

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-10	REVISED: 1	PAGE <u>1</u> OF <u>5</u>
	SUBJECT: CRANES AND HOISTS POLICY		

1.0 POLICY

To ensure safe operation and maintenance of cranes, hoists, lifts and jacks. The City of Winona will require compliance with the manufacture's specification and inspections. This will require trained designated personnel to follow safe operational procedure when utilizing equipment.

This Crane and Hoist Operation Policy establishes guidelines to be followed whenever any of City employees work with cranes, lifts, jacks, or hoists in the City. The rules are established to:

- Provide a safe working environment;
- Govern operator use of cranes, lifts, jacks, and hoists; and
- Ensure proper care and maintenance of cranes, lifts, jacks, and hoists.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

3.0 PROCEDURES

These procedures establish uniform requirements designed to ensure that crane, lifts, jacks, and hoist safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to protect the health and safety of all employees.

It is our intent to comply with the requirements of 29 CFR 1926.550 for construction activities, which include requirements for crane, lifts, jacks, and hoists operations. The City of Winona also complies with the applicable requirements of Minnesota OSHA.

Administrative Duties: The Environmental, Health and Safety Coordinator and Public Works Director are responsible for developing and maintaining the written Crane & Hoist Operation Procedures.

Our Crane & Hoist Operation Procedures are administered under the direction of Department Heads and Superintendents. These individuals will have authorization to

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take prompt corrective measures to eliminate working conditions that are unsanitary, hazardous, or dangerous to employees.

Cranes, Hoists and Jacks/Lifts at our workplace:

City Garage has 1 lever hoist and 3 hydraulic hoists, 2 overhead cranes and 1 floor crane, 1-4 ton floor jack/lift and 1-10 ton floor jack/lift and 4-7.5 ton electric screw type jacks/lifts.

Water Department has 1 overhead crane at Johnson Street, 1 portable chain crane and 1 portable cable crane.

Sewer Department has 1 overhead crane at Shives Road, 2 overhead cranes in the Chlorine/SO2 Rooms, 1 overhead chain hoist (old chlorine storage room), 1 overhead chain hoist (recirculation building), 1 overhead chain hoist hand operated (digester building), 1 electric overhead cable crane (chlorine/502 rooms), 1 overhead hand operated chain hoist (#4 Lift Station), 1 hand operated overhead chain hoist (#5 Lift Station), 1 hand operated overhead chain hoist (#6 Lift Station), 1 hand operated overhead chain hoist (#7 Lift Station).

Park Maintenance Department has 1 overhead crane and 1 manual chain crane, and 3 manual floor jacks.

Fire Department has 2-5 ton floor jacks (1 at the east station and 1 at the west station). One overhead hoist at east station

Street Department has 1 crane at Olmstead Street and 1 crane at Kansas Street.

4.0 TRAINING

It is the policy of the City of Winona to permit only trained and authorized personnel to operate cranes, lifts, jacks, and hoists. The Public Works Director or a Public Works Superintendent will identify all new employees capable of performing the duties necessary to be a competent and safe operator and make arrangements with department management to schedule this training.

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The City of Winona will provide training before initial operation of hoists and cranes can take place by individual employees.

It is impractical to develop a single “generic” training program that fits all of our cranes, lifts, jacks, and hoists. Accordingly, during training, City of Winona covers the operational hazards of our cranes, lifts, jacks, and hoists; including:

- Hazards associated with the particular crane, lift, jacks, and/or hoist;
- Hazards of the workplace, and
- General hazards that apply to the operation of all or most cranes, lifts, jacks, and hoists.

Each potential operator who has received training in a program for the types of cranes or hoists which that employee will be authorized to operate has written documentation of the training and is evaluated to be competent.

Performance Evaluation: Each trained crane, lift, jack, and hoist operator is evaluated by an experienced co-worker. An operator will be retrained when an accident, near miss or some unsafe operating procedure is identified.

Current Crane/Hoist Operators: Under no circumstances shall an employee operate a crane or hoist until he/she has successfully completed the City’s crane/hoist training program. This includes all new operators regardless of claimed previous experience.

5.0 INSPECTIONS

Initial Inspections: The City of Winona will require installer to inspect and test all cranes and hoists to ensure they are capable of safe and reliable operation when initially set or placed in service and after any major repairs or design modification. The department superintendent is responsible to assure these inspections and tests are completed.

Monthly Periodic Inspection: The City requires employees to perform monthly operational checks. This person walks around the crane, lifts, jacks, or hoist looking for defects or problem areas. Components that have a direct bearing on the safety of the crane, lifts, jacks, or hoist must be inspected monthly. When possible, observation during operation for any defects that could affect safe operation shall be performed.

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Person performing safety check shall initial a monthly record of inspections and maintain form in the department where the crane, lift, jack, or hoist is housed. (See form)

Pre-Operational Walk Around Inspection: Inspection of all cranes, lifts, jacks, and hoists equipment will be made at the start of each use and during usage to make sure they are in a safe operating condition. This inspection is the responsibility of each operator. Any deficiencies will be repaired, or defective parts replaced, before the equipment will be used.

Annual Periodic Inspection

A thorough, annual inspection of the hoists and cranes is made by a contracted inspection service. A manufacturer's representative will be contracted to provide annual inspection & repairs.

6.0 Operating Procedures

Cranes, lifts, jacks, and hoists can create certain hazards that only safe operation can prevent. That's why we have created a set of operating procedures, which includes the use of proper chain strengths for different lifts. (See Appendix for your specific departmental needs.)

7.0 Maintenance

Any deficiencies found in our cranes, lifts, jacks, or hoists are repaired, or defective parts replaced, before continued use. However, no modifications or additions that affect the capacity or safe operation of the equipment maybe made without the manufacturer's written approval. In no case may the original safety factor of the equipment be reduced. The Superintendent will require manufacture or repair person to repeat initial inspections to ensure the cranes, lifts, jacks, and hoists are capable of safe and reliable operation after any major repair.

The City of Winona employees will follow the manufacturer's operators instruction manual for monthly maintenance and determines items to be included on the inspection form.

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Posting – Rated load capacities, special hazard warnings, or instructions are posted and visible.

Recordkeeping & Certification – The Superintendent is responsible for maintaining the following records on file in:

- The log of all monthly periodic inspections
- A record of the annual inspection for each hoist and crane
- Maintenance records
- Any results of any equipment specifications and limitations made by a qualified engineer
- Employee training and competency demonstration records shall be kept in individual employee safety and health records

8.0 Appendices

Each department may attach documents to this written Crane & Hoist Operation Policy specific to your departmental needs.

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