

**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**General Requirements for Contractor Crane Lifts on Campus**

**EHSMS Element:** Operational Controls

**Document Number:** EHS-MS 3701

**Document Custodian:** Environment, Health, and Safety

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| **General Requirements for Contractor Crane Lifts on Campus** |

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| **1. Purpose** |

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| **Purpose** | The purpose of this document is to aid the University of Calgary in ensuring compliance with Alberta Occupational Health and Safety (OHS) requirements regarding lifts on campus. It provides details on expectations and review processes at the University for planning and safety involving crane operations. |

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| **2. Responsibilities** |

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| **University Representatives** | University Representatives are responsible for:   * Coordinating crane mobilization and ensuring university safety requirements are met prior to and during operations. * Requesting contractors to provide detailed site-specific crane plans. * Submitting site-specific crane plans to all stakeholders prior to site mobilization, allowing sufficient time for review. * Ensuring notice of work communications are completed. * Conducting pre-project meetings before site mobilization to discuss identified risks and hazards (e.g., underground utilities, traffic control, pedestrian safety) and helping coordinate pedestrian, traffic, and occupant control measures. * Ensuring all contractors on site are aware of the requirement to complete the University of Calgary Contractor Safety Orientation (CASP) prior to mobilization. |
| **Contractors** | Contractors are responsible for:   * Providing detailed site-specific lift plans to the University Representative. * Implementing required safety measures, including signage, traffic control, and restricted zones. * Submitting certifications for crane operators, rigging, and signal personnel if requested. |
| **Prime Contractors** | Prime contractors are responsible for:   * Providing detailed site-specific lift plans to the University Representative. * Implementing required safety measures, including signage, traffic control, and restricted zones. * Ensuring all personnel are qualified, certified, and trained, including crane operators, rigging personnel, and signalers. This includes ensuring workers have completed the university contractor safety orientation training. * Notifying 311 if the crane impedes road access for emergency services. * Submitting certifications for crane operators, rigging, and signal personnel if requested. * Coordinating all activities between employers and workers on site to ensure control of the work site. |

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| **3. Coordination and Notification Requirements** |

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| **Emergency Services and Building Access** | Campus Security may inquire for additional details if the following are of concern:   * Emergency Services access management – there may be a need to re-route services response around areas where the lift is happening. * Building access and closures may have to be programmed. * Roof-top process – in the event of a fire alarm or infrastructure emergency. |
| **Travel Path and Equipment Entry** | * Ensure the travel path and equipment entry locations to site locations are planned and confirmed to be allowed. If there is the potential for the crane to drive over curbs, etc., care needs to be taken to avoid any damage to the existing campus infrastructure while in transit to the lift location. Any damage is to be repaired as soon as possible. * Crane equipment is not to stay stationary on any manholes, grates, catch basins, etc. * Care must be taken around all landscaping areas to avoid damage to irrigation, trees, etc. Any damage needs to be addressed. * Crane locations and travel paths may take the crane over tunnel sections; crane equipment must not stay stationary over any tunnel sections at any time. |
| **Safety Measures** | * Measures must be in place to protect pedestrians and workers from being in the control zone * Traffic control must be planned and communicated |

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| **4. Minimum Crane Lift Plan Requirements** |

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| **Provision of Details** | Contractors shall provide details to the University Representative such as relevant drawings, scope of work, crane specifications (manufacturer, model, capacity, etc.), path of travel, swing radius, load paths, and assembly/disassembly areas. |
| **Hazard Assessment** | A written hazard assessment must be conducted before operations commence. This must address risks such as equipment failure, dropped loads, environmental conditions, and any other existing or potential hazards associated with the work. |
| **Emergency Response Plans** | Emergency response plans must be developed and communicated to all personnel involved in crane operations. |
| **Weather Monitoring** | Contractors shall include information related to weather conditions in the lift plan. This information must be documented, and operations must cease if wind speeds exceed manufacturer recommendations or planned lift allowances. |

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| **5. Special Lift Circumstances Requiring Additional Information** |

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| **Special Lift** **Circumstances** | Lifts with special circumstances, such as those listed below, may require additional information (such as lift calculations or rigging plans) to be submitted:   * Loads with complex rigging. * Lifts involving hazardous materials. * Lifts that require more than one crane. * Loads exceeding 75% of a crane’s rated capacity. * Lifting of personnel. * Load suspension above rigging personnel. * Loads not in view of the crane operator. * Loads of exceptional value. * Loads that have the potential to become unstable during rigging. * Loads over occupied buildings or structures. These may require vacating certain areas or entire floors of the building during lifting operations or may require provision of overhead protection sufficient for the load. | |
| **6. University Review** | |

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| **Crane Lift Plan Distribution and Review** | Crane Lift Plans and details should be distributed for review to:   * Facilities Zone Management and Grounds, * Campus Engineering, Campus Security, * Environment Health and Safety, * Other specific areas impacted by operations of the specific lift. |

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| **7. Campus Map Utility Tunnels** |

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| Contractors should be aware of the locations of utility tunnels and avoid them.  Below is a map highlighting the tunnels for awareness. |
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For more information contact:

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