SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

Hoist & Crane Safety

Moving Materials Mechanically

Using mechanical equipment to move and store materials increases the potential for injuries. It is important to be aware of both manual handling safety concerns and safe equipment operating techniques. You should avoid overloading equipment when moving materials mechanically by letting the weight, size, and shape of the material being moved dictate the type of equipment used. All material handling equipment has rated capacities that determine the maximum weight the equipment can safely handle and the conditions under which it can handle that weight. Prior to lifting a load, ensure that the equipment-rated capacity is not exceeded except for load testing.

General Safety Tips

Use your experience, knowledge and training to assess risks and follow procedures.

- **Do not** operate a crane and hoist that is damaged or has any actual or suspected mechanical or electrical malfunction.
- **Do not** attempt to lengthen wire rope or repair damaged wire rope.
- **Do not** use the wire rope, any part of the crane, hoist, or the load block and hook as a ground for welding.
- **Do not** allow a welding electrode to be touched to the wire rope.
- **Do not** remove or obscure any warning labels on the crane or hoist.
- **Do not** walk under a suspended load or allow anyone to walk under a suspended load.
- **Do not** perform or allow anyone to perform **any** work on a suspended load that requires a worker to be positioned under the suspended load.

Pre-Operation Inspection

- Test operation of the primary limit switch of the hoisting motion. The upper limit prevents the hook block from coming Into contact with the rope drum and sheaves.
- Ensure that the secondary chain or strap is in operation on all hoist baskets.
- Visually inspect hook for nicks, gouges, deformation of the throat opening, wear on saddle or load bearing point, and twisting.
- Visually inspect hook latches for proper operation or damage that does not allow proper operation.
- Visually inspect wire rope for broken wires, broken strands, kinks, and any type of deformation or damage of the rope structure.
- Should you find anything deficient with the hoist during the Pre-Operational Inspection, notify a Team Leader and tag the hoist until the issue has been resolved and approved for use by a Team Leader.



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Before Lifting & Moving

- Ensure loads are within the hoist's rated capacity. Each hoist is marked with a capacity.
- Check the hoist's chains or wire rope to ensure they aren't frayed, kinked, stretched or damaged in other ways.
- Make sure the slings are in good shape. Look for tears in the webbing, loose stitching and frays.
- Make sure the hook is in good shape. Ensure the spring loaded safety latch is in place on the hook. Ensure the hook isn't bent.
- Ensure any sharp edges on the load are padded so as not to cause wear and tear on parts of the hoist or slings.
- Check to see that you have a clear path for the lift. Remove any objects that could get in the load's or your way.
- Ensure the chain or rope has no kinks or twists and doesn't wrap the load.
- No person or obstruction is on or under the load or hooks, or in its path.

During the Lift

- Lift the load horizontally only at first
- Lift the load slowly at first to ensure the load is balanced and will not tip or swing during the operation.
- Ensure your path is clear to the destination.
- The load should be high enough to clear the ground and obstacles but not raised higher than necessary.
- No one is allowed under the load.
- Move the load horizontally very slowly to prevent the load from swinging.
- Only move in one direction at a time. Either move the load vertically or horizontally, but not both at the same time.
- Slowly lower the load.
- Make sure there is no tension left on any slings or other devices used.
- Carefully remove any slings or other accessories utilized during the operation.
- Return the hoist to the home position.

Name	Signature	Name	Signature