

Identify key individuals to be contacted:

	CONTACTS	NAME	PHONE NUMBER
Internal	Safety Personnel		
	Site		
	Corporate		
	Operations/Management		
	Insurance/Inside Legal Counsel		
	Equipment Department		
	Communication/Public Relations		
	Personnel/Translator (if necessary)		
	Quality Control		
External	Insurance Carrier		
	Outside Legal Counsel		
	Outside Crane Expert		
	Product Manufacturer		
	Ambulance/Fire Department		
	Poalice Department		
	Subcontractor/Union Representative		
	OSHA- if 3 or more injured or a fatality		
	Outside Grief Counselors		

ACCIDENT SITE ACTIVITIES

1. Provide medical assistance to any injured parties.
2. Institute Crisis Management Plan- instruct employees NOT to talk to press. (Refer to internal guidelines/policies)
 - a. Select individual to supervise emergency response and medical activities
 - b. Select individual to address press and be "the" point of contact
3. Secure contact information for any injured parties and notify family,
4. Secure site to preserve evidence and prevent any further injury (may require shutting down the site and sending employees home).
5. Gather witnesses, keep separate and calm
6. Initiate Rescue Plan (if necessary)- power line contact, roll-over, personnel extraction may require different responses
7. Begin to gather incident facts- do NOT collect statements unless directed by legal
 - a. Complete site map of incident scene (if site plan is available, make copies and use it). List equipment location and other physical information (buildings, power lines, ditches, personnel)
 - b. Begin taking photographs of the scene (from outer perimeter, working in)
 - Take overview photos of specific items to be photographed prior to close-up photos in order to locate specific items.
 - c. Begin taking measurements- before moving anything
 - d. Do not move or remove any equipment unless directed by Police/Fire.

Note: this can be very dangerous and should only be attempted with qualified lifting experts to eliminate further damage or injury.
8. Contact OSHA/MSHA in case of fatalities or more than 3 injuries.

The lists below are key areas to identify during your investigation. These items may be used as key components of your investigation process and should become part of your investigation records. NOTE: The investigation process should proceed under direction of legal counsel and information protected by attorney/client privilege. Consult with your attorney on how to protect this information.

EYEWITNESS INFORMATION TO BE COLLECTED- The site plan should be used to identify locations of people and machinery

1. Location in relation to incident scene?
 - a. Building
 - b. People
 - c. Machinery
2. Other individuals working nearby?
3. Activity being performed at time of incident?
4. What did they see?
5. What did they hear?
6. Who have they spoken to about the incident?
7. Timeline of activities: before, during and after incident?

RESCUE PLANS/ACTIVITIES

1. Power line contact
 - a. Safe exit from machine
 - b. Insulating Thimbles and ground rods
2. Consider structural stability of debris before moving something- clear all unnecessary personnel from the site
3. Removal from higher elevations

EQUIPMENT RECOVERY ACTIVITIES

1. Do not move equipment unless absolutely necessary
 - a. May be a danger to rescuers or adjoining activities
 - b. May be unstable or possibility of further movement, damage or injury
 - c. May provide important evidence in investigation
2. Equipment should NOT be put back into service until it has been inspected by manufacturer
3. Damaged equipment should not be salvaged without manufacturer's approval

SAFE LIFTING CHECKLIST

In order to safely perform any lifting operation, there are a number of items that must be properly evaluated and planned into the lifting process. The following checklist may help ensure that the basic information needed has been provided. This list may not address “all” the issues but can be used as a good starting point to assemble all the necessary information.

Before Starting to Lift, Check the Following:

1. KNOW THE LOAD-

- a. Weight of the item being lifted
- b. Know the center of gravity
- c. Load Composition/Considerations
 - i. Liquid
 - 1. Additional Weight
 - 2. Potential movement of load
 - ii. Components of load
 - 1. Number of pieces
 - 2. Pieces properly attached
 - iii. Structural integrity of load
 - 1. Lifting points properly positioned and adequate
 - 2. Consider the need to use a spreader bar

2. CRANE CONFIGURATION AND SET-UP

- a. Solid ground or adequate matting
- b. Level- within 10%
 - c. Barge work has special considerations and load charts
 - i. Crane is secure on barge
 - ii. Listing is within acceptable limits
- d. Proper counterweight configuration and secure placement
- e. Proper outrigger placement with pads or dunnage
- f. Protected Swing Radius
- g. Secure Landing area, proper rigging and movement of load
- h. Load Moment Indicator (LMI) properly used
- i. All operator aids working properly

3. BOOM CONFIGURATION

- a. Length of boom- does it match the job (Not too long or too short)
 - i. Attachments- Properly Secured?
 - 1. Jibs
 - 2. Luffers
 - ii. Pin hydraulic booms
- b. Angle of boom-
 - i. Clears obstacles
 - ii. No interface with other cranes

4. RADIUS OF LOAD FROM CENTER OF CRANE

- a. Within capacity of the **correct** chart

PROPER RIGGING

- a. Properly sized for load to be lifted
- b. Proper configuration for load
- c. Weight of rigging is added to weight of load or deducted from the capacity
 - i. Block _____ lbs.
 - ii. Rigging _____ lbs.
 - iii. Line _____ lbs.

5. ENVIRONMENTAL CONCERNS

- a. Wind
 - i. No more than 25 MPH or manufacturer’s recommendation
 - ii. Consider added surface area of load when considering speed
- b. Visibility
 - i. Operator must be able to see load to landing site or be under direction of rigger (voice or eye contact)
- c. Added weight- Considerations from:
 - i. Snow
 - ii. Ice
 - iii. Water

6. EXTERNAL OBSTACLES TO CONSIDER

- a. Power lines
- b. Buildings
- c. Previous Excavations/Trenches
- d. Underground hazards
 - i. Vaults
 - ii. Pipes/Utilities

7. COMMUNICATION WITH RIGGERS

- a. Sight- hand signals
- b. Voice- contact with rigger/signal person
- c. Blind lifts
 - i. Hand-off responsibility from rigger
 - ii. Load ownership from lift to set down

8. QUALIFIED LIFTING PERSONNEL

- a. Lift Director
- b. Crane Operator(s)
- c. Riggers
- d. Signal person
- e. Oiler/Trainee
- f. Management/Supervision