

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Job Safety Analysis
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: Page 1 of 6
Reviewed By: Jared Monk	Date: 01/10/2022

Section 14.0 JOB SAFETY ANALYSIS

A. Purpose

The purpose of this procedure is to establish formal guidelines for personnel to conduct and document Job Safety Analysis (JSA's) and aid in the development of safe work practices.

B. Scope

This procedure applies to all **JAGUAR ENERGY SERVICES, LLC** jobs and employee work tasks where there is a concern about hazards or the ability to complete a job safely.

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) Documentation of completion by each employee.
 - (iii) Ensuring that JSA's have been developed for critical jobs.
 - (iv) Ensuring that all personnel are conducting JSA's properly and keeping JSA current.
 - (v) Maintain non-current JSA's for a minimum of three years.
 - (vi) Aid in the development of Safe Operating Procedures.
2. The Supervisor is responsible for providing assistance in the implementation of this Policy by conducting JSAs and helping in the development of Safe Operating Procedures
3. The employees are responsible for conducting JSAs in accordance with this procedure and keeping JSA properly maintained and updated.

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D. Procedure

1. Introduction to Job Safety Analysis.

All incidents are preventable and injuries on the job can be reduced by employing the procedure of developing safe work practices by conducting a step-by-step analysis of each job to be performed.

- (a) The "Job Safety Analysis", or JSA as it is commonly referred to, is a basic approach in preventing injuries by documenting the firsthand experience of employees.
- (b) The JSA is a central element of the safety program.
- (c) The Job Safety Analysis is a process used to analyze each major job by:
 - (i) First, determining the sequence of each basic step of a job.
 - (ii) Second, identifying the potential hazards associated with each step
 - (iii) Third, developing safe work practices by implementing the necessary solutions to control each hazard.
- (d) The advantages of using JSA's include employee training as they provide self-direction on how safety rules and safe work practices are applied in the work environment.
- (e) The JSA should also be used as an aid when training new or inexperienced employees.

2. Employee Involvement In JSA Process.

Employee participation is an integral part of the JSA process and increases personnel safety, efficiency, and productivity.

- (a) Every employee must be prepared to assist in the recognition, evaluation, and control of hazards.
- (b) Employees must be involved in all phases of the analysis by:
 - (i) Reviewing each step and sequence involved in the job.
 - (ii) Discussing the potential hazards that may exist
 - (iii) Recommending solutions.
- (c) The employee is most familiar with the job, thus the results are a more thorough analysis.
- (d) Other employees that have performed the job should also be contacted for their knowledge and expertise.
- (e) A team of employees should conduct JSAs.

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- (f) The team should also include other **JAGUAR ENERGY SERVICES, LLC** employees, the customer, and any contractor personnel involved.
- (g) The team should include the person(s) designated to perform the job and an observer who will record the specific job tasks and hazards.
- (h) When new hazards are presented or the job scope changes during the job that are not identified on the JSA, Stop Work Authority should be initiated and a revision should be made to the JSA. Before any work is resumed the revisions should be communicated to everyone involved on the JSA with each person signing off to confirm they have been made aware of changes in the JSA.

3. **Four Basic Steps of Job Safety Analysis**

The Job Safety Analysis involves four basic steps;

- (a) Job selection
- (b) Separating the job into basic steps
- (c) Classification of the hazards
- (d) Identifying the process to control each hazard

4. **Documentation & Review**

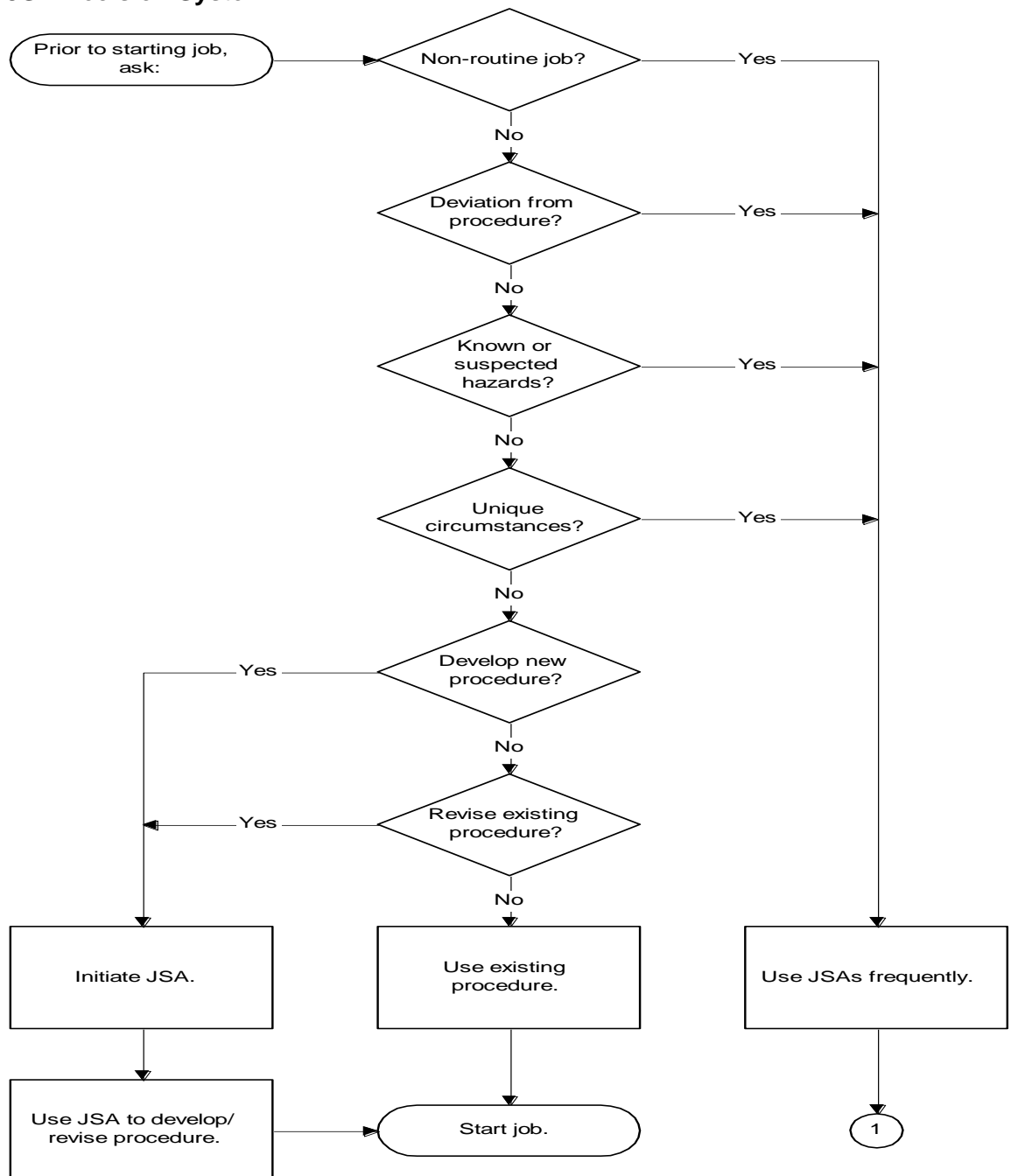
- (a) A JSA log book for each calendar year should be developed and maintained.
 - (i) The JSA logbooks should be organized by category and labeled appropriately to facilitate easy and efficient use.
- (b) The JSA logbook for the current year will contain all current JSA's.
 - (i) The JSA's that have been developed or reviewed for the current year.
- (c) JSA logbooks from previous years should be retained for a period of three years.
- (d) JSA's should be completed by "ALL" crew members who will be working in the process, but should be reviewed by all employees working in the immediate area. (To include other contractors or employees)
- (e) JSA's are good for one shift or less. No JSA should exceed 12 hours in length. (Employees should complete the JSA at the beginning of their shift)
- (f) JSA's should be discussed and get all employees involved input while a team leader completes the JSA.

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- (g) (Under no circumstance should a JSA be developed and just passed around for employees signature.)
- JSA should be reviewed at the end of each shift to determine if the JSA was adequate in identifying all hazards and identified all of the steps in the job process. HSE Manager should review the completed JSA's periodically to determine if the JSA was completed correctly. If a JSA was completed incorrectly it should be communicated to employees at tailgate or safety meetings.

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Flow Chart of JSA Decision System



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A. Training Requirements

1. Personnel will be trained on the following topics:
 - (a) Conducting JSA's
 - (b) JSA documentation
 - (c) Safe work practices
 - (d) Contents of this procedure

B. Training Frequency

1. All employees will be trained according to the following schedule:
 - (a) Initially upon hire
 - (b) Anytime an employee is unable to properly conduct a JSA.