

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	Work Hours Plan Revision Date: Page 1 of 2
Reviewed By: Jared Monk	Date: 01/10/2022

Section 4.0 WORK HOURS

A. Purpose

The purpose of this procedure is to provide guidance to employees for managing work hours and sleep, thus preventing sleep loss and fatigue.

1. This procedure presents strategies that shall enable the employees to remain rested and alert, even in situations where they may be called upon to work long hours.

B. Scope

This procedure applies to employees who are required to drive for long periods, work hours that extend beyond an 8-hour shift, or work at night.

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) Implementation of this Policy.
 - (ii) Documentation of this process.
 - (iii) Ensuring that projects are adequately staffed, approving extended shift work schedules, and setting up means to ensure that employees are rested and not driving when sleep deprived.
2. The Supervisor is responsible for providing the Safety Coordinator with assistance in the implementation of this Policy.
3. All employees are responsible for following the recommendations and strategies outlined in this procedure.

D. Procedure

1. **Extended Shift Guidance**

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Employees should not work more than 16 hours (including travel time) in any given day and this type of schedule should not exceed five continuous days without approval and agreement of the Supervisor/Safety Director.

- (a) Employees who work 14 - 16 hours should limit driving time to no more than one hour.
- (b) Employees who are fatigued, drowsy, or sleep deprived should not drive.
- (c) Alternate means of transportation and nearby sleeping accommodations should be made and at least 10 hours should lapse between the next shift.
- (d) These time frames serve as guidelines to ensure employees get adequate rest.
- (e) It is also important for employees to be aware of signals from their own bodies and get needed rest so that they avoid accidents.

2. Onshore

Personnel should not work more than 12 hours per day over a six day period. Employees may work 16 hour shifts in an emergency, but must have a minimum of 8 hours off.

- (a) When working this type of schedule employees should limit drive times to no more than one hour.
- (b) Personal driving should be avoided anytime an individual works for abnormal or extended hours and is sleep deprived.
 - (i) Alternate transportation should be arranged.
- (c) After three or more hours of travel and more than 8 -10 hours of work, employees should arrange for nearby overnight stays.
- (d) If sleep deprived, employees should not drive but should arrange for alternative transportation.

2. Offshore

When working offshore, employees should strive to achieve at least 8 hours of sleep. Employees may work 16 hour shifts in an emergency, but must have a minimum of 8 hours off.

- (a) Employees should attempt to work no more than 12 hours per day

3. Training

- (a) Initially upon hire and as necessary thereafter.