

Great Western Painting

Short Service Employee

SHORT SERVICE EMPLOYEES

Policy Statement

It is our policy to identify all short service employees and place certain restrictions on their use in the petrochemical industry environment. While care is always taken to work safely and avoid accidents and injuries, additional efforts must be taken in this setting the ramifications could be catastrophic.

Short Service Employees are defined as those employees who have less than six (6) months experience performing the same job type or have less than six (6) months as an employee of our company.

To notify the project coordinator, contractor contact, or on-site supervisor of those we have identified as short service employees, prior to job mobilization, a Short Serve Employee (SSE) Form will be prepared and submitted. Accuracy is critical because if an SSE arrives on the operator property for whom a SSE Form has not been submitted, the operator management may elect to send the employee back at our expense.

Operator work owner or person in charge will determine approval status and retain the original form in the project files.

Crew make-up and restrictions:

1. A Single person crew cannot be an SSE.
2. Crew sizes of less than five shall have not more than one SSE.
3. Crews that have more than 20 percent SSE personnel shall only be permitted with written Variance Form, which serves a mitigation plan, by the appropriate Manager of Supervisor.

SSE Identification:

All SSE personnel will be visibly identified by wearing a high visibility orange hard hat.

SSE Monitoring:

All SSE personnel, as well as all other employees, will be monitored for safety performance of their job tasks as well as compliance with all appropriate safety and health policies and procedures.

Release from SSE status:

If an SSE has worked safely and adhered to all safety policies and procedures and has **not** had a recordable incident, the SSE identifier may be removed.

If an SSE fails to complete the above, operator approval, in writing, must be obtained prior to returning to the operator's property.

Mentoring:

To assist in the safety development of SSE personnel, a mentor will be assigned to an SSE. The duties of the mentor, who must be a competent person, will be to ensure that the SSE understands the intricacies of his job tasks and performs them in a safe manner.

A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE.

Subcontractors:

In the event we have subcontractors working for us, they, too, will fall under the provisions of this policy statement.