

POLICY

E & B Oilfield Services Inc. has implemented this safety program to ensure the protection of employees from hazards on the job which may be safeguarded against by the proper use of personal protective equipment (PPE).

Kirk Duncan is the supervisor responsible for ensuring the following work practices are enforced.

PPE with proper fitting will be provided at no cost for all work required by E & B Oilfield Services Inc. and employees are required by company policy to always use only proper company PPE when required on the job or on company property. Failure to use PPE will result in disciplinary action against the violating employee.

- Kirk Duncan will ensure that if employee-owned PPE is used, E & B Oilfield Services Inc. is responsible that it will be adequate for the application, properly maintained, and kept in sanitary condition.
- PPE will be issued and fitted to each affected employee individually. Employees will demonstrate proficiency in donning and doffing equipment, and proper techniques of cleaning and maintaining their respective equipment.
- Defective or damaged PPE will not be used. Defective or damaged PPE will be immediately tagged "out of service", removed from service, and replaced with serviceable equipment. PPE will be inspected by the individual employee at the beginning of each work shift.
- PPE will be used, stored, and maintained in a sanitary condition. All PPE will be cleaned and/or disinfected and stored according to manufacturer's recommendations.

TRAINING

Kirk Duncan will ensure all employees are properly trained in the recognition and assessment of hazards, the proper selection and use of PPE required for the hazard and how to control the hazards.

PPE training will include when it is necessary; what is necessary; how to don, doff, adjust, and wear PPE; the limitations, proper care, maintenance, useful life and disposal of PPE.

Retraining of employees is required when the workplace changes, making the earlier training obsolete; the type of PPE changes; or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

Employees will be trained on initial hiring to use, maintain, clean and disinfect, store, and service PPE properly. Employees will receive refresher training on PPE at least annually, or as work requirements, changing job assignments, changing equipment, or environment warrants it. Any employee who demonstrates a lack of knowledge or understanding of any aspect of PPE use or maintenance will be re-trained. An employee will verify his/her understanding of training content as a condition of employment.

All training will be documented and will include the employee's name, the dates of training and the certification subject.

HAZARD ASSESSMENT

Kirk Duncan will perform a hazard assessment of each jobsite before work begins to ascertain if hazards are present or likely to be encountered, what engineering controls may be implemented to minimize hazards, and what PPE is necessary for the performance of the job. The hazard assessment will include the certifier's name, signature, date(s), and identification of assessment documents. Affected employees will be notified of hazards, engineering controls needed, and PPE required.

GENERAL REQUIREMENTS

PPE devices will be relied on as the final protection against hazards, used in conjunction with guards, engineering controls, and sound manufacturing practices. It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational operation or process, and to match the protective devices to the hazard. It is the responsibility of Kirk Duncan to exercise common sense and appropriate expertise to accomplish these tasks.

After completion of a hazard identification and risk assessment (HIRA), the general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do, i.e., splash protection, impact protection, etc.
- Compare the hazards associated with the environment, i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment.
- Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards.
- Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

PERSONAL WORK CLOTHING

The minimum work clothing acceptable is long pants, good work shoes or boots, and a shirt that completely covers the employees' shoulders (minimum four (4) inch sleeves) and provides adequate protection against such hazards as concrete splash, abrasions to the skin, oil or grease spills, and slag from welding or cutting.

Welders will be cautioned against wearing any type of highly flammable clothing, such as polyesters, double-knits, etc. Wool and specially treated cotton are two (2) natural fibers that are fire-resistant and comfortable. Heat-resistant material, such as leather, is used to protect against dry heat, flames, and molten material. Fire-resistant clothing also protects from high workplace temperature and electrical operations.

For the most part, construction employees will wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Employees will not wear loose clothing, rings, watches, necklaces, or long hair, all of which may catch in power driven equipment.

Rubber and rubberized fabrics, neoprene and plastics protect against some acids and chemicals. Disposable chemical suits are used to protect against dusty materials and materials that splash. For materials that have are extremely toxic, a fully encapsulated suit may be necessary.

Arc rated clothing will be worn during work activities that have been identified to present an arc flash potential. The clothing will be rated for the arc flash potential of the task. Such clothing may include long sleeved flame resistant (FR) shirts, FR pants, face shield, and appropriate class rubber gloves. The employee will not wear synthetic fiber clothing under FR clothing. Refer to the electrical safety and arc flash policy for clothing required for arc flash potential posed by the task and equipment.

EYE AND FACE PROTECTION

To prevent possible eye and face injuries suitable eye protection will be worn. Potential eye and face injuries occur from flying objects, liquid chemicals, acids or caustic liquids, molten metal, chemical gases or vapors, and light radiation. Eye protection will provide adequate protection, be reasonably comfortable, fit snugly, be durable, capable of being disinfected and cleaned, kept sanitary and in good repair. When selecting eye and face protection consider what kind and degree of hazard is present.

Eye or face protection will comply with American National Standards Institute (ANSI) Z87.1. If you have questions about eye or face protection, ask your supervisor or refer to the manufacture instructions.

FOOT AND LEG PROTECTION

Most foot injuries occur from employees not wearing protective footwear. The typical foot injury is caused from objects falling fewer than four (4) ft. For protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and slippery surfaces, employees will use appropriate foot guards, steel toe safety shoes, steel toe safety boots, metatarsal guards and leggings. Leggings protect the lower leg and feet from molten metal and welding sparks.

Leather work shoes/boots are required, and safety shoes are recommended for use by all employees. Safety shoes will be sturdy, have an impact resistant toe, and have puncture resistant soles. Protective footwear will comply with ANSI Z41.

When working with wet concrete, employees will wear rubber boots.

Shoes and boots will be kept in good repair, and those with worn heels of thin or worn soles will not be permitted. In addition, the wearing of sneakers, sandals, or shoes that have been slit or have holes cut in them will not be permitted.

HAND AND ARM PROTECTION

Arm and hand protection are used to prevent skin contact and absorption with potentially harmful materials, to prevent burns and electrical shock. Where needed, employees will wear work gloves in good condition, which are suited to the type of work involved. Some of the factors considered when gloves were selected are the toxic properties of chemicals handled by employees, the degree of dexterity required, duration, frequency, degree of exposure to the hazards, and physical stress that will be applied. The company relies on the manufacturers' standard test procedures for hand and arm protection performance characteristics.

Employees who are required to operate or work around drill presses, power saws and similar rotating machinery will not wear gloves.

Special type gloves such as neoprene or rubber to handle chemicals will be issued to those employees who have a need for them. Welders will wear gloves during settling operations.

HEAD PROTECTION (HARD HATS)

Employees will wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazard will be worn by each such affected employee when near exposed electrical conductors which will contact the head.

All employees that wear company issued hard hats will always wear them when working on construction projects or areas of an existing facility, which has been designated as a "hard hat area." This includes visitors, subcontractors, engineers, inspectors, and anyone else who has authorization to be on the project site.

Head protection will be worn properly with the brim in front. Hard hats which have been altered by drilling or cutting will not be permitted, nor will those hat which have been altered by the addition of any items on the outside of the hat other than safety, or site stickers. When it is necessary to use additional PPE, which will be attached to the hard hat, only those hard hats designed for this purpose may be used.

Protective hard hats will meet ANSI requirements personal protection-protective headgear for industrial workers Z89.1. Electrical employees will wear hard hats that are rated for the voltage of the equipment where work is being performed.

RESPIRATORY PROTECTION

Company issued respiratory protective devices, appropriate for the hazard, will be used where airborne contaminants, such as fibers, dust, smoke, vapors and mist exist and may exceed acceptable levels. Respiratory protective devices will be used in accordance with NIOSH requirements.

HEARING PROTECTION

Hearing protection will be worn in areas that exceed 85 dBA. Refer to 28, occupational noise exposure program.

FULL BODY HARNESS AND LANYARDS

Harnesses with lanyards in use will be worn by all employees who are working at elevated levels which are not protected by standard handrails, or when working from suspended scaffolds. Employees are required to wear and use full body harnesses to protect them from falling when they are exposed to falls from heights of six (6) ft. or more. If they are working on powered platforms or over machinery, moving equipment or objects posing an impalement hazard, or in the case of entering a confined space, with an attended lifeline, 100% full protection is required. This might include the need for two (2) lanyards per belt. All harnesses and lanyards will be inspected, and each inspection documented with the harness serial number. Inspections will be performed by supervision. Quick release belts will only be used when working over bodies of water. Lanyards will have locking snaps that require two (2) actions to open. Refer to the fall protection program for complete requirements.

FLOTATION VESTS

US Coast Guard approved flotation vests will be worn by all employees when working on barges, floating pipelines, or plants, or on structures extending over water, that are not protected by adequate standard handrails. In addition, any employee who is working over the side of a vessel or structure, which is extended over water, or in any area where a drowning hazard exists, will wear an approved flotation vest.

TRAFFIC VESTS

Employees will wear, as a minimum, an ANSI Class II fluorescent orange or lime traffic safety vest when working within 15 ft. of a roadway or in a parking lot. Vests will also be used when directing traffic on a construction site.

ELECTRICAL PROTECTION

- Employees working in areas where there are potential electrical hazards will be provided with, and use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.
- Equipment will be maintained in a safe, reliable condition and will be periodically inspected and/or tested. If the insulating capability of protective equipment may be subject to damage during use, the insulating material will be protected (e.g., an outer covering of leather used for the protection of rubber insulating material).
- Employees will wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.
- Employees will wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.
- Each employee will use insulated tools or handling equipment if they might contact conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material will be protected. Ropes and handlines used near exposed energized parts will be nonconductive.
- Protective shields, protective barriers, or insulating materials will be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts.

When normally enclosed live parts are exposed for maintenance or repair, they will be guarded to protect unqualified people from contact with the live parts. Kirk Duncan utilizes alerting techniques used to warn and protect employees from hazards which will cause injury due to electric shock, burns or failure of electric equipment parts. (Alerting techniques can take the form of safety signs and tags, barricades and attendants.)

