

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Warehouse Safety
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: Page 1 of 9
Reviewed By: Jared Monk	Date: 01/10/2022

Section 29.0 WAREHOUSE SAFE PRACTICES

A. Purpose

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

B. Scope

This procedure applies to all personnel and visitors while at one of the **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

The activities of loading, unloading, storing and handling supplies, places the personnel working or visiting the area in potential danger of injury.

1. All personnel should sign in and out of the facility.
 - (a) This is necessary to assure that everyone is accounted for in the event of an emergency.

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2. **Hazardous Materials**

The purpose of this procedure is to provide guidance to all personnel on the safe use, handling, and storage of hazardous chemicals.

- (a) Following the guidelines and protective measures in this procedure will reduce the potential for incidents involving chemical handling.
 - (i) **JAGUAR ENERGY SERVICES, LLC** personnel must understand the Hazard Communication Program.
 - (ii) This program provides additional information on hazard communication and hazardous materials, including required protective measures for all employees.

3. **Doors, Passageways, and Windows.**

- (a) Warehouses should be maintained in first class repair at all times.
- (b) Broken window panes should be replaced to prevent personal injury and weather damage to items and material stored.
- (c) Doors should be kept in good repair.
- (d) Locks, hinges, hangers, and tracks should be lubricated, repaired, or replaced as needed to insure proper operations.
- (e) Doorways, aisles, and passageways should be kept clear of obstructions.
- (f) Personnel passage ways, vehicular routes, fire fighting equipment, first aid stations, and specific areas of the warehouse should be marked in a legible manner.

4. **Floors and Stairways**

- (a) Floors, loading platforms, elevators, and stairways should be kept free of oil, grease, slippery materials, protruding nails, splinters, and worn or weak spots.
- (b) Broken planking and floor members should be repaired immediately.
- (c) Supporting timbers or structural members should be inspected regularly.
- (d) Floor and shelf loading limits should be posted in a conspicuous location and not exceeded.
- (e) Holes, cracks, or breaks in concrete floors should be patched to prevent falls or injuries.
- (f) Any second story storage areas should have load limit signs posted.

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5. **Drum Storage.**

- (a) Floor areas in which drums are stored and in which hand trucks or fork lifts are used should be level.
- (b) Each drum should be clearly marked with its content.
- (c) Only one product or material should be stored in an area.
 - (i) Each area should be clearly marked.
- (d) Drums of non-compatible materials should not be stored in the same vicinity.
- (e) All drums and other package goods in storage should be kept tightly sealed at all times.
- (f) Drums should be handled in such a manner that breakage or leakage will be minimized.
 - (i) If leakage does occur, the damaged container should be removed from the storage area for repair or disposal.
- (g) Drums containing material with flash points of 100° Fahrenheit or below should not be stored indoors, unless the requirements of NFPA 36 or local codes concerning the indoor storage of these materials can be met.
- (h) Paint and thinners in large quantities should also be stored outdoors or in approved lockers with proper markings.
- (i) Drums stored outdoors should be stored lying on their sides, to prevent water from collecting on their tops thus causing rust and leakage.
- (j) Personnel upending drums by hand should use drum lifters for additional leverage.
- (k) Proper lifting methods should be used in upending drums to ensure that employees will not injure their backs.
- (l) To avoid having fingers mashed when a drum is being rolled, hands should not grasp the chimes.
 - (i) The drums should be pushed with hands near the rolling rims.
 - (ii) A drum should never be rolled by using the feet.

6. **Material Storage**

- (a) All boxes, packages, or material should be neatly stacked in properly marked storage areas, bins, or racks to prevent them from falling.
 - (i) Falling materials could cause personal injury or damage to the material and **JAGUAR ENERGY SERVICES, LLC** property.

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- (b) While cases and packing crates are being opened, care should be exercised to avoid injury from nails, splinters, bands, flying particles, or slipping on packing material.
- (c) Products in glass bottles or aerosol cans should not be exposed to direct sunlight or other sources of heat, and should be stored in such a way that they will not be broken or ruptured.
- (d) All packing material, empty boxes, and shipping containers should be removed and disposed of in the proper manner.
- (e) Free standing stacks of palletized material should be stable.
- (f) High stacks of palletized material should be cross tied for stability.
- (g) If cases are to be moved by lift truck, the operator's vision should not be blocked.
- (h) Pallets used in storing and handling packages and drums should be kept in good repair.
 - (i) Proper size and type of pallets should be used for each item stored.
 - (ii) Empty pallets should be stored in neat accessible stacks.
- (i) Personnel should use proper lifting methods when handling material.
- (j) Proper provisions should be made to safely reach high shelves for the storage or removal of materials.
- (k) Shelving shall be periodically inspected for condition and strength.
- (l) If heavy objects, such as flanges or fittings are placed in bins, strips should be placed across the lower part of the bins to keep such objects from falling out when one of them is removed.
- (m) An inventory of all products, tools, and material must be made and kept current.

7. **Material Safety Data Sheets.**

- (a) All drums or containers of toxic, corrosive, or hazardous materials stored in the warehouse will have proper labeling and markings that will comply with OSHA CFR 1910 1200.
- (b) All material received from vendors or other **JAGUAR ENERGY SERVICES, LLC** locations will be so marked and have Material Safety Data Sheets supplied with them.

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- (c) A permanent file of all MSDS sheets will be maintained in an accessible location in the facility at all times.
- (d) All personnel will be made aware of any corrosive, toxic, or hazardous materials.
- (e) All local and **JAGUAR ENERGY SERVICES, LLC** fire departments will be made aware of these materials and supplied with the MSDS sheets.
 - (i) This would aid the fire fighters in determining proper procedures in case of an emergency.
- (f) The Medical Staff and/or local hospital should also be furnished this information.

8. **Truck and Rail Car Loading and Unloading**

- (a) In most cases forklifts will be utilized to transfer material and load or unload trucks and rail cars.
 - (i) When utilized, forklifts will be operated and maintained as per OSHA 29 CFR 1910.178.
 - (ii) Trucks and rail cars shall be chocked immediately after spotting at the loading dock or area.
- (b) Personnel should stand to one side and open any door of a van or box car very slowly.
 - (i) Loads sometimes shift and fall against the wall and door of the van or boxcar while in transit.
- (c) Trucks and rail cars should not be overloaded.
- (d) All pallets, packages, and material should be stacked so they will ride well in transit and be easily handled when unloaded.
- (e) Care should be taken when handling all material to avoid personal injury and damage to property and material.

9. **Yard Maintenance and Safety**

- (a) All facilities should have adequate docks and/or unloading areas with proper access and egress to prevent traffic hazards while providing for safety.
- (b) All routes of entry and exit should be clearly marked.
- (c) All facilities should have an adequate parking area, as remote as practical from operating areas and enforce its use.
- (d) Weed and grass control programs should be implemented to improve appearance and prevent fire hazards.
- (e) All unusable or unneeded material should be disposed of in the most timely and efficient manner possible.

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- (f) Warehouse, dock, and storage areas shall be kept free from accumulation of materials that constitute hazards from tipping, fire, explosion, or pest harborage.
- (g) All warehouses should have adequate trash disposal containers with regular pick up service.
 - (i) Any fire or slipping hazard should be eliminated or cleaned up immediately.
- (h) Fences and gates with locking devices are desirable for keeping unauthorized persons from entering and causing damage.

10. **Safety Equipment**

- (a) All floors of a building will have approved First Aid Kits located in easily accessible places.
 - (i) These First Aid Kits will be properly refilled and inspected on a regular basis.
- (b) All floors of a building will have approved fire extinguishers that are properly and regularly inspected and maintained.
- (c) A clear space should be maintained around fire protection equipment, fire fighting equipment, and first aid stations.
- (d) 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.
- (e) Know the location and methods of operation of all fire fighting equipment.
- (f) Know which type of extinguisher is effective on wood, oil, grease, and or electrical fires.
- (g) Know how to report a fire.
- (h) Have escape routes planned and marked.

11. **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.

12. **Housekeeping**

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- (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.
 - (ii) Diagrams of the escape routes, fire fighting equipment, and first aid equipment should be posted in conspicuous places in the work areas.
 - (iii) Be familiar with survival techniques in case you are trapped in a fire.

13. Emergency Response, Fire Drills, and Evacuation Drills

- (a) Each facility must have a Site-Specific Emergency Response Plan.
- (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 places 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.

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- (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.

14. **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.

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) Hazard Communication.
 - (e) Warehouse Safety.
 - (f) Respiratory Protection.
 - (g) Proper Lifting.
 - (h) Ladder Safety.
 - (i) Contents of This Procedure
 - (j) Forklift Operations.
 - (k) Crane and Rigger Training.
 - (l) Personal Protective Equipment.
- 2. An adequate number of personnel will be trained on the following topics:
 - (a) Basic First Aid
 - (b) CPR

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

_____ 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 _____