

## **POLICY**

E & B Oilfield Services, Inc. has adopted this policy to inform employees of the Manual Lifting Policy. This ensures the safety and health of the employees.

## **REFERENCE**

- 1910.900 – Ergonomics

## **RESPONSIBILITIES**

Manual lifting safety is a responsibility shared between the Company and its employees.

### **Employer Responsibilities**

E & B Oilfield Services, Inc. is responsible for:

- Ensuring that manual equipment lifting/moving aids are available
- Ensuring each employee has been trained or instructed in ergonomic principles
- Responding quickly to eliminate workplace lifting hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

### **Safety Committee Responsibilities**

It is the responsibility of the safety committee to:

- Assist in lifting hazard assessments
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

### **Employee Responsibilities**

All employees are expected to:

- Inspect loads to be moved/lifted before task
- Follow safe job procedures
- Report hazards to a supervisor immediately

## **TRAINING**

It is the determination of E & B Oilfield Services, Inc. to ensure all employees who are to engage in manual lifting will be properly trained on lifting techniques and the avoidance of musculoskeletal injuries.

Training will include:

- General principals of ergonomics
- Recognition of hazards and injuries
- Procedures for reporting hazardous conditions
- Methods and procedures for early reporting of injuries
- Job specific training shall be given on safe lifting and work practices, hazards, and controls

## **SAFE PRACTICES**

### **Hazard Assessment**

E & B Oilfield Services, Inc. ensures that before manual lifting is performed, a hazard assessment will be conducted.

The assessment must consider:

- Proper Lifting Techniques When Lifting, Moving and/or Positioning Materials:
  - Wear appropriate Personal Protective Equipment (back brace etc.)
  - Get help with an oversized load (or use a cart etc.), or anything more than you can comfortably lift
  - "Push" rather than "Pull" when possible
  - Move in as close as possible to the load before lifting
  - Get close to the load, brace your back and lift with your legs
  - Materials that must be manually lifted should be placed at "power zone" height, about mid-thigh to mid-chest. Special care should be taken to ensure proper lifting principles are used. Maintain neutral and straight spine alignment whenever possible. Usually, bending at the knees, not the waist, helps maintain proper spine alignment
  - Place materials that are to be manually lifted at "power zone" height, about mid-thigh to mid-chest. Maintain neutral and straight spine alignment whenever possible. Usually, bending at the knees, not the waist, helps maintain proper spine alignment
  - Order supplies in smaller quantities and break down loads off-site. When possible, request that vendors and suppliers break down loads prior to delivery
  - Avoid twisting, especially when bending forward while lifting. Turn by moving the feet rather than twisting the torso
  - Keep your elbows close to your body and keep the load as close to your body as possible
  - Manual Lifting Equipment and Engineering Controls

It is the policy of E & B Oilfield Services, Inc. to provide and enforce the use of manual lifting equipment such as:

- Dollies
- Hand trucks
- Lift assist devices
- Jacks
- Carts
- Hoists

Other engineering controls should be considered, such as:

- Conveyors
- Lift tables
- Work station design

### **Two-Man Lifts**

Where use of lifting equipment is impractical or not possible, two-man lifts must be used.

### **Investigation of Injuries**

It is the determination of E & B Oilfield Services, Inc. to investigate musculoskeletal injuries caused by improper lifting and to incorporate the injury findings into safe work procedures to prevent future injuries.

It is the policy of E & B Oilfield Services, Inc. to ensure that all injuries will be recorded and reported as required by 29 CFR Part 1904.

### **Periodic Evaluation**

It is the responsibility of supervisors to periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries.

New operations will be evaluated to engineer out hazards before work processes are implemented.





