

**SECTION 35****SHORT SERVICE EMPLOYEES**

# ONE SHELL SQUARE (OSS) SITE HSE POLICY

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<b>SHORT SERVICE EMPLOYEES</b>	
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04/01/14	1	Development	A. Holland
08/11/16	2	Change Logo & company name to MAPP	L. Blanchard

## **SECTION 35**

### **SHORT SERVICE EMPLOYEES**

#### **2. Applicability**

- 2.1. This standard applies to all operations of MAPP and its subsidiary companies.

#### **3. Purpose and Scope**

- 3.1. The purpose of this standard is to provide direction for the mentoring and oversight of newly hired or transferred employees. It is understood that proportionally more incidents/injuries occur among less experienced staff members. The goal is to prevent incidents involving these employees, and to ensure they have a good understanding of the MAPP Health, Safety, and Environment (HSE) Program and Behavior-Based Safety (BBS) expectations.

#### **4. Implementation**

- 4.1. Implementation of this program is primarily the responsibility of the MAPP line and project managers.
- 4.2. Subcontractors must manage their Short Service Employees in accordance with the requirements of the Short Service Employee program
- 4.3. Prior to starting work, the contractor shall notify the Owner Client (project coordinator, contractor contact, and/or on-site supervisor) if Short Service Employees are present on work crews.
- 4.4. Line Managers (e.g., Group Leaders, Unit Leaders, Hiring Managers, and Supervisors) will be responsible for identifying Short-Service Employees (SSEs) in their groups, and for assigning a mentor to that person.
- 4.5. Project Managers (PMs) are responsible for working with a person's mentor to designate someone on the field team to provide additional supervision and guidance for all SSEs during the time they are considered an SSE.
- 4.6. Mentors are responsible for ensuring that SSEs understand what training they are required to take, and are familiar with the MAPP HSE program and how to access various resources. Mentors also need to be available to answer HSE-related questions and concerns from the SSEs they are mentoring. They will work with the field PMs to identify a more experienced field team member to provide oversight and guidance to SSEs during field activities. NOTE: The mentor may fill this role when working on the same field project with the SSE.

## **SECTION 35**

### **SHORT SERVICE EMPLOYEES**

#### **5. Requirements**

##### **5.1. General**

5.1.1. SSEs are those who have been newly hired or transferred to a different position in the company (e.g., one with new and possibly unfamiliar hazards and safe operating procedures).

5.1.2. An employee will be designated as an SSE, and the requirements of this policy will be applicable to that individual, based on the schedule provided in Section 4.2. Specific circumstances may warrant the extension of the SSE designation, or variance from the time schedule.

##### **5.2. SSE Status Schedule**

5.2.1.1. 0- to 6-Month SSE Status – Field employees who are new to MAPP or who are new to their current job assignment (e.g., someone who has experience as a laborer but then is transferred to an assistant superintendent position.)

5.2.1.2. 0- to 3-Month SSE Status – All non-field employees who are new to MAPP. This requirement acknowledges that approximately one-tenth of MAPP incidents occur in an office, rather than a field environment.

5.2.1.3. Former employees who return to MAPP within 12 months and are placed into the same job assignment will not be designated as SSEs.

- 6.** SSEs working in the field should not be assigned to work alone while in the field.
- 7.** SSEs must be able to be easily identified in the field environment. SSEs are required to wear an orange stripe around their hardhat or be clearly identified by some other system. In the event a client has an existing SSE program, MAPP will defer to the identification system required by the client.
- 8.** The SSE status will be removed based on the schedule shown in Section 4.2 if the employee's mentor determines the SSE has worked safely, followed MAPP and client HSE requirements, and has not been involved in an incident involving an injury, property damage, or a significant business interruption.

## **SECTION 35**

### **SHORT SERVICE EMPLOYEES**

9. Line managers will notify the appropriate safety representative of employees who fall under the SSE designation, along with the end date for the SSE status. They should also notify the representative of anyone whom they have exempted from this designation.

**SECTION 35****SHORT SERVICE EMPLOYEES**

**10.** It is preferred that staff monitoring an SSE in the field will be assigned no more than one SSE at a time.

**11.** Mentors will be sure that SSEs assigned to them know:

- 11.1. How to access information on the MAPP Safety Management System and the appropriate Safety Management Standards for the work they will be assigned to do.
- 11.2. Their roles and responsibilities with respect to HSE.
- 11.3. What training they are required to have and how to register for this training.
- 11.4. Who their local, regional, and corporate HSE resources are.
- 11.5. How to report an incident, near miss, at-risk behavior, or unsafe condition.
- 11.6. The basic principles of the MAPP Behavior-Based Safety Program.
- 11.7. How to prepare a basic job safety analysis.

**12. Variance**

- 12.1. In general, the SSE status schedule of Section 4.A.3 of this SMS will be followed.
- 12.2. Based on experience, knowledge of the MAPP HSE program, and the tasks to be performed, the line manager may recommend a variance from the full SSE time period. Attachment 078-1 NA or 078-2 NA must be used to document the exemption, and must be approved by the appropriate HSE representative.
- 12.3. Due to the wide variety of MAPP operations, a competency-based alternative system for SSE may be used. A competency-based system requires adequate training and safety skill demonstration for the specific tasks an individual is deemed competent to perform. An example of a competency-based system would be the project hiring of an experienced and well-trained heavy equipment operator.) Competency-based systems must be approved by the HSE Manager.

**Documentation Summary**

**ATTACHMENT 1----- Short Service Employee Checklist**

SECTION 37

SHORT SERVICE EMPLOYEES

Employee Name		Employee Number:	
Project Manger		Date:	

Training

- YES / NO      New Hire Orientation completed with Safety Department?
- YES / NO      Employee introduced to Site Superintendents upon first day of arrival?
- YES / NO      Employee provided contact information for Corporate Safety Manager?
- YES / NO      Understands MAPP safety expectation and how to access the MAPPP safety Policies?
- YES / NO      Demonstrates the ability to work safely and correct observed safety hazards?
- YES / NO      Has completed an SOR?
- YES / NO      Understands local H&S requirements including Emergency Response Plan and Incident Reporting?
- YES / NO      Willing to stop work if conditions do not appear safe?

Comments:

Employee Statement:

I am familiar with the MAPP H&S system, the roles and responsibilities for H&S as outlined in that system, and the MAPP Behavior Based Safety Program. I have been instructed on H&S resources available to me as how to access the program and associated information.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_