

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Doc No: RigMatHand	
	Initial Issue Date:	2/15/2023
	Revision Date:	6/25/2029
Rigging Material Handling	Revision No.	1.0
	Next Review Date:	6/25/2027
Issuing Dept: Safety	Page:	Page 1 of 4

Purpose

This rigging and material handling program aims to ensure safe, efficient lifting, moving, and storage of heavy loads, primarily by preventing accidents through proper equipment inspection, trained personnel.

Scope

This procedure applies to all personnel employed at Dee Cramer, Inc.

Responsibilities

Safety Department

- Rigging Material Handling administrator
- Responsible for all facets of the program
- Has full authority to make necessary decisions to ensure the success of this program.

Foreman

- Qualified by appropriate training and experience that is commensurate with the complexity of the plan to administer or oversee all Rigging and Material Handling and conduct the required evaluations of plan effectiveness.

Hazard Evaluation

Superintendents, Project Managers, and Foremen conduct daily hazard evaluations for the tasks being performed. This includes walking the work area to identify site-specific hazards.

We conduct an initial hazard evaluation each day for the tasks being performed, considering load size, shape, balance (center of gravity), weight, drawings, shipping documents, and estimated weight. If hazards are identified, the lift is re-evaluated immediately before lifting begins.

In addition to the daily initial hazard evaluation, we conduct additional assessments as conditions or tasks change.

Protective Equipment

Safety representatives and foreman are 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 the company. If a job requires special PPE that will be delivered as stated above.

 DEE CRAMER HEATING / COOLING / SHEET METAL Dedicated People. Delivering Quality.	Dee Cramer, Inc. Safety Management System	Doc No:	RigMatHand
		Initial Issue Date:	2/15/2023
		Revision Date:	6/25/2029
Rigging Material Handling		Revision No.	1.0
		Next Review Date:	6/25/2027
Issuing Dept: Safety		Page:	Page 2 of 4

Required protective equipment:

Task:	Protective Equipment Required:
Lifting over head	Hard Hats
Handling rigging equipment	Gloves
Falling or flying debris	Safety glasses with side shields

Safety representatives and foreman shall ensure that appropriate protective equipment in the appropriate size is readily accessible at the workplace or is issued without cost to employees.

To ensure 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:

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

Evaluate the load for size, shape, balance (center of gravity), and exact weight. Keep sling angles below 60 degrees. Post hand-signal signage, identify and mark the lift area, and use tag lines as needed. Watch for load roll when setting down. Do not lift over personnel. Keep hands clear of pinch points. Do not lift with pallets. Walk the load to confirm the rigging is correct before the lift.

Operational Procedures

Do not exceed the manufacturer's rated safe working load shown on the equipment identification markings. Do not use rigging equipment unless the identification markings are affixed and legible. When rigging is not in use, remove it from the immediate work area to prevent employee exposure to hazards.

Select proper rigging equipment; wire rope, tag, lines, nylon slings, shackles, utilize certified container, basket, net or other 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 replaced upon the showing of wear, tear, or damaged. All defective equipment allowed is removed from the job site.

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Doc No: RigMatHand	
	Initial Issue Date:	2/15/2023
	Revision Date:	6/25/2029
Rigging Material Handling	Revision No.	1.0
	Next Review Date:	6/25/2027
	Page:	Page 3 of 4
Issuing Dept: Safety		

Inspections

Inspections are performed only by trained, competent employees. The Warehouse Manager and Foreman are qualified to complete daily inspections for this Rigging and Material Handling program.

Inspections are conducted as follows:

For each job task, a designated person inspects tools and rigging equipment and verifies that the load is balanced, slings are not lagging, and all clamps, bolts, and other fasteners are secure. A complete walk-around inspection is performed before each lift.

Training

Employees may not perform rigging or signaling work on a jobsite until they are trained by a certified instructor and have passed all required tests under this Rigging and Material Handling training program. This requirement applies to all new hires, regardless of prior experience.

The internal 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

The Safety Department 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.

Each trained employee is evaluated by the qualified person on site to verify that the employee has retained and used 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.

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System	Doc No:	RigMatHand
		Initial Issue Date:	2/15/2023
		Revision Date:	6/25/2029
Rigging Material Handling		Revision No.	1.0
		Next Review Date:	6/25/2027
Issuing Dept: Safety			Page:

Management of Change		
Date	Description of Change	Name
6/25/2026	General process flow updates.	Madelyn Nichols