

# **Rigging Material Handling**

**Dee Cramer Inc**

**Completed by: Valerie Bradley**  
**Completed Date: 02/15/2013**

## **Rigging Material Handling**

### **Purpose**

This written Rigging Material Handling Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service immediately.

It is our intent to comply with the requirements of Part # 1926 Subpart H Title Rigging equipment for material handling 1910.184(a)1-5.

### **Administrative Duties**

Valerie Bradley, Safety Director for Dee Cramer Inc., our company's Rigging Material Handling Administrator, is responsible for developing and maintaining the written Rigging Material Handling. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Valerie Bradley, Safety Director for Dee Cramer Inc. is also qualified by appropriate training and experience that is commensurate with the complexity of the plan to administer or oversee our Rigging Material Handling and conduct the required evaluations of plan effectiveness.

The Rigging Material Handling is kept at the following location: Original policy will be kept in the main office located at 4221 E Baldwin Road., Holly MI 48442.

### **Company Information**

- ***Name:*** Dee Cramer Inc
- ***Facility Type:*** Heating - Cooling - Sheet Metal
- ***Description of Activities:*** HVAC - Installation - Repairs - Replacement
- ***Facility Coordinator:*** Valerie Bradley, Safety Director

- ***Alternate Coordinator: Jeremy Moore, Operations Manager***

## **Hazard Evaluation**

Superintendents, Project Managers, Foreman performs our company's Hazard evaluation and assessment are done on a daily basis of task being performed. He/She goes about doing this by By a walk around the site, communicating with those schedule to work on rigging, other contractors on site that might be in area..

Our initial Hazard evaluation and assessment are done on a daily basis of task being performed revealed Based on size,shape, balance (center of gravity) weight,drawings, shipping documents, estimated weight if evaluation or assessment show signs of hazards an immediate re-evaluation is perform prior to lifting starts.

We understand that, after our initial Hazard evaluation and assessment are done on a daily basis of task being performed, additional ones are necessary. We perform additional Hazard evaluation and assessment are done on a daily basis of task being performed (enter your answer). Our procedures for additional Hazard evaluation and assessment are done on a daily basis of task being performed are: JSA are performed on all daily tasks.

## **Protective Equipment**

Project managers and foreman is responsible for ensuring that the following provisions are met.

All protective equipment, including personal protective equipment (PPE), used at this facility will be provided without cost to employees. Protective equipment will be chosen based on anticipated hazards and will be provided to employees in the following manner: The PPE will be provided by the shipping department to each jobsite based on specific needs. Hard hats, safety glasses, eye protection and gloves are standard PPE provided to employees upon entry into company. If I job requires special PPE that will be delivered as stated above.

Here is the protective equipment we require:

<b>Task:</b>	<b>Protective equipment required:</b>
Lifting over head	hard hats
Handling rigging equipment	gloves
Falling or flying debris	safety glasses with side shields

Project managers and foreman shall ensure that appropriate protective equipment in the appropriate sizes is readily accessible at the workplace or is issued without cost to employees.

In order to assure the continued reliability of protective equipment, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here are our frequencies for inspection:

<b>Protective equipment type</b>	<b>Inspection</b>	<b>Frequency</b>
All PPE is inspected daily by employees		

Protective equipment that fails an inspection or is otherwise found to be defective is removed from service, and is discarded or repaired or adjusted in accordance with the following procedures:

Any PPE that is damaged and/or worn shall be replaced by the warehouse immediately. If repairs must be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.

## **Operating Procedures**

### *Pre-Operational Procedures*

Evaluating the load; size, shape, balance and weight. Load weight must be exact, load to center of gravity, slings angles should be below 60 degrees, hand signal signage should be posted, lifting area should be identified and clearly marked, tag

lines should be used, watch for potential roll of load when setting, NO lifting over anyone's head, keep hands clear of pinch points, pallets should not be used when lifting, walk around to verify load is rigged properly.

### *Operational Procedures*

OSHA 1026251: Loads not to exceed recommended safe working load as prescribed on the identification markings by the manufacturer and not be used without affixed, legible identification markings. Rigging equipment, when not in use shall be removed from the immediate work area so as not to present a hazard to employees.

Select proper rigging equipment; wire rope, tag lines, nylon slings, shackles, utilize certified container, basket, net or other appropriate and approved means for hoisting of loose materials. Latches will be in place on all hooks preventing hook throat.

### *Follow-Up Procedures*

Do a Trial Lift and walk around to verify load is rigged properly and that hooks/shackles are in proper position.

### *Maintenance Procedures*

Equipment used in rigging is inspected and repairs or replaced upon the showing of wear, tear, or damaged. No defective equipment allowed on lifting sight.

### *Inspections*

*Only competent trained employees will be responsible for performing inspections; Warehouse manager, operation manager is qualified to perform inspections for this Rigging Material Handling on a daily basis. Inspections are conducted as follows:*

*One person is assigned per job task to review tools, rigging equipment, to validate that the load is balanced no lagging, calmps, bolts, and any other fasteners are secure.*

*A complete walk around is performed prior to each lift*

## ***Notification***

*Our company gives employees these notifications:*

<b>Notification:</b>	<b>Details:</b>	<b>To who:</b>	<b>When:</b>
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*Our disciplinary procedures are as follows:*

*Per Dee Cramer Disciplinary policy; first a verbal, second a written disciplinary is given and if a third should ever be acquired termination from project and possible employment.*

## ***Recordkeeping***

*Safety Director is responsible for maintaining the following records and documentation:*

<b>Record/Document</b>	<b>Details</b>	<b>Location</b>	<b>Duration kept</b>
job logs are kept on all lifts by foreman			

## ***Training***

*Under no circumstances may an employee Employees must be trained in rigging and signaling by a certified instructor and pass all test before working on a site. until he/she has successfully completed this company's training program under the Rigging Material Handling. This includes all new employees, regardless of claimed previous experience. Individuals in the following departments receive training:*

*all construction field personel*

*The Rigging Material Handling Administrator will identify trainees in each set of new employees and make arrangements with department management to schedule training. The Administrator will also identify those existing*

*employees who need retraining. Certified Professional Rigging and Signal person is responsible for conducting training. His/Her/Their qualifications include Certification and card holding.*

*Training is done in-house.*

*The company training program includes:*

*Communication - operator-competent person, Equipment inspection, storage of equipment, evaluating the load, selecting the proper rigging equipment and materials used, fall protection and any other special ppe required*

*Through training we ensure that employees in the departments listed above are knowledgeable in:*

*Material handling rigging and signaling*

*Training Certification*

*After an employee has completed the training program, the instructor will determine whether the employee can safely perform the job.*

*Valerie Bradley, Safety Director is responsible for keeping records certifying each employee who has successfully completed training. Each certificate includes the name of the employee, the date(s) of the training, and the signature of the person who did the training and evaluation.*

*Performance Evaluation*

*Each trained employee is evaluated By the qualified person on site to verify that the employee has retained and uses the knowledge and skills needed to operate safely. This evaluation is done by job foreman and/or project manager. If the evaluation shows that the employee is lacking the appropriate skills and knowledge, the employee is retrained by our instructor(s). When an employee has an accident or near miss or some unsafe operating procedure is identified, we do retraining.*

### *Current Trained Employees*

*Under no circumstances may an employee Employees must be trained in rigging and signaling by a certified instructor and pass all test before working on a site. until he/she has successfully completed this company's training program. The following table lists employees who are currently trained employees at this company:*

<b>Department or work area:</b>	<b>Employee name/title</b>
All construction field employees	

*All employees have a general obligation to work safely.*

### *Plan Evaluation*

*It is inherent that problems may occasionally arise in this Rigging Material Handling. Although we may not be able to eliminate all problems, we try to eliminate as many problems as possible to improve employee protection and encourage employee safe practices. By having our plan administrator, Valerie Bradley, Safety Director for Dee Cramer Inc., thoroughly evaluate and, as necessary, revise our Rigging Material Handling, we can eliminate problems effectively.*

*At this company, plan evaluation, performed semi annually by our plan administrator, involves the following:*

*a post job site meeting amongst all key employees on site while lifting was performed*