

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Employee Orientation Plan Revision Date: Page 1 of 4
Reviewed By: Jared Monk	Date: 01/10/2022

Section 2 .0
EMPLOYEE ORIENTATION

A. Purpose

The purpose of this procedure is to establish guidelines for the orientation of newly hired employees on the critical safety and health procedures related to their jobs.

To make the new person feel that he/she has something to contribute to **JAGUAR ENERGY SERVICES, LLC** and that **JAGUAR ENERGY SERVICES, LLC** offers him/her a career, not just a job.

To make the new employee fully aware of **JAGUAR ENERGY SERVICES, LLC**'s operating practices, safety regulations and requirements.

B. Scope

To give the new employee an introduction to the equipment that he/she shall be working with and orientation to the duties he/she is expected to perform.

To determine what experience and knowledge the new employee may have that shall best contribute to the operations that are to be performed.

This procedure applies to newly hired personnel.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have been given a proper orientation.
 - (a) Additional responsibilities include:
 - (i) Implementation of this Policy.
 - (ii) Documentation of this process.

2. Supervisors are responsible for providing assistance to the Safety Coordinator in the implementation of this Policy.
 - (a) Additional responsibilities include:
 - (i) Conducting Employee Orientation for the personnel under their supervision.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Employee Orientation Plan Revision Date: Page 2 of 4
Reviewed By: Jared Monk	Date: 01/10/2022

- (ii) Making suggestions for improvement of the Safety Management System as well as the total operation.

- 3. **JAGUAR ENERGY SERVICES, LLC** employees are responsible for learning and following applicable safety and health procedures when performing their jobs.

D. Procedure

The orientation of new personnel should never be viewed lightly. **JAGUAR ENERGY SERVICES, LLC** employees should realize that new people are as important to the employer as those who are already **JAGUAR ENERGY SERVICES, LLC** employees.

- 1. All employees shall be given an orientation at the time of employment.
- 2. This Orientation is not only an overview, but also a copy of **JAGUAR ENERGY SERVICES, LLC's** Policies and Procedures.
 - (a) **JAGUAR ENERGY SERVICES, LLC** supports the open door Policy to management.
 - (b) Any concern that an employee has with regard to **JAGUAR ENERGY SERVICES, LLC** policy shall be reviewed with him/her by management upon request.
- 3. The orientation shall be provided by the Safety Director and/or the Supervisor and shall include the following topics:
 - (a) Corporate philosophy on Safety, Health, and Environment.
 - (b) **JAGUAR ENERGY SERVICES, LLC** safety statistics.
 - (c) Safety Management System
 - (d) **JAGUAR ENERGY SERVICES, LLC** organizational structure.
 - (e) Employee Involvement & Safety Meetings
 - (f) Work Hours
 - (g) Access to Medical Records
 - (h) Harassment/Work Place Violence
 - (i) **JAGUAR ENERGY SERVICES, LLC** Disciplinary Plan
 - (j) Short Service Employee (SSE) Program
 - (k) Behavior Based Safety/Hazard Identification

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Employee Orientation Plan Revision Date: Page 3 of 4
Reviewed By: Jared Monk	Date: 01/10/2022

- (l) Alcohol, Drug, Firearms, Ammunition, Explosives, and Weapons Awareness
- (m) Business Ethics
- (n) Basic Safety Policies
- (o) JSA's
- (p) PPE
- (q) Reporting of injuries or illnesses with emphasis on the consequences for late reporting.
- (r) Hearing Conservation
- (s) Importance of housekeeping.
- (t) Hazard Communication
- (u) Defensive Driving and Vehicle Safety
- (v) Respiratory Protection
- (w) Hearing Conservation
- (x) First Aid/CPR & Bloodborne Pathogens
- (y) Fire Prevention Basic Safety & Fire Extinguishers
- (z) Hand Safety
- (aa) Fall Protection
- (bb) Environmental Awareness
- (cc) Forklift Safety
- (dd) Rigging Awareness
- (ee) LOTO/Electrical Safety
- (ff) Hydrogen Sulfide (H2S)
- (gg) Hot Work
- (hh) Confined Space Awareness
- (ii) Proper Lifting Techniques
- (jj) Ladder/Scaffold Safety
- (kk) Operating Equipment
- (ll) Emergency/Evacuation Plans
- (mm) Heat/Cold Stress
- (nn) Housekeeping
- (oo) Barricades/Safety Signs & Labels

4. Once the new employee is ready to start the assigned duties, the immediate supervisor shall:
 - (a) Explain and show how the person is to do the work.

5. The new employee orientation must be documented on the Employee Orientation form and must be retained for the duration of employment plus 1 year.

6. Upon arrival at the work location, either the immediate supervisor or an individual appointed by the new employees supervisor shall accompany the new employee on a tour of the facility to point out:

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Employee Orientation Plan Revision Date: Page 4 of 4
Reviewed By: Jared Monk	Date: 01/10/2022

- (a) The emergency alarms, escape exits, fire fighting equipment, and what to do and where to go in the event of an emergency.
- (b) Familiarize the new employee with the work group and meet all appropriate supervisors.
- (c) The safety equipment and signs.
- (d) The layout of the facility/work location and all related equipment.
 - (i) The functions of various facility components, if the person is inexperienced.
- (e) The living quarters, when accommodation facilities are provided, including where the person shall be bunking, showering, changing clothes, eating, and the location of the recreational facilities.
- (f) Other items to be relayed to the new employee are:
 - (i) The duties to be performed
 - (ii) Where he shall be expected to work
 - (iii) A thorough explanation of the related:
 - (i) Tools
 - (ii) Equipment
 - (iii) Any health hazards that might be associated with the job.

E. Training Frequency

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