



# H S E

HEALTH SAFETY ENVIRONMENTAL



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## Short Service Employees – Training & Supervision

The Bureau of Safety and Environmental Enforcement (BSEE) utilizes conducts ongoing statistical analysis of incidents in the Gulf of America region to identify critical trends affecting contractors and operators.

A recent analysis since the start of 2022 has revealed a notable involvement of short service employees (SSE) in these incidents.

### A Short Service Employee is anyone who:

- Has less than **6 months of experience** in the industry.
- Has experience in the industry but **less than 6 months** at a company, facility or location.
- Has recently **changed job roles** with significantly different responsibilities.

### Why It Matters:

SSEs bring **fresh perspectives** that can help identify hazards others may overlook. However, their **lack of familiarity** with job-specific procedures, site layouts, and company expectations **increases the risk of incidents**.

### GIS's HSE Department & Bureau of Safety and BSEE recommends for Managing SSEs:

- While GIS's new hire training orientation covers general hazard awareness, SSEs must also receive training on **location-specific risks** immediately upon arrival.
- Each SSE must be paired with a **qualified mentor** for the **entire shift or hitch**. The mentor must provide **continuous feedback** to the SSE and **under no circumstances ever allow the SSE to complete a job task without supervision**.

### Know the Limits:

- Follow guidelines on the **maximum number of SSEs** allowed per job or location to ensure **adequate supervision**. See the **GIS Safety Management System Manual** and/or the **client's HSE policies** for specific limits.

### Evaluate Task Risk:

- High-risk task may be learning opportunities but must be carefully assessed. SSEs must be **closely monitored** during execution to manage exposure to hazards.

### Key Reminder:

- **Mentorship + Training = Safe Integration**
- Supporting SSEs is a **shared responsibility**. Strong onboarding and **proactive supervision** prevents incidents before they happen

SAFETY ALERT

