

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Material Handling & Lifting Plan Revision Date: Page 1 of 6
Reviewed By: Jared Monk	Date: 01/10/2022

Section 36.0 MATERIAL HANDLING AND LIFTING

A. Purpose

The purpose of this procedure is to establish guidelines for **JAGUAR ENERGY SERVICES, LLC** personnel on the safe handling and lifting of materials, both by manual and mechanical means.

All **JAGUAR ENERGY SERVICES, LLC** personnel must be able to recognize and minimize material handling and lifting hazards and properly use mechanical assist devices.

The implementation of this procedure will enable **JAGUAR ENERGY SERVICES, LLC** to comply with OSHA 29 CFR 1910.176 through 190.

B. Scope

This procedure applies to all material handling and lifting tasks conducted during work or work related activities.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) The implementation of this Policy.
 - (ii) Taking corrective actions on all violations or suspected violations of this procedure.
 - (iii) Documentation of completion by each employee.
 - (iv) Ensuring that mechanical material handling devices are available and in good working order.
2. The Supervisor is responsible for providing assistance in the implementation of this policy.

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3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for implementing the training that received on this item, following proper material handling and lifting techniques while on the job, and inspecting mechanical assist devices prior to use.

D. Procedure

1. Material handling is an everyday occurrence repeated many times daily by **JAGUAR ENERGY SERVICES, LLC** personnel.
2. Material handling injuries can often be attributed to the complacency that workers develop when regularly completing lifting tasks without injury.
3. When workers become complacent they can develop improper material handling and lifting habits.
4. Common causes of material handling injuries include:
 - (a) Improper lifting
 - (b) Lifting from awkward angles
 - (c) Lifting heavy or awkward loads without assistance
 - (d) Lacerations on sharp objects or packing materials
5. **JAGUAR ENERGY SERVICES, LLC** personnel frequently handle heavy or awkward equipment such as:
 - (a) Parts
 - (b) Tool boxes
 - (c) Pumps
 - (d) Motors
 - (e) Valves
6. Care should be taken to learn and execute proper material handling and lifting techniques.
7. **Material Handling and Lifting Hazards**
 - (a) Injuries resulting from improper material handling and lifting can range from a minor hand or finger injury to:
 - (i) Strains
 - (ii) Sprains
 - (iii) Hernias
 - (iv) Broken bones

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- (b) A load does not have to be particularly heavy to cause injury.
 - (i) For example, under certain conditions, assistance may be needed with loads weighing as little as 25 pounds (10 kg).
- (c) Even when working with light loads, injury can occur when:
 - (i) Lifting with the feet on uneven surfaces.
 - (ii) Twisting the body during a lift.
 - (iii) Reaching above the chest, with arms fully extended, or to one side.
 - (iv) Reaching under a table or where there is insufficient room to bend the legs while lifting.
 - (v) Lifting predominantly with back muscles.
 - (vi) Lifting without assistance.

Important Note

JAGUAR ENERGY SERVICES, LLC employees are each unique individuals and must understand their own limitations. If an individual does not think that he can lift a load without injury he is required to summon help. Never attempt to lift a load over 50 pounds unassisted.

1. Material handling hazards include injury from packing materials such as nails, screws, wires, and other sharp projecting points from packing cases.
2. **JAGUAR ENERGY SERVICES, LLC** personnel should make sure that these hazards are eliminated.
3. Employees should protect their hands with work gloves whenever handling sharp or rough objects.
4. Wind can be a material handling hazard when moving flat objects such as a piece of plywood or a turbine enclosure panel.
 - (a) On windy days these items can turn into a sail and blow out of a worker's hands, thus injuring unsuspecting bystanders.
5. **Proper Lifting Technique**
 - (a) When lifting, use the legs not the back.
 - (i) Back muscles are flat sheets, and if twisted or strained, they can wrench badly.

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- (ii) For this reason, do not twist your body to pick up or put down an object, and do not overreach.
 - (iii) Face the load squarely, and distribute your weight and the weight of the load evenly over your feet.
- (b) Follow the seven steps listed below to execute a proper lift.
 - (i) Position feet shoulder width apart in front of the object with toes pointing slightly out.
 - (ii) Bend at your knees, keeping your back straight.
 - (iii) Pull the object close to your body.
 - (iv) Tighten stomach muscles.
 - (v) Keep your head up, looking forward, and lift with your legs while maintaining a straight back.
 - (vi) Keep the load close to the body and ensure your view is not obstructed.
 - (vii) When placing the object down, keep the load close to your body.
 - (i) Lower the object by bending at your knees while keeping your back straight.
- (c) For lifts involving more than one employee, one individual should direct the action with verbal commands such “on the count of three” or “ready, set, lift”.
 - (i) This coordination will prevent an employee being injured by lifting alone and potentially losing control of the load

6. **Mechanical Assist Devices**

- (a) **JAGUAR ENERGY SERVICES, LLC** personnel periodically handle material and equipment that requires the use of mechanical assist devices such as:
 - (i) A fixed overhead chain hoist
 - (ii) Chain and cable come-along
 - (iii) Drum dolly
 - (iv) Portable drum hoist
 - (v) Hand truck.
- (b) The following safety precautions should be observed when using mechanical material handling devices:
 - (i) If irregularly shaped material must be moved, the material should be blocked, tied, or otherwise properly secured.

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- (ii) The use of restraint straps or other devices ensures the safety of the load and the employee.
- (iii) Never load a truck or permit a truck to be loaded in a way that the operator's view is obstructed.
- (iv) Load four wheel carts and trucks with the heaviest part of the load center and forward toward the handle to help prevent tipping.
- (v) When available, foot brakes should be used to immobilize loads when not in motion.
- (vi) Handcarts and four wheel trucks are designed to be pushed, not pulled.
- (vii) Get assistance when ascending or descending inclines or moving materials over uneven surfaces.
- (viii) Never leave a load unattended near passageways, aisles or emergency equipment.
- (ix) Never load a mechanical material handling device beyond its capacity.
- (x) If a cart or hand truck tips, avoid the falling load and warn others in the vicinity to clear away until the incident is over and you can safely reset your load.
- (xi) Immediately secure a load if shifting occurs or restraints become loosened.
- (c) Use caution when moving materials in the vicinity of other employees. When transporting combustible materials, be alert for work overhead such as welding which could ignite the materials.

7. **Personal Protective Equipment**

A back belt is not considered an appropriate piece of personal protective equipment for proper lifting.

- (a) Back belts are not to be used by **JAGUAR ENERGY SERVICES, LLC** personnel unless their use has been suggested or required by a qualified health care provider, usually a physician.
- (b) Back belts are discouraged for the following reasons:
 - (i) There is no clear scientific evidence that indicates that back belts are effective in preventing or reducing back injuries.
 - (ii) Workers may try to lift more than they should because they are wearing a back belt.

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- (iii) Back belts may lead employees to believe there is no need to improve muscle tone in the abdominal region.
- (c) Wear the correct protective equipment for the materials that you are handling.
 - (i) Protective equipment can include:
 - (i) Gloves
 - (ii) Aprons
 - (iii) Safety glasses
 - (iv) Full face shield
 - (v) Respirators
 - (vi) Safety shoes.
- (d) The greatest number of injuries are to hands and feet, therefore the proper use of gloves and approved safety shoes is vital.
- (e) Refer to the Personal Protective Equipment Procedure for additional information on protective equipment. (x-ref Personal Protective Equipment)

B. Training Requirements

1. **JAGUAR ENERGY SERVICES, LLC** personnel will be trained on the following topics:
 - (a) General material handling safety precautions.
 - (b) Proper lifting techniques.
 - (c) Safe use of mechanical assist devices.
 - (d) The contents of this procedure.

C. Training Frequency

JAGUAR ENERGY SERVICES, LLC personnel will be trained according to the following schedule:

- (a) Initially upon hire.
- (b) As necessary thereafter.