	<b>Berry Bros. General Contractors, Inc.</b> <b>Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental</b> <b>Policies and Procedures Manual</b>	
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<b>SHORT SERVICE EMPLOYEE (SSE)</b>		

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### **SUBPART A - PURPOSE**

The purpose of this Short Service Employee (SSE) program is to provide mentoring assistance to those employees with less than 6 months experience in a similar job scope, requiring certain skill sets. By assigning SSE's with a mentor, BBGCI hopes to help reduce the possibility for incidents occurring with employees having less than 6 months prior exposure to their particular scope of work.


Any Subcontractors doing work directly under BBGCI must comply with this policy unless an alternative system is approved through the risk management and safety department of BBGCI prior to commencing any work.

### **SUBPART B - IMPLEMENTATION**

Berry Bros. personnel with less than six (6) months tenure or less than six (6) months experience in a similar job type, requiring skill sets, will be considered a Short Service Employee (SSE). The duration of BBGCI's SSE program may vary dependent upon knowledge and skill in their respective position, but at a minimum 2 weeks.

### **SUBPART C - GENERAL REQUIREMENTS**

1. When required by BBGCI, the customer will be notified prior to using any "SSE" on that particular customer's project.

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2. All Short Service Employees shall receive New-Hire safety orientation training as well as any job specific safety training.
3. Short Service Employees shall be required to wear hard hats displaying an identification sticker with the letters “SSE” that can be easily recognized.
4. All “SSE” personnel shall be assigned a mentor (an experienced employee of similar job scope) to provide close supervision and guidance during the “SSE” period. Never shall an “SSE” be allowed to perform unfamiliar tasks without close supervision and training by an experienced individual.
5. A single person crew cannot consist of a SSE.
6. Crew make-up will vary from client-to-client but generally no more than one short-service-employee will be allowed on a crew of less than 5.
7. BBGCI will adhere to particular Client SSE percentages for field crews, and will not exceed that percentage without the proper written variances from that client.

## **SUBPART D - RESPONSIBILITIES**

**Management** will assure that this process is adhered to when using sub-contractors while working on clients projects.

**Supervisors** will be responsible for assigning an experienced employee/mentor to provide close supervision and guidance during the “SSE” period and document the progress the SSE makes on the monthly SSE form. Upon early removal of an employee from this program, Supervisors are responsible for signing off on the “SSE Early Removal” form, along with providing any additional comments about the employee and his/her work ethic.

**HSE Field Techs** will be expected to observe the work of any SSE’s on site, noting any unsafe behaviors, tendencies or accidents. This will be noted and kept on file for discussion when the employee comes up for removal from the SSE program. The HSE Field Tech will also have to sign off on the Early Removal form assuring the SSE is able to work on his own in a safe manner.

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**Mentors** will be responsible for keeping their assigned SSE's safe. Mentors are to coach, observe and facilitate good work ethics and the proper way to carry out each job task that the SSE may be required to carry out for day to day operations. Mentors are also required to fill out the Monthly Reports for their assigned SSE and turn them into the PIC.

**Subcontractors** will be responsible for the creation and implementation of their own SSE Policy that meets or exceeds the expectations outlined in this policy. If client requirements go above and beyond this policy, it will be communicated to each Subcontractor's Management to determine a proper path forward in order to remain in compliance. Subcontractor's SSE program will be reviewed and audited during annual HSE Management Audits.

## **SUBPART E – DOCUMENTATION**


Upon hire, a "Short Service Employee Form" will be filled out during the hiring on process by the HSE department. This form will cover the employees previous work history, experience and hire date for up to 3 previous employers. The Form will be held in the employees file for reference. Once the employee is removed from the SSE program, BBGCI Divisional Manager and HSE supervisor will sign off in the appropriate section.

Monthly status report forms are to be filled out by the mentor of the SSE and given to their Foreman on a monthly basis. These forms will be stored in the employee's file for reference of work ethic and for accountability.

When an SSE becomes eligible for the Early Removal Process, the "SSE Early Removal Form" must be properly filled out with the appropriate signatures before the SSE can be considered a non-SSE. SSE's that have from this program will receive a copy of the Early Removal Form for their reference; the original will be kept in their file for company reference.

## **SUBPART F – Early Removal Process**

If an employee is considered to be an SSE and has demonstrated that he/she can work in a safe and respective manner and has not caused any incidents/accidents while working for BBGCI then this person is eligible to enter BBGCI's Competency Assessment Program. The time frame as to which the SSE becomes eligible to be

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removed from the SSE program is at the discretion of the Direct Supervisor and the Mentor, given that the employee has been employed with BBGCI for at a minimum of 2 weeks.

BBGCI's Early Removal Process consists of an evaluation of:

1. Competency Assessment, covering multiple Safety points that BBGCI expects our employees to know and carry out in the field.
  - a. The SSE must make a minimum of 80% on this test in order to be removed from the SSE Program.
  - b. The corresponding test will be given to the employee according to his/her area of work (divisional).
  
2. SSE Mentor Monthly Report, which is to be filled out by that SSE's Mentor and turned into the direct Supervisor to be turned into the Safety Department at the end of the month
  - a. The Mentor must fill this form out honestly and properly as this form holds the Mentor responsible for stating that he/she feels confident in the SSE's ability to follow BBGCI's Safety Procedures, Job Procedure, Overall Knowledge of the Job Scope and Attitude in the field.
  - b. This form will give BBGCI's supervisors and Safety Department an understanding of how the SSE has been working from a day to day basis in the field.

After the SSE has been through and passed the Competency Assessment, the Foreman will fill out an "SSE Early Removal Form". The Form is then to be given to the Safety Department and Divisional Manager for review and final approval of the SSE. This form will be kept in the Employees file at the specific division location as well as the corporate office.

Revision Date: 6-6-11, 11-18-14, 10-12-16,  
11-16-17, 2-26-18, 8/3/2021

Approved By: Joe Berry & Safety Committee

## SHORT SERVICE EMPLOYEE FORM

**Purpose:** This form must be completed and kept on file for reference on the employees' prior years of experience in the oilfield along with who has been the assigned mentor for the SSE.

Date:			
SSE Name:			
Date of Employment:		Years of Oil field Exp.:	
Current Job Title:		Experience In Present Position	Years:
			Months:
Employment Record: (If requested the last 3 years - Please explain gaps between employment)			
<b>Previous Employer(s)</b>		<b>Start Date</b>	<b>Departure Date</b>
1. Is this employee trained to safely perform this Job?			Yes
2. Review of BBGCI's Safety Policy with SSE? By Whom:			No
3. Who has been assigned as the SSE mentor?			Yes
<b>List all of the training provided to the SSE:</b>		<b>List Previous special training:</b>	
Signature of SSE being submitted:			
<b>SSE Review and Approval</b>			
BBGCI Management:			Date:
BBGCI Field Supervisor			Date:
<b>Removal from SSE Program</b>			
BBGCI Management:			Date:
BBGCI Field Supervisor:			Date:
Justification for early removal from SSE Program:			
Superintendent Approval		___Yes ___No	Superintendent Name:

# Berry Bros. General Contractors, Inc.

## Short Service Employee – Monthly Report

SSE

Name: \_\_\_\_\_

Mentor

Name: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_

1 = Unsatisfactory   2 = Fair   3 = Good   4 = Very Good   5 = Excellent

Safety Procedures        \_\_\_\_\_

Job Procedures            \_\_\_\_\_

Attitude                    \_\_\_\_\_

Over All Knowledge        \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



# SSE Early Removal Form

Employee Name:	
Current Position:	
Time in Current Position:	
Time in Industry:	
Date Assigned as SSE:	
Reason For Being SSE:	
Date of Hire:	

## CRITERIA REQUIRED

	Yes / No	If No, Why?
1. Has the Employee Attended and passed the BBGCI Orientation?	<input type="checkbox"/> <input type="checkbox"/>	
2. Has the employee been employed with BBGCI for a minimum of two (2) weeks?	<input type="checkbox"/> <input type="checkbox"/>	
3. Does the employee have a clear understanding of BBGCI's Policies and Procedures, and have adequate experience in his/her primary job functions?	<input type="checkbox"/> <input type="checkbox"/>	
4. Is the SSE capable of assisting/participating in the JSEA Process properly?	<input type="checkbox"/> <input type="checkbox"/>	
5. Can the SSE identify the types of work that require a Written Permit?	<input type="checkbox"/> <input type="checkbox"/>	
6. Is the SSE familiar with the Safework Suite and the hazard identification process?	<input type="checkbox"/> <input type="checkbox"/>	
7. Does the SSE understand the SWA Process and how it applies to all personnel involved at the work place?	<input type="checkbox"/> <input type="checkbox"/>	
8. Does the SSE understand each job scope, and can the SSE operate tools/equipment that he/she is expected to operate?	<input type="checkbox"/> <input type="checkbox"/>	
9. Can the SSE do his job in a safe manner?	<input type="checkbox"/> <input type="checkbox"/>	
10. Has the employee been accident/incident free while employed with BBGCI?	<input type="checkbox"/> <input type="checkbox"/>	

**Foreman Comments:**


Foreman : \_\_\_\_\_ **Date Conducted:** \_\_\_\_\_

Print Name

Signature

**HSE Comments:**


HSE : \_\_\_\_\_ **Date Conducted:** \_\_\_\_\_

Print Name

Signature

Manager Approval : \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

Print Name

Signature