

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

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

III. General Requirements for Contractors

		N/A	Yes
9	Valid certificate of insurance (COI) for all contractors and subcontractors involved <i>must meet or exceed Northwestern's requirements: https://www.northwestern.edu/risk/risk-insurance/certificates-of-insurance/index.html</i>	<input type="checkbox"/>	<input type="checkbox"/>
10	Valid crane inspection report and certification that do not indicate any deficiencies	<input type="checkbox"/>	<input type="checkbox"/>
11	Valid crane operator license and certification for the type of crane being operated	<input type="checkbox"/>	<input type="checkbox"/>
12	Valid rigger / signalperson certification(s)	<input type="checkbox"/>	<input type="checkbox"/>
13	If operations occur on the Chicago campus, adhere to the City of Chicago Rules Regarding Crane Operations https://www.chicago.gov/content/dam/city/depts/dol/rulesandregs/CraneOperations.pdf	<input type="checkbox"/>	<input type="checkbox"/>

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

		N/A	Yes
14	On-site competent person name, company, and contact information <i>e.g., project engineer, project manager, foreman</i>	<input type="checkbox"/>	<input type="checkbox"/>
15	Detailed scope of work <i>must include date(s), times, duration, vehicles/equipment, all parties involved, procedures, lift sequence, and necessary shutdowns</i>	<input type="checkbox"/>	<input type="checkbox"/>
16	Method(s) of communication between all parties during crane operations <i>e.g., radios, hand signals</i>	<input type="checkbox"/>	<input type="checkbox"/>
17	Description of load(s) to be lifted <i>e.g., weights, dimensions, quantity</i>	<input type="checkbox"/>	<input type="checkbox"/>
18	Description of rigging equipment and rigging methods utilized <i>e.g., shackles, slings, spreaders; e.g., choker, basket, tag lines</i>	<input type="checkbox"/>	<input type="checkbox"/>
19	Rigging equipment certified, inspected, in good condition, and rated for the loads being lifted <i>certifications must be available upon request</i>	<input type="checkbox"/>	<input type="checkbox"/>
20	Safety measures and procedures that all parties will adhere to during crane operations <i>procedures must include keeping clear of loads, avoiding fall hazards and pinch points, equipment inspections, and PPE</i>	<input type="checkbox"/>	<input type="checkbox"/>
21	If workers will be within 15-ft of fall hazards greater than 4-ft in height, develop a fall protection plan <i>Northwestern's fall protection program: https://www.northwestern.edu/risk/environmental-health-safety/facility-safety/fall-protection.html</i>	<input type="checkbox"/>	<input type="checkbox"/>
22	Crane operations weather shutdown parameters <i>maximum wind speeds (mph), lightning proximity (miles), rain, snow, ice</i>	<input type="checkbox"/>	<input type="checkbox"/>
23	Provide a detailed lift plan drawing indicating the following criteria: <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input type="checkbox"/>