

Safety Policy & Procedure Manual		Section: 3.0	Date: 10-20-15
		Revision: 0	
Subject: Short Service Employee Program (SSE)			

Short Service Employee Program (SSE)

Purpose

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The supervisors and co-workers must be able to readily identify Short Service Employee participants. Light Tower Rentals, Inc. will assign experienced employees to oversee the daily activities of those assigned to the SSE program

Scope

- The SSE program applies to all Light Tower Rentals, Inc. employees in shop and field operations.
- The SSE program applies to all newly hired Light Tower Rentals, Inc. employees (regardless of experience), temporary agency personnel or our independent contractors working on Light Tower Rentals, Inc. or client location/facilities.

Definitions

Short Service Employee (Who is covered under the Short Service Employee Program) – An employee or sub-contractor employee with less than six months experience in the same job or with his/her present employer.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor

Key Responsibilities

- Managers and Supervisors shall ensure that this program is implemented and followed.
- Employee shall follow the requirements of this program

Monitoring of Short Service Employee at the Job Site

Light Tower Rentals, Inc. shall monitor its employees, including SSE personnel, for HSE awareness. If, at the end of the six-month period, the SSE has worked safely, adhered to HSE policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the discretion of Light Tower Rentals, Inc.

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Process for Managing Subcontractors

Light Tower Rentals, Inc. will manage its sub-contractors in alignment with this process. Any sub-contractor employee reporting to work must document his/her experience within their employment for the work they are performing.

Procedure

General

Supervisors will assure that all new, transferred and temporary employees have been through Light Tower Rentals, Inc. Safety Orientation Process and have a complete knowledge of the expectations for their job function.

Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance. Any Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program or shall be dismissed for poor performance.

Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing employees in the SSE program (documentation is not required).

Mentoring Provisions and Processes

Mentors will set the proper safety example for any Short Service Employee assigned to them.

Light Tower Rentals, Inc. must have in place a 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 onsite with the SSE to be able to monitor the SSE.

Short Service Employee Identification

Short Service Employee participants will wear high visibility hard hats or an SSE decal to help identify them.

Crew Makeup and Restrictions

A single person crew cannot be an SSE and crew sizes less than five shall have no more than one SSE.

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Notification and Communication Processes

Prior to the job mobilization Light Tower Rentals, Inc. will communicate/notify the client project coordinator, contractor contact or on-site supervisor for all jobs containing SSE personnel. The project coordinator, contractor contact or on-site supervisor will determine approval of the crew make-up.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.