

Short Service Employee (SSE) Policy

Objective	To ensure that contract short service employees are identified, appropriately supervised, trained and managed in order to prevent accidents such as personal injury, injury to others, environmental damage or property damage.
Required?	Yes
Key Practices	<ul style="list-style-type: none"> • <u>SSE Definition</u> - Any contractor personnel with less than 6 months experience in the same job type or with his/her present employer. • <u>Crew Makeup</u> <ul style="list-style-type: none"> ○ Single person crew can not be an SSE. ○ Crew sizes of less than five shall have no more than one SSE. ○ Crews that have more than 20 percent SSE personnel shall only be permitted with written Variance Form, which serves as a mitigation plan, by the appropriate Manager or Supervisor. • <u>Notification</u> – The proposed crew make-up must be outlined in the Short Service Employee Form. Prior to the job mobilization, contractors will submit the completed SSE Form to the project coordinator, contractor contact or on-site supervisor for all jobs containing SSE personnel. If an SSE arrives on operator property for whom a SSE form has not submitted, operator management may elect to send the SSE back to contractor's facility at the contractor's expense. Operator work owner or person in charge will determine approval status and retain the original form in project files. • <u>Identification</u> – SSE personnel shall be visibly identified with a hi-vis orange hard hat. • <u>SSE Monitoring</u> – Contractors shall monitor its employees, including SSE personnel, for HES awareness. If, at the end of the six-month period, the SSE has worked safely, adhered to HES policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the contractor's discretion. Contractor shall require any employee that does not complete the six-month period recordable free to get operator approval in writing prior to returning to operator property. • <u>Mentoring Process</u> – Contractor must have in place some form of mentoring process, acceptable to the operator, designed to provide guidance and development for SSE personnel. 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. • <u>Subcontractors</u> – Operator contractors will manage their sub-contractors in alignment with this process. • <u>NORM Areas</u> – No SSE's are allowed to work within designated NORM work areas.
Responsibility	<ul style="list-style-type: none"> • The work owner communicates the SSE policy and expectations at the pre-job meeting. • The Contractor submits the proposed crew makeup and SSE form(s) to the Operator On-site Supervisor for approval. • The Operator On-site Representative validates crew makeup and experience level. • Operator Manager approves SSE Variance Form.
Frequency	<ul style="list-style-type: none"> • Continuous monitoring, forms must be submitted prior to commencing work and when changes occur thereafter.
References	<ul style="list-style-type: none"> • Short Service Employee Form • SSE Variance Form

Contractor Short Service Employee Form

Contractor must complete and submit form to the Operator location supervisor for approval prior to arrival on location. The Operator location supervisor (Field Supervisor, Drilling Supervisor, OIM) must approve the individual SSE before he/she arrives on location.

I. SSE Information

Contractor Company Name: _____ Request Date: _____

SSE Name: _____

Date of Employment: _____ Current Job Title _____

Years Oil Field Exp _____ Experience in Current Pos _____ Yrs _____ Mos _____

Is this employee in compliance with your Substance Abuse Policy? Yes No

Have site contractor and HES policies been reviewed with SSE? Yes No

Who has been assigned as the SSE's mentor? _____

Mentor's Experience: _____ Yrs _____ Mos _____

List all training provided to the SSE:

List any previous special training:

_____	_____
_____	_____
_____	_____
_____	_____

SSE(s) identified by: Hard Hat – Hi Vis Orange

II. SSE Crew Composition Requirements

Choose one of the crew types below. If any of the stated limitations are exceeded, proceed to the variance form on the back of this sheet.

- Single person crew – cannot be an SSE (Variance Required)
- 2 – 4 person crew – no more than one SSE
- 5 or more person crew – no more than 20% SSE(s) per crew
- Exceeding 20% SSE per crew (Variance Required)

III. SSE Review and Approval

Contractor Manager: _____ Date _____

Operator Location Supervisor: _____ Date _____

Contractor SSE Variance Form

This form is to be filled out whenever the conditions on the front of this form or any other element of the Short Service Employee Policy cannot be met.

IV. Variance Information

Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

List the steps to be taken to manage to the SSE risk to an acceptable level:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. Variance Review and Approvals

Variance Expiration Date: _____

Operator Location Supervisor

Approves Denies

Signed: _____

Date: _____

Contractor Manager / Supervisor

Approves Denies

Signed: _____

Date: _____