

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	BBS
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Reviewed By: Jared Monk	Date: 01/10/2022

Section 24.0 BEHAVIORAL BASED SAFETY OBSERVATION PROGRAM

A. Purpose

The purpose of this procedure is to protect the safety of our personnel, property (both **JAGUAR ENERGY SERVICES, LLC** and client's) and create an effective work force.

B. Scope

This procedure applies to all **JAGUAR ENERGY SERVICES, LLC** personnel.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure and the documentation of this process.
 - (a) Additional responsibilities include:
 - (i) Demonstrate the philosophy of **JAGUAR ENERGY SERVICES, LLC** by setting the proper example of involvement in this program.
 - (ii) Ensure that this procedure is implemented.
 - (iii) Hold personnel under his/her supervision accountable for turning in a specified number of both positive and negative observation cards.
 - (iv) Develop action plans to evaluate unsafe behavior trends, evaluate comments and feedback from observation cards, work with safety committee to designate responsible parties and timeframes to complete action items.
 - (v) Use this activity as one of the employee's criteria in their annual evaluation.
 - (vi) Give feedback on the program both positive and negative.
2. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for learning and following this procedure.
 - (a) Additional responsibilities include:

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- (i) Inform their coworkers of any observations of unsafe acts that they observe.
- (ii) Note any time that fellow workers are doing any work task correctly.
- (iii) These observations must be documented and turned in to the program administrator.

D. Introduction

JAGUAR ENERGY SERVICES, LLC's Behavioral Based Safety Observation Program is an integral part of its Safety Management Plan that the Company.

1. The process is not intended to take the place of existing safety rules, regulations, or procedures, only to enhance the worker's knowledge of at risk behaviors involved in the performance of their jobs.
2. Safety has always been a line management responsibility.
 - (a) The Safety Director has the responsibility to offer this program and the training on how to implement it.
 - (b) The Safety Director will monitor the program.
3. This program demonstrates sound management principles, by placing the responsibility and work efficiency to the lowest level that it will properly function.
 - (a) This means that the responsibility of safety is everyone's job.
 - (b) The administration of the observation card and reporting system is one of the management tools that will be used to continually monitor field activities, and thus close the communication link from the field to management.
4. To accomplish this all personnel must be trained by the same standards, and by using the same training programs throughout.
 - (a) Performance can not be properly judged if the personnel are trained by different standards.
5. Proper implementation of this procedure will give management a good tool to judge their operation.
 - (a) This can be done by letting the workers at the lowest level identify both good and bad work activities.

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- (b) Positive corrective actions can be implemented to correct the identified deficiencies.

E. Procedure

1. Roles & Responsibilities must be defined and agreed upon.
 - (i) Roles and responsibilities are specific to each employee group in the behavioral safety process.
2. It is critical that everyone fulfill their roles and responsibilities to achieve the potential that exists in Behavioral Based Safety.
3. Management Roles and Responsibilities
 - (a) Be trained in the observation techniques, as well as the entire BBS process.
 - (b) Ensure that time is allowed for observations to take place.
 - (c) Personally review and understand data monthly.
 - (d) Review Action Plans on a periodic basis.
 - (e) Ensure that follow-up is taken on safety concerns.
 - (f) Develop observation trends on observation cards and communicate the trends during monthly safety meetings and post trends in each division monthly.
 - (g) Communicate and Recognize safety successes.
 - (h) Do not use data for disciplinary actions.
4. All employees are expected to participate in the process and its related activities.
 - (a) Learn the behavior safety process and the benefits of reducing at-risk behaviors.
 - (b) Avoid being defensive, the process is intended to ensure your safety.
 - (c) The information gathered from observations will not be used against any employee.
 - (d) All individual observations will be kept confidential.

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- (e) Upon completion of an observation, the observer is expected to have a discussion with the observed to obtain feedback.

5. Observer/Employee roles must be defined to all employees and they must:
 - (a) Become familiar with the process and goals.
 - (b) Fill out the observation form for each observation and make sure the information is accurate and complete.
 - (c) Perform the number of observations per month, as recommended by the Safety Committee.
 - (d) Participate in problem solving meetings, be part of the solution.
 - (e) Be willing to be observed and ask others to observe them.

F. Training

1. Employees will receive training initially at upon hire on the following.
 - a. how to conduct observations
 - b. how to complete the observation form
 - c. what do behaviors mean
 - d. feedback training and role play (mentoring and coaching)
 - e. when observations will be taken
 - f. feedback on observations and employee interaction
2. Employee will be retrained when necessary.

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		<input type="checkbox"/> HSE SUGGESTION <input type="checkbox"/> NEAR MISS	
		DESCRIBE SUGGESTED IMPROVEMENT/NEAR MISS <hr/> <hr/>	
DATE: _____ TIME: _____ AM PM			
OBSERVER: _____			
STOP WORK AUTHORITY USED: YES NO		CORRECTIVE ACTION IF NEAR MISS	
OBSERVATION: _____		<hr/> <hr/>	
ONLY CHECK BEHAVIOR THAT YOU OBSERVE. IF YOU DON'T OBSERVE IT, DON'T MARK IT.		CRITICAL SAFE BEHAVIOR OBSERVER COMMENTS: (WRITE THE JOB TASK AND WHAT THE SAFE BEHAVIOR WAS)	
CRITICAL BEHAVIOR			
1 BODY POSITION	SAFE	AT-RISK	
1.1 LINE OF FIRE			
1.2 PINCH POINT			
1.3 EYES ON TASK			
2 BODY USE/ERGONOMICS	SAFE	AT-RISK	
2.1 LIFTING AND LOWERING			
2.2 TWISTING			
2.3 PUSHING AND PULLING			
2.4 GRIP FORCE			
3 TOOLS AND EQUIPMENT	SAFE	AT-RISK	
3.1 SELECTION/CONDITION			
3.2 USE			
3.3 GUARDS			
3.4 BARRICADED AND WARNINGS			
4 PROCEDURES	SAFE	AT-RISK	
4.1 LOCKOUT/TAGOUT			
4.2 COMMUNICATION OF HAZARDS			
4.3 OPERATION PROCEDURE			
4.4 PRE/POST JOB INSPECTION			
5 PPE	SAFE	AT-RISK	
5.1 HEAD			
5.2 EYES AND FACE			
5.3 HEARING			
5.4 RESPIRATORY			
5.5 HAND			
5.6 BODY			
5.7 FALL			
5.8 FOOT			
6 ENVIRONMENT	SAFE	AT-RISK	
6.1 HOUSEKEEPING			
6.2 STORAGE			
		<div style="border: 1px solid black; padding: 5px; text-align: center;">ACTION TAKEN</div>	
		REVIEW BY: _____ RECOMMENDED SUGGESTION IMPLEMENTATION DECLINE SUGGESTION IMPLEMENTATION DISCUSSED SUGGESTION WITH ORIGINATOR RECORDED NEAR MISS IN INCIDENT DATABASE	
		<div style="border: 1px solid black; padding: 5px; text-align: center;">ADDITIONAL COMMENTS</div>	
		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	