

<b>JAGUAR ENERGY SERVICES, LLC</b> 310 N Parkerson Ave Crowley, LA 70526  Original Date of Implementation: October 2013 New Effective Date:	<b>PPE</b>  Plan Revision Date: Page 1 of 18
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**Section 41.0  
PERSONAL PROTECTIVE EQUIPMENT**

**A. Purpose**

Personal protective equipment, or PPE, when properly worn, is designed to reduce or eliminate hazards from the work environment that cannot be controlled by other means.

It is considered the last barrier of protection for the employee. Other means of protecting employees must be pursued first.

**JAGUAR ENERGY SERVICES, LLC** is required by law (OSHA 29 CFR 1910.132) to provide Personal Protective Equipment and train their employees in its use, to protect them from hazards in the work environment.

**B. Scope**

This procedure is intended to provide employees with the necessary protective equipment to guard against hazards in the workplace and enhance on-the-job safety.

It furnishes the employee direction on the selection, use, and care of protective equipment for eyes, face, skin, head, and feet.

**JAGUAR ENERGY SERVICES, LLC** provides this equipment at no cost to the employee.

PPE not designated herein and required by a specific job task or customer requisite, shall be provided by **JAGUAR ENERGY SERVICES, LLC**.

Employees traveling to active customer sites, which are not regularly assigned to field operations, shall also be covered by this procedure.

**C. Responsibilities**

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure and the documentation of this process.

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- (a) Additional responsibilities include:
  - (i) Implementation of the Hearing Loss Prevention Program.
  - (ii) To ensure that employees have been issued and use, the designated PPE required to conduct their jobs.
  - (iii) Responsible for ensuring that **JAGUAR ENERGY SERVICES, LLC** personnel conduct a PPE Hazard Assessment by completing a Job Safety Analysis form prior to beginning a project for which a formal PPE Hazard Assessment has not been done. These assessments should be conducted on each job before any work is done or no less than quarterly while on a long term project.
  - (iv) The results of the assessment will determine what Personal Protective Equipment will be used.
  - (v) Ensuring that these results are documented through a written certification.
  - (vi) Ensure that all PPE is inspected, repaired, or replaced as needed and also documented.
  - (vii) Employees are not allowed to wear jewelry of any kind while on jobsite that may interfere with PPE or otherwise create a hazard.
  - (viii) Employees are to maintain proper hygiene (to include facial hair, long head hair). No long head hair will be allowed outside of an employee's hard hat while performing a job task.
  
- 2. The Supervisor is responsible for providing assistance in the implementation of this policy.
  
- 3. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for learning and following this **JAGUAR ENERGY SERVICES, LLC** procedure.
  - (a) Additional responsibilities include:
    - (i) Utilizing PPE as specified in this procedure.
    - (ii) Ensure that they have the appropriate PPE prior to beginning work.
    - (iii) Maintaining all items of apparel and equipment in a safe, serviceable condition or to replace the items when necessary.

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## D. Procedure

PPE includes, but is not limited to, head protection, eye and face protection, foot protection, and skin protection.

1. Hearing protection, fall protection, and respiratory protection is addressed in detail in separate procedures (x-ref Hearing Loss Prevention Program, Fall Protection, and Respiratory Protection Procedures).
  
2. **PPE Hazard Assessment**  
**JAGUAR ENERGY SERVICES, LLC** has conducted and documented a certified PPE Hazard Assessment which applies to most job sites; however, there are job sites that may have special requirements.
  - (a) For examples refer to the examples on page 23 of this Policy.
  - (b) These should be filed in the Compliance Audit Book.
  - (c) A written PPE Hazard Assessment shall be completed prior to starting any major or unique project.
    - (i) The assessment must indicate a determination of hazards that are present or are likely to be present, which necessitate the use of PPE.
    - (ii) These special PPE Hazard Assessments should be part of all JSA's.
  - (d) PPE has been selected for each affected employee.
  - (e) The selection and reasons for selection are given to all employees at the time the PPE is issued.
  - (f) All PPE Hazard Assessments must include:
    - (i) Certifier's name
    - (ii) Signature
    - (iii) Date
    - (iv) Identification of assessment documents
  - (g) All PPE selected must be fitted to each employee at the time it is issued.
    - (i) Fitting includes proper:
      - (i) Donning
      - (ii) Cleaning
      - (iii) Maintenance
  
3. **General Guidelines & Requirements**
  - (a) Employees shall be provided at no cost suitable fitting PPE.

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- (i) The need and types of PPE selected by **JAGUAR ENERGY SERVICES, LLC** was determined by a written Hazard Assessment.
- (ii) This equipment is required by hazards of processes or environment to protect body parts from inhalation, absorption, or physical contact.
- (iii) The selection of equipment and reasons for the selection of the equipment will be conveyed to the employees at the time it is issued and reinforced in the training.
- (b) They are required to use the PPE and properly maintain it in a sanitary and reliable condition.
- (c) All selected equipment will be fitted to each affected employee.
  - (i) Fitting includes:
    - (i) Proper donning
    - (ii) Doffing
    - (iii) Cleaning
    - (iv) Maintenance
- (d) In the U.S., PPE must meet or exceed OSHA, ANSI, and NFPA specifications as listed below.
- (e) Outside of the U.S., PPE must meet or exceed local regulatory specifications or the minimum requirements referred to below.

Protective Device	OSHA	ANSI	NFPA
Safety eye wear and Face protection	1910.133	ANSI Z87.1-989	
Safety Footwear	1910.136	ANSI Z41-1991	
Head Protection	1910.135	ANSI Z89.1-1997	
Hand Protection	1910.138		
Flame Resistant Clothing	1910.269		70E & 1975

#### 4. Selection of PPE

A PPE Assessment has been conducted using the Workplace Hazard Assessment form which indicates a determination if hazards are present or are likely to be present, which necessitates the use of PPE.

- (a) The following guidelines should be considered when selecting PPE:
  - (i) The Assessment must have:
    - (i) The certifier's name
    - (ii) The certifier's signature
    - (iii) Date of assessment

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- (iv) Identification of assessment documents
- (ii) Consider the route of entry and the ability of the PPE to act as a barrier.
  - (i) Always reference the manufacturer's data on chemical resistance including permeability and degradation.
- (iii) Match the equipment to the job.
  - (i) Evaluate dexterity, heat, size, and other comfort issues relating to the worker and job.
  - (ii) Insure equipment properly fits the employee.
- (iv) Review of equipment durability such as tear resistance and seam strength.
- (v) Inspection and maintenance of equipment prior to use including proper cleaning and storing of PPE.
- (vi) Replacing Worn or Damaged Equipment
- (vii) Review the effects of PPE in relation to heat stress and task duration.
- (viii) Comfort and job interference.
- (ix) Establish controls so that substitutions aren't made without proper review, and that the correct equipment is issued to employees.
- (b) Personnel may use their own personal protective equipment as long as it is the same type that is recommended by **JAGUAR ENERGY SERVICES, LLC**, as a result of the required workplace assessment.
  - (i) It will be the responsibility of the Safety Director to assure the proper use, adequacy, maintenance, and sanitation of the employee owned equipment.
  - (ii) This equipment will be subject to all **JAGUAR ENERGY SERVICES, LLC** inspections and must be maintained in the same mechanical and sanitary condition as any other PPE.
- (c) At the time that the PPE equipment is issued to the employee the Safety Director or his/her designee will:
  - (i) Fit the equipment to the employee.
  - (ii) Issuing the PPE shall include:
    - (i) Proper donning
    - (ii) Proper doffing
    - (iii) Cleaning
    - (iv) Maintenance

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**5. Personal Protective Equipment Maintenance**

**JAGUAR ENERGY SERVICES, LLC** personnel are responsible for keeping PPE equipment sanitary and properly maintained.

- (a) Any damaged PPE will be repaired or replaced as soon as it is detected.
- (b) All PPE being sent on an assignment and monthly while on a major project will be inspected for proper preventative maintenance.
- (c) This inspection will be conducted by **JAGUAR ENERGY SERVICES, LLC** man in charge.
- (d) All damaged or dirty PPE will not be used until it is repaired, and/or cleaned.
  - (i) In the event that the PPE is not repairable it will be replaced.
- (e) This process will be documented and filed with the safety director.
  - (i) An example of this inspection form can be found on page 24 of this Policy.
  - (ii) These records shall be filed in the Compliance Audit Book.

**6. Use of PPE**

Proper use of PPE is critical to providing protection for employees.

- (a) PPE should be used when other controls are not feasible or do not reduce the hazard to an acceptable level, or as an interim measure while other controls are being implemented.
- (b) The proper type of PPE must be used.

**7. Guidelines for care of PPE**

All personal protective equipment shall be cleaned, maintained, and stored in a sanitary and reliable condition.

- (a) This equipment will be cared for in a manner required by reasons of process or environment to protect body parts from inhalation, absorption, or physical contact.
  - (i) This will prevent damage to the equipment
- (b) Periodically inspections of the equipment will be conducted to identify signs of damage or wear.
- (c) PPE shall not be modified or altered in any way that degrades the integrity of the equipment.
- (d) The manufacturer's guidelines for use and care shall be followed.

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**8. Eye and Face Protection**

Safety glasses with side shields are required for any work that has the potential for flying objects or foreign objects impacting the eyes.

- (a) Chemical goggles are required for any work with the potential for chemical splashes or splatters, or when working with irritating mists or vapors.
- (b) Face shields shall be worn where there is the potential for flying particles, sparks, electrical arc blast, impact to the face, or chemical splashes.
- (c) Contact lenses may be worn safely under a variety of environmental situations, with appropriate safety eye wear.
  - (i) They **do not** provide impact protection, and in certain circumstances, may cause irritation such as exposure to hydrogen sulfide.
  - (ii) Use of contact lenses does not relieve the employee from wearing proper eye protection!
  - (iii) When using contact lenses, the employee should also carry extra prescription safety eyeglasses at all times.
  - (iv) **JAGUAR ENERGY SERVICES, LLC** shall provide affected employees with the necessary eye and face protection.
  - (v) Employees that wear prescription corrective lenses must wear eye protection that incorporates the prescription in the design, or wear eye protection that can be worn over the prescription lenses.
  - (vi) There are three different types of eye and face protection:
  - (vii) Safety glasses with side shields
    - (i) Safety glasses with side shields are primarily designed to protect against flying objects and provide impact protection.
    - (ii) Many styles also offer UV radiation protection.
    - (iii) All safety glasses must carry the imprint, "ANSI Z87.1," or the local regulatory approval.
  - (viii) The Safety Director has and will make available to any employee upon request documentation that identifies the appropriate filter lenses for the work activities performed.
  - (ix) Goggles

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- (i) Goggles, depending on the design, can protect a worker from flying particles, chemical splashes, or vapors and fumes.
- (ii) Goggles that provide impact protection are directly ventilated.
- (iii) Splash protection goggles are indirectly ventilated.
- (iv) Goggles that provide vapor and fume protection are not ventilated.
- (v) All goggles are available with anti-fog lenses and many offer UV radiation protection.
- (vi) Some types can be worn over prescription eye wear
- (x) **Face Shields**
  - (i) A face shield is designed to protect the face and is not a primary form of eye protection.
  - (ii) Safety glasses or goggles must be worn underneath the face shield to protect the eyes.
  - (iii) Face shields can be used in conjunction with goggles or safety glasses for maximum splash or impact protection.
  - (iv) When necessary, they can be mounted onto a hard hat for combined face and head protection.
- (d) When selecting eye protection consider the following factors:
  - (i) Impact protection.
    - (i) Any process that generates or has the potential to generate flying particles will require safety glasses with side shields or goggles.
  - (ii) Splash protection
    - (i) Processes with very little splash potential may only require goggles, which are indirectly vented.
    - (ii) Processes that have the potential for large splashes would require a face shield in addition to the goggles.
  - (iii) Fog free or Non-Fog free lens

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- (i) If a worker is required to wear goggles or safety glasses for an extended period of time or in a hot and humid environment, the potential for fogging increases.
- (ii) This decreases visibility and can be a safety hazard itself.
- (iii) Fog free lenses decrease fogging and should be selected if these conditions exist.

**9. Care and Use of Eye and Face Protection**

- (a) Routinely clean lenses throughout the day to insure maximum visibility.
- (b) The glasses should be adjustable or sized for comfort.
- (c) Store eye and face protection in areas free of contaminants.
  - (i) Eye or face protection with heavily scratched lenses or broken parts should be discarded and replaced.

**10. Head Protection**

Protective helmets, better known as "hard hats," provide *limited* head protection.

- (a) The helmets are designed to reduce the force of impact and resist penetration by a falling object or projectile.
- (b) Some helmets also are designed to provide protection of electrical shock from exposed electrical conductors and / or from lateral projectiles.
- (c) Employees are required to wear hard hats at all construction sites, offshore facilities, and while in process or manufacturing plants.
- (d) Hard hats are also required whenever there is the *potential* to be struck in the head by a falling object, contact with the head on stationary piping or equipment, or electrical shock from exposed energized electrical circuits.
  - (i) **JAGUAR ENERGY SERVICES, LLC** shall provide each affected employee with the proper head protection.
  - (ii) Type II, Class E, head protection is now the approved head protection.
  - (iii) With the recent changes in the ANSI Z 89.1 specification, Type I / Class B hard hats will be replaced by Type II / Class E.

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- (iv) Types of Head Protection
- (v) A "Type I" helmet is the standard type of hard hat that you have worn for years.
  - (i) It provides limited protection for the top of your head.
- (vi) Helmets that provide some degree of top and off-center protection are called "Type II" helmets.
- (vii) The following are descriptions of the electrical insulation protection of head protection.
  - (i) Class C helmets are not tested for electrical resistance.
  - (ii) They are classified as conductive helmets and provide no protection from electrical conductors.
  - (iii) This class of helmet shall not be purchased or worn by any employee!**
  - (iv) Class E, (formerly Class B) - these helmets are intended to reduce the danger of exposure to exposed high-voltage conductors.
  - (v) These are proof tested to 20,000 volts.
  - (vi) This is the approved class of helmet.**
  - (vii) Class G, (formerly Class A) - these helmets are intended to reduce the danger of exposure to exposed low-voltage electrical conductors.
  - (viii) These are proof tested to 2,200 volts.
- (e) Care and Use of Head Protection
  - (i) Always follow the manufacturer's recommended guidelines.
  - (ii) Employees are required to periodically inspect their head protection and use it in the manner for which it is designed.
  - (iii) For maximum protection, helmets must securely fit on the head and the headband must be adjusted to a snug fit.
  - (iv) Limited retention is provided when used with a chin strap.
  - (v) Helmets are not designed for fall protection, or as a vehicular or sports protective helmet.

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- (vi) Abuse, heat, cold, sunlight, and chemical exposure can affect the helmet's useful life.
- (vii) Inspect for:
  - (i) Replace the suspension system if it doesn't provide proper support of 1 1/4" between the top of the suspension and the helmet.
  - (ii) Check for loss of flexibility, cracks, breaks, frayed straps, or damaged stitching.
  - (iii) Replace suspension **annually** or if damaged in any way.
  - (iv) Visually inspect the shell of the helmet for breakage, cracks, craze pattern, discoloration, brittleness, gouges, or any other unusual condition.
  - (v) Replace the helmet if found to be damaged, or at **least every 5 years**.
- (f) Other precautions:
  - (i) Do not store or leave a hard hat under the rear window of an automobile.
    - (i) Sunlight and extreme heat can cause degradation.
  - (ii) Periodically clean hard hat shell and suspension system following manufacturer's guidelines.
    - (i) Never use paints, solvents, or hydrocarbon type cleaners as this can cause damage to the helmet that will not be visible.
    - (ii) Do not store items such as earplugs, lighters, cigarettes, or other items between the suspension system and shell.
    - (iii) This space is required to absorb the force of impact.
  - (iii) The useful life begins when the helmet and suspension are placed in service.
    - (i) The date stamped on the helmet and suspension reminds you of the manufacture date.
- (g) Do not apply any stickers, or alter the helmet in any way.
  - (i) This can prevent detection of damage through inspection or could reduce the dielectric properties of the helmet.

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- (h) Clean with a mild soap and warm water.
- (i) Do not mix suspension and helmet sizes.

**11. Foot Protection**

Foot protection is required where there is potential danger of foot injuries that may be caused by falling or rolling objects, objects piercing the soles, electrical hazards, or chemical hazards.

- (a) **JAGUAR ENERGY SERVICES, LLC** requires that all protective footwear be designed according to ANSI Z41.
- (b) Only over-the-ankle-safety-rated-footwear shall be worn at all times while on the job.
- (c) When selecting footwear the following must be considered:
  - (i) Impact resistant toe
  - (ii) Slip-resistance, especially on oily / greasy surfaces
  - (iii) Insole puncture resistance
  - (iv) Electrical hazard protection
  - (v) Comfort
  - (vi) Insulation from heat or cold
  - (vii) Shock absorbing outsole
  - (viii) Water repellent
- (d) Use and Care of Foot Protection
  - (i) It is important to properly care for footwear and to inspect it periodically.
  - (ii) Follow the manufacturer's recommended guidelines for care.
  - (iii) Footwear should be replaced if it is damaged or worn and does not provide proper protection.
- (e) Regularly inspect footwear for the following:
  - (i) Worn toes exposing protective toe guard
  - (ii) Cracked or lacerated uppers
  - (iii) Signs of separation between the soles and uppers
  - (iv) Holes or cracks in soles or heels
  - (v) Metal imbedded in heels or soles

**12. Hand Protection**

Hand protection is essential to prevent injuries from hazards such as abrasions, cuts, lacerations, chemical exposure, or electrical shock.

- (a) Because our hands are exposed to many work place hazards, protecting the hands is essential.
- (b) Many types of gloves are available.

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- (c) While a general duty work glove made of leather may offer good protection from abrasions, it will not provide protection from chemical absorption through the skin, or electrical shock.
  - (i) Therefore, it is important to select the ***proper*** glove for the job.
- (d) Employees should be aware of the following limitations of gloves:
  - (i) No single glove will protect against all exposures.
  - (ii) Gloves are subject to physical wear and tear, and will degrade over time.
  - (iii) Gloves should be replaced after repeated exposures or a reasonable period of time.
  - (iv) Refer to the manufacturer's recommendations for the chemical being used.
  - (v) Gloves may reduce dexterity or may become caught in equipment.
- (e) Types of gloves vary in the type and thickness of material.
  - (i) Materials include:
    - (i) Natural rubber
    - (ii) Viton
    - (iii) Butyl
    - (iv) Latex
    - (v) Polyvinyl chloride (PVC)
    - (vi) Neoprene
    - (vii) Nitrile
    - (viii) Polyvinyl alcohol (PVA)
    - (ix) Leather
    - (x) Cotton
    - (xi) Kevlar
    - (xii) Nomex
    - (xiii) Acrylic.
- (f) When selecting the proper glove consider:
  - (i) The type of hazard (chemical, cuts, heat)
  - (ii) Dexterity requirements
  - (iii) Comfort
  - (iv) Puncture/penetration resistance
  - (v) Permeability
  - (vi) Degradation.
  - (vii) **Always consult the Manufacturer's testing data and recommendations regarding performance.**
- (g) Following is a brief guide for glove selection.

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<b>HAZARD</b>	<b>TYPE OF GLOVE</b>
Laceration, cut, abrasion, or punctures from general work.	Puncture & cut resistant glove made of cowhide with Kevlar liner, or rubber dot coated Kevlar glove.
Burns from PCD lines or hot engine surfaces.	Heavy-duty cowhide or Kevlar glove, (depending on surface temperature).
Burns from handling hot or cold parts during assembly / disassembly.	Leather welders glove or heat resistant glove (depending on surface temperature).
Exposure to lubricating oil & some cleaning fluids.	Nitrile glove.
Electrical shock.	Rubber insulating gloves rated for the proper voltage, with leather protectors.
Chemical burns - Sulfuric Acid when servicing batteries.	Natural Rubber, Nitrile, or Neoprene glove.
Areas of impact and pinch points	Impact Resistant Gloves
General Duties without any of the above hazards	Cotton Gloves

1. Care and Use of Gloves
  - (a) Disposable gloves should be discarded after each use and not reused.
  - (b) Non-disposable gloves should be cleaned according to the manufacturer's recommendations after each use.
  - (c) Insure that gloves are stored in an area free of dust and chemical contaminants.
  - (d) Gloves designed for low and high voltage work require leather outer protectors and must be stored in a protective carrying case while not in use.
  - (e) Electrical insulating gloves require a regular inspection program and written documentation of the frequency and types of inspection (Ref. Electrical Safety Procedure).

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2. **Protective Clothing**

Work conditions often require PPE that affords protection to the entire body.

- (a) Several types worn by employees include flame resistant coveralls, or shirt / pant combination, and aprons.
- (b) Fire Resistant Clothing.
  - (i) **JAGUAR ENERGY SERVICES, LLC** employees work in environments where there is the potential for flash fire or electrical arc blast.
  - (ii) Because of these hazards some clients require all personnel to wear fire resistant clothing.
- (c) Clothing shall have long sleeves and long trouser legs.
- (d) To provide maximum protection to the employee, only 100% cotton underclothing should be worn.
  - (i) Synthetic, silk, or polyester blend under garments may not be worn.
- (e) Aprons
  - (i) Aprons protect the chest, abdominal area, and upper legs from chemical splashes during operations involving chemicals such as servicing a battery.
  - (ii) Aprons are made of the same chemical protective material as gloves.
  - (iii) Aprons shall be used in conjunction with appropriate face shield, and safety glasses or goggles, while performing work activities with a potential for chemical splashes.

3. Defective or damaged PPE shall not be used.

**B. Training Requirement**

**JAGUAR ENERGY SERVICES, LLC** will provide training to each employee who is required to use Personal Protective Equipment.

- 1. The training will include:
  - (a) When PPE is required.
  - (b) Why PPE is required.
  - (c) What types of PPE is required.
  - (d) How to properly:
    - (i) Don
    - (ii) Doff

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- (i) All PPE
- (ii) Contaminated gloves or equipment
- (iii) Adjust
- (iv) Wear PPE.
- (v) Use
- (vi) Care for
- (vii) Maintain
- (viii) Fit
- (ix) Inspect
- (x) Clean
- (xi) Store
- (e) Limitations of PPE
- (f) Proper care of PPE
- (g) Maintenance of PPE
- (h) Useful life of PPE
- (i) Disposal of PPE.
- (j) Decontamination procedures.
- (k) Contents of this procedure.

2. The employees will demonstrate an understanding of the training and the ability to use PPE properly by:
  - (a) Passing a written test.
  - (b) Hands on demonstration.
  - (c) Performance observed by supervisors on the job.
  
3. Verification of the affected employee's receiving and understanding of the required training will be done through written certification. Contents of the certification will contain:
  - (a) The name of each employee.
  - (b) The date(s) of training.
  - (c) The subject of certification.

**C. Training Frequency**

1. **JAGUAR ENERGY SERVICES, LLC** personnel will be trained according to the following schedule:
  - (a) New hire orientation
  - (b) Initially, before the use of any new PPE that may be introduced.
  
2. Retraining will be done when:

<b>JAGUAR ENERGY SERVICES, LLC</b> <b>310 N Parkerson Ave</b> <b>Crowley, LA 70526</b>  <b>Original Date of Implementation: October 2013</b> <b>New Effective Date:</b>	<b>PPE</b>  <b>Plan Revision Date:</b> <b>Page 17 of 18</b>
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- (a) If the employee indicates by his/her job performance that he does not understand or have the skill to effectively use PPE on the job.
- (b) Changes in the workplace render previous training obsolete.
- (c) Changes in the type of PPE to be used render previous training obsolete.
- (d) Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retrained the required understanding or skill.
- (e) When there are changes in duties or processes that could affect the use or choice of PPE.
- (f) When routine inspections or observations reveals:
  - (i) An employee is not using PPE as intended
  - (ii) Demonstrates lack of use
  - (iii) Improper use
- (g) When the previous training becomes obsolete.

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**PPE MAINTENANCE INSPECTION**

**LOCATION** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Equipment	Number	Condition	Corrective Actions
Hard Hats			
Steel Toe Shoes			
Aprons			
Gloves			
Eye Protection			
Respirators			
Flotation Devices			
Hearing Protection			