

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Employee Involvement
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: Page 1 of 4
Reviewed By: Jared Monk	Date: 01/10/2024

Section 3.0 EMPLOYEE INVOLVEMENT

A. Purpose

The purpose of this procedure is to facilitate and encourage employee involvement throughout **JAGUAR ENERGY SERVICES, LLC** operations and the safety and health program.

B. Scope

This procedure applies to all employees.

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 **JAGUAR ENERGY SERVICES, LLC** employees attend and participate in all scheduled monthly safety meetings.
 - (iv) Resolving safety suggestions that can be handled at a field level.
 - (v) Posting notices, information, and district injury reports and statistics.
 - (vi) Auditing safety-meeting records to verify compliance and effectiveness.
 - (vii) Providing safety statistics (**JAGUAR ENERGY SERVICES, LLC** and industry) for safety meetings.
 - (viii) Providing safety topics for use in monthly safety meetings.
 - (ix) Providing information on injuries and/or incidents.
 - (x) Resolving safety suggestions that can be handled on the field level.
 - (xi) Scheduling and chairing safety meetings on a monthly basis.

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2. The Supervisor is responsible for providing the Safety Coordinator with assistance in the implementation of this Policy.
 - (a) Additional responsibilities include:
 - (i) Document and maintain records of safety meeting minutes, completed action items, outstanding action items, format sheets, and attendance sign-in sheets for a period of three years.

3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for ensuring that they obtain initial training on employee involvement.
 - (a) Additional responsibilities include:
 - (i) Supporting **JAGUAR ENERGY SERVICES, LLC** 's Safety Management System
 - (ii) Attending all safety training sessions.
 - (iii) Actively participating in the safety meeting process by conducting a meeting as scheduled.
 - (iv) Training on Stop Work Authority.
 - (v) 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.
 - (vi) Taking an active part in the development of JSAs and incident reviews.

D. Procedure

1. *Safety is the highest **JAGUAR ENERGY SERVICES, LLC** priority.*
 To have an efficient operation, **JAGUAR ENERGY SERVICES, LLC** must have an effective safety and health program.
 - (a) Management must be intimately involved in the development and implementation of safety and health procedures.
 - (i) This shall have a direct impact on how they perform their work.
 - (b) Each employee is responsible for making safety their number one priority.
 - (c) **JAGUAR ENERGY SERVICES, LLC** 's corporate philosophy on safety is based on the belief that all incidents are preventable.
 - (d) Employees are expected to participate and support the Safety Committee operations.

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- (e) Employees are expected to plan and execute their work activities based upon this belief.

E. Stop Work Authority

1. In order to maintain safety at its highest every employee is has the obligation and authority to stop any and all unsafe work without the fear of reprisal or reprimand.
 - (a) When stop work authority is used no work will resume until all employees and operations involved are corrected and the hazard has been identified and eliminated.
 - (b) Senior Managers are responsible for the effectiveness of this policy to ensure all employees are working with safety as a top priority. Also, they will be charged with reviewing all stop work interventions.
 - (c) Safety Manager is responsible for the implementation of this policy as well as documenting all SWA and investigating all SWA's.
 - (d) Supervisors are responsible for encouraging employees to use SWA and to report all stop work interventions to HSE dept.
 - (e) Employees are charged with identifying hazardous situations and being proactive in the use of SWA.
2. Steps of the Stop Work Authority Process
 - (a) Stop, Notify, Correct, and Resume
3. When Stop Work Authority is utilized:
 - (a) Safety Manager will document the incident
 - (b) Senior management, safety manager, department managers will review the situation, hazard, and suggested mitigation to determine effectiveness.
 - (c) Follow-up with after the intervention with front line personnel will be done by the safety manager to determine the effectiveness of the intervention.

F. Safety Meetings

2. Monthly safety meetings are a very important element of the "Employee Involvement Program".
 - (a) Attendance is encouraged for monthly safety meetings.
 - (b) Any employee who does not attend scheduled safety meetings should be counseled by their Supervisor and/or

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- Safety Director on the importance of attending all safety meetings.
- (c) Supervisor/Safety Director shall chair the safety meetings.
- (i) This responsibility can be delegated to a field employee if necessary.
 - (ii) The Supervisor shall develop and distribute a schedule so that employees are aware of the date of the meetings.
 - (iii) Safety meetings shall be documented on the Safety Meeting Sheet.
 - (iv) Attendance shall be documented by each person attending the meeting signing a roster.