

SAFE OPERATING PRACTICES

TABLE OF CONTENTS

General	1	Pedestal Mounting	8
Read Crane Instruction Manual	1	Personnel Handling.....	9
Operator Qualifications	1	Getting On or Off Crane	9
Operator Conduct	2	Crane Access Points.....	9
Handling Load.....	3	Assembling, Disassembling, or Operating Crane Near	
Size of Load	3	Electric Power and Transmission Lines	10
Attaching Load	4	Electrocution Hazard.....	10
Lifting/Moving Load	4	Electrocution Hazard Devices	11
Holding Load.....	6	Electrical Contact	11
Multiple Load Line Operation	5	Refueling.....	12
Signals	6	Fire Extinguishers	12
Operational Aids	7	Accidents	12

GENERAL

The importance of safe operation cannot be over emphasized. Carelessness and neglect on the part of operators, supervisors and planners, rigging personnel and job site personnel can result in their death or injury and costly damage to the crane or property.

The safety information in this publication is intended only as a guide to assist qualified operators in safe operation. Manitowoc cannot foresee all hazards that will arise in the field; therefore, **safety remains responsibility of crane operators and owner.**

Local, state, and other governmental agencies may require stricter operating practices. When a conflict in practices exists, follow the strictest practice.

READ CRANE INSTRUCTION MANUAL

An Operator's Manual is provided with our hydraulic line of cranes. A Service Manual is provided with our traditional line of cranes. Both manuals contain the same type of instructions: safety, operation, and maintenance.

For the remainder of this folio, the manual will be referred to as Crane Instruction Manual.

Safe and efficient assembly, disassembly, and operation of this crane requires that it be maintained in proper working order and that its operators and maintenance personnel be familiar with the crane's functions and capabilities.

The Crane Instruction Manual supplied with and considered part of your crane must be read and completely understood by each person responsible for operation and maintenance of the crane.

The Crane Instruction Manual must be read to personnel who can not read or understand English or other language the manual is translated into.

Because of a program of continuing improvement in product design, Manitowoc reserves the right to change the information and specifications contained in the Crane Instruction Manual at any time without notice. If you have any questions regarding the crane or its Instruction Manual, please contact your Manitowoc distributor.



WARNING

Crane Instruction Manual and Capacity Charts must be kept in operator's cab at all times.

OPERATOR QUALIFICATIONS

The crane shall be operated only by the following **qualified** personnel:

1. Designated operators.
2. Trainees under direct supervision of a designated operator.
3. Supervisors, inspectors, and maintenance or test personnel when necessary in performance of their duties. Operation of the crane by these personnel shall be limited to the crane functions needed to perform the inspection or to verify the crane's performance after maintenance procedures.

No personnel shall be allowed to climb onto crane or enter crane cab unless performance of their duties requires them to do so, and then only with knowledge of operator or other qualified person.

Qualified person is defined as one who by reason of training and experience is thoroughly familiar with crane operations and the hazards involved. Such a person shall meet the operator qualifications specified in Occupational Safety and Health Administration (OSHA) Regulations (United States Federal Law), in ASME B30.5 American National Standard, or in any other applicable federal, state, or local laws.

Operator training and qualification is crane owner's responsibility.

NOTE: The regulations and standards mentioned above and later in this section can be obtained from:

US DOL/OSHA Rules and Regulations are available by mail from the Superintendent of Documents, PO Box 371954, Pittsburgh, PA, 15250-7954 or by:

- Phone 202-512-1899
- Fax 202-512-2250
- Online at www.osha.gov.

ASME (formerly ANSI) B30 Series American National Standards are available by mail from the ASME, 22 Law Drive, Fairfield, New Jersey, 0700-2900 or by:

- Phone US & Canada 800-843-2763
- Phone Mexico 95-800-843-2763
- Phone Universal 973-882-1167
- Fax 973-882-1717 or 973-882-5155
- E-mail infocentral@asme.org.

OPERATOR CONDUCT

1. The operator shall not engage in any practice which diverts his/her attention while operating the crane.
 2. The operator shall not operate the crane when he/she is physically or mentally unfit.
 3. The operator shall be responsible for all operations under his/her direct control. When safety of an operation is in doubt, the operator shall stop the crane's functions in a controlled manner. Lift operations shall resume only after safety concerns have been addressed or the continuation of crane operations is directed by the lift supervisor.
 4. The operator shall be thoroughly familiar with operation of crane and its proper care. If adjustments or repairs are necessary or if there are known defects that impair safe operation, the crane shall not be operated until unsafe conditions have been corrected.
 5. If there is a warning sign at the start controls, the operator shall not start the engine until the warning sign has been removed by the person who installed it.
 6. Before starting the engine, the operator shall make sure that:
 - a. All daily inspection and maintenance services have been performed.
 - b. All controls are in off the position and all brakes and locking devices are applied or engaged.
 - c. All personnel are clear of the crane. Deploy a swing radius barrier.
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WARNING

Safety devices and operational aids such as rated capacity indicator or limiter, boom and jib angle indicator or limiter, anti-two-block device, level indicator, swing limiter, proximity device, etc., may be installed on your crane. Such devices are to be used only as **AIDS TO ASSIST OPERATOR**; their presence on crane in no way substitutes for or lessens requirement that operator knowledge, experience, and judgment are required to ensure safe operation of crane.

Crane shall not be loaded beyond applicable static or dynamic ratings given in Capacity Chart for crane.

- See Size of Load later in this section.
 - For a description of each safety device and operational aid, see Safety Devices and Operational Aids in this section and Section 3 of this manual.
-
7. The operator shall test all controls, limits, and communication systems at the start of each shift. Any defects found shall be corrected before operation is begun.
 8. The operator shall not start crane movement if the load or designated signal person is not within his/her range of vision or communication.
 9. The operator shall understand and respond to signals from the person directing the lift or from the designated signal person. When a signal person or crane follower is not required, the operator is responsible for the lift. **Operator shall obey a stop signal at all times, no matter who gives it.**
 10. The operator shall verify that the Capacity Chart being used is the correct one for the cranes configuration (boom length, load line reeving, counterweight, etc.).
 11. The operator shall verify that:
 - a. All attachments are properly assembled and attached to the crane according to the rigging drawings called for in the Capacity Chart.
 - b. The counterweight — to include applicable auxiliary counterweight — is in place and of proper weight. **Maximum required counterweight shall not be exceeded.**

**WARNING****Moving Load/Tipping Crane Hazard!**

Changing weather conditions including but not limited to: wind, ice or snow accumulation, precipitation, flooding, lightning, etc. should be considered when determining the location and configuration of a crane when it will be left unattended.

- c. The operator shall perform the following operations before leaving the operator's cab for any reason:
 - a. Park crane and position upperworks so crane does not interfere with operation of other equipment.
 - b. Apply travel and swing brakes or locking devices.
 - c. Land any attached load.
 - d. Lower the boom onto blocking at ground level or onto a boom rest if possible.

If the boom cannot be lowered, as determined by a qualified designated person, it must be securely fastened from movement by wind or other outside forces (see Wind Conditions in Capacity Chart Manual).

NOTE: The designated person must be familiar with the job site limitations, the crane configuration, and the expected weather conditions.

- e. Move all controls to off.
- f. Apply all drum brakes and pawls.
- g. Disengage the master clutch, if equipped.
- h. Stop the engine.

NOTE: Also read Unattended Crane instructions in Section 3 of the Crane Operator's Manual.

12. The operator shall perform the following operations if power or a control function fails during operation:
 - a. Land all suspended loads, if possible, under brake or power control.
 - b. Apply all brakes and locking devices.
 - c. Move all controls to off.
13. If the crane will be operated at night, the operator shall make sure that there is sufficient lighting for safe operation. The load and landing area shall be illuminated.
14. The operator shall not operate the crane during periods of bad weather if his/her ability to see the load or the signal person is impaired by darkness, fog, rain, snow, and the like.

Do not operate the crane with a snow or ice covered boom. The extra weight may cause overload, tipping, or structural damage.

Never operate the crane during an electrical thunderstorm.

When a local weather storm warning exists (including electrical thunderstorm), stop operation and secure the crane. See step c under Operator Conduct topic.

NOTE: DO NOT depend on grounding. Grounding of a crane affords little or no protection from electrical hazards. The effectiveness of grounding is limited by the size of the conductor (wire) used, condition of the ground, the magnitude of voltage and current present, and numerous other factors.

15. Wind can cause the crane to tip or the boom and other attachments to collapse. The operator or qualified person directing the lift shall compensate for the effect of wind on the load and boom by reducing ratings, reducing operating speeds, or a combination of both.

Unless otherwise specified in the Capacity Chart, or in Operator's Manual, stop operation under the following wind conditions:

- a. If the wind causes the load to swing forward past the allowable operating radius or sideways past either boom hinge pin, land the load and apply the drum brakes.
- b. If the wind exceeds 35 mph, land all loads and apply the drum brakes, lower the boom onto blocking at ground level or otherwise restrain it, and apply the swing and travel brakes and/or locks.

NOTE: "**Land load**" means to set it down on a firm uniformly supporting surface.

16. Booms, jibs, or masts which are being assembled or disassembled on the ground (with or without support of boom rigging) shall be securely blocked to prevent the boom, jib, or mast sections from dropping.

Workers shall not go under boom, jib, or mast sections when removing connecting pins or bolts.

17. Each outrigger shall be visible to the operator or the signal person during extension and retraction.

HANDLING LOAD**Size of Load**

1. The crane shall not be loaded beyond the applicable static or dynamic ratings given in the Capacity Chart for the crane configuration.

NOTE: Capacity charts for Manitowoc cranes show the total weight of freely suspended loads for various boom and jib lengths and operating radii.

"Freely suspended load" is a load that is hanging free with no direct external force applied except by the crane's load-line reeving.

To determine the actual weight of the load which can be lifted at a given radius (working load), the operator must deduct the weight of certain lifting

equipment from the total weight given in the chart. See the specific Capacity Chart for your crane for a list of lifting equipment which must be deducted.

The operator's judgment must be used to further reduce total the load to allow for the dynamic effects of swinging, hoisting, or lowering, and adverse weather conditions to include wind.

2. The operator or other designated person directing the lift shall verify that the weight of load is within the static or dynamic rating for radius at which load will be lifted.

Verified weights and measured radii shall take priority over RCI/RCL readings.

Attaching Load

1. Attach the hook to the load with slings, or other suitable rigging. Each hook shall have a latch that is in proper working order. **Hook latches shall not be wired open.**
 - a. Inspect each hook and latch before using.
 - b. Never use a hook or latch that is distorted or bent.
 - c. Make sure spring will force the latch against the tip of the hook.
 - d. Make sure the hook supports the load. The latch must never support the load. Latches are only intended to retain loose slings under slack conditions.
2. Only use slings and other rigging that are in safe operating condition and have a rating equal to or greater than the load to be lifted.
3. Do not wrap the load line around the load.
4. Use suitable protection between slings and any sharp edges on the load. When synthetic slings are used, the synthetic sling manufacturer's instructions, limitations, specifications, and recommendations must be followed.
5. Secure unused legs of a multi-leg sling before handling a load with one leg of sling.

Lifting/Moving Load

1. Before lifting or moving a load, the operator or qualified person directing the lift shall make the following checks:
 - a. Crane has a firm, uniformly supporting foundation under all crawlers. Unless otherwise specified in the Capacity Chart, the foundation shall be *level to within 1% — 1ft (0,3 m) rise or fall in 100 ft (30,5 m) distance.*

When such a surface is not available, it shall be provided with timbers, cribbing, or other structural members to distribute the load such that the allowable bearing capacity of the underlying member is not exceeded.

For ground bearing data go to:
www.manitowoccranes.com/site/EN/groundbearingpressure.aspx

- b. The load is secured and properly balanced in the slings or the lifting device before lifting the load more than 3 to 6 in (76 to 152 mm).
- c. The lift and swing paths are clear of personnel and obstructions.
- d. The load is free to be lifted.
- e. The load line is not kinked or otherwise damaged.
- f. Multiple part load lines are not twisted around each other in such a manner that the lines will not separate when the load is lifted.
- g. The hook is brought over the load in a manner that will minimize twisting or swinging.
- h. The load line and the boom hoist rope are properly spooled on the drums and seated in the sheaves.
- i. The load drum brakes are in proper working order.

The operator shall test the load drum brakes each time a load approaching the rated load is handled. Lift the load 3 to 6 in (76 to 152 mm) and fully apply the brakes — *load must not lower through applied brakes.*
- j. Unused load drums are parked (working and parking brakes applied; if equipped, drum pawls engaged).
- k. All personnel are clear of the swing radius of the crane's counterweight.

2. While lifting or moving the load, the operator shall take the following precautions:
 - a. Accelerate and decelerate the load smoothly to avoid excessive stress on the crane boom and machinery.
 - b. Avoid sudden starts and stops while swinging. Keep the swing speed under control to prevent the load from swinging out beyond the radius at which the load can be handled and to minimize the pendulum action of the load.
 - c. Sound the signal horn before swinging and intermittently while swinging, especially when approaching personnel.

If equipped, the automatic swing alarm will sound when the crane is swung.
 - d. Use taglines or other restraints to control the load when necessary.
 - e. Do not exceed any swing limitations (areas of operation) given in the Capacity Chart.
 - f. Do not allow the load, the boom, or any other part of the crane to contact obstructions.
 - g. Do not use the crane to drag a load.
 - h. Do not hoist, lower, or swing the load while personnel are on the load or the hook. See Personnel Handling in this section.

i. Avoid carrying the load over personnel. Loads which are suspended shall be blocked or cribbed before personnel are allowed to work under or between them.

j. Before lifting a load which requires the use of outriggers (or anytime outriggers are used), fully extend the outrigger beams and jacks so the truck tires do not bear any load.

Securely fasten the outrigger jack pads or floats to jacks and set them on a flat, firm surface that will support the load placed on the pads or floats. Do not set the jack pads or floats in holes, on rocky ground, or on extremely soft ground.

When dictated by ground conditions, install wood blocking or steel plates under the jack pads or floats to properly distribute the loading on the supporting surface.

Wood blocking or steel plates used under the jack pads or floats shall be:

- Free of defects.
- Strong enough to prevent crushing, bending, or shear failure.
- Of sufficient thickness, width, and length to completely support the jack pad or float, transmit the load to the supporting surface, and prevent shifting, toppling, or excessive settlement under load.

k. Fully retract and lock the jacks and the outrigger beams so they cannot extend when not in use.

l. Operate with extreme caution when using two or more cranes to lift the same load.

One designated person shall be responsible for operation when two or more cranes are used to lift same load. The designated person shall analyze the lift and instruct all personnel involved in proper rigging and positioning of the load and all movements to be made. Decisions such as the necessity to reduce crane ratings, load position, boom position, ground support, and speed of movements shall be in accordance with the designated person's decision.

m. Do not lower the load or the boom to a point where less than three full wraps of wire rope are remaining on the respective drum (or as otherwise indicated in local, state, or federal regulations).

n. Engage the boom hoist pawl when operating with the boom at a fixed radius.

o. Engage the luffing hoist pawl when operating with the luffing jib at a fixed radius.

3. While traveling, the operator shall take the following precautions:

a. Sound the signal horn before traveling and intermittently while traveling, especially when approaching personnel.

If equipped, the automatic travel alarm will sound when the crane is traveled.

b. Carry the boom in-line with the lowerworks and facing the direction of travel.

c. Do not position the boom so high that it could bounce over backwards whether traveling with or without load.

d. Secure the rotating bed against rotation except:

- When operating with a MAX-ER® attachment.
- When it is necessary to negotiate a turn, and then only when the operator is seated at controls or the boom is supported on a dolly.

e. Lash or otherwise restrain unused hooks so they cannot swing freely.

4. Before traveling with a load, the operator shall take the following additional precautions:

a. A designated person shall be responsible for operation. Decisions such as the necessity to reduce crane ratings, load position, boom position, ground support, and speed of movements shall be in accordance with the designated person's decision.

b. Maintain specified tire pressures (truck cranes).

c. Avoid sudden starts and stops. Use taglines or other restraints to control the position of the load.

Multiple Load Line Operation



WARNING

Avoid Over Load and Side Load Damage to Crane

Manitowoc highly recommends that you contact your Maniowoc distributor for lift planning assistance and approval.

Multiple load line operation is becoming common practice for applications like panel tilt-up, pile tilt-up, pile driving, rolling fabricated sections, etc. The multiple lines may be on a common shaft (each with different parts of line) or on multiple shafts (lower boom point and upper point, boom point and fixed jib point, etc).

Manitowoc authorizes multiple load line operation for those applications requiring it, provided the following steps are performed:

1. The qualified lift planner and the crane operator shall read and become thoroughly familiar with the appropriate Capacity Charts and Wire Rope Specification Charts.

2. The lift planner and the crane operator shall make sure the total load does not exceed the rated capacity given in the Capacity Chart and Wire Rope Specification Chart for given boom point or jib point, whichever is less.

EXAMPLE: If one load line is lifting from the jib point, the proper jib chart applies.

3. The crane shall be thoroughly inspected by a qualified person prior to setup.
4. The crane shall be thoroughly inspected for load line interference caused by routing and reeving of multiple load lines. If interference is found, it shall be eliminated.
5. For cranes produced before 2003, Rated Capacity Indicators/Limiters were not required by ASME B30.5 for non-personnel lifting.

To aid the operator in staying within the crane's Capacity Chart with the total applied load, Manitowoc recommends that its cranes be equipped with Rated Capacity Indicators/Limiters to monitor the load on each load line.

Operator is still responsible for knowing load and radius whether or not crane is equipped with load indicator(s).

6. Manitowoc recommends that each load line be equipped with an anti two-block device.
7. Manitowoc's Capacity Charts are based on freely suspended loads. To prevent side load damage to the boom, the jib, and the sheaves:
 - The load lines must hang as close to vertical as possible to minimize side and forward loads.

The distance between the load points and the hook points must be a minimum of three times the horizontal distance between the hook point on the load being lifted.
 - The load must remain centered on the boom and jib point shafts unless special lift approval is granted by Manitowoc.
 - The load lines should be located over the load's center of gravity as it is supported on a trailer, a barge, or the ground.
8. The crane operator must be familiar with the operational characteristic of the crane as it relates to multiple drum operation (simultaneous operation, same or opposite direction, or individual operation).
9. When using tandem drums, the maximum operating layers may be limited depending on whether the crane was initially designed for tandem drum operation or not.
10. Load shift when lifting with two hooks may be more unpredictable than typical one hook lifting.

Holding Load

When a load is suspended, the operator shall take the following precautions:

1. Not leave his/her position at the controls.
2. Not allow personnel to stand or pass under the load.
3. Move all controls to off, apply all drum brakes, engage the boom hoist pawl, and apply the swing and travel brakes or locks.

SIGNALS

1. Continuous communication shall be maintained between the operator and the signal person during all crane movements. If communication is disrupted, ***operator shall stop all crane movements.***
2. Signals to the operator shall be in accordance with the standard signals shown in Section 3, unless communications equipment (telephone, radio, etc.) is used.
3. All signals shall be easily understood by the operator at all times. The operator shall not respond to any signal which is not clearly understood.
4. For operations not covered in the standard signals, or for special situations or emergencies, additional signals may be required. In those cases, the signals used shall be agreed upon in advance by the operator and the signal person. The signals used shall not conflict with or have potential to be confused with the standard signals.
5. When it is necessary to give instructions to the operator (other than those established by the signal system), all crane motions shall be stopped.
6. The signal person shall:
 - a. Be tested by a designated person and show that he or she has a basic understanding of crane operations and limitations, to include boom deflection.
 - b. Be thoroughly familiar with the standard hand signals and voice signals if used.
 - c. Be positioned in clear view of the operator. The signal person's position should give him or her a clear view of the load, the crane, and the operating area.
 - d. Direct the load so it does not pass over personnel.
 - e. Keep unnecessary personnel out of the crane's operating area.
7. When moving the crane, the following audible signals shall be used:
 - a. STOP - one short audible signal.
 - b. GO AHEAD - two short audible signals.
 - c. BACK UP - three short audible signals.

SAFETY DEVICES



WARNING

Do not operate crane unless all safety devices listed in this section are in proper working order.

- If a safety device stops working properly during operation, the operator must safely stop operation.
- If any safety device listed in this section is not in proper working order, the safety device must be taken out of service and crane operation must not resume until the safety device is again working properly.
- Alternative measures are not permitted to be used for a faulty safety device.
- Always tag-out any faulty safety device and place a warning tag in the cab stating that the crane is out of service and must not be used.

Manitowoc provides the following safety devices on its cranes.

1. Horn activated by a switch on the control console in the operator's cab.
If the horn is not working properly, it must be tagged-out or removed, if possible.
2. Crane level indicator: either electronic (viewable in crane's electronic display) or mechanical (viewable from operator's cab seat). If the crane level indicator is not working properly, it must be tagged-out or removed, if possible.
3. Cranes operating on a barge require: a trim indicator, a swing brake, and a wind direction indicator if the wind is a factor (supplied by crane owner or user).
4. Boom stops, both physical and automatic.
If a boom stop is damaged or not working properly, it must be tagged-out or removed if possible.
5. Jib stops, both physical and automatic (for fixed jib and luffing jib).
If a jib stop is damaged or not working properly, it must be tagged-out or removed, if possible.
6. Pedal locks for all foot-operated brakes (if applicable).
If a pedal lock is damaged or not working properly, it must be tagged-out or removed if possible.
7. A integral holding device or check valve on each jacking cylinder.

OPERATIONAL AIDS



WARNING

Do not operate crane unless all applicable operational aids listed in this section are in proper working order, except:

- Where an operational aid is being repaired.
- The crane user implements a specified temporary alternative measure.

If an operational aid stops working properly during operation, the operator must safely stop operation until the temporary alternative measures are implemented or the device is again working properly.

Manitowoc provides the following operational aids on its cranes, either as standard equipment or optional equipment. The operational aids are designated as Category 1 or Category 2:

Category 1 Operational Aids

If a Category 1 operational aid is not working properly, it must be repaired no later than 7 calendar days after the deficiency occurs.

Exception: If the crane user documents that he/she has ordered the necessary parts within 7 calendar days of the occurrence of the deficiency, the repair must be completed within 7 calendar days of receiving the parts.

1. Boom or Luffing Jib Angle Limiter (automatic boom or jib stop)

Temporary alternative measures if inoperative or malfunctioning:

The qualified person directing the lift shall make sure the maximum boom or jib angle/radius specified in the Capacity Chart for the load being handled is not exceeded. One or more of the following methods must be used:

- a. Measure radius using a tape measure.
- b. Measure the boom angle with a protractor-level on the centerline of boom.
- c. Clearly mark the boom or luffing hoist cable (so it can easily be seen by the operator) at a point that gives the operator sufficient time to stop the boom or jib within the minimum allowable radius.

In addition, install mirrors or remote video cameras and displays if necessary for the operator to see the mark.

- d. Clearly mark the boom or luffing hoist cable (so it can easily be seen by a designated signal person) at a point that gives the signal person sufficient time to signal the operator and have the operator stop the boom or jib within the minimum allowable radius.

2. Anti-Two-Block Device

Temporary alternative measures if inoperative or malfunctioning:

The qualified person directing the lift shall establish procedures to furnish equivalent protection. One or more of the following methods must be used:

- a. Assign a signal person to signal the operator to stop hoisting when the load is a safe distance from the boom or jib point.
- b. Clearly mark the hoist cable (so it can easily be seen by the operator) at a point that will give the operator sufficient time to stop the load a safe distance from the boom or jib point.

NOTE: The temporary alternative measures for the anti-two-block device do not apply when lifting personnel in load line supported baskets. **Personnel shall not be lifted in load line supported baskets when anti-two-block devices are not functioning properly.**

Category 2 Operational Aids

If a Category 2 operational aid is not working properly, it must be repaired no later than 30 calendar days after the deficiency occurs. Exception: If the employer documents that it has ordered the necessary parts within 7 calendar days of the occurrence of the deficiency, and the part is not received in time to complete the repair in 30 calendar days, the repair must be completed within 7 calendar days of receiving the parts.

1. Rated Capacity Indicator/Limiter

Temporary alternative measures if inoperative or malfunctioning:

The qualified person directing the lift shall establish procedures for determining load weights and shall make sure that the weight of the load does not exceed the crane's rating at the radius where the load is handled.

The weight of the load must be provided to the operator before the lift is made.

2. Boom Angle or Radius Indicator

Temporary alternative measures if inoperative or malfunctioning:

- a. Refer to the pendulum boom angle indicator on the boom butt (viewable from operator's cab).
- b. Measure the boom angle with a protractor-level on the centerline of boom.
- c. Measure radius using a tape measure.

3. Jib Angle or Radius Indicator

Temporary alternative measures if inoperative or malfunctioning. Use either or both:

- a. First, make sure you know the boom angle (see item 2 above).
- b. Then, measure radius using a tape measure.

4. Drum Rotation Indicator

Temporary alternative measures if inoperative or malfunctioning:

Mark the drum to indicate its rotation.

If the operator cannot see the drum, add mirrors or remote video cameras and displays so the operator can see the mark.

5. OPTIONAL Swing Limiter or Proximity Device

Temporary alternative measures if inoperative or malfunctioning:

The qualified person directing the lift shall establish procedures to furnish equivalent protection (for example, assign an additional signal person to observe the distance between the boom or load and job site obstructions to include power lines or to limit the swing sector specified in the Capacity Chart).

6. OPTIONAL Drum Spooling Limiter (maximum or minimum bail limit)

Temporary alternative measures if inoperative or malfunctioning:

The qualified person directing the lift, the operator, or a designated signal person shall watch the drum and signal the operator to stop it before it is over spooled (rope does not jump off drum) or before there are less than 3 full wraps of wire rope on the load drum or boom hoist.

7. OPTIONAL Closed-Circuit Television (CCTV)

Temporary alternative measures if inoperative or malfunctioning:

A designated signal person shall watch the load, the drums, and the counterweight and provide necessary hand or voice signals to the crane operator.

PEDESTAL MOUNTING

A crane which is pedestal mounted or otherwise secured to a structure (such as a barge) is not like a land based crane. A pedestal mounted crane will not tip to warn the operator that the crane's capacity has been exceeded. When the capacity of a pedestal mounted crane is exceeded, structural components will fail without warning and the crane may break away from the pedestal. See Folio 1064 in Crane Instruction Manual for pedestal mounted crane mounting instructions and operating precautions.

PERSONNEL HANDLING

Manitowoc cranes are neither designed for nor intended to be used as personnel hoists. See Folio 1295 in Crane Instruction Manual for Manitowoc's policy on personnel handling.

GETTING ON OR OFF CRANE

Personnel getting on and off the crane shall do so only at the steps or ladders provided and only **while crane is parked**.

Never climb onto or off a moving crane. **Climb onto and off crane only when it is parked and only with operator's permission.**

When personnel use ladders to get on or off the crane, their hands shall be free of any objects. Objects which cannot be carried in pockets or tool belts shall be lifted into place with a hand line or hoist.

Always maintain three points of contact when climbing ladders: two feet and one hand or two hands and one foot.

CRANE ACCESS POINTS



WARNING

Crush Hazard!

Upperworks can swing into and crush personnel climbing on or off crane.

Moving crawlers can crush personnel climbing on or off crane.

To prevent death or serious injury:

- Barricade all accessible areas to crane so personnel cannot be struck or crushed when upperworks is swung.
- Do not climb onto or off crane while upperworks is being swung or crane is being traveled.
- Signal operator for permission to climb onto/off crane.
- Operator: do not swing or travel while personnel are climbing onto or off crane. Stop swing and travel motions. Apply swing brake and turn on travel park.
- Operator: Always sound horn to alert personnel before you swing or travel.
- If equipped, automatic alarms will sound to alert personnel when the crane is swung or traveled.

NOTE: If the swing and travel alarms are not operating properly, they must be repaired as soon as possible. Until they are repaired, the operator must alert personnel to crane movement using the horn on the control console.

Take necessary precaution to prevent slipping and/or falling off the crane during assembly, disassembly, maintenance, or

other work. **Falling from any height could result in serious injury or death.**

The owner/user must provide workers with approved ladders or aerial work platforms to access those areas of the crane, mast, and boom that cannot be reached from the ground or from steps, ladders, catwalks, and platforms provided by Manitowoc.

Adhere to local, state, and federal regulations for handling personnel and for personnel fall protection.

- Access points must be kept clear to prevent personal injury and unsafe operation of crane. Store clothing and other personal belongings so they do not interfere with controls in operator's cab or with operation of crane.
- Do not allow ground personnel to store their personal belongings (clothing, lunch boxes, water coolers, and the like) on the crane.
- This practice will prevent ground personnel from being crushed or electrocuted when they attempt to access personal belongings stored on the crane.
- Tools, oil cans, spare parts, and other necessary equipment must be stored in tool boxes or other appropriate locations. Do not allow these items to lie around loose in operators cab or on steps, ladders, catwalks, and platforms.
- To reduce risk of slipping, non-skid material (sand in paint) has been applied to painted walkways and platforms.

Walkways and platforms can be slippery when wet and when oil or is grease is spilled on them. **Keep walkways and platforms clean and dry to prevent slipping on them.** When non-skid material wears out, reapply it.

- Wear shoes with a highly slip-resistant sole material. Clean any mud or debris from shoes before entering the crane cab or climbing onto the cab. A shoe that is not clean might slip off a control pedal during operation.
- Do not make modifications or additions to the crane's access system that have not been evaluated and approved by Manitowoc.
- Do not use top of mast, boom, or jib as walkways unless they have catwalks.

NOTE: Catwalks are available from Manitowoc for boom and jib sections.

Optional ladders, stored on boom sections, are available for boom assembly and disassembly.

ASSEMBLING, DISASSEMBLING, OR OPERATING CRANE NEAR ELECTRIC POWER AND TRANSMISSION LINES

Electrocution Hazard

Thoroughly read, understand, and abide by all applicable federal, state, and local regulations regarding operation of cranes near electric power lines or equipment.

United States federal law prohibits the use of cranes closer than 20 ft (6 m) to power sources up to 350 kV and greater distances for higher voltages unless the line's voltage is known [29CFR1910.180 and 29CFR1926.1400].

To avoid death or serious injury, Manitowoc recommends that all parts of crane, boom, and load be kept at least 20 ft (6 m) away from all electrical power lines and equipment less than 350 kV.

NOTE: For detailed guidelines on operating near power lines, refer to the current edition of OSHA 29CFR1926.1400 and ASME B30.5 American National Standard.



WARNING

Electrocution Hazard!

Manitowoc cranes are not equipped with all features required to operate within OSHA 29CFR1926.1408, Table A clearances when the power lines are energized.

1. Keep all personnel and their personal belongings (clothing, water coolers, lunch boxes, etc.) away from the crane if it is being operated near electrical power lines or equipment.
2. Before operating the crane in the vicinity of electrical power lines or equipment, notify the power utility company. Obtain positive and absolute assurance that the power has been turned off.

The crane is NOT INSULATED. Always consider all parts of the load and the crane as conductors, including the wire rope, pendants or straps, and taglines.

Most overhead power lines ARE NOT insulated. Treat all overhead power lines as being energized unless you have reliable information to the contrary from the utility company or owner.

The rules in this section must be followed at all times, even if the electrical power lines or equipment have been de-energized.

3. Crane operation is dangerous when close to an energized electrical power source. Exercise extreme caution and prudent judgement. Operate slowly and cautiously when in the vicinity of power lines.

4. If the load, wire rope, boom, or any portion of the crane contacts or comes too close to an electrical power source, everyone in, on, and around the crane can be seriously injured or killed.

The safest way to avoid electrocution is to stay away from electrical power lines and electrical power sources.

5. The operator is responsible for alerting all personnel to the dangers associated with electrical power lines and equipment. The crane is not insulated. Do not allow unnecessary personnel in the vicinity of the crane while operating. Permit no one to lean against or touch the crane. Permit no one, including riggers and load handlers, to hold the load, load lines, taglines, or rigging gear.
6. Even if the crane operator is not affected by an electrical contact, others in the area may become seriously injured or killed.
7. It is not always necessary to contact a power line or power source to become electrocuted. Electricity, depending on magnitude, can arc or jump to any part of the load, load line, or crane boom if it comes too close to an electrical power source. Low voltages can also be dangerous.

Set-Up and Operation

1. During crane use, assume that every line is energized ("hot" or "live") and take necessary precautions.
2. Position the crane such that the load, boom, or any part of the crane and its attachments cannot be moved to within 20 ft (6 m) of electrical power lines or equipment. This includes the crane boom and all attachments. Overhead lines tend to blow in the wind, so allow for movement of the overhead lines when determining a safe operating distance.
3. Erect a suitable barricade to physically restrain the crane, all attachments, and the load from entering into an unsafe distance from electrical power lines or equipment.
4. Plan ahead and always plan a safe route before traveling under power lines. A wooden clearance frame should be constructed to ensure sufficient clearance is maintained between crane and power lines.
5. Appoint a reliable and qualified signal person, equipped with a loud signal whistle or horn and voice communication equipment, to warn the operator when any part of the crane or load moves near a power source. This person should have no other duties while the crane is working.
6. Taglines should always be made of non-conductive materials. Any tagline that is wet or dirty can conduct electricity.
7. DO NOT store materials under power lines or close to electrical power sources.

8. When operating near transmitter/communication towers where an electrical charge can be induced into the crane or load:
 - The transmitter shall be deenergized OR,
 - Tests shall be made to determine if an electrical charge will be induced into the crane or load.
 - The crane must be provided an electrical ground.
 - If taglines are used, they must be non-conductive.
 - Every precaution must be taken to dissipate induced voltages. Consult with a qualified RF (radio frequency) Consultant. Also refer to local, state, and federal codes and regulations.
7. Never rely solely on a device to protect you and your fellow workers from danger.

Some variables you must know and understand are:

 - Proximity devices are advertised to detect the existence of electricity and not its distance, quantity, or magnitude.
 - Some proximity devices may detect only alternating current (AC) and not direct current (DC).
 - Some proximity devices detect radio frequency (RF) energy and others do not.
 - Most proximity devices simply provide a signal (audible, visual, or both) for the operator and this signal must not be ignored.
 - Sometimes the sensing portion of the proximity devices becomes confused by complex or differing arrays of power lines and power sources.

Electrocution Hazard Devices

1. The use of insulated links, insulated boom cages/guards, proximity warning devices, or mechanical limit stops does not ensure that electrical contact will not occur. Even if codes or regulations require the use of such devices, failure to follow the rules in this section may result in serious injury or death.
2. Be aware that such devices have limitations and you should follow the rules and precautions outlined in this section at all times even if the crane is equipped with these devices.
3. Insulating links installed into the load line afford limited protection from electrocution hazards. Links are limited in their lifting abilities, insulating properties, and other properties that affect their performance. Moisture, dust, dirt, oils, and other contaminants can cause a link to conduct electricity. Due to their capacity ratings, some links are not effective for large cranes and/or high voltages/currents.
4. The only protection that may be afforded by an insulated link is below the link (electrically downstream), provided the link has been kept clean, free of contamination, has not been scratched or damaged, and is periodically tested (just before use) for its dielectric integrity.
5. Boom cages and boom guards afford limited protection from electrocution hazards. They are designed to cover only the boom nose and a small portion of the boom. Performance of boom cages and boom guards is limited by their physical size, insulating characteristics, and operating environment (e.g. dust, dirt, moisture, etc.). The insulating characteristics of these devices can be compromised if not kept clean, free of contamination, and undamaged.
6. Proximity sensing and warning devices are available in different types. Some use boom point (localized) sensors and others use full boom length sensors. No warning may be given for components, cables, loads, and other attachments located outside of the sensing area. Reliance is placed upon the operator in selecting and properly setting the sensitivity of these devices.

8. DO NOT depend on grounding. Grounding of a crane affords little or no protection from electrical hazards. The effectiveness of grounding is limited by the size of the (wire) conductor used, the condition of the ground, the magnitude of the voltage and current present, and numerous other factors.

Electrical Contact

If the crane comes in contact with an energized power source, the operator must:

1. Stay in the crane cab. DON'T PANIC.
2. Immediately warn PERSONNEL in the vicinity to STAY AWAY.
3. Attempt to move the crane away from the contacted power source using the crane's controls which are likely to remain functional.
4. Stay in the crane until the power company has been contacted and the power source has been de-energized. NO ONE must attempt to come close to the crane or load until the power has been turned off.

Only as a last resort should an operator attempt to leave the crane upon contacting a power source. If it is absolutely necessary to leave the cab, JUMP COMPLETELY CLEAR OF CRANE. DO NOT STEP OFF. Hop away with both feet together. DO NOT walk or run.

5. Following any contact with an energized electrical source, your Manitowoc distributor must be immediately advised of the incident and consulted on necessary inspections and repairs.

If the distributor is not immediately available, contact Manitowoc Crane Care at the factory. The crane must not be returned to service until it is thoroughly inspected for any evidence of damage and all damaged parts are repaired or replaced as authorized by Manitowoc or your Manitowoc distributor.

REFUELING

1. When using a portable container to refuel the crane, the container shall be a safety-type can equipped with an automatic closing cap and a flame arrester.
2. The engine shall be **stopped** before refueling crane.
3. Smoking and open flames shall be prohibited in refueling area.

FIRE EXTINGUISHERS

1. A portable fire extinguisher with a minimum rating of 10 BC shall be installed in operator's or machinery cab of crane.
2. The operator and all maintenance personnel shall be thoroughly familiar with the location, use, and care of the fire extinguisher(s) provided.

ACCIDENTS

If this crane becomes involved in a property damage and/or personal injury accident, immediately contact Manitowoc Crane Care or the Product Safety and Reliability Manager at the following address:

Manitowoc Cranes

2401 So. 30th St.
Manitowoc, WI 54220

Phone: 888-499-7278 **or**
920-683-6390

Provide a complete description of the accident, including the crane model and serial number.