

Instructions for the Safe Use of Slewing Jib Cranes

The information in this leaflet should be passed to the user of the equipment

Important Safety Information

This document is issued in accordance with the requirements of Section 6 of the Health and Safety at Work etc Act 1974, amended March 1988. It outlines the care and safe use of SLEWING JIB CRANES and is based on Section 14 of the LEEA Code of Practice for the Safe Use of Lifting Equipment. * It should be read in conjunction with the requirements for lifting appliances for general purposes, given overleaf, which form an integral part of these instructions.

This information is of a general nature only covering the main points for the safe use of slewing jib cranes. It may be necessary to supplement this information for specific applications.

ALWAYS

- Store and handle jib cranes correctly.
- Inspect the jib crane, block and accessories before use and before placing into storage.
- Position the jib arm so that the lifting appliance is directly over the load.
- Take the weight of the load gently.
- Ensure the travel path is clear before slewing the crane.
- Push rather than pull the load when slewing the jib arm.

NEVER

- Shock or side load jib cranes.
- Attempt to drag loads along the ground.
- Allow persons to pass under suspended loads.
- Place ladders or climb on unrestrained jib arms.

SELECTING THE CORRECT JIB CRANE

Jib cranes are available in a range of capacities, sizes and design options. Select the jib crane to be used and plan the lift taking the following into account:

- Type of jib crane - over braced, under braced - floor or wall/column mounted - capacity - height and length.
- Slew - angle of slew, 360°, 180° or other - push/pull, hand geared or power slewing.
- Type of block and trolley to be used.
- The need for slewing stops.

STORING AND HANDLING JIB CRANES

When not in use jib cranes should be positioned so as not to present a hazard to persons, goods, vehicles etc that may be in the area. It may be necessary to secure the jib arm to prevent movement taking place as the result of winds etc.

If the jib crane is not in regular use it is advisable to remove the lifting appliance for separate storage. Where this is not possible or desirable the appliance should be parked where it will not present a hazard.

INSTALLING AND COMMISSIONING

- Follow the specific instructions for erection issued by the supplier as these will vary with the design.

- The overall stability and safety of a jib crane depends on its foundation or supports. When erecting to an existing structure it is important that the superimposed forces are assessed by a qualified engineer and written approval obtained.
- Similarly free standing jib cranes must be mounted onto a suitable foundation and a suitably qualified person should be consulted. In the case of jib cranes clamped to upright structural members, steps must be taken to prevent the clamp fixings sliding downwards.

USING JIB CRANES SAFELY

- Do not use defective jib cranes, blocks or accessories.
- Position the jib arm carefully. The block hook must be directly over the centre of gravity of the load. Do not use the jib arm or appliance to drag loads along.
- Take the load gently and avoid shock loads. Similar care is needed when lowering loads as sudden loading/unloading may cause the jib arm to whip.
- Before moving the jib arm or suspended load ensure you have a clear view of the travel path and that this is free of any obstructions etc.
- Avoid swinging loads. Push rather than pull on suspended loads. Do not let trolleys crash into the travel stops as the load may whip outward thus increasing the effective radius and therefore the resultant loads imposed on the mechanisms and structure.

IN-SERVICE INSPECTION AND MAINTENANCE

- The maintenance requirements may be combined with those of the lifting appliance.
- Lubricate bearings and pivot points. Where the slewing motion is obtained by manual gears or powered drive, the gear wheels and drives must be kept in good order and lubricated.
- Bolts and fixings should be checked to ensure they are tight and if necessary re-torqued.
- The running surface of the track should be clean and kept free of debris etc.
- Regularly inspect the jib crane and, in the event of the following defects, refer the jib crane to a Competent Person for thorough examination: structural defects, damage, distortion or cracked welds; loose or missing bolts; damaged or missing runway end stops; difficulty in slewing or jib arm slews on its own; difficulty in moving trolley or trolley moves on its own; any other visible defects or operational difficulties.

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Further information is given in:

The Code of Practice for the Safe Use of Lifting Equipment, published by: LIFTING EQUIPMENT ENGINEERS ASSOCIATION

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