## I. Instructions

The use of mobile cranes for critical lift operations on campus can pose a variety of hazards and challenges. Before using this checklist, consider the necessity and feasibility of using a mobile crane, or if alternative options are available. Project Managers must submit all information in this checklist to the Office of Risk Management EHS (Chris Yohe, chris.yohe@northwestern.edu) for review. Direct all questions to Chris Yohe or Gwen Butler, EHS Director, gwen.butler@northwestern.edu.

## II. General Requirements for Project Managers

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| 1 | Obtain all required permits, as necessary  
  e.g., City of Evanston, City of Chicago | ☐ | ☐ |
| 2 | Verification that ground conditions can support operations and no underground hazards are present  
  e.g., utilities, tunnel, tanks, vaults | ☐ | ☐ |
| 3 | Verification that landing zones/areas can support loads  
  e.g., rooftops | ☐ | ☐ |
| 4 | If operations will block parking spaces or lot access, contact Northwestern Transportation & Parking Services  
  https://www.northwestern.edu/transportation-parking/ or (312) 491-3319 | ☐ | ☐ |
| 5 | If operations will block or partially block fire lanes or equipment, notify the local fire department  
  Chicago: (312) 745-3705  
  Evanston: (847) 866-5910 | ☐ | ☐ |
| 6 | Notification to building manager and other relevant or affected departments  
  e.g., loading dock staff | ☐ | ☐ |
| 7 | Interior building spaces one floor below the crane swing radius must be evacuated during operations  
  occupants must be notified and signage posted | ☐ | ☐ |
| 8 | If operations block building exits and exit routes, notify building occupants and building manager  
  notifications must include posting signage at blocked exits directing occupants to alternate exits, and blocking/barricading exit doors | ☐ | ☐ |

## III. General Requirements for Contractors

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| 9 | Valid certificate of insurance (COI) for all contractors and subcontractors involved  
  must meet or exceed Northwestern’s requirements:  
  https://www.northwestern.edu/risk/risk-insurance/certificates-of-insurance/index.html | ☐ | ☐ |
| 10 | Valid crane inspection report and certification that do not indicate any deficiencies | ☐ | ☐ |
| 11 | Valid crane operator license and certification for the type of crane being operated | ☐ | ☐ |
| 12 | Valid rigger / signalperson certification(s) | ☐ | ☐ |
| 13 | If operations occur on the Chicago campus, adhere to the City of Chicago Rules Regarding Crane Operations  

## IV. Written Lift Plan (Developed by Project Managers & Contractors)

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| 14 | On-site competent person name, company, and contact information  
  e.g., project engineer, project manager, foreman | ☐ | ☐ |
| 15 | Detailed scope of work  
  must include date(s), times, duration, vehicles/equipment, all parties involved, procedures, lift sequence, and necessary shutdowns | ☐ | ☐ |
| 16 | Method(s) of communication between all parties during crane operations  
  e.g., radios, hand signals | ☐ | ☐ |
| 17 | Description of load(s) to be lifted  
  e.g., weights, dimensions, quantity | ☐ | ☐ |
| 18 | Description of rigging equipment and rigging methods utilized  
  e.g., shackles, slings, spreaders; e.g., choker, basket, tag lines | ☐ | ☐ |
| 19 | Rigging equipment certified, inspected, in good condition, and rated for the loads being lifted  
  certifications must be available upon request | ☐ | ☐ |
| 20 | Safety measures and procedures that all parties will adhere to during crane operations  
  procedures must include keeping clear of loads, avoiding fall hazards and pinch points, equipment inspections, and PPE | ☐ | ☐ |
| 21 | If workers will be within 15-ft of fall hazards greater than 4-ft in height, develop a fall protection plan  
  Northwestern’s fall protection program:  
| 22 | Crane operations weather shutdown parameters  
  maximum wind speeds (mph), lightning proximity (miles), rain, snow, ice | ☐ | ☐ |
| 23 | Provide a detailed lift plan drawing indicating the following criteria:  
  a. Crane and equipment positions in relation to nearby structures, streets, walkways, and hazards  
  b. Staging, hoisting, and landing zones  
  c. Roadway and walkway shutdown locations  
  d. Barricade and flagger positions for vehicle and pedestrian safety and control  
  e. Identification of overhead or swing radius hazards | ☐ | ☐ |