

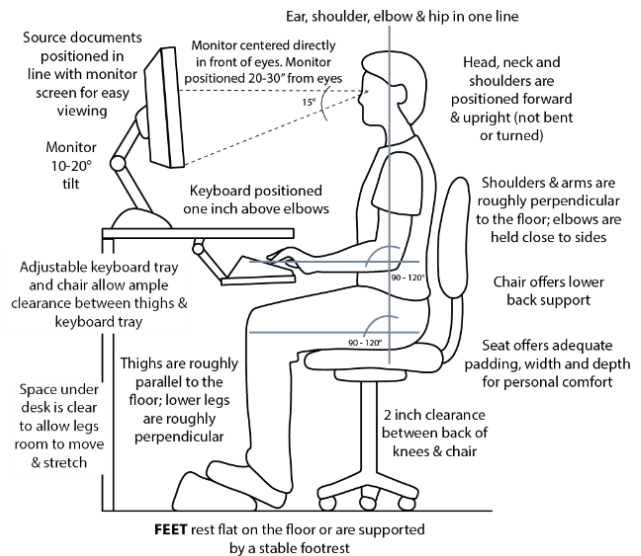
Purpose: This is a guideline on the ConocoPhillips Canada ergonomics program. It applies to all staff working full or part-time in an office environment.

Proper Workstation Set-up

Proper workstation set-up:

- Reduces human error
- Prevents injuries
- Prevents fatigue.

CPC's office furniture can be adjusted to fit most users.



Ergonomic Hazards to Consider

Examples of ergonomic hazards include:

- Workstations that are not properly adjusted
- Poor posture
- Awkward movements and positions
- Repetitive movements
- Forceful exertions.

Ergonomics Training Requirements

All office staff require ergonomics training. Staff will receive an email reminder when training is due.

Training:

- Educates staff on ergonomic risks
- Teaches users how to prevent discomfort and injury.



NOTE: Users may re-take training at any time.

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Ergonomic Break Software (WorkRave)

Ergonomic Break software:

- Reminds users to take breaks while using the computer
- Coaches users on stretching techniques
- Helps reduce eye and muscle strain.

Staff can order WorkRave software from the IT Store.

Ergonomic Equipment

Ergonomic equipment is provided when needed:

- Discuss ergonomic equipment options with the CPC Ergonomic Assessor
- Trial equipment is available at the Tech Bar in Gulf Canada Square
- With supervisor approval, administrative assistants may order ergonomic equipment.

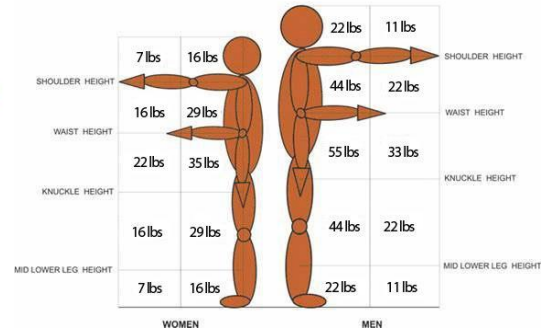
Manual Material Handling

Manual material handling is tasks where a person lifts, lowers, pushes, pulls, holds or carries any object or material. To prevent musculoskeletal disorders:

1. Identify Hazards e.g., forceful exertions, awkward postures, repetitive motions, static postures
2. Assess Hazards e.g., how heavy? are there handles? Obstacles on the path? Best body mechanics for task?
3. Implement Defenses e.g., safe lifting techniques, mechanical aid available? Other staff available? Ability to reduce weight? Are rest breaks an option?



GUIDELINE MAXIMUM HANDLING LOADS



Ergonomic Injuries

Ergonomic injuries are managed as follows:

- Personnel must report ergonomic discomfort and injuries to their supervisor
- If an injury occurs, an HSE Incident Report must be completed
- Ergonomic issues and injuries will be monitored by Occupational Health and HSE.