

Equipment logbooks

Crane operators play a key role in ensuring equipment is safe for use. Operators and machine owners use equipment logbooks (in paper or electronic form) to help meet WorkSafeBC's requirements for documenting inspections and maintenance work.

Logbooks are used to keep accurate records of work that has been done to help prevent breakdowns and to ensure machines operate efficiently and effectively. Keeping this information all in one place, along with job-related notes and information, helps make operators' and owners' jobs easier and more convenient.

Elements of an equipment logbook

An equipment logbook has three sections:

- 1. General information** including:
 - Name of equipment manufacturer
 - Name of equipment model
 - Serial number
 - Location.
 - Person responsible for equipment.
- 2. Maintenance actions** including:
 - Date when each action was performed.
 - Description of each action.
 - Name of the person who performed each action.
- 3. Remarks**, which include special notes (about defects, wear and tear, etc.) added for future reference.

What makes an effective logbook?

An equipment logbook is effective when crane operators and owners accurately record inspections and

maintenance in it. These records help to identify and anticipate performance issues and problems with parts of the crane. Records of routine inspections help prevent minor issues from turning into bigger problems.

Operators can use logbooks to set out the schedule for inspections and maintenance along with informal inspections and required checks.

Complete and consistent logbook records can help demonstrate due diligence in cases requiring dispute resolution. In case of a work-related injury or other accident, these records can provide written evidence to prove regular inspections and maintenance were carried out. A carefully maintained logbook provides complete, consistent records in case of contractual disputes.

Annual inspections

WorkSafeBC requires equipment operators to ensure that equipment complies with regulations and is safe for use. This means the equipment has been properly inspected and maintained. During the annual inspection for each piece of equipment, all documentation must be available for review, including equipment logbooks, maintenance records, previous annual inspection reports, and manuals.

OHSR references

Sections [4.9](#), [13.22](#) and [14.71](#).

Project:

Address:

Employer:

Supervisor:

Date:

Time:

Shift:

Number in crew:

Number attending:

Other safety concerns or suggestions:

.....
.....

Record of those attending:

Name: (please print)		Signature:	Company:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Manager's remarks:

.....

Manager:
(Signature)

Supervisor:
(Signature)

For more information on health and safety requirements for crane operations in B.C., refer to the *Workers Compensation Act* and the OHS Regulation at worksafebc.com.