

	<h1>Safety Manual</h1>	<h1>SF03</h1>
Safety and Health Forms	Issued:	January 1, 2024
Form SF03 – Crane Preparatory Meeting Agenda & Notes	Revised:	

- **Certifications and Reports**

- Prior to using any type of crane and/or boom truck(s), the following documents **MUST BE SUBMITTED** to the DELCO’s Project Superintendent or Safety Manager.
 - Valid Crane Operators NCCO Certification.
 - Valid Annual Certification/Inspection for the crane.
 - Critical Lift Information (See below, if applicable and anything greater than 70% of cranes capacity must be provided)
 - Certified Rigger(s)
 - Certified Signaler(s) Card(s)
 - Rigging - Who is Provider? _____
 - Site notification procedures for crane lifts over workers? Whistle _____
Horn Other _____
- Required Daily Reports:
 - Crane Operator to submit Daily Inspection to DELCO's Project Superintendent or on site Safety Manager.
 - Rigging Inspection (before each shift) documentation to be submitted to DELCO'S Project Superintendent.
- Upon completion of this meeting, all documentation must be stored in the project safety folder.

- **Logistics**

- A logistics plan must be submitted by the company renting or providing the crane. This plan is to be provided to DELCO Project Superintendent or Safety Manager at least one (1) week prior to the preparatory meeting.
 - Review Logistics plan.
 - How will trucks be entering the site, pulling or backing in for the crane? _____
 - Is there anything in the way that needs moved? Yes No Explain _____

 - Do streets and/or lanes need to be temporarily shut down? Yes No
 - Are road closure permits required? Yes No
 - If “Yes” to the above, who is responsible for filing for the permit? _____
 - Are flaggers required? Yes No
 - If “Yes” to the above, who provides certified flaggers? _____
 - Are flaggers certified? Yes No (“No” is not an option)

- **Communication**

- Communication is critical to the safety of everyone and must be discussed and a plan agreed upon by all parties.
 - Crane Operators and qualified Riggers mobile phone numbers must be exchanged for emergency contact in case of radio failure and/or loss of sight. _____
 - Operator and Rigger need to agree on means and methods. Radio Hand Signal
 - Any specific commands that need clarified? _____

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- Only certified Riggers are allowed to rig, and certified Signalers allowed to signal.
- How will Rigger(s) and Signaler(s) be identified? _____
- Are all Riggers certified Signalers? Yes No
- The Crane Representative/Operator must understand and agree on all the above, or the crane is not to operator/move otherwise.

• **Schedule/Timeframe**

- How long will the crane be in use and on-site? _____
- Are the work hours sensitive? Yes No
- What time does work start and/or approved-allowed to make noise? _____
- What time must the workday and/or noise end? _____

• **Crane Location**

- Where is the crane approved to sit? _____
 - Has ground bearing capacity been confirmed for the weight of the crane plus it's heaviest lift?
 - Underground Utilities? Yes No (If "Yes", please see below.
- Has Crane Representative/Operator walked site? If "No", schedule site walk. Yes No Comments Below:
- _____

• **Lift Plan**

- Do we know the heaviest pick? Yes No
- Weight? _____
- Distance? _____
- Percent of crane capacity? _____
- Has the Crane Operator physically walked the areas he will be picking from and to? Yes No
- Are all the jib parts/counterweights required for the heaviest pick(s) available? Yes No

• **Critical – Lifts (if applicable)**

- If applicable, all information **MUST BE SUBMITTED** to **Division Safety Director/Safety Manager** for review and approval. **This is not optional.** Crane can not exceed 70 percent capacity.

• **Boom Obstruction**

- Overhead Power? Yes No (Minimum distance required per OSHA guidelines)
 - Existing Structures? Yes No
 - Other _____
 - If "Yes" answered to any of the above, what protection is required to prevent contact and maintain a safety distance? Describe.
- _____

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- **Nearby Crane Operations**

- Are there any cranes nearby? Yes No
- If there are, what radio channels are they on? _____
- There must be a document outlining the following:
 - Crane Operators names. _____
 - Weather veining procedures if applicable. _____
 - Crane Operator(s) mobile phone number(s). _____
 - Radio Channels. _____
 - Who to contact in case of emergency (not medical) but point of contact for each project. _____

- **Notes/Miscellaneous**

- Is an FAA Permit required for the crane? Yes No
 - What FAA control/safety lights are required to be installed? _____
 - What picking/working areas need to be illuminated? _____
 - Are crane lights required for any other safety reasons? Yes No (If "Yes", Describe) _____
- _____
- _____
- Is there anything we need to ensure this crane doesn't run over? Example: curbs, flower beds, new landscaping, roughed-in sewer connections, roadways, etc. Identify. _____
 - Have we/do we need to notify the client/adjacent property owners of the crane? Yes No
 - Safe operating range of crane:
 - Windspeed _____ Temperature _____ Severe Weather Plan _____
 - How will weather conditions and wind speeds be monitored? _____