

## HOIST/JIB CRANE SAFETY INSPECTION

This inspection is to be done at the beginning of every shift.

Each department is responsible for ensuring that the hoists in their area are checked.

Rigging, straps and other such lifting aids are not included in this procedure. They are the responsibility of the individual using them to ensure that they are safe to use.

In order for a hoist to be in use, it **must** pass **all** of the following inspections.

1. Ensure the operating mechanisms and controls function properly.
  - Safety shut-off switch
  - All directional controls. (some hoists have multi-speeds)
  - Horn (if equipped with one)
  - Limit switches up/down
2. Inspect the control cable/chain and housing for:
  - Any cracks or cracking in cable or chain
  - Any cracked or missing control covers etc.
  - Any stress or broken connection on electrical wiring
3. Inspect hook and load block for:
  - Deformation
  - Any cracks
4. Inspect safety latch for:
  - Proper closure
  - Spring is secure and working properly
  - Latch is in good condition and working properly
5. Inspect Load Chain/Cable:
  - Visual wear i.e.: Fraying
  - Elongation
  - Any twisting of chain links
  - Wear
6. Trolley operation. Operate hoist in all directions and inspect for:
  - Drives operating freely
  - Twisting
  - Unusual noises
  - Free gliding of non-powered directions
7. Inspect travel brake when operating with no load at full speed. The 3-5 Ton Hoists should come to a complete stop in 4' to 5'. The ½ - 3 Ton Hoists should stop in 2' - 3' under the same conditions.

**Note:** Vertical brakes are inspected by Plant Services. If it becomes evident during operation that the brakes are not holding lock-out the hoist and contact Plant Services.

8. Photo eye. In work areas where two or more hoists are on the same track, check the Photo eye by moving each of the hoists (one at a time) in the direction of the other. The Photo eye should shut the hoist off before the two hoists come in contact with each other (30 feet distance is common with 5 Ton Hoists; the smaller hoists located in such places as weld stalls are generally set up with a range of 2 feet).

Failure to pass any of the above inspections must result in the immediate lock-out (follow Plant Lock-Out Procedure) of the hoist and the Department Supervisor notified immediately. The hoist must remain locked-out until all appropriate corrective action has been taken and hoist rechecked to ensure proper operation.

**Note:** Inspection of all slings, straps and lifting devices are the responsibility of each individual operator as per **Overhead Hoist Safety Training**.

If there is a problem with the hoist, a Work Order should be directed to the Maintenance Department. The checklist that the problem was first detected on should be kept on file for reference purposes, until the problem is corrected.

If there are no problems during the weekly checks the checklist may be thrown away at the end of the week.



## 1/2, 1, 2, 5 TON CHAIN, CABLE HOISTS, JIB CRANES

At the beginning of each shift the following checks should be made by the hoist operator or designate. If anything does not check out, lock out the hoist using proper LOCKOUT PROCEDURES. Do not operate the hoist before contacting you immediate Supervisor.

Week Date: \_\_\_\_\_

Area: \_\_\_\_\_

Hoist #: \_\_\_\_\_

Items	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
1. Ensure the operating mechanisms and controls function properly.																		
2. Inspect the control cable/chain and housing for cracks etc.																		
3. Inspect Load Block and look for cracks & deformation.																		
4. Inspect Safety Latch (Throat Latch) for proper function.																		
5. Inspect Load Chain Cable for visual wear, elongation, twisted links and fraying.																		
6. Inspect Trolley operation. Operate hoist in all directions and inspect for drives operating freely, twisting, unusual noises, free gliding of non-powered direction.																		
7. Inspect brake operation.																		
8. Inspect function of the photo-eye. Hoists should come no closer than 30' of each other on 3-5 ton and generally 2' on smaller hoists equipped with photo-eyes.																		
Checked by (Initial and employee number):																		



