

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: Reviewed By: Jared Monk	Short Service Employee Plan Revision Date: TBD Page 1 of 3 Reviewed Date: 01/10/2022
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Section 8.0 SHORT SERVICE EMPLOYEE (SSE) 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 workforce.

Scope

This procedure applies to all field personnel with less than six months employment with **JAGUAR ENERGY SERVICES, LLC**.

B. 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) Documentation of completion by each employee.

2. The Supervisor in charge is responsible for initiating and documenting this process.
 - (i) Appoint a mentor to assist the SSE in learning all **JAGUAR ENERGY SERVICES, LLC** rules and regulations.
 - (ii) The documentation shall be sent to the Safety Coordinator for review.

3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for learning and following this procedure.
 - (a) It is also the responsibility of the Mentor (Supervisor or his/her designee) to:
 - (i) Inform the client of the status of any SSE being used at the work-site.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Short Service Employee
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: TBD Page 2 of 3
Reviewed By: Jared Monk	Reviewed Date: 01/10/2022

- (ii) Provide close supervision and not allow the SSE to perform any task in which he/she has not been properly trained.
 - (iii) Monitor the SSE for compliance with HSE policies and procedures.
 - (iv) To give the short term employee assistance in complying with any client's short term employment policy.
4. The Mentor must **not** be part of the SSE program at the time he/she will be the active mentor of a SSE. A mentor must have successfully been removed from the SSE program and must also be current on all required certification training before being considered a Mentor.

C. Procedure

1. Personnel with less than 6 months of employment with **JAGUAR ENERGY SERVICES, LLC** shall be considered a Short Service Employee (SSE).
2. If the employee has previous industry experience in the task they shall be performing, they shall be considered for removal from the program unless the client requires it.
3. SSE's may not work alone under any circumstances.
4. All SSE personnel shall be required to attend an initial orientation conducted by the client's management and/or his/her supervisor prior to beginning work on any project.
5. Initial orientation (Petroleum Education Council, IADC Rig Pass, or equivalent) must include a review of the Contractors Safety policy and client's Safety Policy.
6. SSE personnel shall be distinguished by a green sticker on the hard hat.
7. When at a work-site the mentor shall review with the SSE any hazards associated with the task and review all emergency equipment and procedures. (The JSA process should be utilized.)

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Short Service Employee
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: TBD Page 3 of 3
Reviewed By: Jared Monk	Reviewed Date: 01/10/2022

8. To remove an employee from the SSE status, the Safety Coordinator or Division Manager must be convinced that the SSE has a working knowledge of both **JAGUAR ENERGY SERVICES, LLC's** and client's Safety Policies, and has demonstrated safe behavior for 6 calendar months or has industry experience to satisfy the customer.
 - (a) This time period may be reduced with the mentor and specific client's approval following a performance review.
 - (i) At that time, if the mentor and client's representative are convinced of the SSE's capabilities, the employee may be removed from the SSE status.
 - (b) This should be documented in the SSE personnel file.
 - (c) This documentation shall be reviewed as part of the employee's next yearly appraisal.

9. Employees who do not qualify for release from SSE status after 6 months shall not be allowed to perform any task without being supervised by their mentor.
 - (a) This lack of personal safety development may, upon management's discretion, be grounds for termination.
 - (b) These records are subject to review by the client.

10. JES does not utilize subcontractors.

D. Training Requirements

1. The Short Service Employee (SSE) shall be trained in this procedure.

E. Training Frequency

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