

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	SAFETY MEETINGS, AUDITS, AND INSPECTIONS Plan Revision Date: Page 1 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

Section 15.0 SAFETY MEETINGS, AUDITS, AND INSPECTIONS

A. Purpose

The purpose of this procedure is to establish guidelines for the operational personnel to properly conduct safety meetings, tail gate meetings, audits, inspections and implement effective corrective actions for the deficiencies found.

B. Scope

This procedure applies to all safety meetings, tail gate meetings, audits, inspections, and hazard analysis required to implement the Safety Management Plan.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) The implementation of this Policy.
 - (ii) Documentation of this process.
 - (iii) Ensuring that all personnel attend and participate in all scheduled monthly safety meetings.
 - (iv) Resolving safety deficiency and taking corrective actions to properly implement the Safety Management Plan.
 - (v) Conduction program evaluations.
 - (vi) Conduct hazard analyses.
 - (vii) Participate in Safety Committee audits and reviews.

2. The Supervisor is responsible for providing the Safety Coordinator with assistance in the implementation of this Policy.
 - (a) Additional responsibilities include:
 - (i) Participate in Safety Committee audits and reviews.
 - (ii) Conducting inspections

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	SAFETY MEETINGS, AUDITS, AND INSPECTIONS Plan Revision Date: Page 2 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for ensuring that they obtain initial training on employee involvement.
 - (a) Additional responsibilities include:
 - (i) Supporting the **JAGUAR ENERGY SERVICES, LLC** Safety Management System
 - (ii) Attending all safety training sessions.
 - (iii) Actively participating in the safety meeting process.
 - (iv) Bringing any unsafe actions or conditions to the attention of management through the safety meeting or direct contact with his/her Supervisor and/or Safety Director.
 - (v) Taking an active part in the development of JSAs and incident reviews.

D. Procedure

1. **Safety Meetings**
 Monthly safety meetings are a very important element of the Safety Management Plan.
 - (a) **JAGUAR ENERGY SERVICES, LLC** will hold a monthly safety meeting with all available personnel.
 - (b) Attendance is mandatory for monthly safety meetings.
 - (c) Any employee who does not attend scheduled safety meetings will be counseled by their Supervisor and/or Safety Director on the importance of attending all safety meetings.
 - (i) Lack of attendance is grounds for loss of safety awards.
 - (ii) Continued lack of attendance will result in disciplinary action up to and including termination.
 - (d) Supervisor/Safety Director will chair the safety meetings.
2. **Tailgate Meetings**
 At the beginning of each tour of duty and/or special project/activity the whole crew will participate in a 15 minute tailgate meeting or longer, if necessary, to review the daily/special activities to be performed.
 - (a) These tailgate meetings will be documented and kept on file for five years.
 - (b) These meetings will be the basis for the development of JSAs.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	SAFETY MEETINGS, AUDITS, AND INSPECTIONS Plan Revision Date: Page 3 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

3. **Pre and Post Job Inspections and Reviews**

- (a) Each project undertaken will have unique situations and/or circumstances that could endanger personnel, property and/or the environment.
 - (i) For these reasons, **JAGUAR ENERGY SERVICES, LLC** has adapted a procedure of Hazard Recognition that will start prior to the start of work on special projects, be ongoing during the project and be finalized with a post project inspection and review.
 - (ii) Prior to a project start-up the Supervisor and Safety Representative will review the project scope of work with the client's Management and/or Safety Representative.
 - (iii) At this meeting the client will:
 - (i) Identify all products being processed, any by-products and known exposures.
 - (ii) Review the drawings and specifications of the project.
 - (iii) Review **JAGUAR ENERGY SERVICES, LLC's** or the client's Safe Practices and/or Policies affecting the project or personnel working on the project.
 - (iv) Furnish a copy of their Contingency and Evacuation Plans.
 - (iv) After jointly reviewing the above mentioned items the group will:
 - (i) Make a walk-thru inspection of the proposed work site.
 - (ii) Identify any work hazards.
 - (iii) Correct all hazards possible.
 - (iv) Jointly agree on required training of personnel working on the project.
 - (v) Develop a Site Safety Plan.
- (b) Weekly, a **JAGUAR ENERGY SERVICES, LLC** foreman will conduct an inspection of his/her/operation.
- (c) The same form will be used on all inspections.
- (d) Prior, to and during any special activities such as welding, burning, brazing, depressurizing of piping or vessels, and/or confined entry, the foreman will conduct a Hazard Recognition Inspection.
 - (i) JSAs will be developed for each different activity.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	SAFETY MEETINGS, AUDITS, AND INSPECTIONS Plan Revision Date: Page 4 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

- (e) Monthly, and after the completion of the job, a **JAGUAR ENERGY SERVICES, LLC** superintendent/Supervisor and the client's Representative and or Safety Coordinator will conduct another inspection.
- (f) A review meeting of the project will be held between **JAGUAR ENERGY SERVICES, LLC** and the client.
- (g) This procedure will become part of the SITE SAFETY PLAN.
- (h) Records of all inspection and corrective actions will be maintained on the job site and are subject to review by the client or regulation agency at any time.
 - (i) Upon completion of the project a copy of these records will be maintained at the home office.

4. **PPE Hazard Assessment**

The PPE Hazard Assessment included in this procedure applies to most job sites; however, there are job sites that may have special requirements.

- (a) A written PPE Hazard Assessment shall be completed prior to starting any work.
 - (i) The assessment must indicate a determination of hazards that are present or are likely to be present, which necessitate the use of PPE.
- (b) A **JAGUAR ENERGY SERVICES, LLC** supervisor will conduct and document PPE inspections on a monthly basis.

B. Training Requirements

- 1. All personnel will be trained on the following topics:
 - (a) Benefits of strong employee involvement.
 - (b) Safety meeting format and leadership.
 - (c) Safety meeting documentation.
 - (d) The contents of this procedure.

C. Training Frequency

- 1. All **JAGUAR ENERGY SERVICES, LLC** personnel will be trained according to the following schedule:
 - (a) Initially upon hire.
 - (b) As necessary thereafter.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	SAFETY MEETINGS, AUDITS, AND INSPECTIONS Plan Revision Date: Page 5 of 5
Reviewed By: Jared Monk	Date: 01/10/2022