

## College Pick Plan Requirement for Lifts Utilizing a Crane/Derrick

All contractors must comply with all current state & federal regulations involving the safe use of cranes/derricks while on-campus. For all such lifts, Williams College requires a Pick Plan (also called a "lift plan") to be submitted to the Facilities Project Manager at-least 1-Week prior to the scheduled work. This plan shall then be shared by the Project Manager with EH&S Staff for review, commentary, and approval.

For all non-critical lifts (a Critical Lift being any lift that exceeds 75% of the rated capacity, or any lift involving more than 1 crane, or any lift determined to have another factor contributing to an unusually high level of risk), the following must be submitted:

1. A Pick Plan, which minimally includes:
  - A. Name & contact information of the person responsible for writing the Pick Plan
  - B. Name of the crane company
  - C. Name & contact information of the crane operator
  - D. Name of the rigging company (often the same as the crane company)
  - E. Name & contact information of the rigger(s)
  - F. Method of Communication to be used (i.e. hand signals)
  - G. Make & Model of the Crane to be used
  - H. Total Load, and the % of the Crane's Capacity (using the crane's Load Chart)
  - I. Whether or Not this Lift is a Critical Lift, and the reason why (when applicable)
  
2. Supporting Documentation:
  - A. A copy of the MA Hoisting License for the Crane Operator (front & back).
    - a. The operator must have a current license that covers the type of lift being used.
  - B. A copy of the training Certification for all Riggers, and Signal Person(s), showing that they have received appropriate training in Rigging/Signals
  - C. Documentation for the crane's most recent Annual Inspection

Additionally, before the lift starts each day (or more frequently, if conditions warrant), a competent person from the company performing the lift must minimally:

1. Perform an inspection of the crane and rigging, and correct any deficiencies
2. Determine that the Ground Conditions (including anything underground - such as the on-campus Tunnels) are suitable for the load
3. Ensure that the worksite access is sufficiently controlled, so that only those people directly involved in the lift are allowed access
4. Ensure that Weather conditions remain suitable for the lift
5. Ensure that no unsafe conditions exist, throughout the duration of the lift