### Subject: Guideline for Operator's Logs - Construction Hoists and Operator Training Requirements – Construction Hoists

### Applicable to: Construction Hoist Owners, Licensees, Lessees, Contractors, and Consultants

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Date: September 14, 2012</th>
</tr>
</thead>
</table>

#### 1. Effective Date

1.1 This Directors Guideline becomes effective March 1, 2013 and is to be used in conjunction with Elevating Devices Code Adoption Document (CAD) Amendment requirement 255/12.

#### 2. Applicability

2.1 This guideline is applicable to Owners, Licensees and/or Lessees of construction hoists as defined under section 6.1.1 of the Elevating Devices Code Adoption Document (CAD).

#### 3. Minimum Requirements for Operator’s Logs – Construction Hoists

Further to clause 6.16.2 of the CAD and section 42 of Ontario Regulation 209/01 (Elevating Devices) and in order for the Operator to be satisfied that the device is in safe operating condition, the Operator shall perform and record the following checks and inspections daily:

#### 3.1 Daily Checks and Inspections – General

3.1.1 The following checks and inspections shall be performed daily and the following standards shall be met:

   a) General housekeeping of the car / cage and areas around the landings and loading areas shall be checked (no trip or fall hazards due to construction materials or debris, etc..)

   b) Device shall be operated within prescribed limits as related to:

      i) temperature
      ii) winds
      iii) ice
      iv) operating clearance envelop has not been compromised by building construction activities, and the following clearances are available:

         a. 1.2m (4’) minimum clearance to construction activities on non-guarded sides of hoist
         b. 2 m (6.5’) clearance from the mast to any disposal bin fed by an enclosed disposal chute or
         c. 7m (25’) clearance from the mast to any disposal bin fed by an un-enclosed disposal chute

   c) Assessment to verify no new unusual noises or vibrations that were not previously present, and

   d) all incidents and safety related issues need to be reported to supervisory personnel. (see Director’s Guideline 230/09).

3.1.2 An Operator must perform a visual inspection of the check points as outlined in 3.2 (below), to determine whether the device is safe to operate. A visual inspection shall include:

   a) an assessment of the general condition of all related equipment;
   b) a check for the presence of and security of visible fasteners; and
c) a check for any damaged or broken components.

3.2 Daily Check - Specific Points
The following checks and inspections shall be performed daily:

3.2.1 Mast, Rack, Foundation, Guying, Tie-in Brackets, and Fastening
   a) tower mast sections (visual)
   b) tie-ins, anchor bolts (visual)
   c) basement shoring, posts and fence (visual)

3.2.2 Hoistway Enclosure and Protection Around Hoist
   a) landing base / ground enclosure (visual)
   b) loading ramp (visual)
   c) landing platform and platform overhead protection (visual)

3.2.3 Hoistway Landing and Doors
   a) landing gates
   b) landing guard extensions on either side of gate
   c) landing gate locks

3.2.4 Car / Cage / Platform
   a) cage gates and locks
   b) gate operation
   c) rollers / roller guides (visual)
   d) cage / car enclosure
   e) trap door switch

3.2.5 Travelling Cable, Guides, Brackets, Supports and Fastenings
   a) travelling cable / power cable (visual)
   b) guidance system for the travelling cable / power cable (visual)

3.2.6 Counterweights
   a) counterweight (visual)
   b) roller / roller guides (visual)

3.2.7 Operation and Operating and Control Devices, Electrical Protective Devices, Terminal Stopping Devices
   a) in-car emergency stop button
   b) in-Car operating buttons
   c) up / down normal limits (visual)
   d) up / down final limits (visual)
   e) top emergency exit switch
   f) grounding cables (visual)

3.2.8 Hoisting and Counterweight Ropes and Connections
   a) rope equalizer (visual)

3.2.9 Machinery Spaces and Overhead Beams
   a) cathead (visual)

3.2.10 Communication and Signage
   a) speakers
   b) “only operators with proof of training” signage
   c) evacuation procedure provided if applicable
4. **Minimum Requirements for Operator Training – Construction Hoists**

4.1 **General**

4.1.1 Further to 6.14 in the CAD and sections 40 and 42 Ontario Regulation 20/01 (Elevating Devices), the contents of the operator training program must include at a minimum:

- a) a review of the applicable sections of the manufacturer’s maintenance and operator’s manual;
- b) an understanding of the requirements related to daily general and daily specific checks (see 3.1 & 3.2);
- c) the Code Adoption Document requirement 6.15 Operator’s Proof of Training;
- d) the Code Adoption Document requirement 6.16 Daily Operator’s Logs;
- e) the Code Adoption Document requirement 6.17 Location of the Daily Operator’s Log;
- f) the Code Adoption Document requirement 6.18 Signage;
- g) the Code Adoption Document requirement 6.19 Incident and Issue Reporting.

4.2 **Special**

a) An operator who is required to perform visual daily inspections on top of the cage, must be adequately trained in the safe inspection of the device. The Operator must use a “lock out tag out” procedure before climbing on top of the construction hoist. Operators shall only access the roof of the cage at the bottom landing by using the inside hoist ladder.

b) Operator’s are not permitted in the pit area.

c) Operator’s are not permitted to open the construction hoist’s electrical controller.

d) No work including but not limited to the construct, installation, alteration, repair, replacement, and maintenance of a device shall be performed on the device unless performed by a mechanic or a mechanic in training under the supervision of a mechanic.

---

<original signed>  
Roland Hadaller, P.Eng. 
Director, Ontario Regulation 209/01 (Elevating Devices) appointed under the Technical Standards and Safety Act, 2000.

This Guideline has been developed in consultation with the Construction Hoist Industry.