

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: October 2, 2017	Access to Employee Exposure and Medical Records Plan Revision Date: Page 1 of 3
Reviewed By: Jared Monk	Date: 08/26/2024

Section 5.0 ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

A. Purpose

The purpose of this procedure is to provide **JAGUAR ENERGY SERVICES, LLC** personnel information on how to access their exposure and medical records.

Medical records are records that concern the health status of an employee and are made by a physician, nurse, or other care personnel or technician.

Exposure records record both environmental and biological monitoring.

All employees shall be informed of this procedure at the time of employment and yearly thereafter as per OSHA 29 CFR 1910.1020 and 29 CFR 1926.33.

All medical records and exposure files are preserved for the duration of the employee's employment with the Company plus 30 years after termination. If the company goes out of business employees will be notified in writing where to obtain their files and if files are not picked up, they will be sent to the local NIOSH office. The company will be notifying employees on these rights at least three (3) months prior to the cessation of the business. If the company transfers ownership, then the new owners will be responsible for maintenance of the files.

B. Scope

This procedure applies to all employees seeking access to their workplace exposure and/or medical records.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that his/her employees are aware of their right to access their workplace exposure and medical records.
 - (a) Additional responsibilities include:
 - (i) The implementation of this Policy.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: October 2, 2017	Access to Employee Exposure and Medical Records Plan Revision Date: Page 2 of 3
Reviewed By: Jared Monk	Date: 08/26/2024

- (ii) Ensuring that employees have completed the training required by this procedure.
- (iii) Documentation of completion by each employee.

2. All **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for understanding their rights under this procedure and submitting written requests for exposure or medical records.

D. Procedure

1. All personnel desiring access to their workplace exposure records must submit a request in writing to the Safety Coordinator or his/her designee. Personal information such as name, address, ss #, etc. will be removed from all records before access is granted.
 - (a) Medical records and exposure files must be provided to employees within a reasonable time (15 working days), place, and manner. Should the records and exposure files not be available within the 15 working days, then the company will inform the requesting employee or designated representative the reason for the delay and the earliest date in which the record(s) will be made available.
 - (b) In the event of an emergency, medical records may be released on an expedited basis to the employee or his/her designated representative.
 - (c) Medical records and exposure files will be made available to employees at no cost.
 - (d) The company shall remove personal identifiers that could reasonably be used to directly or indirectly identify specific employees, before access is granted to conduct an analysis of company employee medical records. In addition, the company shall specify that direct identifiers include name, address, social security number, payroll number, or the like. Direct identifiers include exact age, height, weight, race, sex, date of initial employment, job title and the like must be removed and protected.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: October 2, 2017	Access to Employee Exposure and Medical Records Plan Revision Date: Page 3 of 3
Reviewed By: Jared Monk	Date: 08/26/2024

E. Training Requirements

1. All personnel must receive awareness training in the following areas:
 - (a) The existence, location, and availability of their medical records.
 - (b) The person responsible for maintaining and providing access to their medical records.
 - (c) The employee's right of access to his/her medical records.

F. Training Frequency

1. All **JAGUAR ENERGY SERVICES, LLC** personnel must be trained:
 - (a) When initially hired
 - (b) Annual basis thereafter.