## Short Service Employee (SSE)

1. **Purpose**

The purpose of this SSE Policy and Program is to ensure that employees with less than six months experience or who has significantly changed their job responsibilities are identified, adequately supervised, trained and managed so as to prevent injury to themselves or others, property damage, or environmental harm.

1. **Management of SSE’s**

A single person crew cannot be an SSE and crew sizes of less than five shall have no more than one SSE.

Prior to the job mobilization, contractors shall notify the project coordinator, contractor contact, or on-site supervisor for all jobs containing SSE personnel. The project coordinator, contractor contact, or on-site supervisor will determine approval status of the crew makeup.

The on–site supervisor has been designated as the individual responsible for the management of the Short Service Employee. This responsibility includes tracking of hours, number of hitches, safety, and performance of these employees. The onsite supervisor is also responsible for the mentoring of SSE’s during first 6 months of employment. A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE to be able to monitor the SSE.

All sub-contractors will be managed in alignment with this process.

1. **SSE Tracking**

The HSE department will monitor the progress of all SSE’s. This monitoring will include documentation of an SSE start date and the applicable expiration date, safety statistics associated with each SSE’s individual hitches and their SSE period in total and periodic written performance evaluations of SSE employees.

1. **SSE Performance**

* SSE’s performing at their expected level will have their Short Service designation removed after 6 months of continuous service.
* SSE’s with any infractions will begin again the 6 month measurement of their Short Service employee status. Prior to returning to operator property, company shall obtain approval in writing.
* An employee will be allowed only one infraction while under Short Service designation.
* Any safety related incident will force the SSE to re-attend New Hire Training and render this employee to be considered as an SSE New Hire for a new 6 month period. In addition, based on the severity of the safety incident, the SSE may be rendered Un-Fit for Duty and immediately terminated.

1. **SSE Identification**

SSE’s will be identified with an orange hard hat. It is the responsibility of the SSE and their mentor to enforce this policy and to notify the HSE department when more identifiers are necessary. The method used to identify SSEs shall be communicated to the project coordinator, contractor contact, or on-site supervisor.