

Overhead & Gantry Cranes Procedure

January 2023

Purpose

Overhead cranes, hoists, and rigging equipment are used by IPS★ITCS employees for lifting and moving materials. In order to maintain a safe workplace for its employees this program outlines the procedures for safe operations and the training requirements regarding overhead cranes, hoists and rigging equipment.

Scope

This procedure applies to all IPS★ITCS employees who operate overhead cranes, hoists and rigging equipment in the scope of their job duties and assignments. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers IPS★ITCS employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

ANSI - the American National Standards Institute.

Appointed - assigned specific responsibilities by the employer or the employer's representative.

Auxiliary hoist - a supplemental hoisting unit of lighter capacity and usually higher speed than provided for the main hoist.

Brake - a device used for retarding or stopping motion by friction or power means.

Bridge - that part of a crane consisting of girders, trucks, end ties, foot-walks, and drive mechanism that carries the trolley or trolleys.

Bridge travel - the crane movement in a direction parallel to the crane runway.

Bumper [buffer] - an energy absorbing device for reducing impact when a moving crane or trolley reaches the end of its permitted travel; or when two moving cranes or trolleys come in contact.

Crane - a machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an integral part of the machine. Cranes, whether fixed or mobile, are driven manually or by power.

Designated - selected or assigned by the employer or the employer's representative as being qualified to perform specific duties.

Drum - the cylindrical member around which the ropes are wound for raising or lowering the load.

Emergency stop switch - a manually or automatically operated electric switch to cut off electric power independently of the regular operating controls.

Floor-operated crane - a crane which is pendant or nonconductive rope controlled by an operator on the floor or an independent platform.

Hoist - an apparatus that may be a part of a crane, exerting a force for lifting or lowering.

Holding brake - a brake that automatically prevents motion when power is off.

Limit switch - a switch that is operated by some part or motion of a power-driven machine or equipment to alter the electric circuit associated with the machine or equipment.

Load - the total superimposed weight on the load block or hook.

Load block - the assembly of hook or shackle, swivel, bearing, sheaves, pins, and frame suspended by the hoisting rope.

Main hoist - the hoist mechanism provided for lifting the maximum rated load.

Main switch - a switch controlling the entire power supply to the crane.

Overhead crane - a crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed runway structure.

Rated load - the maximum load for which a crane or individual hoist is designed and built by the manufacturer and shown on the equipment nameplate(s).

Rope - refers to wire rope, unless otherwise specified.

Runway - an assembly of rails, beams, girders, brackets, and framework on which the crane or trolley travels.

Side pull - that portion of the hoist pull acting horizontally when the hoist lines are not operated vertically.

Span - the horizontal distance center to center of runway rails.

Standby crane - a crane which is not in regular service but which is used occasionally or intermittently as required.

Stop - a device to limit travel of a trolley or crane bridge. This device normally is attached to a fixed structure and normally does not have energy absorbing ability.

Trolley - the unit that travels on the bridge rails and carries the hoisting mechanism.

Trolley travel - the trolley movement at right angles to the crane runway.

Wall crane - a crane having a jib with or without trolley and supported from a sidewall or line of columns of a building. It is a traveling type and operates on a runway attached to the sidewall or columns.

Key Responsibilities

Managers and Supervisors

- Are responsible to ensure only designated personnel shall be allowed to operate this equipment and operators should be trained in safe work standards.
- Modifications or additions which affect the safe operation of the equipment may only be made with the manufacturer's written approval.
- Are responsible to see that all provisions of this program are followed and that crane inspections are performed, and the equipment is in safe operating condition.
- Preventative Maintenance – IPS★ITCS shall establish a preventive maintenance program for cranes based upon the crane manufacturer's recommendations.

Employee

- Employee operators are responsible to follow the requirements of this program and report any damage or needed repairs immediately to their supervisor.
- Operators must meet the physical qualifications, pass a physical, a written examination, understand and be able to use a load chart as well as calculate loads for the crane type operated.
- Employees designated as crane operators are responsible for the entire lift. In addition, crane operators are responsible to:
 - Make the required inspections,
 - Ensure that the crane is maintained,
 - Ensure that all personnel working in the area around the crane are kept clear of all hazards related to crane operations.
 - Determine the weights, and correct rigging required for loads to be lifted.

Procedure

General

IPS★ITCS shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determination of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer.

- This program applies to all cranes including overhead cranes, wall cranes, (jib cranes) and others having the same fundamental characteristics.
- Cranes may only be operated by designated/competent personnel. Only designated personnel shall be permitted to operate a crane.
- The safe working load must be clearly marked on a crane. The rated load of the crane shall be plainly marked on each side of the crane, and if the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block and this marking shall be clearly legible from the ground or floor.
- Manufacturer rated load capacities and operating speeds shall be followed.

- All cranes in service and utilized by IPS★ITCS shall meet, as a minimum, the design specifications of the American National Standard Safety Code for Overhead and Gantry Cranes, ANSI B30.2.0-1967.
- Lockout/Tagout is used before performing maintenance on cranes. Before repair begins, equipment should be locked and tagged. "Out of Order" signs should be positioned on or near the equipment.
- Whenever internal combustion engine powered equipment exhausts in enclosed spaces, test shall be made and recorded to see that employees are not exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres.

Inspections

Crane components are inspected for defects. The following items shall be inspected for defects at intervals as defined, including observation during operation for any defects which might appear between regular inspections.

All deficiencies such shall be carefully examined, and determination made as to whether they constitute a safety hazard:

- All functional operating mechanisms for maladjustment interfering with proper operation - Daily. Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems - Daily.
- Hooks with deformation or cracks. Visual inspection daily; monthly inspection with a certification record. Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper function, or stretch beyond manufacturer's recommendations. Visual inspection daily; monthly inspection with a certification record which includes the date of inspection, the signature of the person who performed the inspection and an identifier of the chain which was inspected.
- Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper function, or stretch beyond manufacturer's recommendations. Visual inspection daily; monthly inspection with a certification record.
- All functional operating mechanisms for excessive wear of components.
- Rope reeving for noncompliance with manufacturer's recommendations. A thorough inspection of all ropes shall be made at least once a month and a certification record shall be kept on file where readily available to appointed personnel. Any deterioration, resulting in appreciable loss of original strength, shall be carefully observed and determination made as to whether further use of the rope would constitute a safety hazard. All rope which has been idle for a period of a month or more due to shut down or storage of a crane on which it is installed shall be given a thorough inspection before it is used. This inspection shall be for all types of deterioration and shall be performed by an appointed person whose approval shall be required for further use of the rope. A certification record shall be available for the rope which was inspected.

Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by a competent person designated by IPS★ITCS.

Additional inspections shall be performed during sling use, where service conditions warrant. Damaged or defective slings shall be immediately removed from service.

Quarterly and Annual

Quarterly and annual inspections shall be documented with a certification record which includes the signature of the qualified third party (person or agency) who performed the inspection, the date, and identifier (serial number, unit number, etc.) for each piece of equipment. If safety hazards are found during inspections, the equipment in question shall be tagged out and not used until repairs are made. Any deficiencies constituting a safety hazard shall cause the equipment to be tagged out of service until repairs are made.

Operational Procedures

Only qualified personnel shall operate cranes and equipment covered by this program. Operators shall comply with the following safety rules while operating cranes and hoists:

- Employees shall not be exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres when internal combustion engine powered equipment is used. Tests shall be conducted and documented.
- Do not engage in any practice that will divert your attention while operating the crane.
- Respond to signals only from the person who is directing the lift or any appointed signal person.
- Obey a stop signal at all times, no matter who gives it.
- Do not move a load over people.
- People shall not be placed in jeopardy by being under a suspended load.
- Do not work under a suspended load unless the load is supported by blocks, jacks, or a solid footing that will safely support the entire weight.
- Have a crane or hoist operator remain at the controls or lock open and tag the main electrical disconnect switch.
- Ensure that the rated load capacity of a crane's bridge, individual hoist, or any sling or fitting is not exceeded.
- Know the weight of the object being lifted.
- Check that all controls are in the OFF position before closing the main line disconnect switch.
- If spring-loaded reels are provided to lift pendants clear off the work area, ease the pendant up into the stop to prevent damaging the wire.
- Avoid side pulls. These can cause the hoist rope to slip out of the drum groove, damaging the rope or destabilizing the crane or hoist.
- To prevent shock loading, avoid sudden stops or starts. Shock loading can occur when a suspended load is accelerated or decelerated and can overload the crane or hoist. When completing an upward or downward motion, ease the load slowly to a stop.

At the start of each work shift, the designated competent person operator shall do the following steps before making lifts with any crane or hoist:

- For ropes that have not been used during shutdown or storage - all ropes must be thoroughly inspected before crane is used, certified by record of date of inspection, ID of the rope inspected and signature of person performing inspection.
- Procedures for operations near electrical lines – IPS★ITCS requires guidelines of 1910.333(c)(3) lines shall be deenergized or grounded or other protective measures shall be provided before work is started.
- Test the upper-limit switch and slowly raise the unloaded hook block until the limit switch trips.

- Visually inspect the hook, load lines, trolley, and bridge as much as possible from the operator's station; in most instances, this will be the floor of the building.
- If provided, test the lower-limit switch.
- Test all direction and speed controls for both bridge and trolley travel.
- Test all bridge and trolley limit switches, where provided, if operation will bring the equipment in close proximity to the limit switches
- Test the pendant emergency stop.
- Test the hoist brake to verify there is no drift without a load.
- If provided, test the bridge movement alarm.
- Lock out and tag for repair any crane or hoist that fails any of the above tests.
- Any deficiencies shall be repaired, or defective parts replaced, before continued use.

Moving a Load

- Center the hook over the load to keep the cables from slipping out of the drum grooves and overlapping, and to prevent the load from swinging when it is lifted.
- Inspect the drum to verify that the cable is in the grooves.
- Use a tag line when loads must traverse long distances or must otherwise be controlled.
- Manila rope may be used for tag lines.
- Plan and check the travel path to avoid personnel and obstructions.
- Lift the load only high enough to clear the tallest obstruction in the travel path.
- Start and stop slowly.
- Land the load when the move is finished.
- Choose a safe landing area.
- Never leave suspended loads unattended
- In an emergency where the crane or hoist has become inoperative, if a load must be left suspended, barricade and post signs in the surrounding area, under the load, and on all four sides.
- Lock open and tag the crane or hoist's main electrical disconnect switch.

Parking a Crane or Hoist

- Remove all slings and accessories from the hook.
- Return the rigging device to the designated storage racks.
- Place the emergency stop switch (or push button) in the OFF position.

Rigging and When Slings are Inspected for Damage or Defects

- Only select rigging equipment that is in good condition.
- Each sling shall be inspected before being used. Each sling, fastenings and all attachments shall be inspected by a designated competent person by IPS★ITCS.
- All rigging equipment shall also be inspected annually.
- Defective equipment is to be removed from service and destroyed to prevent inadvertent reuse.
- The load capacity limits shall be stamped or affixed to all rigging components.
- All devices shall be visually inspected prior to use and removed from service for any of the following conditions and to ensure the proper use and care:
 - Synthetic slings with:
 - Abnormal wear.
 - Torn stitching.
 - Broken or cut fibers.

- Discoloration or deterioration.
- Wire rope slings with:
 - Kinking, crushing, bird caging, or other distortions.
 - Evidence of heat damage.
 - Cracks, deformation, or worn end attachments.
 - Six randomly broken wires in a single rope lay.
 - Three broken wires in one strand of rope.
- Hooks opened more than 15% at the throat.
- Hooks twisted sideways more than 10 degrees from the plane of the unbent hook.
- Alloy steel chain slings with:
 - Cracked, bent, or elongated links or components.
 - Cracked hooks.
 - Shackles, eye bolts, turnbuckles, or other components that are damaged or deformed.

Rigging a Load & Safe Work Practices for Slings

- Whenever any sling is used specific safety practices shall be observed.
- Determine the weight of the load - do not guess.
- Determine the proper size for slings and components.
- Do not use manila rope for rigging.
- Ensure that shackle pins and shouldered eyebolts are installed in accordance with the manufacturer's recommendations.
- Ensure that ordinary (shoulderless) eyebolts are threaded in at least 1.5 times the bolt diameter.
- Use safety hoist rings (swivel eyes) as a preferred substitute for eye bolts wherever possible.
- Pad sharp edges to protect slings.
- Remember that machinery foundations or angle-iron edges may not feel sharp to the touch but could cut into rigging when under several tons of load.
- Wood, tire rubber, or other pliable materials may be suitable for padding.
- Do not use slings, eyebolts, shackles, or hooks that have been cut, welded, or brazed.
- Install wire-rope clips with the base only on the live end and the U-bolt only on the dead end.
- Follow the manufacturer's recommendations for the spacing for each specific wire size.
- Determine the center of gravity and balance the load before moving it.
- Initially lift the load only a few inches to test the rigging and balance.

Cranes or hoists shall not be loaded beyond their rated capacity for normal operations.

Any crane or hoist suspected of having been overloaded shall be removed from service by locking open and tagging the main disconnect switch.

Overloaded cranes shall be inspected, repaired, load tested, and approved for use before being returned to service.

Working at heights on cranes or hoists:

- Anyone conducting maintenance or repair on cranes or hoists at heights greater than 6 ft (1.8 m) shall use fall protection.

- Fall protection includes safety harnesses that are fitted with a lifeline and securely attached to a structural member of the crane or building.
- Properly secured safety nets are another option for fall protection.
- Use, of a crane, as a work platform should only be considered when conventional means of reaching an elevated worksite are hazardous or not possible.
- Workers shall not ride a moving bridge crane.
- Personnel shall not board any bridge crane unless the main disconnect switch is locked and tagged out of service.

Signals to the operator shall be in accordance with the standard hand signals prescribed by the applicable ANSI standard for the type of crane in use unless voice communications equipment (telephone, radio, or equivalent) is used.

- Signals shall be discernible or audible at all times.
- Some special operations may require addition to or modification of the basic signals.
- For all such cases, these special signals shall be agreed upon and thoroughly understood by both the person giving the signals and the operator and shall not be in conflict with the standard signals.

All maintenance, tests and inspections shall be conducted in accordance with the manufacturer's recommendations.

Keeping and maintaining written reports on rated load tests - IPS★ITCS shall keep and maintain written reports on rated load tests showing the test procedures and confirming the adequacy of any repairs or alterations. All maintenance and repair records shall be retained for the life of the equipment.

Running ropes - IPS★ITCS shall keep and maintain certification record(s) on running ropes which will include the date(s) of inspection and the signature of person(s) who performed inspection. The same records must be kept on inspections of all other ropes.

The use and operation of client owned cranes, hoists and rigging equipment by qualified IPS★ITCS personnel will occur only at the express permission of the designated client representative.

Fire Extinguishers - Cranes are equipped with fire extinguishers. A CO2 or dry chemical fire extinguisher shall be kept in the crane cab or vicinity of the crane.

When operating cranes near power lines rated 50 KV or below, minimum clearance between the power line and any part of the crane or load shall be 10 feet.

Training:

Training shall include:

- Operators will be trained in safe work standards including use of fire extinguishers.
- Documentation of employee, date of training and subject matter, including method used to test knowledge of material.
- No employee shall operate cranes or equipment covered by this program until training has been complete and management has approved and designated him or her as a qualified operator.

Daily Guide for Overhead Crane Inspections		
Yes	No	All functional operating mechanisms for maladjustment interfering with proper operation
Yes	No	Leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems
Yes	No	Hooks for deformation, chemical damage, or cracks. Hooks having more than 15% in excess of normal throat opening or more than 10 degrees twist from the plane of the unbent hook.
Yes	No	Hooks. Dye penetrant, magnetic particle, or other suitable crack-detecting inspection performed at least once a year.
Yes	No	All functional operating mechanisms for excessive wear of components
Yes	No	Rope reeving for noncompliance with manufacturer's recommendations
Yes	No	Condition of wire rope.
Yes	No	Deformed, cracked, or corroded members
Yes	No	Cracked or worn sheaves or drums.
Yes	No	Loose bolts, nuts, or rivets
Yes	No	Worn, cracked, or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices
Yes	No	Excessive wear in brake system parts, linings, pawls, and ratchets
Yes	No	Load, wind and other indicators over their full range, for any significant inaccuracies
Yes	No	Gasoline, diesel, electric, or other power plants for improper performance or noncompliance with applicable safety requirements.
Yes	No	Electrical apparatus, for signs of pitting or any deterioration of controller, master-switches, and push button stations.
Yes	No	Required warning labels absent or illegible.
Yes	No	Supporting structure, trolley and bridge for alignment and continued ability to support the imposed loads.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	☒
Environmental Aspect and Impact	☒
Training and Competency	☒
Measure and Evaluation Tools	☒

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		