



Lewis Energy Group®

CONTRACTOR HEALTH SAFETY & ENVIRONMENTAL GUIDELINES

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1. PURPOSE

Lewis Energy Group's Contractor Health, Safety & Environmental Guidelines (these "Guidelines") are designed to be used as a general guide for the safe and environmentally sound performance of work by contractors on properties owned and/or operated by Lewis Resource Management, LLC and its affiliates ("LRM"). These Guidelines do not relieve or supplant the responsibility of the contractor to develop and implement comprehensive Health, Safety & Environmental programs. Contractors shall comply with all applicable local, state, and federal regulations, which have precedence over these guidelines if there is a conflict.

These Guidelines shall be made available to all applicable contractors and their employees and subcontractors by various means such as pre-job safety meetings. These guidelines are an integral part of our service agreement and work orders.

2. RESPONSIBILITIES OF CONTRACTORS AND THEIR EMPLOYEES

a. Responsibilities of each Contractor and Subcontractor include:

- i. Ensure all personnel are familiar with and follow not only these Guidelines but also other LRM applicable guidelines to the work being performed.
- ii. Ensure all personnel are fit for duty and properly trained to perform assigned job duties and can provide adequate documentation of the training upon request.
- iii. Comply with all applicable local, state and federal regulatory requirements.
- iv. Provide at a minimum the applicable personal protective equipment and ensure the use thereof by personnel while present on a LRM location and/or facility.

b. Responsibilities of Contractor's and Subcontractor's Employees include:

- i. Be thoroughly familiar with and have a clear understanding of all applicable LRM Health, Safety, & Environmental Guidelines.
- ii. Maintain a high level of safety awareness while performing work assignment.
- iii. Report to ACR ALL injuries, accidents, spills, near misses, anomalies or hazardous situations as soon as practical but in all cases within 24 hours of occurrence.
- iv. Cooperate with LRM's investigation of any injuries, accidents, spills, near misses, anomalies and hazardous situations.
- v. All personnel shall participate in emergency response exercises (including evacuation drills) when working on a LRM operated facility at the time of the drill.

3. PERSONAL PROTECTION EQUIPMENT

a. Hazard Assessment

- i. Consistent with 29 CFR 1910.132, contractors shall perform a hazard assessment relative to their activities for the proper selection of personal protective equipment. However the assessments shall not conflict with LRM's minimum requirements as outlined below.

b. PPE Equipment Requirements

- i. Head Protection - Hard hats meeting specifications of ANSI Z89.1 shall be worn by all personnel at field locations. The exception being where the use of hard hats has been precluded in the hazard assessment of a specific job function. The use of metallic hard hats is prohibited.
- ii. Eye and Face Protection
 1. Personnel engaged in or observing welding, grinding, machining, chipping, pressure washing, handling hazardous and/or toxic materials, and acetylene burning or cutting shall wear appropriate eye and face protection.
 2. Each eye and face protector must be maintained in good condition and meet the applicable ANSI standard for that operation.
- iii. **Respiratory Protection: 29 CFR 1910.134 & 29 CFR 1926.103**
 1. LRM recognizes the need to ensure the protection of all company, and contractor personnel from the inhalation of hazardous amounts of airborne contaminants and oxygen deficient atmospheres. Contractor shall make their employees and subcontractors aware of the risks of inhalation of hazardous amounts of airborne contaminants and oxygen deficient atmospheres and use the appropriate respiratory protection equipment.
 2. Affected personnel will be:
 - Medically qualified by completing a medical questionnaire that is reviewed by a medical professional.
 - Medical approvals will be filed in personnel records.
 - Fit tested for the type respirator to be used.
 - Trained to don, doff, use, clean, and store respiratory equipment.
- iv. Eye Wash and Emergency Safety Shower -Where the eyes or body of any Contractors Employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. OSHA 29 CFR 1910.151 (C) "Medical Supplies and First Aid".
- iv. Protective Footwear - Safety toe boots/shoes meeting the requirements stated in ANSI Z41.1 shall be worn by all personnel at all field locations or where required in designated areas.

vi. Clothing

1. Fitted clothing in good condition which covers the legs, body, and upper arms are the minimum requirement. For those tasks where individuals may come into contact with flammable substances, fire retardant clothing (FRC) will be worn.
2. Jewelry, such as rings and chain bracelets, shall not be worn while working with energized or moving equipment.

vi. Fall Protection - Fall protection gear shall be worn when work conditions require its use and all components shall meet 29 CFR parts 1910 & 1926 specifications. These conditions include, but are not limited to, working surfaces where individuals have a potential to fall four or more vertical feet.

vii. Hearing Conservation

1. Contractor shall meet all provisions of OSHA's Hearing Conservation Standard.
2. Approved hearing protective devices shall be worn in all designated high noise areas or during operations where high noise levels occur, such as during well blowdown, engine maintenance, etc.
3. Contractors who provide equipment at LRM facilities/properties must provide signs designating a "high noise area" when noise levels exceed 90 dB.

viii. First Aid/CPR

1. A first aid kit(s) shall be made readily accessible by contractor to its employees.
2. At a minimum, there shall be one person (Contractor) who is trained and current in First Aid/CPR per crew.

ix. Hand Protection - Proper hand protection shall be used when applicable (example: while handling corrosive chemicals, welding, grinding, etc.).

4. HOUSEKEEPING

- a. Materials shall be stored, in an orderly fashion, in designated areas only.
- b. Areas shall be kept clear around safety related equipment (i.e. sprinklers, control valves, fuse boxes, electrical switch panels, fire extinguishers, and other fire appliances) to ensure safe access in case of an emergency.
- b. Tools, fixtures, and all other equipment shall be kept in their proper places when not in use.
- c. Indoor aisles, exits and work areas shall be clearly defined and kept free of material and hazardous obstructions.

- d. All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height and secured to ensure against sliding or collapsing.
- e. At the end of each workday, or when the job is completed, the work area shall be left in a clean and orderly condition.
- f. Do not remove any artifacts, cacti, shrubs, rocks, or other natural features from the land.
- g. Leave all exterior and interior gates as you found them unless otherwise directed by the landowner.
- h. Promptly repair any gate, fence, or other improvement that may suffer damage or injury by reason of Lessee's operations.
- i. Show due respect for the Lessor's or any of surface tenant's operations on the surface of the land, including any crops, livestock, wildlife, dwellings, fresh water wells, and all other surface improvements.
- j. Do not cut or go over any fence or fences on the property unless necessary and then only after consulting with the surface owner or tenant.
- k. Take all measures to prevent any waste oil or salt water from flowing over the surface of the property and from draining down any draws, drains, creeks, or ravines.
- l. Report any roads in need of repair.
- m. Report any property disturbance that is not within the normal scope of business.
- n. Carry personal identification while on the property.

5. TOBACCO SMOKING RULES

- a. Smoking is prohibited in the work areas, except in specifically designated areas where smoking permitted signs are posted.
- b. Designated "No Smoking" areas include, but are not limited to:
 - i. Highly flammable material storage and use areas,
 - ii. Areas containing equipment sensitive to smoke,
 - iii. Inside guy line area on drilling/workover/completion rigs,
 - iv. Within 150 feet of any well, source of combustible or flammable vapor or liquid in inland operations. Smoking is permitted only in designated smoking areas, on drilling, workover and completion rig locations, and
 - vi. Other areas where smoking is prohibited, or as determined as potentially hazardous.

6. DRUGS /ALCOHOL/FIREARMS/EXPLOSIVES

While on LRM's premises or engaged in performing services for LRM, all contractors and their employees are required to comply with these rules. As used herein, "premises" include all land, property, buildings, structures, equipment, facilities and any means of transportation used in providing services for LRM or located on LRM owned or leased property.

- a. The use, possession, distribution, or sale of illegal drugs, alcohol, drug paraphernalia, weapons, firearms, or unauthorized explosives is prohibited on LRM's premises. A person reporting for work under the influence of illegal drugs or alcohol is also in violation of this rule. "Under the influence" shall mean any individual that is affected by illegal drugs or alcohol in any detectable manner to include but not be limited to 0.04 percent blood alcohol level (as tested by evidential breath testing device) or the drug metabolite guidelines issued under the authority of Department of Transportation.
- b. It is each person's responsibility to notify his or her supervisor when taking any medication or substance that may adversely affect normal physical or mental functions.
- c. Contractors shall comply and ensure that their subcontractors comply with all applicable drug testing rules and regulations adopted by state and federal agencies and the provisions of the "LRM Drug and Alcohol Policy." A copy of this policy is available at LRM's corporate office. Contractors shall submit their Plan(s) for approval by LRM when requested.
- d. All explosives on LRM premises will be in compliance with 18 U. S. Code Chapter 40, and 27 Code of Federal Regulations Part 55 regarding the storage of explosive material.
- e. **LRM reserves the right without prior notice to search vehicles and equipment for prohibited items and to perform drug/alcohol tests on any personnel that enters onto LRM premises constitutes consent to and recognition of the right of LRM and its representatives to perform such searches and drug/alcohol tests. Searches and tests may be performed at any time and from time to time without notice.**
- f. LRM reserves the right to immediately remove and permanently bar from its premises anyone who fails a drug/alcohol test, refuses to be searched or to participate in a drug/alcohol test.

7. ENVIRONMENTAL PROTECTION

- a. All applicable environmental rules and laws for pollution prevention, control, and disposal shall be followed.
- b. All releases of oil, gas, or other chemicals, are to be immediately reported to ACR. The contractor will immediately notify the LRM safety manager who will coordinate

for any reporting to the appropriate agencies, and for cleaning-up all releases resulting from their operations on a LRM location/facility. The disposal of wastes resulting from spills or releases caused by the contractor shall be solely the responsibility of the contractor and the contractor will provide manifests or other waste transportation documentation to the LRM Safety manager to confirm the waste was disposed of appropriately.

- c. Trash and waste shall be placed in appropriately labeled containers and covered where applicable. Proper disposal of contractor generated waste is the responsibility of the contractor.
- d. Contractors involved in an emergency response and/or cleanup of an oil or hazardous substance spill shall have the appropriate level of training as defined by 29 CFR 1910.120 (HAZWOPER).
- e. Where a spill will affect waters of the State (ponds, dry creeks, wet weather creeks, rivers, tributaries), contractors shall comply with the Spill Prevention Control and Countermeasure (SPCC) regulations (as defined by 40 CFR 112) and have a copy of the applicable SPCC plan on location.
- f. If the contractor is found responsible for a release/spill the contractor shall be responsible for the associated cost of cleanup.

8. ELECTRICAL SAFETY

- a. The following safety precautions shall be followed by the contractor or subcontractor when working with or around electrical equipment within their control. Contractors shall designate their employees accordingly.
 - i. Only qualified and authorized persons (i.e. individuals trained in accordance with OSHA electrical standards) shall work on electrical equipment and devices.
 - ii. Lockout/Tagout (LOTO) procedures shall be used when applicable.
 - iii. All electrical equipment shall be properly grounded and in good working condition. OSHA CFR 29 1910.304(f)
 - iv. Use Ground Fault Circuit Interrupters (GFCI) with all portable electric tools.
 - v. All installations shall conform to OSHA, the National Electrical Code (NEC), and any industry standards specified by LRM.
 - v. Maintain all electrical equipment in the condition required to meet its designated NEC classification. Do not allow electrical shock hazards to be exposed. Label all high voltage (i.e., greater than 600 volts) equipment according to NEC and OSHA requirements.
 - vi. Introduction of electrical equipment or other electrical work that violates the NEC hazard class for that area (e.g. Class I, Div. I or II) shall require specific authorization from the on-site ACR or designated authority.
 - vii. When working on the ground or in an elevated position near overhead power lines and any conductive object the employee cannot come within the following distances to an unguarded energized overhead line:

1. For voltages to ground 50 kV or below -10 feet.
2. For voltages to ground over 50 kV -10 feet plus 4 inches for every 10 kV over 50 kV.
3. At least one individual per electrical crew shall be CPR trained.

9. WORK PERMIT

When required under applicable jobs (i.e. confined space entry, and hotwork) work permits shall be obtained prior to the start of the job. These permits be issued by the ACR or his/her designee.

10. LOCKOUT/TAGOUT

All Energy Sources (i.e. electrical, hydraulic, Pneumatic, pressure, thermal and spring loaded devices, etc.) must have Lock Out Tag Out (LOTO) procedures that are designed to prevent personal injury and property damage due to inadvertent startup of machinery and equipment which is under repair or upon which maintenance is being performed.

- a. When equipment requires maintenance and or requires repairs, it is the responsibility of the person performing the work to:
 - i. Notify the ACR of the facility of the work to be performed.
 - ii. Survey the work area and study the system to ensure that all equipment involved can be locked out or secured. Request assistance from the ACR of the facility if needed.
 - iii. De-energize the equipment and verify that equipment is disconnected by testing the start/stop control before work begins. If more than one person is working on any piece of equipment, then each person (one person per crew when multiple crews are being used) shall attach a lock to a multiple lock clasp.
 - iv. A Lockout tag shall accompany each locked out device. Tags shall be signed, dated, and include an explanation of why the equipment is locked out.
 - v. Each contractor and/or LRM lock will remain intact until its portion of the job is completed. Upon completion of the job, the person(s) performing the work shall inspect the area to ensure a safe start-up prior to removing a lock or tag. No one is permitted to remove another person's lock, except as stated in the following paragraph.
 - vi. If a person is unavailable for an extended period of time and that person's lock is ready for removal, the person in charge of the facility or designated alternate can remove the lock. However, the area must be inspected to determine if the work is complete and to ensure that equipment start-up is safe.

11. FORKLIFT TRUCKS/CRANE OR HEAVY EQUIPMENT

- a. Only trained and authorized/qualified operators shall be permitted to operate a powered forklift truck, crane or other heavy equipment. Contractors shall train their operators in the safe operation of such equipment. Training shall be documented and training records made available on request.
- b. If at any time, a power forklift truck, crane, or other heavy equipment is found to be in need of repair, defective, or in any way unsafe, the equipment shall be taken out of service until it has been restored to safe operating condition.
- c. When equipment is driven on public streets or highways it shall comply with all Federal, State and Local laws and regulations.
- d. Forklift trucks, cranes or other heavy equipment shall be equipped with "back-up" alarm devices to provide warning to nearby personnel and pedestrians.
- e. Crane operations, heavy lifts and personnel transfers must be approved by the ACR and be performed by a qualified individual.

12. FIRE PROTECTION

- a. Fire Extinguishers
 - i. Portable fire extinguishers, suitable to the conditions and hazards involved, shall be provided and maintained by the contractor in good operating condition.
 - ii. Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view.
 - iii. The contractor shall provide training to its employees on the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
- b. Flammable Storage
 - i. Flammable liquids shall be kept in appropriate containers or tanks and covered when not in use. Approved portable containers shall have self-closing lids, flame arrests, internal relieving devices and proper labeling.
 - ii. Outdoor storage areas of flammables shall be graded in such a manner as to divert spills away from buildings or other exposures including sensitive environmental areas. Dikes or walls may be needed to contain spills in environmentally sensitive areas. The area shall be kept free of weeds, debris, and other combustible material not necessary to the storage.
 - iii. Adequate precautions shall be taken to prevent the ignition of flammable vapors. Sources of ignition include but are not limited to open flames, lighting, smoking, cutting, welding, hot surfaces, frictional heat, static, electrical and mechanical sparks, spontaneous ignition, including heat-producing chemical reactions, and radiant heat.

- iv. Class I liquids (as defined by NFPA-flash points less than 73 degrees Fahrenheit) shall not be dispensed into containers unless the nozzle and container are electrically bonded. The nozzle shall be a self-closing type system.
 - v. Lines used for the purpose of transferring flammables for fuel or lube oil purposes shall be hard-piped or constructed of stainless steel reinforced braided hose. Transfer hoses will be a permitted exception if they are removed once the refueling process is complete.
- c. Welding Guidelines/Ignition Sources
- i. Welding equipment shall be chosen for safe application for the work and shall be used properly.
 - ii. Designated employees shall be properly instructed and qualified to operate welding equipment.
 - iii. Mechanical ventilation shall be provided when natural ventilation is not adequate.
 - iv. Proper shielding and eye protection, to prevent exposure of personnel from welding hazards, shall be provided.
 - v. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done.
 - vi. Work and electrode lead cables shall be frequently inspected. Cables with damaged insulation or exposed bare conductors shall be replaced promptly.
 - vii. Welding or the introduction of ignition sources in areas with flammable and combustible sources or other designated areas at all LRM operated facilities shall be permitted only after obtaining a Hot Work permit from a ACR or his/her designee.

13. WIRE ROPES, CHAINS, SLINGS, ETC.

- a. Wire ropes, chains, (chains require monthly inspections with documentation), slings, and other rigging equipment shall be inspected prior to use and as necessary during use to assure their safety. A *Qualified Operator, Inspector* or *Rigger* will perform these inspections. Defective gear shall be removed from service.
- b. Slings shall be properly labeled and tested as follows:
 - i. Slings must be proof loaded by the manufacturer.
 - ii. Slings must be labeled showing sling manufacturer and the pertinent working limits, proof test certification number, length, diameter and date of proof test.

- iii. Slings constructed of materials other than wire rope will be inspected and tested in accordance with the sling manufacturer and industry recommendations.
- iv. Wire rope slings will be certified on an annual basis, not to exceed 12 months, or removed from service.
- c. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments, shall not be used and are strictly prohibited by LRM.
- d. When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.
- e. All OSHA rules regarding rigging practices shall be followed.

14. EXCAVATION AND TRENCHING

- a. Before opening any excavation. Contractors will follow the Damage Prevention Law (Texas Administrative Code Title 16, Part 1, Chapter 18 and utilize the One Call system.
- b. The walls and faces of trenches 4 feet or more in depth and all excavations in which employees are exposed to danger shall utilize an employee protection system, per OSHA requirements. If a hazardous condition warrants, a confined space entry permit must be completed prior to personnel entry into excavations greater than 4 feet in depth.
- c. In excavations which employees are required to enter excavated or other material shall be effectively stored and retained at least 2 feet from the edge of the excavation.
- d. Daily inspections of excavations shall be made by a competent person. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard employees.
- e. Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
- f. Trenches and excavations exceeding 6 feet in depth that are obscured from view, left unattended, or have walkway provisions for workers to cross over them, shall be provided with fall protection or a barrier to prevent accidental falls.

15. HAZARD COMMUNICATION

- a. All contractors/subcontractors shall provide employees with appropriate training regarding hazard identification, proper handling procedures, personal protective measures, physical characteristics, and proper cleanup and disposal procedures for each chemical or product which they may come in contact with during the course of their work activity.

- b. Contractors will be made aware of all hazards associated with chemicals they may come in contact with. SDS's (safety data sheet) will be made available on request.
- c. All chemical containers must be properly labeled.
- d. Proof of training for areas discussed in paragraph A of this section must be available to LRM by the first day of work. This proof shall include at a minimum employee name, employee ID number, brief description of training, signature of employees in attendance, company name, date, duration of training, and instructor's name.

16. CONFINED SPACE ENTRY

- a. Confined space entry procedures are intended to protect employees entering areas not designated for continuous human occupancy or have limited access or present a toxic environment. Examples of confined spaces include tanks, sumps, valve boxes, pits, trenches, bell holes, process vessels, etc.
- b. Contractor shall provide advance notice to ACR or Safety Department of all planned confined space entries.
- c. Prior to entry into any permit required confined space, the contractor will complete their own Confined Space entry form and will have conditions verified by the ACR.
- d. Note: A "hot work permit" is required prior to: welding, cutting, grinding, and similar operations within a confined space.

17. NATURALLY OCCURRING RADIOACTIVE MATERIAL (NORM)

- a. NORM is a low specific activity material that exists naturally in the environment. Solid NORM is typically found in the form of scale and sludge. Gaseous forms of NORM are found in some natural gas production streams.
- b. In a NORM contaminated environment, eating, drinking, and tobacco product use WILL NOT BE ALLOWED.
- c. In NORM contaminated areas, proper Personal Protective Equipment (PPE) must be used to protect from mist, dust, vapors, and fumes associated with welding, cutting, grinding, and cleaning operations.
- d. NORM equipment/pipe will be properly labelled according to applicable laws, and stored away from other material and personnel. The NORM equipment will be decontaminated according to applicable rules and the waste water from the decontamination will be managed properly to avoid spills or cross-contamination.
- d. Where state law requires, an approved training course must be provided to employees working in or around NORM contaminated equipment and areas.

18. HYDROGEN SULFIDE

- a. Anyone working on a LRM location, where hydrogen sulfide may be present, must have completed an approved hydrogen sulfide training program. This training must be repeated annually.
- b. In areas where H₂S exposure levels may reach or exceed 10 ppm, contractors shall utilize personal monitoring devices in the work area to warn of high levels.
- c. Where H₂S exposure levels consistently reach or exceed 10 ppm, contractors shall provide and ensure the use of respiratory protection that meets OSHA requirements. This requirement applies to all that will be working in the affected area.
- d. Where H₂S levels can reasonably be expected to reach or exceed 100 ppm in the worker's breathing zone, the contractor shall utilize the "buddy system" by ensuring that no employee works in the affected area without a backup individual) available to monitor and seek help if necessary.
- e. In areas where H₂S levels in the worker's breathing zone can reasonably be expected to reach or exceed the IDLH level accepted by OSHA (**currently 100ppm**) a "standby man" (as defined by OSHA) shall be posted. Both the worker and the "standby man" shall be provided by contractor and required to use appropriate respiratory protection. (IDLH = Immediately Dangerous to Life or Health)

19. SILICA

For protection against dusts, mists, vapors, gases or particulates, respiratory protection shall be worn in all designated areas and as outlined by the job risk assessment. Respiratory protection shall meet the requirements outlined in OSHA 29 CFR Part 1910.134 – Respiratory Protection (or equivalent standard).

20. INSPECTION – GENERAL

Recognized industry standards and group recommended practices i.e., IADC, API, AESC should be followed. In particular, all drilling, workover, or completion rigs shall complete an IADC, or similar inspection form as often as possible.

21. OFFICE SAFETY

Contract workers who will work within an office owned or operated by LRM should familiarize themselves with and abide by guidelines established by that office for the following:

- a. Emergencies
 - i. Emergency procedures established for a specific office on evacuation, fire safety, and/or medical response should be obtained and thoroughly reviewed so that each worker knows what to do in an emergency.
 - ii. Any fire or threat to the safety or the occupants within the building should be immediately reported to the building administrator and the ACR.

b. Ergonomics

- i. Lifting of heavy equipment or materials should be done utilizing methods and tools that prevent back or similar injuries. Back belts are not a substitute for proper lifting methods or feasible engineering controls.
- ii. Workers who will work for extended periods of time at a computer workstation should be aware that injuries associated with repetitive motion and trauma can occur. Any difficulty with workstation setup should be brought to the attention of the Safety Department.

ACRONYMS

ACR	LRM's Authorized Company Representative
AESC	Association Energy Service Contract (formally known as AOSC - Assoc. Oilfield Service Corporation)
ANSI	America National Standards Institute
API	American Petroleum Institute
C	Celsius
CFR	Code of Federal Register
CPR	Cardiopulmonary Resuscitation
F	Fahrenheit
GFCI	Ground Fault Circuit Interrupters
HAZWOPER	Hazardous Waste Operation Emergency Response
HSE	Health, Safety & Environment
IADC	International Association Drilling Contractors
IDLH	Immediately Dangerous to Life or Health
LOTO	Lockout/Tagout
LRM	Lewis Resource Management, LLC
MSDS	Material Safety Data Sheet
NEC	National Electrical Code
NFPA	National Fire Protection Association
OSHA	Occupational Safety Health Administration
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
PPM	Parts Per Million
SPCC	Spill Prevention Control and Countermeasure