

Manual Section 7	Issue Date 10/01/09	Revision Date 06/15/21	Policy Number LLCP-110
	Short Service Employee		

Purpose

The purpose of this program is to establish the Minimum requirements of the Short Service Employee (SSE) program. This program is intended to establish a process by which we insure the Safety and competency of those employees within this program. Client requirements that are found to be more stringent will be adhered to.

Scope

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

Definitions

Short Service Employee (SSE)

A “Short Service Employee” is defined as someone with less than 6 months service with the Company. Short Service Employees are categorized as follows.

- **Non-Industry Experience** – Employee with Less than six months with the Company with no industry experience (Green)
- **Industry Experience** – Employee with one year or more industry experience with Less than six months with the Company (Blue)

Supervisor

The supervisor is the person directly responsible for a particular individual (Company Employee).

Mentor

A person selected by the Crew supervisor that has successfully completed the Mentor training process

Policy

A “Short Service Employee” is defined as someone with less than 6 months service with the Company. We have developed a process to identify a Short Service Employee to better assure their safety and well-being. This process provides supervisors with information on each SSE (experience level, training, skills, certifications, etc.). Each SSE will be identified with high/viz orange hardhat and a sticker indicating category of experience in the industry. Green indicates no industrial experience and blue Indicates proper industrial experience.

At a minimum, management will evaluate SSE’s once they reach six months of employment. After evaluation, management will determine if the employee will be removed from the SSE inventory. If the SSE is deemed not qualified, he or she will remain on the SSE inventory until deemed successful by re-evaluation. **Early release from SSE status shall be based upon the successful completion of Short Service Employee Competency Assessment and management approval.**

The supervisor is responsible for informing the customer representative of the Short Service Employee as well as providing the SSE a mentor that will conduct on the job training (OJT) along with the proper documentation of the required skills that an SSE must perform prior to being release from an SSE status.

When an SSE is accompanied in a crew, the SSE and Mentor shall be identified on the JSEA form before any task is performed. The SSE may not work alone, however the Mentors proximity of his location to the SSE will be based upon the job tasks severity and/or the severity of the conditions that surrounds the SSE. Special considerations must be taken for SSE’s who lack sufficient work experience.

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Roles and Responsibilities

Short Service Employee (SSE)

- Seeks clarification and understanding for any work or hazard that is not clearly understood
- Follows guidance of mentor and supervisor
- Successfully completes SSE process

Supervisor

- Stewards all documentation as it relates to the SSE program.
- Provides Mentoring and on-the-job training to the Mentors on the site.
- Mentors all level of SSEs.
- Provide recommendations to the Leadership Team as it relates to employees' progress and/or completion of the program.
- Must have extensive knowledge in the Safety Processes as well as experience in the oil and gas construction industry

Mentors

- Performing a minimum of 2 observations per day
- Providing feedback to SSE and reviewing progress and observations with SSE's supervisor weekly
- Taking an active role in building & maintaining relationship with SSE
- Providing constructive feedback, guidance, insight, advice & counsel
- Developing SSE's skills, knowledge, desire
- Setting goals & assisting SSE in attaining them
- Not allowing SSE to perform tasks without proper training
- Reinforcing company values (safety, controls, technical excellence, quality, etc.)

Mentor Qualifications

Mentors may act in a variety of roles: teacher, advisor, role model, coach, counselor, confidante, motivator, critic and friend. A mentor communicates the written and unwritten rules of how things work in the workplace, provides on-the-job technical skills and process training and assimilates the SSE into the company's culture.

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Mentor Characteristics

A mentor must have the following characteristics:

1. Ability to encourage, motivate and positively influence
2. Credibility/respect of crew, self-motivated
3. No HSE reprimands within prior year
4. At least one year industry experience
5. Reasonable expertise in his/her field (*for mentoring inexperienced hires*)
6. Possess valuable insight & understanding of company rules and expectations
7. A understanding of the Company BBSM (L.I.F.E.)

Mentor Training

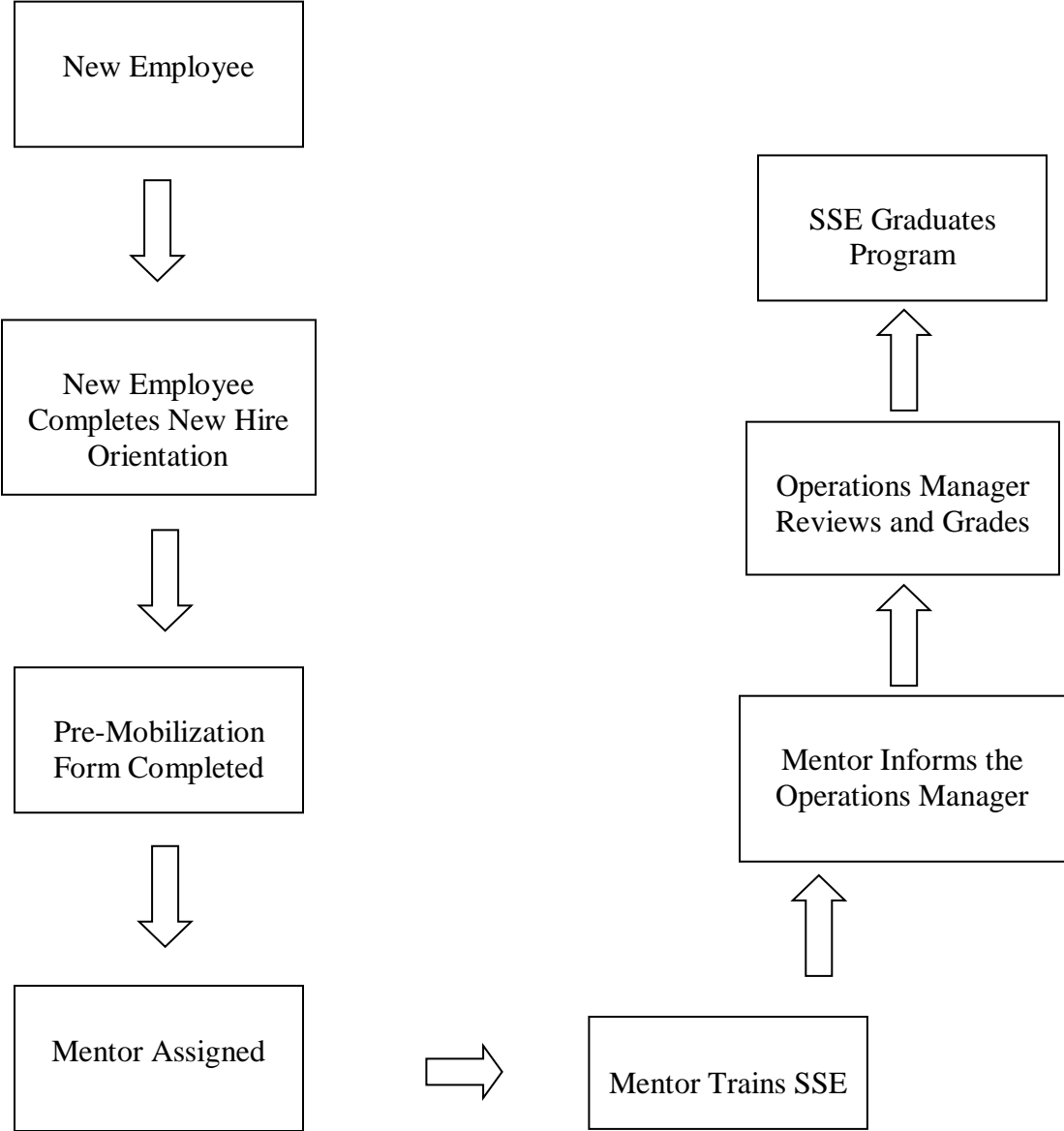
A Mentor shall be trained prior to performing the duties and accepting the responsibilities of Mentorship. He or She will be deemed qualified by knowing and understanding the required Company Mentorship Training Responsibilities. The Mentorship Responsibilities Outlines is as follows:

- Communication Techniques
- Helicopter safety
- Boating safety
- Personnel Transfers
- Crane Safety
- Environmental Considerations
- Personal Protective Equipment
- JSEA
- BBSM Process
- Facility Awareness and Emergency Evacuation

Subcontractors

Subcontractors must manage their Short Service Employees in accordance with the requirements of the Short Service Employee program.

Appendix A
SSE Data Flow Chart



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	Short Service Employee Graduation Form		

Employee Name (SSE): _____ Employee Number: _____ Hire Date: _____ Mentor Name: _____

Instructions: To be completed by Mentor on a weekly basis. For 14/7, 14/14 or any other rotation, please put a line through that week.

1. For each line item, write one of the following ratings:
 - a. (A) Acceptable-Meets minimum standards,
 - b. (IN) Improvement Needed,
 - c. (NA) Not Applicable-Was not observed
2. Comments shall be provided in the space below
3. Feedback should be provided to SSE Daily
4. Completed forms shall be turned in weekly.

SSE Graduation Form	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24
Training compliant with GIS Training Matrix																								
Has been through Client Orientation																								
Knowledge of Safety Portal (Policies & Forms)																								
Fully understands incident reporting? (Flowchart)																								
Read through HSE Manual Sections 1-7																								
Understands PPE needed and when to use it																								
Can perform LIFE Observations																								
Can perform JSEA																								
Attends Safety Meetings and <i>“participates”</i>																								
Aware & knowledgeable of lifting procedures																								
Confident in performing craft using our procedures																								

Please provide notes on this SSE from your observation as their Mentor: _____

<i>I feel like I have the understanding to perform my job to the best of my ability. I know where I can find policies related to our Company and feel that I can conduct work safely.</i>	
SSE Signature: _____	Date: _____

<i>I certify that the employee named above has completed the SSE process for the Company and is ready for graduation from SSE status.</i>	
Mentor Signature: _____	Date: _____