Welcome to the CenterPoint Energy Helper Training Program. The Helper training program leads to the position of Apprentice Line Mechanic. The first level of training will consist of intensive instruction under the direction of the CNP Skills Training Center. This training will include basic skills and knowledge which have the most impact to you as a Helper. It will also include an introduction to pole climbing. The remainder of your training is On-the- Job Training (OJT) at your assigned work location.

The purpose of Helper training is to prepare you to perform tasks as a Helper and to expose you to tasks normally assigned to Apprentice level employees or higher in a safe and efficient manner. Your role within the company as a Helper is vital. You will assist experienced craftsmen accomplish the company’s mission and also learn the trade as you work your way up. You will receive fundamental knowledge and skills during Helper training for two reasons;

1. To determine your ability to perform tasks required of a Line Mechanic in the future.
2. To determine if the job is a good fit for you.

**Safety** is a core value at CenterPoint Energy. Safety plays a prominent role in our day-to- day endeavors. You will be issued a Safety Manual; you are expected to read this manual carefully and to adhere to policies and procedures outlined within.

Your progress will be evaluated throughout the program by training and operations personnel. While at the Skills Training Center, you will be required to make satisfactory practical demonstrations of learned skills as well as pass written examinations covering the classroom and mock-up material. While on the job, your work performance will be evaluated by your field supervision. A Performance Evaluation Booklet is used to track your work performance according to the categories described in the booklet. This evaluation booklet will follow you throughout your training and it will be used to ensure that you have exposure to a variety of tasks prior to entering the Apprentice training phase.

# ORIENTATION – CENTERPOINT ENERGY SKILLS TRAINING

1. **Training Management and Support**

Operations Manager

Operations Supervisor

Head Line Mechanic (Instructors)

HR Generalist

# UNLESS UNUSUAL CIRCUMSTANCES APPLY, HELPERS WILL USE THE USUAL CHAIN OF COMMAND BEGINNING WITH THE HEAD LINE MECHANIC WHEN RESOLVING ISSUES.

1. **Attendance Policy for Helper Trainees**
   1. Attendance Requirements

The following attendance requirements have been set to ensure that each Helper has an equal opportunity to be exposed to both formal training material as well as on-the-job experience of each training step.

Each Helper is expected to attend 100% of the scheduled class days. Exceptions will be reviewed on a case-by-case basis. An employee shall be considered a probationary employee and shall not acquire any seniority until completion of one hundred fifty (150) work days in the employ of the Company. During such period, said employee’s employment may be terminated at any time with or without cause.

* 1. Absences

The training Operations Supervisor is responsible for handling all issues regarding attendance for Helpers while they are at the Skills Training facility.

Helpers are required to call the training Operations Supervisor before starting time on the day the absence occurs.

In case of personal illness or injury, you are required to inform the training Operations Supervisor in person or by phone as soon as possible. Emails, text messages or voicemails will not be considered a form of contact in this case.

A physician's statement (CNP Form 4047) is required in cases of absence due to personal illness, illness in family, dental appointments, or industrial accidents. The physician's statement must:

* + 1. Be turned in the first day returning to work unless otherwise specified by management or human resources.
    2. Be completely filled out and legible.
    3. Return to work date must be filled out
    4. Have "approved statement" when reporting from personal illness or injury.
    5. Have handwritten signatures. (No stamped signatures are acceptable)

# Classroom Training

* 1. Each employee is expected to comply with any job related instruction given by a person in a recognized position of authority over him. Insubordination will not be tolerated. (Workplace Behavior Policy-HR Website)
  2. Horseplay will not be tolerated. (Workplace Behavior Policy-HR Website)
  3. Deliberate abuse of Company vehicles, property, and tools will not be tolerated. (Workplace Behavior Policy-HR Website)
  4. Helpers are responsible for keeping vehicles, classroom, and break room (entire training facility) clean and orderly.
  5. Helpers should bring their lunch. Company trucks will not be driven from the job site or service center to buy a lunch.
  6. Helpers will report to class in appropriate CNP work attire. Approved ASTM standard boots with heel suitable for climbing are required.
  7. Sleeping in class will not be tolerated. (Workplace Behavior Policy-HR Website)

# Hands-On Training

* 1. Hands-on training will be conducted in the mock-up yard at the training facility. All Helpers, while at service centers will work on actual service center work orders. This hands-on training is an important part of the Helper training program.
  2. During the hands-on training at Skills Training the Helper will be evaluated using Job Performance Measures (JPM’s) on the following tasks:
     1. JPM 001, Basic Climbing
     2. JPM 002, Hand-line Operations
     3. JPM 003, Rope Knot Tying
     4. JPM 004, Install 8’ Cross-arm at top of 40’
     5. JPM 007, Protective Covering, Hot Sticks
     6. JPM 008, Bucket Truck OPS Lower Control
     7. JPM 009, Boom Truck
     8. JPM 010, Conductors/Guying
     9. JPM 011, Recognition-Instruments/Meters
     10. JPM 012, Cutting/Skinning
     11. JPM 013, Squeezing
     12. JPM 014, Hurt-man Rescue using Lower Controls/Emergency Communications

# Field Evaluation System

* 1. The Helper Field Performance Evaluation system provides a tool for field management to assess the Helper's progress in work performance.
  2. The Performance Evaluation Booklets are maintained in the Helper's Service Center file. One booklet tracks the Helper throughout the Helper Training Program (aka Climbing School) and subsequent Apprentice training.
  3. Just prior to a Helper returning to the Training Center, the Performance Evaluation Booklets will be sent to the Training Operations Supervisor. It is suggested that each Helper communicate with his Operations Supervisor regarding the requirement for the completion of the performance evaluation booklet.

# Helper Evaluation Climb Criteria

* 1. The evaluation process is described in detail in the “Evaluated Climb” section of this document. In general Helpers MUST have demonstrated basic understanding and proficiency of the following:
     1. Climbing with wood fall protection.
  2. The goal is to utilize learned skills to demonstrate the ability to climb.

You will not be required to become a Qualified Climber until acceptance into the Apprenticeship Training Program

# Helpers are not allowed to climb wood poles/tower structures outside Skills Training Arena.

* 1. Specific tasks to be performed:
     1. Wear the proper PPE including hard hat, flash glasses, gloves, FR shirt and pants, and protective footwear.
     2. Properly inspect, wear, and adjust climbing equipment.
     3. After inspecting pole for good climbing condition, climb a 40 ft. pole maintaining proper form and maintain proper adjustment of wood fall protection.
     4. At the top of the pole, properly install hand-line utilizing a beckett.
     5. Remove hand-line from pole and properly send it down to ground personnel.
     6. Demonstrate the ability to extend length of the safety and return it to the original climbing position.
     7. Disengage wood fall protection and install gaff guards before walking away from pole.