

**E&B Oilfield Services Inc.
Training Method
April 1, 2015**

Training is another essential element of any injury and illness prevention plan. OSHA rules require each employer to train workers for any job or task they are assigned.

Our plan includes training and instruction:

- For all employees when they are first hired.
- For all new employees for each specific task.
- For all employees given new job assignments for which training has not already been received.
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard.
- Whenever new personal protective equipment or different work practices are used on existing hazards.
- Whenever E & B Oilfield Services Inc. is made aware of a new or previously unrecognized hazard.
- For all supervisors to ensure they are familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

An effective safety and health plan requires proper job performance by everyone in the workplace.

It is the determination of E & B Oilfield Services Inc. to ensure that all employees are knowledgeable about the materials and equipment with which they work, what known hazards are present, and how they are controlled.

On the job training consists of the EDGE Method and an employee certification

EDGE is basic, but effective. It will help new employees learn and retain skills also.

The EDGE method is a four-step method for teaching a skill:

Explain
Demonstrate
Guide
Enable

Explain:

First explain what you will be doing. Tell them the steps involved. Visual aids might be helpful for this step. Use questions to gauge their understanding.

Demonstrate:


Show them how to do the skill. Demonstrate the steps using the actual materials. Describe what you are doing.

Guide:

Let them practice the skill. Guide and coach them as they try to do it themselves. This step will take the most time.

Enable:

Enable them by letting them do the skill themselves without any intervention.

	President	April 1, 2015
Danny Abegglen	Title	Date