


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Short Service Employee Program		
Approved by: Greg Savoy		Rev. 8/30/11

1 Purpose/Scope:

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Supervisors and co-workers must be able to readily identify Short Service Employee participants. The Company will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

This policy applies to all Company employees in shop and field operations.

2 Definitions/Responsibilities:

2.1 Definitions:

2.1.1 Short Service Employee – An employee or sub-contractor employee with less than six months experience in the same job or with his/her present employer.

2.1.2 Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

2.2 Responsibilities:

2.2.1 Managers and Supervisors shall ensure that this program is implemented and followed.

2.2.2 Employees shall follow the requirements of this program.

2.2.3 Prior to starting work, Company shall notify the Customer is Short Service Employees are present on work crews.

3 Requirements:

3.1 General:

3.1.1 Applies to all newly hired Company employees (regardless of experience), temporary agency personnel or our independent contractors working on company or client locations/ facilities.

- 3.1.2 Supervisors will assure that all new, transferred and temporary employees have been through Company Safety Orientation and have a complete knowledge of the expectations for their job function.
- 3.1.3 Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance.
 - Any Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program or shall be dismissed for poor performance.
- 3.1.4 Short Service Employee participants will wear orange hard hats or an SSE decal to help identify them.
 - The Company shall comply with client designated hardhat color for SSE.
- 3.1.5 Mentors will set the proper safety example for any Short Service Employee assigned them.
- 3.1.6 Mentors will be assigned one employee and must remain on site with employee.
 - Exception: in shop environments, a maximum of 3 Short Service Employee, participants may be assigned per mentor.
- 3.1.7 Mentors will converse daily with those persons assigned to them, preferably at the start of the day and the mentors' name shall be documented on the JSA.
 - This will be in addition to other tailgate or daily safety meetings held in the work area.
- 3.1.8 Managers shall notify customer prior to SSEs being sent offshore.
- 3.1.9 Short Service employees on client locations may not work alone. A work crew of less than 5 employees may not have more than one Short Service Employee.
- 3.1.10 Subcontractors must manage their SSEs in accordance with this plan.

4 References:

None.

5 Exhibits:

None.