Crane, Hoist and Rigging Safety Program Self-Audit Checklist

**Employee conducting audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Instructions****: Complete the applicable sections of this checklist when performing an annual self-audit of your Crane, Hoist and Rigging Safety program. If a question does not apply, mark “NA” and move to the next question. Note the item number and deficiencies (items marked as “no”) at the end of the document and track corrective actions to completion. Retain the most recent annual self-audit for inspection during biennial* *EH&S audits. Refer to the* *[UW](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf) Crane, Hoist and Rigging Safety Program Manual (linked at the top of each section) for more information**.*

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| **#** | **Roles and Responsibilities Questions** [**(**](https://www.ehs.washington.edu/system/files/resources/confined-space-program-manual.pdf#page=14)[**pp. 6-7**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=6)**)** | **Yes** | **No** | **NA** |
| 1 | *Has the department/unit designated a “Competent Person” to:* *-Oversee the department/unit’s Crane, Hoist and Rigging Safety Program**-Provide Crane, Hoist and Rigging training to other employees identified to be crane/hoist operators**-Review the department/unit’s Crane, Hoist and Rigging Safety Program annually. Update as needed.* |  |  |  |
| 2 | *Has the department’s “Competent Person” been trained by a “Qualified Person” on the operation, maintenance and inspection of cranes, hoists, and rigging equipment, and on training and evaluating crane/hoist operators?* |  |  |  |
| 3 | *Are all crane/hoist operators trained and evaluated by a “Competent Person” to safely operate cranes, hoists, and rigging equipment?* |  |  |  |

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| **#** | **Equipment Design Questions (**[**pp. 11-12**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=11)**)** | **Yes** | **No** | **NA** |
| 4 | *Do cranes/hoists have a main electrical disconnect switch that is labeled, accessible and has lockout capability?* |  |  |  |
| 5 | *Are hoists marked with their rated load, and are these markings visible from the ground or floor?* |  |  |  |
| 6 | *Are all supporting structures (crane bridges, hoist monorails, gantry frames, jib arms) labeled on both sides with the maximum load capacity?* |  |  |  |
| 7 | *If a supporting structure (bridge, monorail, etc.) has multiple hoists, are the combined load ratings of all attached hoists within the maximum load capacity of the supporting structure?* |  |  |  |
| 8 | *Do all crane/hoist hooks have functioning safety latches?* |  |  |  |
| 9 | *Are directional signs/labels (N-W-S-E) provided on the bridge and pendant for bridge cranes that move in multiple directions?* |  |  |  |
| 10 | *Are any required crane/hoist modifications or repairs made only by a qualified person?* |  |  |  |
| 11 | *Do all newly installed cranes and hoists, or those that have been extensively modified, repaired, or rebuilt structurally, have a documented report with a successful load test at 125% rated capacity prior to being placed into service?* |  |  |  |

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| **#** | **Safe Operating Procedures Questions (**[**pp. 12-15**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=12)**)** |  | **No** | **NA** |
| 12 | *Has the department/unit developed equipment-specific SOPs (standard operation procedures) or* [[*JHAs (job hazard analysis)*](https://www.ehs.washington.edu/workplace/job-hazard-analysis)](https://www.ehs.washington.edu/workplace/job-hazard-analysis)*, identifying hazards/risks associated with rigging and moving a load, and the controls required to manage those risks? (Refer to the* [*UW Crane, Hoist and Rigging Safety Program Manual*](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf) *Appendix G: Supplemental Program Template for more information on what is required).* |  |  |  |

| **#** | **Crane and Hoist Inspections Questions (**[**pp. 15-17**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=15)**)** |  | **No** | **NA** |
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| 13 | *For cranes/**hoists in regular use or those that have been idle for one to six months, do crane/hoist operators perform workplace visual inspections as well as crane, hoist, and rigging visual and functional inspections daily/before use?* |  |  |  |
| 14 | *Are crane/hoist inspections* ***documented*** *by the operator at least monthly, using Appendix B: Overhead Crane and Hoist Inspection Checklist?* |  |  |  |
| 15 | *For cranes/hoists in regular use, are periodic crane and hoist inspections performed and documented by a qualified third-party person or company at least annually?* |  |  |  |
| 16 | *For cranes/hoists that have been idle for more than six months, are periodic crane and hoist inspections performed and documented by a qualified third-party person or company before placing back in service?* |  |  |  |
| 17 | *Are cranes/hoists tagged out of service if any component is determined to be defective or unsafe during any inspection?* |  |  |  |

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| **#** | **Rigging Questions (**[**pp. 18-24**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=18)**)** |  | **No** | **NA** |
| 18 | *Have crane/hoist operators received instruction on rigging safety for simple or routine lifts, as well as on specific requirements for critical lifts?* |  |  |  |
| 19 | *If a critical lift is performed, is there a critical lift plan documented and available for review?* |  |  |  |
| 20 |  *Is a formal, documented inspection of all rigging equipment performed at least annually, using Appendix C: Rigging Equipment Inspection Checklist?* |  |  |  |
| 21 | *Is rigging equipment tagged out of service if any component is determined to be defective or unsafe during an inspection?* |  |  |  |

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| **#** | **Contractors Questions (**[**p. 24**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=24)**)** |  | **No** | **NA** |
| 22 | *If the department/unit utilizes contractors to perform crane picks, does the department’s “Competent Person” receive, review, and accept all required documentation from the contractor before any work is performed?* |  |  |  |

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| **#** | **Records and Reporting Questions (**[**pp. 24-26**](https://www.ehs.washington.edu/system/files/resources/uw-crane-hoist-rigging-safety-program-manual.pdf#page=24)**)** |  | **No** | **NA** |
| 23 | *Are program records (equipment inspection records, maintenance and testing records, program audits and inspections, and training documents) retained according to UW policy and record retention requirements?* |  |  |  |
| 24 | *Are all work-related incidents that lead to injury, illness, exposure, fire, property damage, or near misses* ***reported*** *to the supervisor immediately; and is a report submitted to the* [*UW Online Accident Reporting System (OARS)*](https://www.ehs.washington.edu/workplace/incident-reporting) *within 24 hours?* |  |  |  |
| 25 | *Are all work-related incidents that lead to injury, illness, exposure, fire, property damage, or near misses* ***investigated*** *with corrective actions to prevent reoccurrence identified and implemented?* |  |  |  |

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| **Item #** | **List Corrective Actions for any deficiencies (checklist items marked as “no”). Track corrective actions to completion and include date of completion here.** |
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