POLICY

E & B Oilfield Services, Inc. is committed to providing a safe and hazard free workplace and has adopted this policy for Hazard Identification and Risk Assessment from industry standards and best available practices. Identifying hazards, which can include but is not limited to, process hazard analysis (PHA), job hazard analysis (JHA), job safety analysis (JSA), daily hazard assessments, pre-task plans, pre-job hazard assessments, or workplace hazard inspections is the responsibility of all employees.

E&B 's risk assessment will be done at a minimum, prior to beginning work. Also a risk assessment will be conducted whenever changes occur to processes, equipment, or facilities.

RESPONSIBILITIES

Danny Abegglen is the assigned Company Supervisor responsible for ensuring the following procedures, practices, and rules are implemented and enforced. Danny Abegglen will administrate and review regularly scheduled facility-wide or area-specific analysis/inspections of all jobsites and facilities for hazards on a weekly or as needed basis that will also include spot-checks and random inspections.

TRAINING

The E & B Oilfield Services, Inc. Hazard Identification and Risk Assessment Program will ensure employees will be trained in the hazard identification process, including the proper use and care of Personal Protective Equipment.

PROCEDURES

Assessment/inspections will be documented for review by the Company Safety Committee. Hazard assessments include inspection of the area as well as safe work practices. Hazard assessments will be appropriately documented using the appropriate form found at the end of this section.

During the course of inspection, when a job hazard is identified it is immediately corrected if possible. If the hazard is not immediately correctable, all appropriate personnel are notified and the hazard is clearly identified by signs, barricades, or other warnings.

E & B Oilfield Services, Inc. employees and/or subcontractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

The hazard identification process is used for routine and non-routine activities as well as new process, changes in operation, products, or services as applicable.

Danny Abegglen will identify risks and hazards based on hazard assessments and reports. Hazards will be addressed and mitigated. This will be accomplished by dedicated assignment, appropriate documentation of completion, and implemented controls.

The E & B Oilfield Services, Inc. Safety Committee will review all Hazard Assessments in order to avoid creating new hazards derived from the corrective measures.

What is a Job Hazard

A Job hazard is the potential for harm. In practical terms, a job hazard is often associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying job hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

A Job Hazard Assessment

A Job Hazard Assessment is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after identifying uncontrolled hazards, steps will be taken to eliminate or reduce them to an acceptable risk level.

The Importance of a Job Hazard Assessment

Many workers are injured and killed at the workplace every day in the United States. Safety and health adds value to business, your job, and your life. Workplace injuries and illnesses can be prevented by looking at workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly. One of the best ways to determine and establish proper work procedures is to conduct a Job Hazard Assessment.

The Value of a Job Hazard Assessment

Supervisors can use the findings of a Job Hazard Assessment to eliminate and prevent hazards in their workplaces. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced Workers' Compensation costs, and increased worker productivity. The assessment also can be a valuable tool for training new employees in the steps required to perform their jobs safely.

For a Job Hazard Assessment to be effective, managers and supervisors must demonstrate their commitment to safety and health and follow through to correct any uncontrolled hazards identified. Otherwise, management will lose credibility and employees may hesitate to go to supervisors when dangerous conditions threaten them.

Jobs Appropriate for Hazard Assessment

Job Hazard Identification and Risk Assessment will be conducted on jobs in our workplace. Hazards are classified/prioritized and addressed based on the risk associated with the task (Risk analysis matrix outlining severity and probability on page 8). Priority will go to the following job types:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- New jobs or ones with changes in processes and procedures
- Jobs complex enough to require written instructions

Where to Begin

Involve employees and subcontractors. It is very important to involve employees and subcontractors in the hazard assessment process. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality assessment, and get workers to "buy in" to the solutions because they will share ownership in their safety and health program. All affected company employees and subcontractors are to be actively involved in the risk identification and assessment process. At minimum that hazards and risks are reviewed with all affected workers.

Review accident history. Review with employees our workplace's history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any "near misses" – events in which an accident or loss did not occur, but could have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.

Conduct a preliminary job review. Discuss with employees and subs the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards.

If any hazards exist that pose an immediate danger to an employee's life or health, take immediate action to protect the worker. Any problems that can be corrected easily should be corrected as soon as possible. Do not wait to complete your Job Hazard Assessment. This demonstrates our commitment to safety and health and enables us to focus on the hazards and jobs that need more study because of their complexity. For those hazards determined to present unacceptable risks, evaluate types of hazard controls.

List, rank, and set priorities for hazardous jobs. List jobs with hazards that present unacceptable risks, based on those most likely to occur, and with the most severe consequences. These jobs are first priority for assessment.

Outline the steps or tasks. Nearly every job can be broken down into job tasks or steps. When beginning a Job Hazard Assessment, watch the employee perform the job and list each step as the worker takes it. Be sure to record enough information to describe each job action without getting overly detailed. Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps. It is valuable to get input from other workers who have performed the same job. Later, review the job steps with the employee to make sure something was not omitted. Point out that the job itself is being evaluated, not the employee's job performance. Include the employee in all phases of the assessment – from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

Sometimes, in conducting a Job Hazard Assessment, it may be helpful to photograph or videotape the worker performing the job. These visual records can be handy references when doing a more detailed assessment of the work.

Identifying Workplace Hazards

A Job Hazard Assessment is an exercise in detective work. The goal is to discover the following: what can go wrong; the consequences; how it could arise; contributing factors; likelihood that it will occur.

To make our Job Hazard Assessment useful, document the answers to these questions in a consistent manner. Describing a hazard in this way helps to ensure that our efforts to eliminate the hazard and implement hazard controls help target the most important contributors to the hazard.

Good hazard scenarios describe:

- Where it is happening? (environment)
- Who or what it is happening to? (exposure)
- What precipitates the hazard? (trigger)
- The outcome that would occur should it happen? (consequence)
- Any other contributing factors

Rarely is a hazard a simple case of one singular cause resulting in one singular effect. More frequently, many contributing factors tend to line up in a certain way to create the hazard.

Here is an example of a hazard scenario:

In the metal shop (environment), while clearing a snag (trigger), a worker's hand (exposure) comes into contact with a rotating pulley. It pulls his hand into the machine and quickly severs his fingers (consequences).

To perform a Job Hazard Assessment, you would ask:

- What can go wrong? The worker's hand could come into contact with a rotating object that "catches" it and pulls it into the machine
- What are the consequences? The worker could receive a severe injury and lose fingers and hands
- How could it happen? The accident could happen as a result of the worker trying to clear a snag during operations or as part of a maintenance activity while the pulley is operating. Obviously, this hazard scenario could not occur if the pulley is not rotating
- What are other contributing factors? This hazard occurs very quickly. It does not give the worker much opportunity to recover or prevent it once his hand comes into contact with the pulley. This is an important factor, because it helps determine the severity and likelihood of an accident when selecting appropriate hazard controls. Unfortunately, experience has shown that training is not very effective in hazard control when triggering events happen quickly because humans can react only so quickly

How to Correct or Prevent Hazards

After reviewing the list of hazards with the employee, consider what control methods will eliminate or reduce them. The most effective controls are engineering controls that physically change a machine or work environment to prevent employee exposure to the hazard. The more reliable or less likely a hazard control can be circumvented, the better. If this is not feasible, administrative controls may be appropriate.

This may involve changing how employees do their jobs. Discuss recommendations with all employees who perform the job and consider their responses carefully. If it is planned to introduce new or modified job procedures, be sure they understand what they are required to do and the reasons for the changes.

Before Starting a Job Hazard Assessment

The job procedures discussed are for illustration only and do not necessarily include all the steps, hazards, and protections that apply. When conducting a job safety assessment, be sure to consult OSHA standards. Compliance with these standards is mandatory, and by incorporating their requirements into the Job Hazard Assessment, we can be sure that our Safety and Health Program meets Federal Standards.

Review the Job Hazard Assessment

Periodically reviewing the Job Hazard Assessment ensures that it remains current and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial assessment. It is particularly important to review the Job Hazard Assessment if an illness or injury occurs on a specific job.

Based on the circumstances, it may be determined that changes are needed in the job procedure to prevent similar incidents in the future. If an employee's failure to follow proper job procedures results in a "close call or near miss," discuss the situation with all employees who perform the job and remind them of proper procedures. Any time a Job Hazard Assessment is revised, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

When to Hire a Professional

If our employees are involved in many different or complex processes, we may need professional help conducting a Job Hazard Assessment. Even if we receive outside help, it is important that our employees remain involved in the process of identifying and correcting hazards because they are at the workplace every day and most likely to encounter these hazards. New circumstances and a recombination of existing circumstances may cause old hazards to reappear and new hazards to appear. In addition, we and our employees must be ready and able to implement whatever hazard elimination or control measures a professional consultant recommends.

Hazard Control Measures

Information obtained from a Job Hazard Assessment is useless unless hazard control measures recommended in the assessment are incorporated into the tasks. Managers and supervisors must recognize that not all hazard controls are equal. Some are more effective than others at reducing the risk.

The order of precedence and effectiveness of hazard control is the following: elimination (of hazard is preferred), substitution, engineering controls;administrative controls; personal protective equipment.

Engineering controls include the following:

- Elimination/minimization of the hazard – Designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials, or other factors to lessen the hazard
- Enclosure of the hazard using enclosed cabs, enclosures for noisy equipment, or other means
- Isolation of the hazard with interlocks, machine guards, blast shields, welding curtains, or other means
- Removal or redirection of the hazard such as with local and exhaust ventilation

Administrative controls include the following:

- Written operating procedures, work permits, and safe work practices
- Exposure time limitations (used most commonly to control temperature extremes and ergonomic hazards)
- Monitoring the use of highly hazardous materials
- Alarms, signs, and warnings
- The “Buddy” system
- Training

Personal Protective Equipment

Protective equipment such as respirators, hearing protection, protective clothing, safety glasses, and hardhats is acceptable as a control method in the following circumstances:

- When engineering controls are not feasible or do not totally eliminate the hazard
- While engineering controls are being developed
- When safe work practices do not provide sufficient additional protection
- During emergencies when engineering controls may not be feasible

Use of one hazard control method over another higher in the control precedence may be appropriate for providing interim protection until the hazard is abated permanently. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

E & B Oilfield Services, Inc. will use the forms on the following pages for the Hazard Identification and Risk Assessment Program.

JOB HAZARD ALERT

Department		Date	
Location			
Description of Hazard			
Person who Discovered Hazard			
Supervisor Actions			
Root Cause(s)			
Control(s)			
Reviewed By		Date Corrected	

JOB HAZARD ASSESSMENT

Job Title		Job Location			
Task #		Person Doing Assessment		Date	
Task Description					
Hazard Type					
Hazard Description					
Consequence					
Hazard Control					
Rational or Comment					
Final Disposition					
Supervisor Signature				Date	

HAZARD TRACKING LOG

Hazard Number	Description	Reported by	Date Reported	Corrected by	Responsible Supervisor	Date Corrected

JOB HAZARD ASSESSMENT (PAGE 1 OF 2)

E & B Oilfield Services, Inc. uses this program of self-inspection for our facilities and workplaces in order to identify hazards and assess risk. Self-inspection is a must if we are to know where probable hazards exist and whether they are under control. Safety inspection items are completed using the following self-inspection form. These checklists are designed to assist in this fact-finding. It will give The Company some indication of where we can take action to make our business safer and more healthful for all of our employees. Use sections on the checklist relevant to particular operations and disregard those which do not apply.

When a checklist has been completed, this material will be added to our injury information, our employee information, and to our process and equipment information. The Company will now possess many facts that will help determine what problems exist. Management will then use the OSHA standards in the problem-solving process and it will be much easier to determine the action needed to solve these problems. Corrective action is required to be documented on the form at the end of this section. Corrective action or preventive action plans will be reviewed by management at safety committee meetings. The scope of our self-inspections will include the following:

- Processing, Receiving, Shipping and Storage – equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods, and training for material handling equipment
- Building and Grounds Conditions – floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, and aisles
- Housekeeping Program – waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, and storage areas
- Electricity – equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, and NEC compliance
- Lighting – type, intensity, controls, conditions, diffusion, and location
- Heating and Ventilation – type, effectiveness, temperature, humidity, controls, and natural and artificial ventilation and exhaust
- Machinery – points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout/tagout, grounding, work space, location, and purchasing standards
- Personnel – experience training, hazard identification training; methods of checking machines before use; type of clothing; personal protective equipment; use of guards; tool storage; work practices; and methods of cleaning, oiling, or adjusting machinery
- Hand and Power Tools – purchasing standards, inspection, storage, repair, types, maintenance, grounding, use, and handling
- Chemicals –storage, handling, transportation, spills, disposals, amounts used, labeling, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment, and hazard communication requirements
- Fire Prevention – extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations, and waste disposal

JOB HAZARD ASSESSMENT (PAGE 2 OF 2)

- Maintenance, including tracking and abatement of preventive and regular maintenance – regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, and general methods.
- Personal Protective Equipment – type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, and method of assignment
- Transportation – motor vehicle safety, seat belts, vehicle maintenance, and safe driver programs
- Review – evacuation routes, equipment, and personal protective equipment

JOB SAFETY INSPECTION AND REPORT (PAGE 1 OF 6)

Company		Date		Time	
Job Site Location					
Job Foreman/Supervisor					
Person(s) Making Inspection					
Subcontractors On-Site (List Name and Trade)					

A	Adequate at time of inspection	B	Needs consideration	C	Needs immediate attention	N	Not applicable

CATEGORY		
Jobsite Information	A B C N	Action Taken
Copy of Company Safety Program on site?	☐ ☐ ☐ ☐	
OSHA 300 and 301 Forms Posted and Complete?	☐ ☐ ☐ ☐	
Are required OSHA Posters posted?	☐ ☐ ☐ ☐	
Phone number to nearest medical center posted?	☐ ☐ ☐ ☐	
Tailgate/Toolbox training current?	☐ ☐ ☐ ☐	
HAZCOM and Safety Data Sheets (SDS) on site?	☐ ☐ ☐ ☐	
Work areas properly signed and barricaded?	☐ ☐ ☐ ☐	
Housekeeping	A B C N	Action Taken
Work area generally neat?	☐ ☐ ☐ ☐	
Projecting nails removed or bent over?	☐ ☐ ☐ ☐	
Waste containers in use?	☐ ☐ ☐ ☐	
Designated disposal area in place?	☐ ☐ ☐ ☐	
Passageways/walkways clear?	☐ ☐ ☐ ☐	
Cords, leads, and trip hazards off the floor?	☐ ☐ ☐ ☐	

JOB SAFETY INSPECTION AND REPORT (PAGE 2 OF 6)

Fire Prevention	A B C N	Action Taken
Charged and inspected fire extinguishers accessible?	☐ ☐ ☐ ☐	
Phone number of local fire department posted?	☐ ☐ ☐ ☐	
Flammables properly stored?	☐ ☐ ☐ ☐	
"No Smoking" signs posted near flammables?	☐ ☐ ☐ ☐	
Electrical	A B C N	Action Taken
Damaged extension cords removed from service?	☐ ☐ ☐ ☐	
Ground fault circuit interrupters used?	☐ ☐ ☐ ☐	
Terminal boxes equipped with required covers?	☐ ☐ ☐ ☐	
Employees trained in Lockout\Tagout?	☐ ☐ ☐ ☐	
Hand, Power, Powder Tools	A B C N	Action Taken
Hand tools inspected regularly?	☐ ☐ ☐ ☐	
Guards in place on machines?	☐ ☐ ☐ ☐	
Tools suited for their jobs?	☐ ☐ ☐ ☐	
Operators of powder-actuated tools licensed?	☐ ☐ ☐ ☐	
Fall Protection	A B C N	Action Taken
Employees properly trained?	☐ ☐ ☐ ☐	
Safety rails and cables secured properly?	☐ ☐ ☐ ☐	
Guardrails properly installed and secured?	☐ ☐ ☐ ☐	
Employees have D- ring belts in center of back?	☐ ☐ ☐ ☐	
Employees exposed to fall hazards tied off?	☐ ☐ ☐ ☐	
Employees below protected from falling objects?	☐ ☐ ☐ ☐	

JOB SAFETY INSPECTION AND REPORT (PAGE 3 OF 6)

Ladders	A B C N	Action Taken
Ladders extend 36 inches above the landing?	☐ ☐ ☐ ☐	
Ladders secured to prevent slipping or sliding?	☐ ☐ ☐ ☐	
Damaged ladders removed from service?	☐ ☐ ☐ ☐	
Stepladders used in fully open position?	☐ ☐ ☐ ☐	
No stepping on top 2 rungs of stepladder?	☐ ☐ ☐ ☐	
Scaffold	A B C N	Action Taken
All scaffolding inspected daily?	☐ ☐ ☐ ☐	
Erected on solid, stable footing?	☐ ☐ ☐ ☐	
Tied-off to structure as required?	☐ ☐ ☐ ☐	
Guardrails, midrails, and toeboards in place?	☐ ☐ ☐ ☐	
Is scaffold properly planked?	☐ ☐ ☐ ☐	
Is working level of scaffold fully planked?	☐ ☐ ☐ ☐	
Proper access provided?	☐ ☐ ☐ ☐	
Employees below protected from falling objects?	☐ ☐ ☐ ☐	
Floor and Wall Openings	A B C N	Action Taken
All floor and deck openings covered or barricaded?	☐ ☐ ☐ ☐	
Perimeter protection in place?	☐ ☐ ☐ ☐	
Deck planks secured?	☐ ☐ ☐ ☐	
Materials stored away from edge?	☐ ☐ ☐ ☐	
Guardrails in place?	☐ ☐ ☐ ☐	

JOB SAFETY INSPECTION AND REPORT (PAGE 4 OF 6)

Trenches, Excavations, and Shoring	A B C N	Action Taken
Competent person on hand?	☐ ☐ ☐ ☐	
Employees properly trained?	☐ ☐ ☐ ☐	
No water in excavation or signs of cave-in?	☐ ☐ ☐ ☐	
Excavations shored or sloped back?	☐ ☐ ☐ ☐	
Materials stored at least two feet from trench?	☐ ☐ ☐ ☐	
Excavations properly identified and barricaded?	☐ ☐ ☐ ☐	
Ladders provided every 25 feet in trench?	☐ ☐ ☐ ☐	
Is equipment a safe distance from edge of trench?	☐ ☐ ☐ ☐	
Materials Handling	A B C N	Action Taken
Materials properly stored or stacked?	☐ ☐ ☐ ☐	
Employees using proper lifting methods?	☐ ☐ ☐ ☐	
Tag lines used to guide loads?	☐ ☐ ☐ ☐	
Proper number of workers for each operation?	☐ ☐ ☐ ☐	
Welding and Burning	A B C N	Action Taken
Gas cylinders stored correctly?	☐ ☐ ☐ ☐	
Proper separation between fuels and oxygen?	☐ ☐ ☐ ☐	
Burning/welding goggles or shields used?	☐ ☐ ☐ ☐	
Other required PPE being used?	☐ ☐ ☐ ☐	
Fire extinguishers in close proximity?	☐ ☐ ☐ ☐	
Hoses in good condition?	☐ ☐ ☐ ☐	
Employees properly trained?	☐ ☐ ☐ ☐	

JOB SAFETY INSPECTION AND REPORT (PAGE 5 OF 6)

Cranes	A B C N	Action Taken
Outriggers extended and properly placed?	☐ ☐ ☐ ☐	
Swing radius barricades in place?	☐ ☐ ☐ ☐	
Operators familiar with load charts?	☐ ☐ ☐ ☐	
Hand signal charts on crane?	☐ ☐ ☐ ☐	
Crane operators' logs up-to-date and on-site?	☐ ☐ ☐ ☐	
Employees kept from under suspended loads?	☐ ☐ ☐ ☐	
Chains and slings inspected and tagged as required?	☐ ☐ ☐ ☐	
Forklifts and Other Equipment	A B C N	Action Taken
Operators properly trained?	☐ ☐ ☐ ☐	
Pre-shift equipment inspection completed?	☐ ☐ ☐ ☐	
Are avenues of operation designated and marked?	☐ ☐ ☐ ☐	
Stationary running equipment properly located?	☐ ☐ ☐ ☐	
Concrete Construction	A B C N	Action Taken
Exposed rebar properly capped or covered?	☐ ☐ ☐ ☐	
Employees protected from cement dust and silica?	☐ ☐ ☐ ☐	
Exposed skin covered?	☐ ☐ ☐ ☐	
Runways adequate?	☐ ☐ ☐ ☐	

JOB SAFETY INSPECTION AND REPORT (PAGE 6 OF 6)

Personal Protective Equipment	A B C N	Action Taken
Fall protection inspected and used correctly?	☐☐☐☐	
Hard hats being worn?	☐☐☐☐	
Safety glasses/goggles being worn?	☐☐☐☐	
Respirators used when required? (medical evaluations and fit-testing completed)	☐☐☐☐	
Hearing protection being worn when required?	☐☐☐☐	
Boots and long pants worn on jobsite?	☐☐☐☐	
Long hair tied back?	☐☐☐☐	
Traffic vests being worn?	☐☐☐☐	
Other	A B C N	Action Taken
	☐☐☐☐	
	☐☐☐☐	
	☐☐☐☐	
	☐☐☐☐	

Unsafe Acts or Practices Observed	

Comments	

Signature (person performing evaluation)		Date	
Signature (person performing evaluation)		Date	

File this document in the "Company Safety and Health File."

TRAINING RECORD

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