



H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 12-22

Date: May 12th, 2022

Short Service Employees – Training & Supervision

The Bureau of Safety and Environmental Enforcement (BSEE) utilizes the tracking and trending of incidents that occur throughout the Gulf of Mexico region to gain more insight into areas of concern for contractors and operators.

During a recent statistical analysis of incidents that have taken place since the beginning of 2022, BSEE has found several incidents that occurred involved short service employees (SSE).

Generally speaking, a short service employee is:

- An employee that has less than six months experience in the industry.
- An employee that has industry experience but less than six months experience at a facility, location or company.
- An employee that has recently changed major job roles and responsibilities.

An SSE can be a valuable member of the team because they can provide a new set of eyes to identify hazards that other workers have become accustomed to at a location. However, with that said, an SSE's unfamiliarity with a location or a company's policies and procedures can increase the potential for an incident to occur.

In order to assure that all personnel have a successful and incident free work shift, GIS's HSE Department along with the Bureau of Safety and Environmental Enforcement recommend the following:

- While SSE's receive vital training in hazard recognition during GIS's new hire training orientation, it is important after arrival at their location or place of work that an SSE receive additional training in hazards specific to that site.
- Upon arrival to their place of work a mentor should be assigned to SSE for the duration of the shift or hitch. It is important that the mentor provide continuous feedback to the SSE and **under no circumstances** ever allow the SSE to complete a job task without supervision.
- It is important to understand the maximum SSE percentage allowed on a location or for a specific job task. This allows for experienced crew members to be available to adequately support and supervise SSE personnel. For more information on allowable percentages please consult GIS's Safety Management System Manual and/or the customer's HSE policies and procedures.
- It is important to understand that SSE's gain knowledge through experience. High risk job task may be a valuable learning opportunity for an SSE, but may also come with substantial risk. Each scenario should be thoroughly evaluated to ensure that the SSE be appropriately monitored throughout the completion of the job task.

"TELL ME AND I FORGET,
TEACH ME AND I MAY REMEMBER,
INVOLVE ME AND I LEARN."

~ BENJAMIN FRANKLIN

Report all incidents immediately to the GIS Hotline 1-855-543-5163.

SAFETY ALERT