

Crane Placement and Operation Requirements

University of Cincinnati

1. An approved barrier must be installed around the Control Access Zone by the contractor. The Control Access Zone is defined as the space occupied by the crane itself (including the maximum reach and sweep area of the fully extended boom), the truck being off-loaded and the area where the off-loaded material is placed.
2. The contractor bringing the crane onto campus is responsible for securing the work site and for protection of all construction and non-construction personnel within the Control Access Zone.
3. Building exits located within the Control Access Zone must be temporarily closed while the crane is in place. The contractor shall provide clearly worded signage directing occupants to alternate exits. An external barrier will be in place to prevent pedestrian entry into the Controlled Access Zone.
4. A drawing or map* of the Control Access Zone showing the barrier location, the crane location within the barrier, the location of the truck being off loaded and the location where the lifted material is being placed, including all blocked pedestrian and vehicular pathways is to be provided by the contractor with the Request Form.
5. The logistics associated with a crane's arrival, placement and departure may need to be coordinated in advance with the Police, Fire, or Parking departments for safety purposes. The responsibility for that logistical coordination rests with the U.C. project manager, the contractor involved and the EH&S Construction Safety Rep., depending on the location of the Control Access Zone and the degree of difficulty in reaching that site.
6. If any street or portion of one, or any parking areas are required to be blocked by the crane's arrival, operation, or departure, the University Police, Fire, and Parking officials need to become involved in the planning process.
7. Notifications to the following university departments are to be made for all Crane Authorization Request Forms as soon as they are completed. The identified U.C. project manager is responsible for the notifications by e-mailing copies of the Crane Authorization Request Form along with a copy of the drawing of the Control Access Zone to the departments listed below and any other departments and entities (e.g., city of Cincinnati) that may be affected by the crane operation. The notification should be sent out TEN days in advance of the crane arrival.

DEPARTMENT	CONTACT PERSON	PHONE NUMBER	E-MAIL ADDRESS
EH&S	John Burke	513-556-4954	burkejk@ucmail.uc.edu
Police	Marcus Stacy	513-556-4902	stacymt@ucmail.uc.edu
Fire	Rob Schrand	513-556-4989	schrankr@ucmail.uc.edu
Parking	Matt Burden	513-556-0045	burdenmw@ucmail.uc.edu
PD+C	Phil Mitchell	513-558-8999	mitchepp@ucmail.uc.edu
Facilities Mgmt.	Ken Bloomer	513-556-0605	bloomekl@ucmail.uc.edu

8. Cranes on campus must be operated by a certified crane operator accompanied by a certified signal person. Both of those individuals must provide copies of their certification documents to UC personnel associated with the project upon request.
9. Spotters and appropriate directional signage are required at each point where pedestrians or vehicular traffic intersect the perimeter barrier of the Control Access Zone.
10. It is the responsibility of the crane owner or operator to ensure that cranes receive their required daily inspections.
11. If roofs or other elevated (above 6') locations are involved in the lifting operation, the contractor must provide site specific documentation to the EH&S Construction Safety Rep. describing their fall protection plan and the fall protection training records of those employees involved.
12. Tag lines should be used to control and stabilize loads as they leave the ground or truck and are lifted to their resting place.
13. Only one truck at a time may be on campus during the offloading process. Additional trucks should be staged off campus until needed.
14. If crane and/or associated trucks or other equipment are to be located on a lawn or other planted area, the contractor is responsible for protection and restoration of landscape.
15. Every detail of the work is to be followed as agreed to at the Site Safety Meeting. Deviation from what had been previously agreed to may result in the work being stopped by the U.C. project manager until it becomes compliant with the permitted activity.
16. All cranes shall be operated and maintained in accordance with any and all applicable regulations and manufacturers' recommendations.
17. For these purposes, a crane is defined as; "An apparatus for moving heavy objects, usually by suspending them from a jib by ropes or chains", as opposed to a) a lift connected to a delivery truck used to unload delivered product, or b) any of the various types of man lifts commonly in use.
18. In the event of an emergency, the above-described process may be partially or totally abandoned, with the notification and agreement of the EH&S Construction Safety Rep. and the U.C. project manager, to resolve the emergency expeditiously.
19. After the Authorization is approved and signed, copies are to be distributed to the U.C. project manager, the Contractor, Police, Fire, and Parking officials by the EH&S Construction Safety Rep.

*Map production instructions:

1. Google "University of Cincinnati"
2. Expand map on top right of screen to desired scale
3. Select satellite views on the lower left box. (Optional)
4. Find the crane site on map and adjust to accurately depict the entire Control Access Zone.
5. Print this copy and use it to sketch in the required details showing the extent of crane operations.



**Administration and Finance
Environmental Health and Safety**

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CRANE AUTHORIZATION REQUEST FORM

INSTRUCTIONS: This authorization request form is to be completed before a crane is used on university property. Its purpose is to ensure that students, faculty, staff and university property are safe during the time the crane is being put in place, used and removed from the university.

The U.C. Project Manager is the university representative responsible for overseeing projects that require the use of a crane. The Project Contractor needs to complete the form at least TEN days prior to the crane arrival date on campus and submit the form to the U.C. Project Manager and the Environmental Health and Safety (EH&S) Construction Safety Rep.

Name and Location of Project: _____

Name of U.C. Project Manager: _____ Phone No: _____

Dates and Times on site: From ____/____/____, ____: ____ AM/PM To ____/____/____, ____: ____ AM/PM

Location of Crane: _____

Name of Company Supplying Crane: _____

Type/size of Fence or Barricade around the Control Access Zone: _____

Are Electrical Lines within 20' of the Perimeter of Boom Sweep Area? Yes _____ No _____

If 'yes', state plans to avoid electrical hazard _____

Will any part of a university street, sidewalk or parking area be occupied by the crane? Yes _____ No _____

If 'yes', identify location: _____

Will the crane be located on lawn or other planted areas? Yes _____ No _____ if 'yes', the contractor is to be responsible for protection and restoration of landscape.

The crane company is required to supply copies of both the crane operator and signal person's certification documentation.

Appropriately worded signage is required at all blocked pathways. Spotters equipped with appropriate PPE (hard hats, safety glasses, high visibility garments, signal flags, etc.) should be positioned to prevent pedestrian and vehicular traffic from entering Control Access Zone.

Crane Company Rep.: Signature _____ Phone No. _____ Date ____/____/____

Project Contractor: Signature _____ Phone No. _____ Date ____/____/____

The U.C. Project Manager should schedule a site safety meeting for the proposed crane activity with the Project Contractor, Crane Company Rep., EH&S Construction Safety Rep., U.C. Police, Fire Safety, Parking, and Facilities Management personnel.