

<b>JAGUAR ENERGY SERVICES, LLC</b> 310 N Parkerson Ave Crowley, LA 70526  Original Date of Implementation: October 2013 New Effective Date:	<b>Root Cause Analysis</b>  Plan Revision Date: Page 1 of 3
Reviewed By: Jared Monk	Date: 01/10/2022

## Section 21.0 ROOT CAUSE ANALYSIS

### A. Purpose

The purpose of this procedure is to provide guidance to **JAGUAR ENERGY SERVICES, LLC** employees on analyzing accidents and incidents.

1. This procedure establishes guidelines for the development of root cause analysis, and provides a means for **JAGUAR ENERGY SERVICES, LLC** to gather the facts to aid in the development of a Job Safety Analysis and/or take corrective actions to prevent the reoccurrence of the same kind of an incident.

### B. Scope

This procedure can be used as a tool to analyze any kind of an incident.

### C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for investigating all employee concerns regarding incidents of workplace violence on **JAGUAR ENERGY SERVICES, LLC** or customer premises.
  - (a) Additional responsibilities include:
    - (i) The implementation of this Policy.
    - (ii) Training of all employees on this policy and the documentation of this process.
    - (iii) Ensuring that this procedure is used in accident/incident reviews.
2. The Supervisor is responsible for providing assistance in the implementation of this policy.
  - (a) Additional responsibilities include:
    - (i) Aiding in accident/incident reviews and ensuring that this procedure is used in the process.
    - (ii) Ensuring that this procedure is used in the development of JSA's and Safe Work Practices.
3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for utilizing the training on this procedure, and developing a better understanding of the procedure by the continued use of it.

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- (a) This procedure will facilitate the development of JSA,s and Safe Work Practices.

## D. Procedure

Identifying root causes of accidents/incidents is one of the central ideas behind accident investigation, and getting to the contributing factors of the accident/incident is what identifying the root causes(s) is all about.

### 1. Root Cause Investigation

- (a) **JAGUAR ENERGY SERVICES, LLC** will ensure that the Safety Coordinator, Safety Director and all Supervisors will be trained in an incident investigation course such as the National Safety Council's or a similar course.
- (b) All investigations will be conducted using this training and the techniques learned.

### 2. Determining A Root Cause

Deciding on a root cause is ultimately what the accident/incident investigation process is all about.

- (a) Determining a root cause involves:
  - (i) Looking at the overall effect that the accident had on people, property, products, and processes in your workplace.
  - (ii) Examining all potential causes of the accident/incident.
  - (iii) Determining the reasons behind the employee actions that led up to the accident/incident.

### 3. Developing Corrective And Preventative Actions

The next step in the accident investigation process involves developing a list of corrective and preventative actions that, hopefully, will prevent future accidents/incidents in your workplace.

- (a) To determine the corrective and preventative actions that should eventually be recommended to upper management, the team should:
  - (i) Evaluate the root cause(s) of the accident/incident.
  - (ii) Determine how to reduce or eliminate root causes from all workplace activities.

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4. **Implementation of Corrective And Preventative Actions**  
Now that the root cause(s) of the accident has been determined, corrective and preventative actions must be put in place that will eliminate, or at least reduce, the chances of another accident occurring in your workplace.
  - (a) To help you develop a list of actions, reexamine your list of determined root causes of the accident/incident.
  - (b) Usually, after the root cause(s) has been determined, recommendations for corrective and preventive actions follow in a rather straightforward manner.
  - (c) Developing an effective set of corrective and preventative actions starts with an evaluation of the identified root cause(s).
  
5. **Evaluate The Root Cause(s) Of The Accident/Incident**  
Now that you have determined the root cause(s) of the accident, evaluate it/them to determine how the cause can be prevented from occurring in the future.
  - (a) With the help of supervisors, managers, and other employees, discuss quantitative ways to remove the root cause(s) from the system.
  - (b) Be sure that you are evaluating and discussing *root causes*, and not *symptoms*.
  - (c) To aid you in your discussion, refer to the list of *why or why not* questions, as defined earlier, that probably led you to the root cause of the accident/incident.
  - (d) You should also have a list of potential employee actions that may have contributed to the accident /incident.

#### E. Training Requirements

1. All **JAGUAR ENERGY SERVICES, LLC** personnel will be trained in this procedure.

#### F. Training Frequency

1. All **JAGUAR ENERGY SERVICES, LLC** personnel will be trained according to the following schedule:
  - (a) Initially upon hire.
  - (b) As necessary thereafter.