



CRANES AND HOISTS PROGRAM REQUIREMENTS

Cranes and hoists are used frequently throughout the University in both engineering and laboratory settings. Both OSHA and the Massachusetts Department of Public Safety have specific requirements for the safe use and maintenance of cranes and hoists. This fact sheet outlines those responsibilities.

Program Specific Responsibilities

Training	Anyone who uses a crane or hoist must receive training on the safe use and maintenance of the equipment. Please contact EH&S to coordinate training.
Licensing	Massachusetts requires that anyone who uses a crane or hoist obtain a hoisting license or be part of an internal licensing program. Harvard University has established its own internal licensing program. Anyone who receives training through Harvard will be considered licensed for the use of Harvard owned cranes and hoists.
Inspections (Annual)	OSHA requires that cranes and hoists are inspected annually, in detail to look for defects, general wear and compliance issues. This type of inspection must be conducted by a 3rd party vendor experienced in the installation, maintenance and repair of cranes and hoists. EH&S has identified several vendors to do this inspection, please contact EH&S to schedule the inspections.
Inspections (Monthly)	OSHA requires that cranes and hoists are inspected monthly to ensure that the chain and hook assembly are in good working condition. These inspections must be documented. Monthly inspections can be conducted by trained operators. EH&S has developed a tag and checklist to assist operators with the documentation of monthly inspections.
Inspections (Pre-Use)	OSHA requires that cranes and hoists are inspected before each use or daily. Trained operators can conduct these inspections. They do not need to be documented. EH&S has developed a checklist to assist operators with the pre-use/daily inspections.

Facility Manager/Lab Safety Officer/Supervisor Checklist

- Ensure personnel that use cranes and hoists have received training
- Ensure that monthly inspections are being conducted and that the inspection tag is being filled out
- Arrange for an annual inspection with a 3rd party vendor (Contact EH&S for assistance)
- Verify that each crane or hoist has a dated inspection tag from the annual inspection
- Update your inventory of cranes and hoists with EH&S during the annual inspection period
- Apply a lock (single key) and tag to any crane or hoist taken out of service

Cranes and Hoist – Not In Use

If a crane or hoist will not be used for an extended period of time, the facility manager may decommission it. Decommissioned cranes and hoists are exempt from all inspections. The requirements are:

Decommissioning	<ul style="list-style-type: none">• The facility manager must lockout and tagout the crane or hoist's disconnect• The lock may only have one key that will be maintained by the facility manager• Notify EH&S that the crane or hoist is out of service
Re-Commissioning	<ul style="list-style-type: none">• Conduct an annual inspection (3rd party vendor) prior to using the crane or hoist.• Notify EH&S that the crane or hoist is back in service