1. LIFT TRUCKS, HOIST AND CRANES

# PURPOSE

To inform NSU staff Contractors of their responsibilities to ensure only trained and authorized employees will be allowed to operate forklifts, cranes, hoisting equipment and industrial lift trucks on NSU property.

# ACTIVITIES

NSU staff and Contractors must have all cranes, hoists, forklifts and industrial lift trucks annually inspected by a certified testing agency before being brought onto NSU property.

Industrial lift trucks include but not limited to: forklifts, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines.

# RESPONSIBILITIES

NSU staff and Contractors shall ensure the following safety and operational procedures are followed:

* + 1. NSU staff or Contractors shall ensure that all such equipment is functioning as designed prior to and while in use.
		2. Any deficiencies and/or defective parts are to be repaired before using the equipment.
		3. All use of the equipment shall be within the safe workloads as specified by the equipment manufacturer.
		4. Barricades shall be clearly established using appropriate methods (tape, sawhorses, etc.).
		5. If the project requires NSU staff or Contractor to be working near overhead power lines, applicant should follow the Electrical Safety Policy (<https://www.nova.edu/ehs/forms/ehs-contractor-electrical-safety.pdf>) needs to be submitted to the EHS web page.
		6. Care should be taken to maintain adequate distance from power lines and to take appropriate precautions when working near power lines.
		7. All such equipment shall be adequately anchored pursuant to OSHA regulations.
		8. All safety belts, harnesses, fall protection or other PPE shall be utilized.

Cranes and Hoists

* + 1. NSU staff or Contractors shall provide appropriate barriers around cranes and material hoists to protect pedestrian and vehicular traffic around the operating area.
		2. When cranes are operating and moving, flag men shall be provided by the NSU staff or Contractor and utilized to prevent pedestrian and vehicular traffic from crossing paths with the crane load.
		3. If a crane and its associated rigging has sustained any damage, the crane and rigging shall be fully re-inspected and proof of the inspection and its results shall be recorded and maintained on the project site.
		4. Daily and pre-shift inspections shall be performed and documented by the crane operator or trained representative designated by NSU or the Contractor in accordance with the manufacturer’s recommendations and OSHA regulations.
		5. All cranes must have load charts in cabs.
		6. All crane operators must be certified by an approved agency.
		7. NSU staff or Contractors shall not leave suspended loads unattended. When moving a suspended load, the operator shall assure all personnel are clear of the path of transport. Workers will not stand or walk under suspended loads.
		8. Motorized crane engines must be stopped before refueling. A fire extinguisher must be present during refueling and must be immediately accessible.
		9. NSU staff or the Contractor is responsible for checking the weather conditions daily and establishes a wind speed at which elevated work or crane operations are suspended; 25mph is a commonly suggested limit.
		10. If a lift is to be performed over an occupied building, a licensed structural engineer shall review and certify that the building can withstand the impact of the load being dropped on the building due to a crane or rigging failure. If this cannot be established or the building cannot withstand the impact of a dropped load, the building has to be evacuated or the lifting can be scheduled for off-hours, this decision will be made by the University.

Lift Trucks

* + 1. NSU staff or the Contractor shall ensure the vehicles are inspected daily.
		2. Employees are to obey all safe operating procedures and all site traffic regulations.
		3. NSU staff or the Contractor shall remove from service any power-operated industrial truck that is not in safe operating condition.
		4. All vehicles must be shut off when unoccupied.
		5. All repairs are to be performed by authorized personnel.
		6. Any industrial truck requiring replacement parts shall be replaced by parts equivalent to those used in the original design.
		7. No person shall be allowed to stand or pass under the elevated portion of any truck whether loaded or empty.
		8. All passengers on motor vehicles must be seated and within the confines of the vehicle.
		9. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
		10. Operators will sound the horn and use extreme caution near pedestrians, making turns and traveling through doors.
		11. Operators are to report all accidents, regardless of fault and severity.
		12. All employees operating lift trucks are to be trained in the operation and handling in accordance with federal and local regulations.
		13. A flagman shall direct traffic and backing of vehicles in congested areas.
		14. A Fire Suppression System Impairment Form shall be filed with the EHS Fire and Life Safety Managers office anytime a lift is operated in an atrium, gym, theater or known area with beam detectors. <https://forms.office.com/r/6LkTt6xf0k>

# REGULATIONS

OSHA 29 CFR 1910.178 Powered Industrial Trucks

OSHA 29 CFR 1910 Subpart F Powered Platforms, Manlifts, and Vehicle-Mounted

Work Platforms

OSHA 29 CFR 1926.453 Aerial Lifts

OSHA 29 CFR 1926.554 Overhead Hoists

OSHA 29 CFR 1926 Subpart CC Cranes and Derricks in Construction

# ACCOUNTABILITY

All NSU staff and contactors will be responsible for complying with the guidelines as described above. NSU staff and Contractors are to communicate to their employees and Subcontractors all the guidelines and relevant information. All work shall be performed in accordance with University policies and procedures as well as all applicable laws and regulations.