




Safe Work Practice (SWP)

Name of Task: Overhead Crane	
Department/Unit: Trades	
Personal Protective Equipment <ul style="list-style-type: none">• Eye Protection Required• Hearing Protection Required• No loose fitting clothing• Long or loose hair must be tied back or contained• CSA Approved Safety Footwear Required• CSA Approved Hard Hat.• No jewelry, watches, rings, necklaces etc.	
Potential Hazards <ul style="list-style-type: none">• Cuts, pinching, lacerations and amputations• Crushing hazards• Falling objects• Unbalanced crane load• Contact with overhead and on floor obstructions such as exhaust hoses and vehicles in the shop	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.• Performances of a visual, then physical check of all exhaust hoses being fully retracted.• Ensure no slip/trip hazards are present in workspaces and walkways.• Faulty equipment must not be used.• Locate and ensure you are familiar with the operation of the ON/OFF and Emergency stop procedures• Check for damage to lift hook and visually inspect cable• Keep clear of electrical wires or any other electrical equipment.• Make sure of operation clearances around load• Check logbook for monthly inspection completion
Prohibited Activities	<ul style="list-style-type: none">• Never exceed the maximum capacity printed on top beam. This capacity includes the weight of the hoist and trolley too.• Never stand under load.• Do not perform any modifications to the crane without manufacturer's approval.• Do not use for lifting, transporting or supporting humans.

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	<ul style="list-style-type: none"> Do not leave this equipment unattended while running
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Turn on power to remote and press the start button to sound the horn. The crane is now ready for operation. Use the remote to move the crane in the desired direction.
3	Crane can only be operated when there are two people present. One to operate the lifting aspect of operation and a second spotter for bridge travel.
4	Securely bolt object to crane using CSA approved hardware and fasteners. Use only CSA approved lifting devices (slings Chains, etc.) Adhere to proper lifting angles of lift chain or slings. Perform operation with caution. Keep load as low to the ground as possible.
5	Run the crane in low speed only with load supported by the crane.
6	Always watch the hoist and load carefully when the hoist and trolley are in operation
7	Never attempt to catch the crane or object being moved
8	Lower object to floor slowly, support object with safety stands as needed.
9	Detach load from crane.
	<p><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</i></p> <ul style="list-style-type: none"> <i>Press the stop button</i> <i>Turn the green switch to OFF</i> <i>Switch the main power to OFF for the equipment</i> <i>Contact qualified personnel for repair</i>
	REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: 12/01//2020	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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