**Safe Work Requirement**

Short Service Employee Program

Table of Content

[1. PURPOSE 1](#_Toc477157939)

[2. SCOPE 1](#_Toc477157940)

[3. DEFINITIONS 1](#_Toc477157941)

[4. RESPONSIBILITIES 1](#_Toc477157942)

[4.1 Rig Manager: 1](#_Toc477157947)

[4.2 Safety Coaches/Mentors: 1](#_Toc477157948)

[5. PROCEDURE 2](#_Toc477157949)

|  |  |
| --- | --- |
| PURPOSE The purpose of this program is to ensure that Short Service Employees (SSE) working on ECDC rigs are identified, appropriately supervised, trained and mentored in order to establish a behavior based safety culture from the beginning. SCOPE This program is applicable to all ECDC short service workers in rig site which exposed to the risk of injury. DEFINITIONS **Short Service Employee (SSE)**, A new hire employee who has been with ECDC less than 90 days. This can also apply to an individual unfamiliar with the operation.  **Safety Coach/Mentor** – Provides close supervision during the new hire’s rig and field familiarization period and ensure the new hire learns and adheres to ECDC safety policies and procedures. RESPONSIBILITIES       Rig Manager:  1. Ensuring that a Short Service Employee meets the minimum safety requirements on his rig.  Safety Coaches/Mentors:  1. Creating an atmosphere where the SSE can freely ask questions 2. Training and educating the SSE on safe work practices 3. Setting an example for the SSE by performing jobs 4. Being familiar with the SSE’s job, the oversight responsibilities required and the hazards associated with that job 5. Being willing and able to challenge personnel in the workplace who do not comply with ECDC policies and procedures, and enforce Stop Work Authority 6. Being an active participant in the behavior-based safety process  PROCEDURE  1. All new employees and contract employees holding rig rotational positions on ECDC rigs should be easily identified as Short Service Employees by the following system: 2. For the first 90 working days that they are filling a regular rotating or field position, they should wear a Green Hard Hat. 3. If they are transferred to or working temporarily on another ECDC site during this time period, they should continue to wear a green hard hat for the duration of their initial 90 working day period. 4. After the 90 working day initial period, they should only wear a red hard hat. A SSE will be one or all of the following: 5. New to the industry 6. New to the company 7. New to the rig/location 8. All SSEs should conform to the system of recognition and should NOT wear a hard hat that conflicts with or reduces the effectiveness of the system. 9. The Rig Manager should have the authority to assign SSE status (green hard hat) to any person whom he assesses to be particularly at risk irrespective of the persons assignments, service time or location of employment. 10. All SSEs are required to attend an initial orientation on the rig prior to beginning work. 11. All SSEs will be assigned a Safety Coach/Mentor from their rig. The Rig Manager and appointed Safety Coach/Mentor should provide close supervision during the appropriate familiarization period and ensure that the SSE does not attempt to perform any task in which he has not been properly trained. 12. The Rig Manager and designated Safety Coach/Mentor should ensure that the SSE is familiarized with personal protective equipment (PPE), procedures and the location and operation of emergency equipment. 13. The Rig Manager and appointed Safety Coach/Mentor should discuss and review with the SSE any and all known potential hazards associated with a proposed task prior to commencement and review of all emergency equipment, PPE and procedures. An appropriate hazard recognition process must be utilized. 14. Throughout the defined SSE period, a green hard hat should distinguish SSE personnel. 15. Following the successful completion of the required SSE period, the Rig Manager and appointed Safety Coach/Mentor should validate and agree upon the SSE’s abilities to performed assigned job duties. 16. An employee should not be considered a graduate from the program until he/she has successfully completed the training mentioned in ECDC employee competency program. 17. All training must be provided by a competent person based on their experience and qualifications. Additional questions and tasks may be added as necessary by the Rig Manager and Safety Coach/Mentor to ensure the employee has a working knowledge of HSE procedures and has demonstrated safe work ethics and behavior throughout the period of the SSE program. 18. Any employee who is not deemed as qualified for release from SSE status after a period of 90 working days may continue to work only with written approval of the Rig Manager. |  |