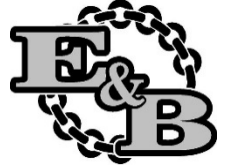


**PRE-SHIFT POLICY**



This policy is intended to capture pre-shift data that may not be captured in other documents and to provide a checklist to assist in shift preparations.

E&B is committed to the safety of our employees and those working and living around our operations. All employees are obligated by this policy to make every effort to work safe and identify possible hazards and mitigate them before an accident occurs.

This policy has been developed to give employees a list of criteria to check before starting work each day. It is for general application, and some processes, equipment and industries may not be represented. Always check with your supervisor regarding start-up questions or concerns, if not addressed below. Use back side of this sheet to make additions and document hazards mitigated.

Prior to the start of shift the following items have been addressed:

- Verify that vehicles and trailers are in serviceable condition (walk arounds)
- Verify that tools are lubed and serviceable and quantities match vehicle tool list (spare ratchet straps, etc.)
- Verify equipment is fueled and in serviceable condition
- Verify fluid levels meet manufacturer's requirements
- Verify machine guarding is in place and working properly
- Operate or exercise large parts (booms, arms and buckets) a few times to prepare the equipment
- Verify that machinery and attachments are in serviceable condition before loading
- Verify that all items are loaded and secured properly
- Verify the equipment is clean, no loose objects, rocks and debris that could fall and cause injury
- Verify fire suppression equipment, spill kits and other emergency response supplies are available
- Verify that all pre-shift paperwork (JSA, 811, permits, communication plans) are in order or planned for
- Verify that Short Service Employees have proper ID and a mentor assigned for the day
- Verify Personal Protective Equipment is available and ready to wear
- Communicate with the prior-shift operator, if available - Share safety concerns and operational details

Supervisor / Team Leader Sign and print: \_\_\_\_\_

Team Sign and Print: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____