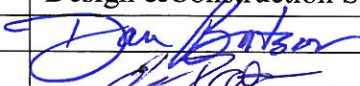
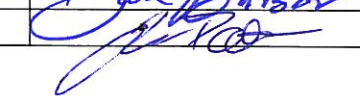


Standard Operating Procedure (SOP) Crane use and rigging

SOP No.	DC-5120	Revision:	1
Form:	Design & Construction Services	Date:	August 28, 2012
Approval		8/28/12	
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Purpose

To provide a consistent safe procedure for crane set- up and usage for both internally operated and contracted crane services. This procedure is to ensure safe crane rigging practices.

Responsibility

1. People responsible for following this SOP:
 - 1.A. Architect/Engineer
 - 1.B. Contractor
 - 1.C. WVU Project Managers
 - 1.D. WVU Operations Coordinator
 - 1.E. Environmental Health and Safety
 - 1.F. Safety Health Extension
 - 1.G. Internal and contracted Crane Operators

Definitions:

1. Contractor Requirements: Mandated items that contractors are required to follow set by WVU.
2. Crane Operators: competent and certified operators licensed by the State of West Virginia.

Procedure:

1. Crane operations occurring on Campus can be conducted either by independent companies hired to do crane work specifically for WVU as a part of a renovation, maintenance, or construction project, or completed by WVU personnel. This procedure is a guide to help ensure safe practices and the protection of both property and the public. It is to be considered a minimum standard and safety should be the paramount guide to any activity requiring crane work/lifts.
 - 1.A. This SOP does in no way relieve any liability, responsibility, or usurp any Code, State or Federal requirement of either contractor hired directly by WVU or as part of a sub-contract to a general contractor.
 - 1.B. Crane users shall meet federal and state regulatory requirements for crane operations inclusive and not limited to 29 CFR 1926.
 - 1.C. Project Managers or Operations Managers must notify EH&S of any crane activities on campus 24 hours before activity occurs. Provide EH&S with the approximate work time, duration of work, Company name and competent

person responsible on site, purpose, and approximate weights and size of objects to be lifted.

- 1.D. Crane operation should be scheduled so there is minimal impact to campus activities, traffic patterns, and the public. Strong consideration should be made to having a WVU Project Manager or supervisor on site during the lift. This is less necessary where in large construction projects where the crane is on site for long periods of time and all activities are located within a construction fenced in area controlled by the contractor. DPS must be notified of any scheduled weekend or holiday work including contact information.
- 1.E. Determination of building evacuations, reduced access to buildings, etc. must be made in pre-construction meetings before crane is set up. Project manager, EH&S, Contractor, Structural Engineer where required, and WVU maintenance personnel when necessary will jointly make appropriate decision. Review of load, possible hazards such as possibility of failure causing roof penetration, load weight, height, proximity of lift, and crane capacity and limits will be evaluated. If load may create a structural impact to the building, partial sections of the building may be evacuated to reduce exposure.
- 1.F. Crane set ups and movement path must not cross steam lines or other unsupported ground surfaces without WVU Facilities Management personnel evaluating location first. Check for both above and below ground utilities, location of utility tunnels and vaults. These include but are not limited to steam, electric, storm and sewerage, gas, wells, telephone and data, etc.
- 1.G. Crane operators must be certified for the size and piece of equipment being operated. WVU may request verification of certification at any time and may deny crane use if certification is not available. All cranes must have current inspection certification available and meet all federal and state regulatory standards and requirements.
- 1.H. Where crane operation occurs outside a construction fence an area at a minimum the size of the crane "swing" shall be fenced off or a 3" wide barrier tape and spotter on the ground will assure no entrance into or under area.
- 1.I. Appropriate PPE shall be available and worn by persons having actual or potential exposure to crane operations.