

<b>HOUSTON CONTROLS</b>  <i>Instrument, Electrical, Analytical Specialists</i>	Houston Controls, Inc Safety Management System		Doc No:	SSE
			Initial Issue Date	3/07/2008
			Revision Date:	3/16/2011
			Revision No.	1
<b>SHORT SERVICE EMPLOYEE PROGRAM (SSE)</b>			Next Revision Date:	3/16/2012
			Preparation: Safety Mgr	Authority: Dennis Johnston

## Purpose

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Supervisors and co-workers must be able to readily identify Short Service Employee participants. HOUSTON CONTROLS, INC will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

## Scope

- Applies to all HOUSTON CONTROLS, INC employees in shop and field operations.
- Applies to all newly hired HOUSTON CONTROLS, INC employees (regardless of experience), temporary agency personnel or our independent contractors working on Houston Controls, Inc or client locations/facilities.

## Definitions

Short Service Employee (Who is Covered Under the Short Service Employee Program) – An employee or sub-contractor employee with less than six months experience in the same job or with his/her present employer.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

## Key Responsibilities

- Managers and Supervisors shall ensure that this program is implemented and followed.
- Employees shall follow the requirements of this program.

## Monitoring of Short Service Employees at the Job Site

HOUSTON CONTROLS, INC 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 discretion of HOUSTON CONTROLS, INC. HOUSTON CONTROLS, INC 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.

## Processes for Managing Subcontractors

HOUSTON CONTROLS, INC will manage its sub-contractors in alignment with this process. Any sub-contractor employee reporting to work must document his or her experience within their Houston Controls, Inc for the work they are performing.

## Procedure

### General

Supervisors will assure that all new, transferred and temporary employees have been through HOUSTON CONTROLS, INC Safety Orientation and have a complete knowledge of the expectations for their job function.

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Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance. Any Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program or shall be dismissed for poor performance.

Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing employees in the Short Service Employee program (documentation is not required).

#### **Mentoring Provisions and Processes**

Mentors will set the proper safety example for any Short Service Employee assigned them.

HOUSTON CONTROLS, INC 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.

#### **Short Service Employee Identification**

Short Service Employee participants will wear high visibility orange hard hats or an SSE decal to help identify them. The HOUSTON CONTROLS, INC shall comply with client designated hardhat color for SSE if orange is not acceptable.

#### **Crew Makeup and Restrictions**

A single person crew cannot be an SSE and crew sizes of less than five shall have no more than one SSE.

#### **Notification and Communication Processes**

Prior to the job mobilization HOUSTON CONTROLS, INC will communicate/notify the client project coordinator, contractor contact or on-site supervisor for all jobs containing SSE personnel. The project coordinator, contractor contact or on-site supervisor will determine approval status of the crew makeup.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.