

<b>JAGUAR ENERGY SERVICES, LLC</b> <b>310 N Parkerson Ave</b> <b>Crowley, LA 70526</b>  <b>Original Date of Implementation: October 2013</b> <b>New Effective Date:</b>	<b>INCIDENT/ACCIDENT</b> <b>RECORDKEEPING AND GOAL</b> <b>SETTING</b>  <b>Plan Revision Date:</b> <b>Page 1 of 5</b>
<b>Reviewed By: Jared Monk</b>	<b>Date: 01/10/2022</b>

## Section 22.0 INCIDENT/ACCIDENT RECORDKEEPING AND GOAL SETTING

### A. Purpose

The purpose of this procedure is to establish a **JAGUAR ENERGY SERVICES, LLC** guideline for incident/accident recordkeeping, goal setting, and comply with 29 CFR 1904 and OSHA'S "Recordkeeping Guidelines."

### B. Scope

This procedure applies to all types of incidents/accidents.

### C. Responsibilities

1. Safety Coordinator or his/her designee is responsible for ensuring that all personnel have completed the training required by this procedure.
  - (a) Additional responsibilities include:
    - (i) The implementation of this procedure.
    - (ii) Documentation of this process.
    - (iii) Setting and obtaining all safety goals.
    - (iv) Gather and maintain all safety records.
    - (v) Analyze the safety statistics
    - (vi) Help supervisors in setting realistic safety goals.
  
2. The Supervisor is responsible for providing assistance in the implementation of this Procedure.
  - (a) Additional responsibilities include:
    - (i) Aid the Safety Coordinator in the implementation of this procedure.
    - (ii) Documentation of this process.
    - (iii) Work with the Safety Director in setting safety goals.
    - (iv) Work with his/her work group to accomplish all safety goals.

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3. All personnel are responsible for understanding the requirements of this procedure and conducting all work-related tasks according to these requirements.
  - (i) Aid the Safety Coordinator in obtaining all safety goals.

#### **D. Procedure**

1. **Record Keeping** - Monthly the Safety Director will update and send the President information on all incidents and will complete the OSHA Form 300, OSHA Form 301 and OSHA 300A.
2. If an employer has 10 or fewer employees (including temporary) at all times during the previous year he is exempt from OSHA Recordkeeping.
3. **General Recording Criteria**
  - (a) General recording criteria requires these records to include any work-related injury or illness resulting in one of the following:
    - (i) Death
    - (ii) Days away from work
    - (iii) Restricted work or transfer to another job
    - (iv) Medical treatment beyond first aid
    - (v) Loss of consciousness
    - (vi) Diagnosis of a significant injury/illness by a physician or other licensed health care professional such as:
      - (i) Cancer
      - (ii) Chronic irreversible disease
      - (iii) Silicosis
      - (iv) Asbestosis
      - (v) Fractured or cracked bone
      - (vi) Punctured eardrum
      - (vii) Etc.
  - (b) Employers are required to establish procedure for employees to report injuries and illnesses and tell their employees how to report.
  - (c) Employers are prohibited from discriminating against employees who do report.

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- (d) Employee representatives will now have access to those parts of the OSHA 301 form relevant to workplace safety and health.

2. **Employee Privacy**

- (a) Employers are prohibited from entering an individual's name on Form 300 for certain types of injuries/illnesses.
- (i) Employers have the right not to describe the nature of sensitive injuries where the employee's identity would be known.
  - (ii) The employee representatives can access only to the portion of the Form 301 which contains no personal information.
  - (iii) The employer must remove employees' names before providing the data to persons not provided access rights under the rule.

3. **Maintaining Records**

- (a) **JAGUAR ENERGY SERVICES, LLC** must maintain a separate log for each establishment expected to be in operation more than 1 year.
- (b) Short-term injuries may be retained in one log, designated by **JAGUAR ENERGY SERVICES, LLC** divisions or geographical regions.
- (c) The records for all establishments can be kept at one location provided employer can record the information within 7 days and produce records back at the establishment within the required time frames.

4. **Covered Employees**

- (a) All employees must be included. This includes salaried, executive, part-time, migrant and seasonal workers.
- (b) This includes temporary workers (from other employers or agencies) if locally supervised on a day-to-day basis

5. **Annual Summary**

- (a) **JAGUAR ENERGY SERVICES, LLC** is required to post the annual summary for three months instead of one.
- (b) The summary must be certified by a **JAGUAR ENERGY SERVICES, LLC** executive's signature.

6. **Reporting to OSHA**

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- (a) **JAGUAR ENERGY SERVICES, LLC** is required to orally report work-related fatalities within 8 hours and in-patient hospitalization of three or more employees from the same work-related incident to OSHA at 1-800-287-2765.
  - (i) Includes heart attacks
  - (ii) It does not include deaths occurring later than 30 days after an incident.
  - (iii) It changes the reporting of fatalities and catastrophes to exclude some public transportation and motor vehicle accidents.

7. **Goal Setting**

- (a) Yearly the supervisors should set realistic and obtainable safety goals, normally lower than the previous year.
- (b) Safety Director will submit this information to the Safety Coordinator for approval.
  - (i) An Accident Frequency Goal for his/her work group.
  - (ii) An Injury Frequency Goal for his/her work group.
- (c) The Safety Coordinator will include the Safety Performance of each supervisor as part of his/her annual evaluation.

8. **Analysis of Safety Statistics.** If the present year's results are showing an excessive upward trend above the goal set by the Safety Coordinator or person doing the analysis, then all accidents should be reviewed or possibly referred to the Safety Committee for review. After a thorough review, corrective action should be taken. If the yearly results are considerably lower than the goal or the previous year's results, the Safety Director, or person doing the analysis, should check to make sure all data is being entered or if all accidents are being reported.

## 22.5 Training Requirements

22.5.1 All **JAGUAR ENERGY SERVICES, LLC** personnel will be trained in this procedure.

## 22.6 Training Frequency

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

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