PURPOSE

The purpose of this program is to identify, train and supervise Short Service Employees in order to prevent injury to themselves and others, damage to property or harm to the environment.

1. GENERAL
2. The Company recognizes that employees, who are new to a position, whether due to hiring or transfer, will require a period of orientation and adjustment, to both job related duties as well as Company operational policies and procedures. This period shall last no less than 6 months or longer based on the employee’s prior experience and documented evaluations. It is because of this need for monitoring and instruction, combined with the proper selection of those individuals who will best serve to assist in the Company’s goal of zero accidents, that this program was developed.
3. Prior to the job mobilization, the Company will notify the customer or onsite representative for all jobs containing SSE personnel. The customer or onsite representative will determine approval status of the crew makeup. The Company will not allow an SSE as a single person crew and will follow a guideline of no more than one (1) SSE for every five crew members.
4. The Company is committed to working with all Sub-Contractors in alignment with this process with an ultimate goal of preventing accidents and injuries to any Short Service Employees.
5. HIRING PRACTICES
6. The Company will attempt to recruit and hire individuals who have exhibited, through past employment, the desire to contribute to team goals, while adhering to stringent personal commitments toward safety. Such employees, once screened and selected, will undergo a period of familiarization to Company policies and procedures.
7. When the Company hires an individual who has neither applicable past work experience, nor offshore work experience, the Company may opt to not allow such employee to work in a “covered” position at temporary job site locations.
8. When possible, the Company will hire individuals who have previous experience, in conjunction with actual or similar work experience in our field.
9. The Company will not offer employment to any individual(s) who meet one or more of the following:
10. Has refused to submit to pre-employment drug and alcohol testing, and/or physical test requirements
11. Has failed the pre-employment drug/alcohol testing and/or other pre-employment requirements.
12. Has exhibited behavior and/or demeanor on past jobs which serve to conflict with the philosophy of quality service and safe job performance as maintained by the Company.
13. Has falsified information on the employment application.
14. The Company may require an individual to provide references to support employment application information.
15. PROCEDURE FOR TEMPORARY JOB SITE ACTIVITIES
16. Employees, having completed those requirements prior to being allocated to temporary job site, will be required to adhere to additional requirements for a predetermined period. Such requirements may include, but not be limited to:
17. A “High Visibility Orange” hard hat will used as the method to identify the SSE and shall be communicated to the Owner/Client Representative.
18. The Company has established a mentoring process in accordance with Customer requirements and is designed to provide guidance and development for SSE personnel. Each mentor will be assigned only one (1) SSE per crew, which will allow the onsite Supervisor the ability to effectively monitor the SSE.
19. The new employee will be accompanied by an experienced Company Supervisor/Mentor during the entire job activity and shall not allow the SSE to perform any task in which he/she either has not been properly trained or has not had previous craft experience to perform the task effectively and safely. The purpose of this monitoring is to ensure that the individual has both a safe trip onshore and offshore, and to acclimate the employee to the requirements of the customer.
20. The Company Supervisor/Mentor will review with the SSE any hazards associated with the task and review all emergency equipment and procedures. The Job Safety Analysis (JSA) process shall be utilized prior to job startup.
21. The new employee will be required to attend site-specific orientation, onsite safety, toolbox and/or tail gate meeting. As some point prior to the end of the “introductory period”, the new employee himself will conduct a safety or toolbox meeting.
22. New employees who have been assigned to a “covered position”, will be required to adhere to these additional requirements:
23. Adherence to those requirements of the Company’s Anti-Drug & Alcohol Policy, from which he/she has been orientated, as well as those requirements of the customer’s Drug & Alcohol Program.
24. Adherence to federal, state, and customer requirements for environmental controls and proper waste disposal.
25. Adherence to those job or site-specific requirements, which may differ from those of other temporary job sites.
26. Understanding and compliance to alarms and other instructions applicable during an emergency situation.
27. Adherence to proper reporting requirements as established by the Company and the customer.
28. Understanding of the various training requirements, which are necessary prior to deployment onshore or offshore, to include, but not limited to:
* Stop-Work-Authority,
* Job Safety Analysis (JSA),
* Proper Lifting Techniques,
* Helicopter and Boat Safety,
* Personal Protective Equipment,
* Behavioral Observation Program,
* Management of Change Process,
* Swing Rope and Personnel Transfer Basket, &
* Proper Clothing and other General Safety Topics
1. REMOVAL FROM SSE STATUS
2. The Company will monitor its employees, including SSE personnel, for compliance with health, safety, and environmental policies and procedures. Once the Short Service Employee has demonstrated competency and compliance with HSE policies and procedures and has no recordable incident attributable to him/her, the hi-visibility identifier may be removed. The Company will require any employee that does not complete the six-month period recordable free to get Customer approval in writing prior to returning to a Customer property. To remove an employee from SSE status, the Company Supervisor and/or Manager must be convinced that the SSE has a working knowledge of both the Company’s and customer’s safety policies, and has demonstrated safe behavior for a predetermined period as agreed upon between the Company and the Customer.
3. A predetermined period of SSE status shall also be based upon the following eligibility factors (at a minimum).
4. New employees with no experience in this craft, shall continue as an SSE for not less than six (6) months.
5. New employees with experience in this craft either with a previous Company, shall be deemed eligible for consideration as having achieved minimal requirements for removal as a SSE.

*Note: All new employees no matter how much experience shall remain as an SSE at a minimum of 90 days.*

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |