



SECTION 1

CHAPTER 11

SHORT SERVICE EMPLOYEE PROGRAM

Purpose To identify employees with less than six months experience in the same job type or with Gravity Oilfield Services.

Scope This applies to employees as defined in the purpose above.

In this chapter

Topic	See Page
Objective	2
Crew Make Up and Restrictions	2
Notification and Communication Processes	2
Identification of Short Service Employees	2
Monitoring of Short Service Employees at the Jobsite	2
Early Release from SSE Program	3
Mentoring Provisions and Processes	3
Managing Subcontractors	3



Short Service Employees

Objective To ensure employees with less than six months experience are identified, adequately supervised, trained, and managed so as to prevent injury to themselves or others, property damaged, or environmental harm.

Crew make up and restrictions Include:

- A single person crew can not be an SSE
- Crew sizes of less than five shall have no more than one SSE
- Crews that have more than 20% SSE personnel shall only be permitted with a written MOC form which serves as a mitigation plan, by the appropriate manager or supervisor.

Notification and communication process Prior to the job mobilization, the company will submit the completed SSE form to the company man, or on site supervisor for all jobs containing SSE personnel, if required. Any SSE employee will also be identified by means specified by the company or by customer requirements.

Identification of short service employees Any SSE employee will also be identified by means specified by the company or by customer requirements. This identification will be made by:

- a green sticker (NOJ), **OR**
- a different colored, highly visible hard hat

Monitoring of short service employees at the jobsite The company 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
- has no recordable incidents attributable to him/her
- the employee is fully qualified at his/her current position;

Then, the SSE identifier may be removed at management’s discretion.

The company requires any employee that does not complete the SSE period recordable free, to obtain management approval in writing prior to continuing employment.



**Early Release
from SSE
Program**

To graduate and/or be released from the SSE program early an employee must undergo an evaluation and be formally released from the program. This release will be documented using Gravity's SSE form.

**Mentoring
provisions and
processes**

The company has a mentoring process in place that shall meet the following:

- Acceptable to the company.
- Designed to provide guidance and the development for SSE personnel.

**Managing
subcontractor**

The company will manage their sub-contractors in alignment with this process as outlined in the chapter for SSE or in the chapter for Sub-Contractor Management Plan.