[Unit/department/organization name]

Supplemental Crane, Hoist, and Rigging PrograM

Approved By:

[Name], [Title]

[September 2023]

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**Instructions for the preparer:** Complete this template by filling in the data entry boxes with information relevant to your unit. This [Supplemental Crane, Hoist and Rigging Program Template](https://www.ehs.washington.edu/resource/supplemental-crane-hoist-and-rigging-program-template-1393) can be modified as needed to address any/all potential hazards. A draft of this program should be reviewed by appropriate stakeholders in your unit and approved by your unit leader before distributing it to personnel. Review of your unit’s Supplemental Program by UW Environmental Health & Safety (EH&S) is not required; however, EH&S can provide consultation as needed by contacting [ehsdept@uw.edu](mailto:ehsdept@uw.edu). Visit the [Cranes, Hoists and Rigging Safety webpage](https://www.ehs.washington.edu/workplace/shop-and-maker-space-safety/cranes-hoists-and-rigging-safety) on the EH&S website at www.ehs.washington.edu for more information and to download the UW Crane, Hoist, and Rigging Program Manual.

The term “unit” represents the entities supported by this plan. It applies to all schools, units, units, and organizations within the University, excluding the University of Washington medical or healthcare facilities. The term “personnel” will includes all staff, faculty, students, and volunteers in paid positions (permanent, part-time, or seasonal) and all employment groups described in [Administrative Policy Statement 40.1](https://www.washington.edu/admin/rules/policies/APS/40.01.html)).

# Purpose

This document is the [Unit/department/organization name] Supplemental Crane, Hoist and Rigging Program (“Supplemental Program”) and addresses unit-specific hazards and safety guidance to ensure the safety of personnel and prevent personal injury or illness that could result during the use of overhead cranes, hoists, and the rigging of loads.

# Scope

The [UW Crane, Hoist, and Rigging Program Manual](https://www.ehs.washington.edu/resource/crane-hoist-and-rigging-program-manual-1392) and this Supplemental Program cover all unit job titles or roles that will be assigned the responsibility of a overseeing the management of cranes, hoist, and rigging equipment, which includes ensuring the equipment is inspected and maintained in accordance with the requirements in the UW Crane, Hoist and Rigging Program Manual and providing training to personnel that have been identified as crane and rigging operators. The locations covered by this program include, but are not limited to:



# Program Management

## Responsibilities

The unit has identified an employee to be the unit crane/hoist competent person that is responsible for overseeing the crane/hoist unit-specific program and providing training for crane/hoist operators.

Unit crane/hoist competent person:

The unit has identified crane/hoist operators and ensured they have completed training.

A list identifying the unit crane/hoist program competent person and personnel who are designated as crane/hoist operators shall be maintained and kept current. Refer to the Appendix below for an example log.

## Equipment inventory

Provide a list of all cranes and hoist equipment, location, and status (operational or out of service).

**Table 1: Crane/Hoist Equipment Inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location (Building and Room No. or Area)** | **List each type of crane and hoist** | **Maximum Load Capacity (Rated Load in pounds, tons)** | **Type of Control (manual, pendant, remote)** | **Status (Operational or Out of Service)** |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |
|  | Choose an item. |  |  | Choose an item. |

List the location(s) where the rigging equipment is stored.

List additional locations as needed.

## Unit-specific equipment operating procedures

Each unit must develop specific operating procedures (SOP) for different cranes/hoists used for material handling. The SOP must include safe operating procedures and identify the safeguards in place to control hazards, including identifying any required personal protective equipment. An example [SOP template](https://www.ehs.washington.edu/resource/shop-and-maker-space-blank-sop-template-1336) on the EH&S website can be used and modified to capture the instructions for the use, inspection and maintenance of the crane/hoist and rigging equipment. Refer to the manufacturer’s instructions and the UW Crane, Hoist and Rigging Program Manual to ensure safety requirements are incorporated into the SOP.

Job hazard analyses (JHAs) can be used in the place of SOPs. Refer to the [Job Hazard Analysis webpage](https://www.ehs.washington.edu/workplace/job-hazard-analysis) on the EH&S website for a template and instructions on how to develop a JHA.

SOPs and JHAs should be reviewed, at a minimum, every two years, to ensure that any changes to the equipment or operations have been evaluated and incorporated into the revised documents.

Describe how equipment-specific procedures or JHAs are developed, managed and updated:

**Table 2: Equipment specific SOPs or JHAs**

|  |  |  |
| --- | --- | --- |
| **SOP/JHA title** | **Date** | **Version No.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Equipment Inspections, Maintenance, and Testing

### Frequent and Periodic Inspections

All cranes, hoists and rigging equipment are inspected by the crane/hoist operators prior to use. Crane operators must document a monthly frequent inspection.

The [Overhead Cranes/Hoists Inspection Checklist](https://www.ehs.washington.edu/resource/overhead-craneshoists-inspection-checklist-1390) is located on the EH&S website.

The [Rigging Equipment Inspection Checklist](https://www.ehs.washington.edu/resource/rigging-equipment-inspection-checklist-1389) is located on the EH&S website.

Periodic Reviews are required to be **conducted annually** by a third-party or qualified person.

Provide the location where completed monthly and annual inspections are filed:

### Maintenance and Testing

Maintenance, service, and repairs must be performed in accordance with the Manufacturer’s recommendations. Equipment with identified deficiencies must be taken out of service and corrected.

Provide a location where all maintenance and testing records are filed:

Maintenance and testing records must be kept for six years.

## Training

Describe the required training for crane, hoist, and rigging operators:

1. [Overhead and Gantry Crane Safety-Online](https://www.ehs.washington.edu/training/overhead-and-gantry-crane-safety-online) (on the EH&S website)
2. [Rigging Safety-Online](https://www.ehs.washington.edu/training/rigging-safety-online) (on the EH&S website)
3. [Lockout-Tagout Refresher-online](https://www.ehs.washington.edu/training/lockout-tagout-refresher-online) – for affected personnel (on the EH&S website)
4. Enter additional equipment-specific training (e.g., instructor-led, etc.)

Track all crane operators completed training and certification evaluations for seven years.

## Appendix A

Example of log to maintain current record of the unit Crane/Hoist Program competent person and personnel who are crane/hoist operators.

**Log of unit crane/hoist competent person and crane/hoist operators**

[Unit/department/organization name]

Date:

Name of competent person:

Name(s) of crane/hoist operators: