

	SHORT SERVICE EMPLOYEES	Document No.:	HSE-OP-039
		Department:	Operations
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Purpose

The purpose of this program is to provide protection for the employee who is new (< 6 months of on-the-job time) and / or of limited HSE experience in the applicable working environment.

This policy applies to all Trinity Medical Management ("Trinity") Operations personnel.

Administrative Duties

The Training and Compliance Manager has overall responsibility for coordinating the Short Service Employee Program at Trinity. The Operations Manager is the person having overall responsibility for the Short Service Employee Program. The Operations Manager will review and update the program, as necessary. Copies of the written program may be obtained in the Operations office.

Policy Guidelines

1. A Mentor / Field Training Officer will be assigned to all new Trinity personnel.
 - a. The mentor will assess candidate performance and document this performance on the New Hire / Orientation Checklist.
2. It is the responsibility of the Short Service Employee (SSE) to read and understand the Trinity HSE Policies and Code of Safe Practices, as well as applicable HSE policies and procedures provided by the contractor / client.
3. All SSE's will be trained on a project site by either a Trinity Field Training Officer or a Trinity Manager. On Site training lasts 5-7 days.
4. SSE's will be required to wear an orange hard hat for a period of six months. This will ensure that all personnel on the location will be aware of employee status and can look out for there safety.
5. All SSE's, arriving at any work location, shall review the emergency procedures and their roll in the event of an alarm.
 - a. SSE's shall orient themselves to their work location, alarm sounds, and understand their meaning.
6. All short service employees are required to review the JSA for any duty to be performed outside of the living quarters. If a JSA is not available, site personnel shall be questioned regarding any hazards that might be encountered and how to mitigate the identified hazard.
7. A conference will be held with the site project manager prior to the Trinity FTO or Manager leaving. If project management is not satisfied or comfortable with the new Trinity employee, a decision will be made by the Trinity Operations Manager to continue on site training or replace the employee.
8. To remove an employee from SSE status, the employee shall demonstrate behavior conducive to HSE (e.g. no injuries, participation in programs, attending HSE meetings) for six (6) months and have a general awareness of Trinity, contractor / client and operator HSE policies.
9. Trinity may reduce the requirement based on the employee's HSE performance
10. Documentation will be maintained for no less than 1 year follow employee's transition from SSE status.