



CHESM – Short-Service Employee (SSE) Policy
CPL – Standardized OE Process

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Appendix S

Short-Service Employee (SSE) Policy

Objective	To ensure that contract short service employees are identified, appropriately supervised, trained, mentored, and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, or property damage.
Scope	All contractors and their sub-contractors
Required?	Yes
Key Practices	<p>Short-Service Employee (SSE) Definition – Any contractor personnel with less than six months experience in the same job type or with his/her present employer. Variances must be documented using the <i>Contractor Short Service Employee Form</i>.</p> <p>Crew Makeup – Guidelines for crew makeup are:</p> <ul style="list-style-type: none"> • A single person crew can not be an SSE. • Crew sizes of less than five will have no more than one SSE. • Crews that have more than 20 percent SSE personnel shall only be permitted with a written variance form, which serves as a mitigation plan, by the appropriate manager or supervisor. <p>Notification – The proposed crew makeup must be outlined in the <i>Short Service Employee Form</i>. Before job mobilization, contractors will submit the completed SSE form to the project coordinator, contractor contact, or on-site supervisor for all jobs containing SSE personnel. If an SSE arrives on operator property for whom a SSE form has not submitted, operator management may elect to send the SSE back to contractor’s facility at the contractor’s expense. Operator work owner or person in charge will determine approval status and retain the original form in project files.</p> <p>Identification – SSE personnel will be visibly identifiable. (Hi Vis Orange Hard Hat)</p> <p>SSE Monitoring – Contractors will monitor their employees, including SSE personnel, for HES awareness. If, at the end of the six-month period, an SSE has worked safely and adhered to HES policies, the SSE identifier may be removed at the contractor’s discretion. Contractor will require any employee that does not demonstrate competency within the six-month period to get operator approval in writing prior to returning to operator property.</p> <p>Mentoring Process – Contractor must have in place some form of mentoring process, acceptable to the operator, designed to provide guidance and development for SSE personnel. A mentor can only be assigned one SSE per crew and the mentor must be on site with the SSE to be able to monitor the SSE. (See page 4, <i>Mentor Responsibilities</i>)</p> <p>Sub-Contractors – Primary contractors will manage their sub-contractors in alignment with this process.</p> <p>High Hazard Areas – In certain situations, SSEs may be prohibited from working in a high hazard areas (these may include naturally occurring radioactive material (NORM), H₂S areas, etc.)</p>
Responsibility	<ul style="list-style-type: none"> • The work owner communicates the SSE policy and expectations at the pre-job meeting. • The contractor submits the proposed crew makeup and SSE form(s) to the work owner’s on-site representative for approval.

	<ul style="list-style-type: none">• The work owner’s on-site representative validates crew makeup and experience level.• The work owner’s on-site representative approves the SSE variance form.• The work owner’s on-site representative posts forms to CSM data base.
Frequency	<ul style="list-style-type: none">• Continuous monitoring.• Forms must be submitted prior to commencing work and when changes occur thereafter.
References	<ul style="list-style-type: none">• Contractor Safety Management Program• http://pipelinecsm.chevron.com/• Contractor Short-Service Employee Form (available at below links)• http://pipelinecsm.chevron.com/forms.asp

Appendix S & T

Contractor Short-Service Employee Form & Variance

Contractor must complete and submit form to work owner supervision for approval prior to arrival on location. The work owner supervision must approve the individual SSE before he/she arrives on location.

Work Owner: the form must be kept on site and a copy stored in the CSM data base under “Related Documents”.

I. SSE Information				
Contractor Company Name:			Request Date:	
SSE Name:				
Date of Employment:		Current Job Title:		
Years Related Experience:		Experience in Current Position:	Yrs	Months
Is this employee in compliance with your Substance Abuse Policy?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have site owner, contractor and HES policies (including Stop Work Authority) been reviewed with SSE?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who has been assigned as the SSE’s mentor?				
	Mentor’s Experience:	Yrs	Months	
List all training provided to the SSE:		List any previous special training:		
SSE(s) identified by: <input type="checkbox"/> Hard Hat – Hi Vis. Orange (CPL Policy)				
II. SSE Crew Composition Requirements				

Choose one of the crew types below. If any of the stated limitations are exceeded, proceed to the variance form on the back of this sheet.	
<input type="checkbox"/> Single person crew – cannot be an SSE (Variance Required)	
<input type="checkbox"/> 2 – 4 person crew – no more than one SSE	
<input type="checkbox"/> 5 or more person crew – no more than 20% SSE(s) per crew	
<input type="checkbox"/> Exceeding 20% SSE per crew (Variance Required)	
III. SSE Review and Approval	
Contractor Supervising Manager:	Date:
CPL Work Location Supervisor:	Date:
Work Owner:	Date:
IV. Contractor SSE Form Repository	
<input type="checkbox"/> CSM Data Base:	Date:
<input type="checkbox"/> CPL Work Location:	Date:
<input type="checkbox"/> Work Owner file :	Date:

This form is to be filled out whenever the conditions on the front of this form or any other element of the Short Service Employee Policy cannot be met.

IV. Variance Information

Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

List the steps to be taken to manage/mitigate the SSE risk to an acceptable level:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. Variance Review and Approvals

Variance Expiration Date:

Contractor Manager/Supervisor

Approves Denies

Signed: _____

Date: _____

Work Owner’s on-site representative

Approves Denies

Signed: _____

Date: _____

Note: For large jobs, please use a separate sheet to list all SSEs on the crew by name and job title.

Mentor Minimum Requirements

Mentors must:

1. Be familiar with the short-service employee's job, the oversight responsibilities required, and the hazards associated with that job.
2. Have the current orientation training.
3. Be familiar with the site policies, procedures, and any specialized actions required in the work to be performed.
4. Exhibit the ability to recognize hazards and unsafe acts.
5. Be able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce the stop work authority.
6. Be an active participant in the behavior-based safety process.

Subcontractors that work on site must have their own mentors that mentor only their personnel. Mentoring of personnel outside of that company will be reviewed on an individual basis.