 - 1. Assure team members operating cranes are trained in the elements of this policy and in the safe operating practices associated with the equipment they may be operating. Assure that a copy of the operator permit is kept on file in safety department.
- B. Maintenance Departments:
 - 1. Assure team members operating cranes are trained in the elements of this policy and in the safe operating practices associated with the equipment they may be operating. Assure that a copy of the operator permit is kept on file in safety department.
- C. Crane Operator:
 - 1. Assure compliance with the provisions of this policy and any department specific safety policies involving cranes.

General

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CHOP1	1



Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
--	-------------------------	-------------------------------

Document: Crane Hoist Operation Policy

- 2. Conduct visual inspections of the crane, wire ropes and slings before each use.
- 3. Report all accidents or near misses involving crane use.
- 4. Report all crane equipment problems and tag the equipment when unsafe to operate. Notify the team leader of all malfunctions.

D. Safety Department:

- 1. Develop initial training materials to ensure OSHA requirements are incorporated into operator training.
- 2. Provide technical guidance on resolving issues related to training and safe operating practices.

Definitions

Crane – means an overhead or gantry crane.

Designated – means selected or assigned by the employer as being qualified to perform specific duties.

Side Pull – means to pull a load with a hoist, chain, or cable other than vertically.

General



Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID CHOP1	Version 1
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Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
--	-------------------------	-------------------------------

Document: Crane Hoist Operation Policy

APPENDIX A

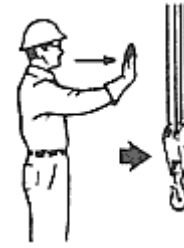
Overhead and Gantry Crane Hand Signals



HOIST. With forearm vertical, and forefinger pointing up, move hand in small horizontal circle.



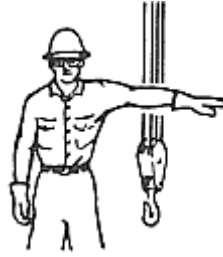
LOWER. With arm extended downward, forefinger pointing down, move hand in a small horizontal circle.



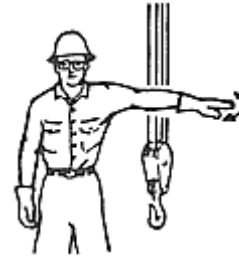
BRIDGE TRAVEL. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.



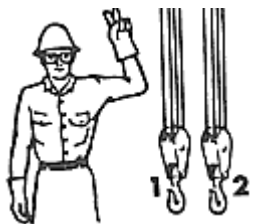
TROLLEY TRAVEL. Palm up, fingers closed, thumb pointing in direction of motion, jerk hand horizontally.



STOP. Arm extended, palm down, hold position rigidly.



EMERGENCY STOP. Arm extended, palm down, move hand rapidly right and left.



MULTIPLE TROLLEYS. Hold up one finger for block marked "1" and two fingers for block marked "2". Regular signals follow.

General

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CHOP1	1



Document Crane Hoist Operation Policy	Published 12/27/2023	Valid for Wisconsin Rapids
--	-------------------------	-------------------------------

Document: Crane Hoist Operation Policy

Appendix B

OPERATOR CERTIFICATION
Overhead Crane Operation

Operator's Name

Operator's Signature

Instructor's Name

Instructor's Signature

Dept: _____

Date ____/____/____

TYPE OF TRAINING

TYPE OF CRANE:

- Gantry Crane
- Mobile Crane

____ **Initial Crane Training / Testing**

____ **OSHA Required Retraining**

- Operator has been observed to operate the Crane in an unsafe manner
- Operator has been involved in an accident or near miss incident
- Operator is assigned to operate a different type of Crane
- Operator Transfer to a Different Department

____ **3-Year License Renewal Training** Expiration Date _____

____ **Level II Trainer**

DESCRIPTION OF REFRESHER TRAINING

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Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CHOP1	1