Date Issued:	Page No.:	Document No.:
November 10th, 2026	1	SOP-Safety-04
Revision: 2.0	**Subject:** Lift Devices (Hoist and Cranes)	

1. Introduction

The Environmental Health & Safety Standard Operating Procedure for Lift Devices (Hoist and Cranes) was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations.

2. Applicable Legislation

- Ontario Occupational Health and Safety Act
- O. Reg 851 Industrial Establishments
- Canadian Standards Association, Material Hoists, CSA-Z256-M87 (R2025)
- Canadian Standards Association, B167:26 Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys

3. Responsibilities

This section outlines the responsibilities within the University for the implementation of this SOP.

3.1 Directors, Department Heads & Managers:

Each has the following responsibilities under this SOP:

- Ensure that supervisors and employees are notified of their responsibilities for working with lift devices;
- Ensure that all employees have received instruction in the operation of lift devices through courses offered by the Department of Environmental Health and Safety, and departmental instruction on the specific equipment that the employee will be operating;
- Provide procedures, equipment, and materials appropriate for the specific work locations under their authority to protect the health and safety of all employees;
- Provide all employees with adequate supervision and instruction on the hazards associated with lift device operations; and
- Ensure that the components of this SOP and the Occupational Health and Safety Act are implemented in all facilities under their authority.

3.2 Supervisors

Supervisors must be knowledgeable about the hazards associated with working with lift devices, the education and training requirements, the appropriate standard operating procedures for all such

locations under their authority, as well as the other requirements of this program. They also have the following responsibilities:

- Ensure that employees are familiar with the hazards and the standard operating procedures for working with lift devices;
- Ensure that all employees act in accordance with the standard operating procedures for lift devices; and
- Ensure that employees always use appropriate equipment and materials for working with lift devices.

3.3 Employees/Students

Employees have the following responsibilities:

- Be familiar with the hazards associated with working with lift devices and the standard operating procedures for the equipment;
- Work in accordance with written standard operating procedures for lift devices;
- Use the appropriate equipment and materials provided for working with lift devices; and
- Promptly report any known or suspected incidents, unsafe conditions or unsafe procedures to their supervisor.

4. Training

Employees and students using lift devices must take the applicable training course arranged through the Department of Environmental Health and Safety on the use of lift devices. Employees and students must be retrained every three years. Hoisting and Rigging training is available for those who use hoists, cranes, etc. and Pallet Truck and Loading Dock training is available for those who use pallet trucks and dock levelers.

Training records for courses offered through the Department of Environmental Health and Safety will be held by EH&S. Certificates will be issued to all employees and students who successfully complete the training.

Departments must also provide site specific training for employees on each piece of equipment that they will use and keep a record of this training. This training must focus on the equipment that the employee will use, site specific requirements, and the tasks that are expected to be completed with them. When new or replacement equipment is purchased, employees must be trained on that equipment prior to use. Appendix 1 and Appendix 2 must be completed and kept in Departmental records.

Date Issued: November 10th, 2026	Page No.: 3	Document No.: SOP-Safety-04
Revision: 2.0	Subject: Lift Devices (Hoist and Cranes)	

5. Registration

All lift devices, hoists, pallet trucks, etc. must be registered with the Department of Environmental Health & Safety through their website: Lift Equipment Registration

6. Inspections

The person completing the inspection must meet the qualifications of Section 6.2.1.1 in the CSA B167:26 standard and must inspect lifting devices before being placed in service. A copy of the inspection report must be filed with the Department of Environmental Health & Safety.

Annual Inspections will be co-ordinated by Environmental Health and Safety using a qualified third-party inspection company to inspect the lift devices. A qualified inspector shall inspect load chains, wire ropes, slings and other accessories annually. Environmental Health and Safety shall maintain a permanent record of each inspection.

Departments are expected to arrange for and complete all other necessary inspections on their equipment. The inspection frequency and requirements are defined by CSA B167:26 and the equipment manufacturer.

At a minimum, all equipment must have a functional check completed prior to use and the operator or a designated person shall conduct visual inspections at least monthly.

The following items shall be examined for defects, malfunctions and damage during the monthly inspection:

a) all operational functions;
b) leakage in lines, tanks, valves, pumps, and other parts of air or hydraulic systems;
c) deformed, worn, or cracked hooks;
d) hook latches;
e) hoist ropes;
f) limit device(s) for function;
g) function labels for operator control; and
h) all brakes

A permanent record must be kept of all inspections, tests, repairs, modifications and maintenance of lift devices.

Date Issued: November 10th, 2026	Page No.: 4	Document No.: SOP-Safety-04
Revision: 2.0	Subject: Lift Devices (Hoist and Cranes)	

7. Operating Guidelines

The following are some general operating guidelines that govern the use of hoists and cranes:

- No lifts may be performed where the load passes over another person.
- Lift devices will not be used by lone workers and are to be locked out when not in use.
- Only competent, certified crane operators who have been designated for the task may operate hoisting equipment after normal working hours, and only with a supervisor's approval.
- People in care and control of any hoisting equipment are responsible for the safety of all personnel in the near vicinity.

It may be necessary to develop additional operating guidelines within the department depending on the nature of the equipment and materials being handled.

8. Auditing

The Department of Environmental Health & Safety reserves the right to audit departmental compliance with this policy through an inspection of the documentation outlined in the various sections of this policy.

9. Version History

September 2nd, 2023 – Version 1.0
November 10th, 2026 – Version 2.0

APPENDIX 1

Record of Specific Training
Hoists and Cranes

Crane or Hoist Manufacturer: _____

Model: _____ Serial Number: _____

Description of Equipment and hoisting operation: _____

_____

_____

I have read and understood the Queen's University Standard Operating Procedures – Lift Devices (Hoists and Cranes), and the Departmental Policies. I have also read and understood the operating manual for the above-mentioned piece of equipment. I will follow all procedures as set forth in these documents.

Name (Please Print): _____

Student/Worker's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Record of Specific Training
Pallet Lift Trucks

Pallet Lift Truck Manufacturer: _____

Model: _____ Serial Number: _____

Description of Equipment and lifting operation: _____

_____

_____

I have read and understood the Queen's University Standard Operating Procedures – Lift Devices (Hoists and Cranes), and the Departmental Policies. I have also read and understood the operating manual for the above-mentioned piece of equipment. I will follow all procedures as set forth in these documents.

Name (Please Print): _____

Student/Worker's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____