



OVERHEAD CRANE HOISTING, RIGGING MATERIAL HANDLING REFRESHER COURSE OUTLINE

- PURPOSE:** This is a refresher course for those participants that attended the Overhead crane Hoisting Rigging and Material Handling course and certificates that are close to expiry. The certificates expire at the end of three years. Prior to the expiry date the participant is required to attend a refresher course. On successful completion a certificate will be issued for another three years. Prior to the expiry of the refresher certificate the participant is required to take the full course again.
- MATERIALS:** Workbook, hard hat sticker, laminated SWL card, and course certificate
- QUALIFICATIONS:** Course instructors have operator training and extensive knowledge of the subject and a demonstrated ability to resolve problems related to the subject.
- REQUIREMENTS:** The refresher course is a one day program, 8 hours of classroom instruction, including a calculation quiz, signal quiz and theory exam. There is no practical evaluation of the participant required on this course. Passing grade is a minimum of 70% on the theory exam. Successful participants will be issued a Hoisting & Rigging Refresher Certificate with a new 3 year expiry date.
- NOTE:** The employer/prime contractor is responsible to review with the course participant any recent published changes from applicable sections of their jurisdictional Health and Safety Regulations.

COURSE TOPICS INCLUDE:

1. **Introduction of Overhead Travelling Cranes** – review of common crane components, controls.
2. **Introduction to Rigging** – overview of common rigging components addressed in the course.
3. **Rigging Hardware** – identification of the different types of rigging hardware, slings & hitch- types.
4. **Rigging Inspection** – how to perform visual inspections of different types of hardware and slings.
5. **Lift Plan Instructions** – how to develop and perform a proper lift plan.
6. **Rigging Instructions** – identify common rigging applications and calculations, for hitch capacities to determine the safe working load and define load weights.
7. **Internationally Used Hand Signals** – address legislated requirements for crane hand signals.
8. **Lockout/Tagout Instructions** – legislated requirements for performing lockout/tagged out.
9. **Pre-Operational Checks** – address legislated requirements for pre-operational checks.
10. **Operational Checks** – address legislated requirements for operational checks.
11. **Operating Instructions** – identify safe and proper operating instructions.
12. **Shut-Down Process** – address legislated requirements for shutdown instructions.
13. **Log Books** – address legislated requirements logbooks.
14. **Safety Rules** – review operational safety rules.

