



## Department-Approved Course Requirements: 8-Hour Hoisting Machine Operator Refresher

**Course Required for:**  License & Continuing Education

**Purpose:** This course is a renewal requirement for the holder of a Hoisting Machine Operators license.

**Duration:** 8 Hours of instructional time, excluding breaks & meals

**Class Size:** 1 – 40 Trainees

**NYC Requirement:** To renew a **Hoisting Machine Operator license**, licensees will need to complete 8 hours of training as mandated by the Rules of the City of New York, 1 RCNY §104-09

*NOTE: In addition to this training, licensees must also hold valid national crane operator certification(s).*

**Facility Requirements:** The Training Facility used by the Course Provider must:

- Have sufficient room to accommodate all expected attendees and the equipment needed to perform hands-on exercises where required as part of the course.
- Make provisions for the presentation of training material in all media types (computer, projector, video/DVD player, etc.); and
- Comply with all applicable laws, rules & regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, emergency notification & evacuation procedures.

Training may be held at construction sites, provided the above requirements are met.

**Instructor Requirement:** To deliver this course, the instructor(s) must be:

- A Qualified Person with documented crane operator experience acceptable to the Department covering the Course Content outlined in this document; and
- An OSHA authorized trainer for the Construction Industry Outreach Program; and
- Hold either a valid Hoisting Machine Operators license from the City of New York or hold a valid national certification for crane operation.

**Curriculum Requirement:** All **topics** listed under **Course Content Outline** must be covered using the listed **Instructional Delivery Method**. The time dedicated to each outline topic should be appropriate for the course content and can vary depending on the trade or job performed by the trainee. The **Instructional Delivery Materials** used in this course must contain all current applicable NYC Construction Code references, current rules, policies & bulletins.

## Course Content Outline

1. Introduction
2. Crane and Hoisting Machine Accidents  
Common causes of accidents with cranes and hoisting machines  
Historical crane and hoisting machine accidents in NYC and other major cities
3. OSHA 1925 Overview  
OSHA Crane and Derrick Standards (Subpart CC)
4. NYC Licensing  
Hoisting machines that require a licensed operator  
Hoisting machines that are exempt from the requirements  
Steps to get or renew a license  
Discipline/suspension/revocation of license
5. NYC Code Review  
Cover all applicable code, rules, related department policy statements, regulatory notices, bulletins & memos, including: 2014 Building Code, Chapter 33, 1 RCNY 3319-01, 1 RCNY 3319-02
6. NYC DOB Overview  
Cover all applicable administrative standard operating procedures, permits/department notifications, forms, filing & site documents, plans, inspection checklists/logs and wind & weather advisories
7. NYC DOT Overview  
Cover all applicable code, rules, regulations, operating procedures, policy procedures, Permits/notifications, forms, filing & site documents, plans, etc. required by the New York City Department of Transportation to operate a crane
8. NYCTA Overview  
Cover all applicable code, rules, regulations, operating procedures, policy procedures, Permits/notifications, forms, filing & site documents, plans, etc. required by the New York City Transit Authority to operate a crane near TA infrastructure
9. Inspection of Machinery and Ropes  
Daily  
Periodic  
Annual
10. Maintenance and Repair of Machinery and Ropes  
Maintenance and repair requirements  
Safeguards to take before beginning maintenance or repairs
11. Reading Plans
12. Crane and Hoisting Machine Setup  
Ground conditions  
Deviation from plans not permitted  
Founding of crane/hoisting machine, outrigger placement, and cribbing  
Danger to underground infrastructure, excavations, foundations, etc.
13. Operating Cranes and Hoisting Machinery  
Operating manuals  
Starting up  
Hazards of operating in a dense urban environment  
High wind hazards

## Instruction Delivery Method

- Classroom Lecture/Discussion  
Classroom Lecture/Discussion w  
A/V
- Classroom Lecture/Discussion w  
A/V
- Classroom Lecture/Discussion w  
A/V
- Classroom Lecture/Discussion w  
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- Classroom Lecture/Discussion w  
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- Classroom Lecture/Discussion w  
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- Classroom Lecture/Discussion w  
A/V
- Classroom Lecture/Discussion w  
A/V

- Operating near power lines  
Prohibition against hoisting over pedestrians, traffic, and adjoining buildings  
Requirements for shutting down and securing the crane or hoisting machine
14. Reading Load Charts  
NYC approved load charts  
Classroom Lecture/Discussion w A/V
15. Operational Aids and Safety Devices  
Types of aids and safety devices  
Functions and how to use  
Steps to take if operational aid/safety device not working  
Acceptable means to substitute for a malfunctioning aid/safety device  
Classroom Lecture/Discussion w A/V
16. Lifting Loads  
Weights & materials  
Center of gravity  
Rigging requirements  
Critical Picks  
Securing suspended loads  
Classroom Lecture/Discussion w A/V
17. Signaling and Communication  
Classroom Lecture/Discussion w A/V
18. Important Additional Information  
a. General construction hazards and fall protection  
b. Accident/incident reporting protocols  
c. NYC DOB Unsafe Condition (311) Notification Procedure  
d. NYC DOI/Buildings Integrity Training Contact Information Sheet  
Classroom Lecture/Discussion w A/V  
Classroom Lecture/Discussion w A/V  
Provide Copy to Trainee and Discuss
19. Review all Training Topics  
Provide Copy to Trainee and Discuss
20. Written (Multiple Choice) Test  
Discussion w/Questions & Answers  
Classroom