

Strategic Energy Institute

CNES Overhead Lift

Standard Operating Procedure

Qualifications

Must be trained to perform these duties by (EHS/Building Coordinator).

Upon demonstrating proficiency in running the overhead lift as determined by the (EHS / Building Coordinator) a signed certificate will be created and kept on site in the Building Coordinator's office.

Personal Protective Equipment

When operating the overhead lift, the operator and any persons directing a lift must use the appropriate safety equipment. If the load is lifted to a height greater than 5 feet head protection (hard hat) should be worn. Closed toe shoes, safety glasses and long pants are also required when using the overhead crane.

General Conduct of Operators

Prior to the use of the overhead lift, a visual inspection must be completed and should be made in accordance with Table 1 below. A visual inspection is limited to that which can be made from a catwalk or other safe observation point. Any defects must be reported to the Building Coordinator for repair.

TABLE 1
OPERATOR INSPECTION CHECKLIST

| Inspection Item | Description of Checkpoints |
|----------------------------|---|
| Tagged Lift | Ensure the lift is not tagged with an out-of-order sign. |
| Control Unit | Check the operation of the lift controls and movement. Check for correct spooling of wire rope. |
| Brake | Test to ensure stopping distances are normal. |
| Hook and Hook Latch | Inspect for damage; cracks, nicks or deformations at the hook opening and neck or a stretched hook. |
| Wire rope | Check for broken strands, kinks and any deformation to the rope. |

Lift Operations

- Know where you're going to set the load down before starting movement of lift.
- The load must be attached to the load hook by means of a sling or other approved device.
- Operator shall not carry a load over another person.
- Ensure lift is not loaded more than its rated capacity.

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- Position the hook directly over the load before lifting
- Before load is lifted, check for proper balance. Ensure there is no sudden acceleration or deceleration of the moving load.
- Test brakes, if applicable, by a short lift to ensure control
- Keep hands from being placed between the suspension means and the load during lifting
- Keep others clear of loads about to be lifted and suspended loads
- Keep suspended loads clear of all obstructions
- Lockout before maintenance or repairing cranes
- When an operator leaves the lift unattended for an extended period, he or she shall place any attached load on the floor and depress the on/off switch to the off position.
- Never allow riders on loads or hooks

If there is *any* question concerning the safety of the lift or sling, the operator shall immediately stop the lift and report the condition to the Building Coordinator. In the event of power failure, the operator must place the controller in the “off” position.

Inspections

Annual inspections of the lift shall be performed at a minimum of once every 12 months as specified by OSHA, regardless of the crane usage.

Maintenance

The lift and its accessories should be maintained in a condition that will not endanger an operator or student in the operating area of the crane.