

DAILY OPERATOR CHECKLIST FOR OVERHEAD CRANES

OSHA regulations (Section 1910.179) requires overhead crane operators to conduct a daily safety check of their hoists or cranes prior to use at the beginning of each shift during which a crane is used. Visual inspections shall be limited to that which can be made from a catwalk, floor, or other safe observation point.

Safety Is Everyone's Responsibility!

<input type="checkbox"/>	SAFETY EQUIPMENT – Is all required safety equipment present & in use?
<input type="checkbox"/>	I AM TRAINED AND AUTHORIZED TO USE THIS EQUIPMENT?

AREA CHECKOUT: BEFORE YOU TOUCH THE CONTROLS

<input type="checkbox"/>	I KNOW WHERE THE CRANE DISCONNECT SWITCH IS LOCATED.
<input type="checkbox"/>	THERE ARE NO WARNING SIGNS ON OR NEAR THE PUSH BUTTON PENDANT OR CONTROLS.
<input type="checkbox"/>	THERE ARE NO PEOPLE WORKING ON THE CRANE OR IN THE RUNWAY TRAVEL AREA.
<input type="checkbox"/>	THERE ARE NO PEOPLE WORKING IN THE AREA, THAT THE LOAD YOU ARE GOING TO PICKUP WILL TRAVEL? - If so, they must be warned, and asked to move if the load will travel over their location.
<input type="checkbox"/>	THE AREA WHERE YOU WILL SET THE LOAD DOWN IS LARGE ENOUGH AND/OR CLEARED OF OBSTRUCTIONS? THERE ADEQUATE CRIBBING MATERIAL, IF REQUIRED.
<input type="checkbox"/>	DO YOU HAVE THE PROPER SLINGS & OTHER BELOW-THE-HOOK DEVICES REQUIRED TO PROPERLY ATTACH AND PICK UP THE LOAD?
<input type="checkbox"/>	THE LOAD PLUS ALL BELOW-THE-HOOK DEVICES IS LESS THAN OR EQUAL TO THE RATED CAPACITY OF THE CRANE.

PRELIMINARY EQUIPMENT CHECKOUT: BEFORE YOU TOUCH THE CONTROLS

<input type="checkbox"/>	NO LOOSE, BROKEN, OR DAMAGED PARTS OF THE HOIST, TROLLEY, BRIDGE, RUNWAY, OR ELECTRIFICATION SYSTEMS
<input type="checkbox"/>	THE WIRE ROPE IS REEVED PROPERLY AND IS SEATED IN THE DRUM GROOVES PROPERLY
<input type="checkbox"/>	THE BOTTOM BLOCK IS NOT TWISTED – No Two Lengths of Wire Rope Touch
<input type="checkbox"/>	THERE ARE NO ITEMS CONTACTING OR CLOSE TO ANY OPEN POWER SOURCE – ENCLOSURES ARE PROPERLY CLOSED
<input type="checkbox"/>	THERE ARE NO WIRES PULLED FROM STRAIN RELIEFS OR BUSHINGS
<input type="checkbox"/>	THE PUSHBUTTON PENDANT CONTROLS HAVE NO DAMAGE – CRACKS, TORN BOOTS, OR MISSING LABELING
<input type="checkbox"/>	THE CONTROLS HAVE THE A.N.S.I. REQUIRED WARNING TAG

EQUIPMENT CHECKOUT: (POWERED)

<input type="checkbox"/>	WITH PUSHBUTTON OFF – CHECK FOR PROPER OPERATION AND BUTTON FEEL - EACH BUTTON SHOULD OPERATE SMOOTHLY WITH NO STICKING AND, WHEN RELEASED, RETURN TO THE OFF POSITION AUTOMATICALLY.
<input type="checkbox"/>	WITH PUSHBUTTON ON – THE CRANE WARNING DEVICE IS OPERATING PROPERLY (IF APPLICABLE).
<input type="checkbox"/>	PUSH “UP” BUTTON – THE HOIST HOOK RAISES
<input type="checkbox"/>	UPPER LIMIT SWITCH FUNCTIONING PROPERLY
<input type="checkbox"/>	ALL OTHER PUSHBUTTONS & CONTROLS HAVE PROPER FUNCTION AND DIRECTION

IN THE CASE OF ANY DEFICIENCIES, PROPER CORRECTIONS MUST BE MADE PRIOR TO USE OF EQUIPMENT
CONTACT McLAUGHLIN HOIST & CRANE FOR REPAIRS, PARTS, & INSPECTIONS

ADDITIONAL EQUIPMENT CHECKS

HOOKS	
<input type="checkbox"/>	NO WEAR (NO MORE THAN 10%) – ANYWHERE ON HOOK (PARTICULARLY IN THE SADDLE AREA)
<input type="checkbox"/>	NO BENDING OR TWISTING
<input type="checkbox"/>	NO CRACKS
<input type="checkbox"/>	SAFETY LATCHES ARE IN PLACE & FUNCTIONAL - Not distorted or out of the throat. Spring functioning
<input type="checkbox"/>	HOOK NUT (IF VISIBLE) IS TIGHT & LOCKED TO HOOK
<input type="checkbox"/>	HOOK ROTATES FREELY – NO GRINDING FEELING OR SOUND OBSERVED
BOTTOM BLOCK ASSEMBLY	
<input type="checkbox"/>	NO STRUCTURAL DAMAGE
<input type="checkbox"/>	NO CRACKS IN ANY COMPONENT
<input type="checkbox"/>	CAPACITY MARKINGS PRESENT
<input type="checkbox"/>	SHEAVES ROTATE FREELY – NO GRINDING FEELING OR SOUNDS
<input type="checkbox"/>	SHEAVES ARE SMOOTH – NO DEEPENED GROOVES OR WIRE ROPE PATTERN WORN INTO THE SEAT AREA OR WORN FLANGES
<input type="checkbox"/>	SHEAVE GUARDS ARE INTACT & UNBROKEN – NO PART OF SHEAVE GUARD IS IN CONTACT WITH WIRE ROPE OR SHEAVE
WIRE ROPE - CHECK BY WALKING 360° AROUND THE HOOK BLOCK & EXAMINING WIRE ROPE	
<input type="checkbox"/>	NO REDUCTION IN DIAMETER
<input type="checkbox"/>	NO BROKEN WIRES
<input type="checkbox"/>	NO KINKING, CUTTING, CRUSHING, UNSTRANDING, OR THERMAL DAMAGE
LOAD CHAIN - CHECKED BY WALKING 360° AROUND THE LOWERED HOOK BLOCK & EXAMINING CHAIN	
<input type="checkbox"/>	NO CRACKS, GOUGES, NICKS, WELD SPLATTER, CORROSION, OR DISTORTION IN ANY LINK
<input type="checkbox"/>	NO WEAR AT CONTACT POINTS – IF WEAR IS SUSPECTED, FURTHER INSPECTION BY QUALIFIED PERSON REQUIRED
<input type="checkbox"/>	SMOOTH OPERATION THROUGH CHAIN SPROCKET - IF ROUGHNESS OR JUMPING IS OBSERVED, FURTHER INSPECTION BY A QUALIFIED PERSON IS REQUIRED.
MISCELLANEOUS ITEMS	
<input type="checkbox"/>	BRIDGE & TROLLEY MOTOR BRAKES OPERATE PROPERLY
<input type="checkbox"/>	THERE IS LITTLE OR NO HOOK DRIFT WHEN RELEASING “UP” OR “DOWN” CONTROLS
<input type="checkbox"/>	TROLLEY & BRIDGE TRACK PROPERLY
<input type="checkbox"/>	NO LOOSE ITEMS ON CRANE THAT COULD FALL OR ANY EXCESSIVE OIL LEAKS
<input type="checkbox"/>	FIRE EXTINGUISHER IS AVAILABLE & IN GOOD CONDITION - (ON CAB OPERATED CRANES)
<input type="checkbox"/>	EMERGENCY MEANS OF EGRESS IS AVAILABLE & IN GOOD CONDITION - (ON CAB OPERATED CRANES)
<input type="checkbox"/>	AIR OR HYDRAULIC LINES ARE IN GOOD CONDITION
<input type="checkbox"/>	ALL BELOW-THE-HOOK DEVICES (INCLUDING SLINGS) ARE IN GOOD CONDITION

ITEMS TO CONSTANTLY OBSERVE DURING CRANE USAGE

- **ALL OPERATING MECHANISMS ARE FUNCTIONAL AND FREE FROM MALADJUSTMENT**
- **LOAD IS RIGGED PROPERLY**
- **THERE IS NEVER ANY LESS THAN TWO FULL WRAPS OF WIRE ROPE ON DRUM**
- **HOIST BRAKES CHECKED EACH TIME A LOAD APPROACHING THE RATED LOAD IS HANDLED** – RAISE THE LOAD A FEW INCHES AND APPLY BRAKES

* THIS LIST IS NOT INTENDED TO BE 100% COMPLETE. THIS LIST SHOULD BE MODIFIED FOR EACH HOIST OR CRANE IN YOUR FACILITY IF NECESSARY .

Remember: Accidents Can Be Prevented

OPERATOR _____

DATE _____

IN THE CASE OF ANY DEFICIENCIES, PROPER CORRECTIONS MUST BE MADE PRIOR TO USE OF EQUIPMENT
CONTACT McLAUGHLIN HOIST & CRANE FOR REPAIRS, PARTS, & INSPECTIONS