## OPERATOR’S DAILY CHECKLIST

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Date: ________________  Operator’s Signature________________________

Equipment #: ___________  Equipment Location________________________

Capacity__________________

COMMENTS:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
OPERATOR CHECKLIST – HOISTS & CRANES

_________
ASSURE THE TOTAL LOAD TO BE LIFTED (INCLUDING RIGGING) DOES NOT EXCEED THE RATED CAPACITY OF THE HOIST.

_________
OPERATE ALL CONTROLS TO INSURE THEIR PROPER OPERATION. DO NOT OPERATE DAMAGED OR MALFUNCTIONING HOIST.

_________
TEST THE LIMIT SWITCH BY FIRST RAISING THE HOOK BLOCK SLOWLY AND THEN AT FULL SPEED. IF IT DOES NOT STOP THE HOISTING MOTION, STOP THE UPWARD MOVEMENTS AND REPORT FAILURE TO YOUR SUPERVISOR.

_________
INSPECT THE HOOK, CHAIN AND WIRE ROPE. ASSURE NO SLACK IS PRESENT ON DRUM OR LOAD BLOCK.

_________
DO NOT OPERATE HOIST WITH TWISTED, KINKED OR DAMAGED CHAIN OR ROPE.

_________
POSITION THE HOIST OR LOAD IN A DIRECT VERTICAL LINE TO ELIMINATE SIDE LOADING.

_________
DO NOT OPERATE HOIST WITH OTHER THAN ITS OWN POWER.

_________
ATTACH THE LOAD TO THE LOAD BLOCK HOOK BY MEANS OF SLINGS OR OTHER APPROVED DEVICES.

_________
ASSURE THE SLINGS OR OTHER APPROVED DEVICES ARE PROPERLY SEATED IN THE SADDLE OF THE HOOK.

_________
IF NECESSARY, ATTACH TAG LINES TO CONTROL THE LOAD.

_________
ASSURE THAT THE RIGGING AND LOAD WILL CLEAR ALL OBSTACLES.

_________
ASSURE THER IS NO LOOSE GEAR OR MATERIAL ON THE LOAD.

_________
CLEAR ALL NON-ESSENTIAL PERSONNEL FROM THE OPERATIONAL AREA.

_________
THE OPERATOR SHALL RESPOND TO SIGNALS ONLY FROM THE PERSON WHO IS DIRECTING THE LIFT, OR AN APPOINTED SIGNAL MAN. HOWEVER, HE SHALL OBEY A STOP SIGNAL AT ALL TIMES, NO MATTER WHO GIVES IT.

_________
RAISE THE LOAD A FEW INCHES TO VERIFY BALANCE AND EFFECTIVENESS OF THE BRAKING SYSTEM.

_________
KEEP THE LOAD OR BLOCK HIGH ENOUGH TO CLEAR ALL APPARATUS BELOW THE HOIST.

_________
DO NOT TRANSPORT LOADS OVER PERSONNEL.

_________
LOWER THE LOAD CAREFULLY. KEEP THE LOAD UNDER CONTROL UNTIL IT IS SECURED.

_________
DO NOT LEAVE THE CONTROLS WHILE A LOAD IS ON THE HOOK.

_________
RETURN THE HOISTING DEVICES TO ITS DESIGNATED PARK POSITION AND OPEN THE MAIN CIRCUIT BREAKER.