

SECTION 3 **CHAPTER 13**
MANUAL LIFTING

Purpose To establish our expectations for employees exposed to manual lifting work conditions.

Scope The program applies to all Gravity Oilfield Services, LLC projects and operations.

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Manual Lifting

Requirements

It is the goal of the company to provide a safe workplace for all employees. To accomplish this goal we have adopted and trained on the following manual lifting policy requirements:

Lifting Techniques

Proper Lifting Technique:

- When lifting, use the legs not the back
 - Do not twist your body to pick up or put down an object.
 - Face the load squarely, and distribute your weight and the load evenly over your feet.
- Execute a proper lift in seven steps
 1. Feet shoulder width apart, with toes pointed slightly out.
 2. Bend at your knees and keep your back straight.
 3. Keep object close to your body.
 4. Tighten stomach muscles.
 5. Look forward with head up and lift with legs, while keeping a straight back.
 6. Keep object close to your body and the view not obstructed.
 7. Keep object close to your body as you set it down.

Proper lifting Technique for more than one employee:

- If a lift involves more than one employee, one person should take command verbally counting or directing movements.
- Follow the seven steps of proper lifting.

When an object is too heavy or bulky, the lifting technique for more than one person should be used.

Lifting Equipment

Manual lifting equipment is available such as:

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

When lifting equipment is used the proper technique should be applied.

When lifting equipment is not available then two-man manual lifts should be used if safe to do so.

- Assessment** All manual lifting equipment should be used as specified by the instructions. Prior to manual lifting a hazard assessment or JSA (Job Safety Analysis) should be completed to assess the hazards.
- Evaluation** Periodic evaluations of employees making manual lifts and using the manual lift equipment will be made to insure that the proper techniques are being used.
- Investigation** Injuries incurred by improper lifting techniques will be investigated, documented and a root cause analysis may be conducted to determine the root cause that led to the injuries. The corrective actions discovered during the root cause analysis investigation will be shared with employees to prevent future manual lifting incidents.