

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Office Safety Plan Revision Date: Page 1 of 8
Reviewed By: Jared Monk	Date: 01/10/2022

Section 28.0 OFFICE SAFE PRACTICES

A. Purpose

The purpose of this procedure is to establish guidelines for all personnel in Offices Safe Practices and Emergency Response.

B. Scope

This procedure applies to all personnel and visitors at any **JAGUAR ENERGY SERVICES, LLC** facilities.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) The implementation of this Policy.
 - (ii) Take corrective actions on all violations or suspected violations of this procedure.
 - (iii) Documentation of completion by each employee.
2. The Supervisor is responsible for providing assistance in the implementation of this policy.
3. All employees are responsible for understanding the requirements of this procedure and conducting all work-related tasks according to these requirements.

D. Procedure

Even though the exposure to accidents is less in an office environment, all precautions possible to prevent accidents should be observed.

1. **Emergency Response, Fire Drills, and Evacuation Drills**
 - (a) Each facility must have an Emergency Response Plan.

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- (b) Emergency Response Names and Phone Numbers must be posted in an obvious place in the facility.
- (c) Facility diagram marked with the locations of the following must be posted in an obvious place in the facility:
 - (i) Primary Evacuation Routes.
 - (ii) Primary Assembly Areas.
 - (iii) Secondary Evacuation Routes.
 - (iv) Secondary Assembly Areas.
 - (v) First Aid Equipment.
 - (vi) Bloodborne Pathogens Kits.
 - (vii) Fire Extinguishers.
 - (viii) Hazardous Materials Areas
- (d) Emergency Response Drills must be conducted and documented yearly.
 - (i) Total employee participation is mandatory.
- (e) Fire Drills must be conducted and documented on a quarterly basis.
 - (i) Total employee participation is mandatory.
- (f) Evacuation Drills for Tornados, Hurricanes, and Floods must be conducted and documented.
 - (i) Total employee participation is mandatory.
 - (ii) May be conducted in conjunction with the Emergency Response Drill.

2. **Safety Meetings and Inspections**

- (a) Safety meetings should be held and documented on a monthly basis.
- (b) Regular safety inspections should be conducted in offices as well as operating facilities on a quarterly basis.

3. **Furniture and Equipment**

- (a) Furniture should be arranged to avoid contact with heaters.
- (b) Wherever possible, filing cabinets should be arranged side by side and bolted together to prevent a cabinet from toppling forward when one of the higher drawers is opened.
- (c) Where there is a single filing cabinet, great care must be taken to prevent toppling when a higher drawer is opened.
 - (i) If practical, arrange the files so that the lower drawers bear the heaviest load.

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- (ii) Always close a drawer before opening another in the same cabinet.
 - (iii) Always close all drawers in cabinets and desks, when the access to the information contained is no longer needed to complete the task at hand.
- (d) Use extreme caution when pulling out the typewriter platform of a typewriter desk when there is no typewriter on the platform.
 - (i) Without the counterbalancing weight of a typewriter, the platform snaps into place with sufficient force to cause severe injury to hand or arm if caught between the platform and desk top.
- (e) Make sure there is sufficient space between all furniture to allow access and egress of the area.
 - (i) Try to eliminate sharp corners and protrusions from all office furniture and equipment.
- (f) Do not place feet on a desk or table while sitting in a chair, because serious injury could result if the chair were to slide from under you.

4. **Stationary and Supplies**

- (a) Keep items such as paper clips, thumbtacks, rubber bands, pencils, and the like stored in proper containers for their use as needed.
- (b) Never leave them loose on the desk top or allow them to fall on the floor where they could become a slipping hazard.
- (c) If you must lick envelopes, beware of mouth cuts from the paper edges.
 - (i) To avoid both cuts and germs use a moistener.
- (d) Use staplers, paper cutters, pencils, knives, and scissors with care; they can produce serious cuts or puncture wounds.
- (e) Paper cutters should be left in a closed position.
- (f) A paper edge is capable of infliction of a painful cut.
 - (i) Avoid cuts by picking up an individual sheet of paper at the corner, not at the side.
- (g) Handle sharpened pencils as carefully as you would an open knife or an ice pick.
- (h) Do not place sharpened pencils or other pointed objects upright in a container or upright in a pocket of any clothing.

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- (i) Do not throw sharpened pencils or other pointed objects in the air or between personnel.

5. **Lifting and Climbing**

- (a) Always use an approved ladder or stool to stand on to get to, or repair, articles out of reach from the floor.
 - (i) Never use any kind of chair or other makeshift device to reach high places.
- (b) Never try to lift or move furniture or heavy objects by yourself.
 - (i) Always use proper dollies and trucks to handle heavy objects.

6. **Housekeeping**

- (a) Remove any type of spilled liquid or other material from the floor immediately.
- (b) When office building floors are waxed, a nonskid wax should be used.
- (c) Never throw glass, cans with rough edges, or similar objects in a waste paper basket.
 - (i) They should be placed in exterior waste containers and disposed of as soon as possible.
- (d) Never use waste paper baskets for ash trays or empty ash trays in waste paper baskets.
- (e) Empty waste baskets in proper disposal container as needed.
- (f) Distorted metal waste paper baskets, sharp burrs on metal furniture, and splintered edges on wooden furniture, should be eliminated by repair or replacement.
- (g) Always practice good housekeeping.
 - (i) Do not leave anything lying loose on desks, tables, or on the floor or in hallways.

7. **Electrical**

- (a) Keep approved electric cords, telephone, and radio cords off the floor and out of aisles.
 - (i) Cords which are worn or have exposed wires should be replaced.
- (b) Do not overload electrical circuits, cords, or outlets with too many appliances.
- (c) Do not place electric wires or cords under carpets or rugs.

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- (d) All electrical breakers for electrical circuits must be marked.
- (e) Keep doors to breaker boxes marked and closed.

8. **Doors and Passageways**

- (a) Open doors into offices and hallways carefully; something or someone may be on the other side.
 - (i) Approach blind corners with caution.
- (b) Approach doors that open toward you from the side, so that you will not be in the path of the door's swing, if it should open unexpectedly.
- (c) Never stand in front of a door that opens towards you.
- (d) All doors should open outward from the work area.
- (e) Do not lock exit doors unless they have emergency exit locks installed.
- (f) All exit doors should be marked.
- (g) All work areas should have emergency lighting properly installed and maintained.
- (h) It is a good practice to equip doors that are opened frequently, such as doors to reproduction rooms and hallways, with glass windows.
- (i) Any loose carpet should be replaced or glued down to prevent tripping hazards.
- (j) Broken glass tops on desks or tables must be removed as soon as possible.
- (k) All stairs should be equipped with hand rails.
 - (i) These hand rails are to be used when going up or down stairs.
- (l) All offices will have a means of exit spaced no more than 100 feet apart.
- (m) No office or floor of an office building will have less than two exits.

9. **Flammable or Toxic Materials**

All flammable or toxic materials must be:

- (a) Kept and stored in approved containers, with contents labeled for identification. Contents must not be left uncapped.
- (b) Storage areas must be properly marked and no noncompatible substances stored together.
- (c) A copy of all MSDS sheets must be maintained on all chemicals.

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10. **Safety Equipment**

- (a) All floors of a building will have approved First Aid Kits located in easily accessible places.
- (b) All floors of a building will have approved fire extinguishers that are properly and regularly inspected and maintained.
- (c) Hard heels are unsafe for wear in the office.
 - (i) Wear a non-marking rubber or non skid type of heel on your shoes to prevent slipping.

11. **Evacuation Procedures**

Fire or evacuation needs:

- (a) Know the location and methods of operation of all fire fighting equipment.
- (b) Know which type of extinguisher is effective on wood, oil, grease, and/or electrical fires.
- (c) Know how to report a fire.
- (d) Have escape routes planned and marked.
 - (i) Diagrams of the escape routs, fire fighting equipment, and first-aid equipment should be posted in conspicuous places in the work areas.

12. The office is no place for horse play.

- (a) This type of action could endanger someone's personal safety.

E. Training Requirements

1. All Personnel will be trained on the following topics:

- (a) Emergency Response and Contingency Plan.
- (b) Basic Fire Fighting.
- (c) Bloodborne Pathogens.
- (d) Proper Lifting.
- (e) Ladder Safety.
- (f) Contents of this procedure.

2. An adequate number of personnel will be trained on the following topics:

- (a) Basic First Aid and CPR.

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F. Training Frequency

1. Personnel will be trained according to the following schedule:
 - (a) Initially upon hire.
 - (b) As necessary thereafter.

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EMERGENCY CONTACTS PHONE NUMBERS

PRIMARY EMERGENCY COORDINATOR

Home Address

Street _____

City _____

Home Phone _____

Work Phone _____

Beeper _____

Secondary Emergency Coordinator

Home Address

Street _____

City _____

Home Phone _____

Work Phone _____

Beeper _____

Police

1 _____ Police Department

Street _____

City _____

Phone _____

Fire & Ambulance

_____ Fire Department

Street _____

City _____

Phone _____

Hospital

_____ Medical Center

Street _____

City _____

Phone _____

Sheriff Department

_____ County Sheriff

Street _____

City _____

Phone _____