



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11260.1A
28/COS
10 MAR 2015

USNA INSTRUCTION 11260.1A

From: Superintendent

Subj: WEIGHT HANDLING EQUIPMENT SAFETY PROGRAM

Ref: (a) SECNAVINST 11260.2, Navy Weight Handling Equipment
for Shore Activities
(b) NAVFAC P-307, Management of Weight Handling Equipment
(c) NAVSUPACTINST 5100.11, NSA Annapolis Occupational
Safety and Health (NAVOSH) Program Manual
(d) Designation of Crane Program Service Provider

1. Purpose. To outline command responsibilities and procedures for ensuring safe utilization of weight handling equipment.

2. Discussion. Secretary of the Navy has assigned the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) responsibility for the direction and oversight of all matters pertaining to the Navy's weight handling program at the Navy shore activities, including development and maintenance of policy, training requirements, auditing for compliance with weight handling program requirements, providing in-service technical support, and acquiring weight handling equipment.

Shore installations are responsible for the safe use of weight handling equipment in accordance with the requirements of references (a), (b), and (c). Naval Academy activities apply their inventory of weight handling equipment at Waterfront Readiness, laboratory facilities, athletic facilities, and warehouses. Safe conduct of these operations is key to the Naval Academy's ability to execute its mission. Personnel involved in the weight handling program must be properly trained and certified. To achieve these objectives, guidance is provided on the oversight and control necessary to ensure program compliance.

3. Scope. Weight handling equipment consists of cranes, monorails, hoists, rigging gear, portable floor cranes, and associated equipment.

4. Action

a. Superintendent. The Superintendent, as Commanding Officer of the United States Naval Academy, retains overall responsibility for the Weight Handling Equipment Safety Program per references (b) and (c).

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b. Architect of the Naval Academy. The Architect of the Naval Academy will coordinate all aspects of USNA's Weight Handling Equipment Safety Program and will:

(1) Receive reports, audit results, and recommendation from the Public Works Officer and the Navy Crane Center;

(2) Coordinate command responses to reports, audit results, and recommendations;

(3) Coordinate proper training of operators with on-site supervisors at each facility;

(4) Coordinate maintenance of weight handling equipment with the Public Works Officer (PWO); and

(5) Coordinate command self-assessment of the weight handling program and provide to Navy Crane Center prior to audits.

c. Public Works Officer. The Naval Facilities Engineering Command, Washington and by extension, the PWO has been designated as the Program Service Provider for the Naval Academy's Weight Handling Equipment in accordance with reference (d). The PWO will:

(1) Develop and maintain the Naval Academy's weight handling equipment service program, with regards to maintenance, inspection, load test certifications, and repair;

(2) Properly procure, install, and maintain weight handling equipment;

(3) Comply with weight handling program reporting requirements;

(4) Ensure contractor crane operations meet OSHA requirements identified by reference (a) and the standards identified in reference (b).

d. Weight Handling Supervisors. Each operational group that utilizes weight handling equipment shall designate a Weight Handling Supervisor (WHS) to provide safe day-to-day oversight of weight handling operations. Each WHS shall:

(1) Develop and maintain Activity Hazard Analyses appropriate to the level of complexity and hazards as identified by each crane package per section 10 of reference (b);

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(2) Ensure that each operator at the facility has proper certification in accordance with sections 6, 7, 8, and 13 of reference (b);

(3) Report accidents, near-miss incidents, and other occurrences at the facility in accordance with section 12 of reference (b) and provide notification of such to the PWO, NSA Annapolis Safety Department, the Architect of the Naval Academy, and the Certifying Official;

(4) Tag weight-handling equipment with any known deficiencies and equipment that is out of service;

(5) Maintain logs, checklists, and accident reports at each site for audit teams in accordance with reference (b);

(6) Coordinate weight handling equipment maintenance with the PWO and the Architect of the Naval Academy;

(7) Conduct random and scheduled internal audits of weight handling operations and report findings in accordance with reference (b);

(8) Provide input to command self-assessments prior to external audits; and

(9) Provide input to command responses to external audits.

5. Summary. Proper operation of weight handling equipment is vital to the success of the Naval Academy's mission. All appropriate measures should be taken to ensure safety of operations and compliance with governing instructions.



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