

## Revised Protocols for Erecting and Dismantling (Including Jumping) Tower Cranes

Effective immediately, this Buildings Department Regulatory Notice supersedes the March 25, 2008 Regulatory Notice for erecting and dismantling (including jumping) all tower cranes in New York City. The revised protocols incorporate recommendations obtained during the Department's recent survey of the erection and dismantling (including jumping) procedures for tower cranes. Following the review of industry practices of jumps performed from March 25 – May 16, 2008, where Department Inspectors were required to witness, for the first time, every single crane jump, the Department will witness jumps and verify meetings on an audit basis. Rather than scheduling Inspectors to witness all crane jumps, the Department will deploy Inspectors to conduct random, unannounced site visits to verify that required safety precautions and requirements are followed. Unsafe conditions will result in immediate Stop Work Orders and violations. Failure to comply with Stop Work Orders may result in fines up to \$10,000.

The following is required to erect or dismantle (including jumping) a tower crane:

- 1. Submission of Plans for Raising & Lowering Crane.** The engineer of record for the crane must submit written plans and specifications to the Cranes and Derricks Unit that detail the erection and dismantling (including jumping) procedure for the crane that is to be erected, dismantled or jumped at the site. These plans must be prepared by the licensed engineer in conjunction with the licensed rigger and must be in compliance with the manufacturer's recommendation for erection, dismantling or jumping for the specific crane where such manufacturer's recommendations exist. They must also include the sequence of operation and the rigging materials to be used. These plans must be filed with the CN application. No tower crane shall be erected or dismantled (including jumped) without the prior issuance of a CN by the Cranes and Derricks Unit.
- 2. Use of Nylon Slings.** Nylon slings shall only be used if the manufacturer's manual specifically states or recommends nylon slings be used. Nylon slings should never be used unless softening mechanisms have been applied to all sharp edges.
- 3. Training.** The jumping crew must have practical experience with erecting and dismantling (including jumping) the type of crane on which they are working. Relevant training shall also include experience in rigging operations provided by a licensed Master or Tower Rigger.

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4. **Notification of Safety Coordination Meeting (#5 below) and Pre-Jump Safety Meeting (#6 below).** The general contractor must notify the Buildings Department Cranes & Derricks Unit at least 48 hours in advance of any Safety Coordination Meeting or Pre-Jump Safety Meeting. No work related to the erection or dismantling (including jumping) of tower cranes is to be performed without prior notice having been given to the Buildings Department. Inspectors will conduct random, unannounced visits to verify that the Safety Coordination and Pre-Jump Safety Meetings are taking place. Notifications should be faxed to (212) 566-5871 or e-mailed to [CandD@buildings.nyc.gov](mailto:CandD@buildings.nyc.gov). The Department will provide a confirmation number that will be faxed or e-mailed back to the applicant.
  
5. **Safety Coordination Meeting.** The general contractor must coordinate a safety meeting prior to the erection or initial jump up as well as the dismantling or initial jump down of a tower crane. Buildings Inspectors may or may not be present for this meeting and will conduct unannounced site visits to verify that meetings are taking place. Inspectors, when on site, will confirm that existing practices and proper procedures are being followed and that the required responsible parties are in attendance. No work related to the erection or dismantling (including jumping) of tower cranes is to be performed without the Buildings Department having first approved the plans and issued a letter of approval to the engineer of record. The following stakeholders must be present at the Safety Coordination Meeting:
  - a. General Contractor Superintendent / Designee;
  - b. Professional Engineer of Record for the Crane / Designee;
  - c. Master or Tower Rigger;
  - d. Crane Site Safety Coordinator; and
  - e. Site Safety Manager.
  
6. **Pre-Jump Safety Meeting.** The general contractor must coordinate a safety meeting prior to the jump, within 24 hours of each instance of a tower crane jump. A Buildings Inspector may or may not be present for this meeting and will conduct unannounced site visits to verify that meetings are taking place. Inspectors, when on site, will confirm that existing practices and proper procedures are being followed and that the required responsible parties are in attendance. No work related to the tower crane jump is to be performed without the safety meeting having had taken place. The following stakeholders must be present at the Pre-Jump Safety Meeting:
  - a. General Contractor Superintendent / Designee;
  - b. Master or Tower Rigger;
  - c. Crane Site Safety Coordinator;
  - d. Site Safety Manager;
  - e. Crane Operator and Oiler;
  - f. Jumping Crew and Back-up Personnel; and
  - g. Flagmen/Communications Personnel.

7. **Safety Coordination Meeting Log.** The general contractor, or his or her designee, and/or the company erecting or dismantling (including jumping) the tower crane shall keep a log of all Safety Coordination Meetings and Pre-Jump Safety Meetings held; this log must be on site and available to the Department at all times.
  
8. **Safety Coordination & Pre-Jump Safety Meeting Topics.** The following topics are to be covered during Safety Coordination and Pre-Jump Safety Meetings:
  - a. Scope of work;
  - b. Roles and responsibilities;
  - c. Rigging to be used and the specific sequence of operations;
  - d. Inspection of all rigging equipment, materials and tools prior to jump;
  - e. Review of all equipment including but not limited to collars, ties, and bolts;
  - f. Permit validity and qualifications and training of personnel;
  - g. Relevant weather warnings and compliance with manufacturer's manual; and
  - h. Softening mechanisms, if using nylon slings.
  
9. **Inspection & Certification by Engineer of Record.** When a tower crane is to be jumped, the engineer of record for the crane must provide the Buildings Department Cranes and Derricks Unit with a certified, signed and sealed report stating that he or she (or his or her designee) has inspected the crane installation prior to the Pre-Jump Safety Meeting and that he or she has found no hazardous conditions during the crane inspection or any other condition which might affect the safety of erection and dismantling (including jumping) operations. This certified report must verify that the crane is installed according to the plans filed with the Cranes and Derricks Unit, and that the engineer of record for the crane has reviewed and confirmed that the appropriate technical testing records for the crane, including torque, plumb and magnetic particle reports, comply with all safety requirements.

### **Questions?**

**Call (212) 566-4696 and a Cranes and Derricks Unit representative will assist you.**