



## **SHORT SERVICE EMPLOYEE**

**SAMPLE**



## **Purpose**

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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. George Bunker (the company) will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

## **Scope**

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- Applies to all George Bunker employees.

## **Definitions**

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Short Service Employee (Who is Covered Under the Short Service Employee Program) – An employee with less than six months experience in the same job or with his/her present employer.

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

## **Key Responsibilities**

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- Managers and Supervisors shall ensure that this program is implemented and followed.
- Employees shall follow the requirements of this program.

### **Monitoring of Short Service Employees at the Job Site**

- George Bunker shall monitor its employees, including SSE personnel, for HES awareness.
- If, at the end of the six-month period, the SSE has worked safely, adhered to HES policies, and has no recordable incident attributable to him/her, the SSE identifier may be removed at the discretion of George Bunker.
- George Bunker shall require any employee that does not complete the six-month period recordable free to get operator approval in writing prior to returning to operator property.

### **Subcontractors**

- Subcontractors must adhere to the requirements of the Short Service Employee program.
- Subcontractors must manage their Short Service Employees in accordance with the requirements of the Short Service Employee program.

## **Procedure**

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### **General**

A Short Service Employee may not work alone. A work crew of less than 5 employees may not have more than one Short Service Employee.

Supervisors will assure that all new, transferred, and temporary employees have been through George Bunker Safety Orientation and have a complete knowledge of the expectations for their job function.

**Mentoring Oversight and Monitoring**

A Short Service Employee is mentored by an experienced/ knowledgeable employee. A mentoring system shall be implemented to provide guidance to Short Service Employees and assist with their development. A mentor may only be assigned to one crew that includes Short Service Employees and he/she must remain on site with them.

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.

Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing employees in the Short Service Employee program (documentation is not required).

Short Service Employees are monitored for compliance with HSE policies and procedures. Short Service Employees shall be monitored 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, the contractor may remove the hi-visibility identifier.

**Short Service Employee Identification**

Short Service Employees must wear uniquely colored hardhats (or another type of identifier). Short Service Employees shall be visibly identified through the use of a different colored hardhat or other method of identification. The method used to identify SSEs should be communicated to the Owner Client.

**Notification and Communication Processes**

The host facility must be notified when a Short Service Employee will be working at their site. Prior to starting work, George Bunker shall notify the host facility (project coordinator, contractor contact, and/or on-site supervisor) if Short Service Employees are present on work crews.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.