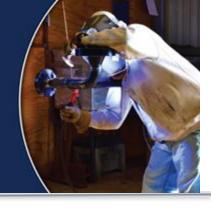


# HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 21-25 Date: June 4, 2025

# **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

