

POLICY

Hawk Energy, LLC 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

Hawk Energy, LLC 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 the task.
- Follow safe job procedures.
- Report hazards to a supervisor immediately.

TRAINING

Hawk Energy, LLC will train affected employees on the general principles of ergonomics, the hazards of improper lifting, proper lifting techniques, ways to avoid work-related musculoskeletal disorders (WMSDs), procedures for reporting hazardous conditions, procedures for early reporting of injuries and job-specific training and controls.

Specifically, training will include:

- General principles of ergonomics
- Recognition of hazards and injuries
- Procedures for reporting hazardous conditions
- Methods and procedures for early reporting of injuries
- Job-specific training will be given on safe lifting and work practices, hazards and controls
- Appropriate personal protective equipment and lifting techniques
- Using handles or holders

SAFE PRACTICES

Hazard Assessment

Hawk Energy, LLC ensures that before manual lifting is performed, a hazard assessment will be conducted.

The assessment will consider:

- Proper Lifting Techniques When Lifting, Moving and/or Positioning Materials:
 - Wear appropriate personal protective equipment (PPE) (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 will be manually lifted will be placed at "power zone" height, about mid-thigh to mid-chest. Special care will 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 downloads off-site. When possible, request that vendors and suppliers break downloads 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 & Engineering Controls

Controls and Equipment

Equipment and other machinery can be used to lessen the physical strain and stress on employees. Where use of lifting equipment is impractical or not possible, two-man lifts will be used.

It is the policy of Hawk Energy, LLC to provide and enforce the use of manual lifting equipment such as:

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

Other engineering controls will be considered, such as:

- Conveyors
- Lift tables
- Workstation design

Investigation of Injuries

Hawk Energy, LLC will investigate musculoskeletal injuries caused by improper lifting and perform root causes analyses, as well as incorporate the injury findings into safe work procedures to prevent future injuries (i.e., implement corrective actions).

It is the policy of Hawk Energy, LLC to ensure that all injuries will be recorded and reported as required by 29 CFR Part 1904.

Periodic Evaluation

Hawk Energy, LLC will address periodic assessments of its effectiveness. It is the responsibility of Hawk Energy, LLC to evaluate work areas and employees' work techniques for proper prevention of injuries. Hawk Energy, LLC will provide formal training on how to recognize and avoid the following handling hazards:

- Dangers of lifting without proper technique
- Avoiding unnecessary physical strains and stress
- Proper use of equipment

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

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

