

JOB PROCEDURES OVERHEAD CRANE

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED/REVISED DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
	Foot Protection
JOB STEPS	
1. Check for pre-shift inspection or inspect overhead crane prior to use.	
2. Do not exceed the maximum lifting weight of the crane.	
3. Be sure fellow workers are aware of the movement of the crane and its load.	
4. Move the crane smoothly. Avoid abrupt, jerky movements.	
5. Select and inspect rigging.	
6. Remove slack from slings, chains or hoisting ropes before lifting.	
7. Lift only with centre of load directly under the crane and <i>never at an angle</i> .	
8. Make sure everyone is clear of the load before lifting, and that no one moves under the suspended load.	
9. Never leave a suspended load unattended. Before leaving the area, the load must be adequately supported or lowered to the floor.	

NOTE: Any time a failure of an overhead crane occurs, OH&S must be notified (Regulations, section 9, "Dangerous Occurrences").