

EH&S Management System	
Level:	B – FM O&G
Section:	1 – Administration
1.10	Short Service Employee Policy

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PURPOSE

This procedure provides FM O&G and its Contractors guidelines to appropriately supervise, train and monitor new and/or inexperienced employees.

SCOPE

This section applies to all FM O&G employees, contractors and contractors' sub-contractors working at FM O&G locations.

DEFINITIONS

Mentoring

Mentoring is a process of transferring skills and knowledge from one person to another in a work environment. The process relies on a trusting relationship and can occur between people with varying degrees of experience. The person providing the training is the mentor, and the learner is the Short Service Employee (SSE). Mentoring is recognized as a valuable component of the learning and training process.

FM O&G Foreman or Contractor Supervisor

Individual responsible for the onsite supervision of employees. This individual shall demonstrate leadership abilities, knowledge and skills within designated operations to lead and teach personnel.

FM O&G Project/Job Originator

The FM O&G employee or representative who originated the project/job process.

Short Service Employee (SSE)

FM O&G and / or Contractor Employee with less than (6) six months in the same type of job, or employment with their employer.

Short Service Employee Mentor

Each Short Service Employee (SSE) shall be assigned a Mentor. This Mentor shall be an employee with at least one (1) year working experience with employer at that worksite.

RESPONSIBILITIES

FM O&G Project/Job Originator

- Communicate the requirements of this program to Contractors during Pre-Job meetings.
- Ensure Contractor submits appropriate documentation per this program.
- Ensure FM O&G Onsite Representative is notified of any SSE.

FM O&G Onsite Representative or Contract Supervisor

- Develop and communicate to affected personnel daily JSA's or when the operation changes.
- Ensure Short Service Employee Mentor maintains proper knowledge and skills in the particular contractor's operations.
- Ensure Short Service Employee Mentor is adequately training SSE
- Ensure Short Service Employee is gaining the proper knowledge and skills in the particular contractor's operations.
- Ensure SSE is appropriately identified per this plan.

Short Service Employee Mentor

- Have the desire, a patient disposition, and be willing to devote the necessary time to succeed as a mentor
- Possess knowledge and skills in a particular contractor operations

- Be willing and able to effectively listen to the SSE to determine if the SSE is learning and retaining the knowledge being shared
- Be willing to watch a SSE perform a job without interfering as long as the SSE is not in a position to hurt themselves or others or damage equipment
- Provide a positive EH&S attitude, avoid criticism, and strive to build confidence and self-esteem in the SSE
- Be able to teach the SSE the proper way to create a quality JSA and to follow that JSA in performing task
- Keep abreast of new equipment in their field of expertise
- Refrain from taking short cuts and doing anything hazardous to your health or safety
- Demonstrate a positive work ethic at all times

Short Service Employee

- Be willing to watch and listen to the Short Service Employee Mentor
- Establish a positive EH&S attitude toward particular contractor's operations
- Learn the proper development and participate in the preparation of JSA's and follow the JSA in performing the task
- Be willing to gain the knowledge and skill in a particular contractor's operation to be able to perform in a safe and environmentally sound manner.
- Participate in daily Safety Meetings.

PROCEDURES Notification

- The Contractor will ensure that the affected FM O&G Project/Job Originator is notified of any SSE on their project/job. This notification shall be through the submittal of the "*FM O&G Contractor Short Service Employee Notification*" form (see Appendix A). The FM O&G Project/Job Originator must approve utilization of the SSE before this SSE arrives to a FM O&G location. The FM O&G Project/Job Originator shall notify the FM O&G Onsite Representative of this notification and approval.
- The FM O&G Onsite Representative will ensure the facility keeps a log of all individuals who are designated as Short Service Employees (SSE).
- No more than 20% of the Contractor's workforce, at each work-site, can consist of Short Service Employees. Crews of less than 10 persons will be limited to one SSE. The management level above the Project/Job Originator of the affected operations shall approve any exceptions to this rule.

Short Service Employee Orientation Requirements

Contract Personnel

Each Short Service Employee shall be provided an orientation sponsored by Petroleum Education Council (PEC), International Association of Drilling Contractor's *Rig Pass*, Offshore Marine Service Association Orientation, PassPort or an approved equivalent prior to arrival to a FM O&G location.

FM O&G Personnel

Prior to assignment to their designated position, the new employee will receive an Employee Benefit / Safety Manual Orientation from the Human Resource Department. On the completion of this orientation, the employee will receive the

required EH&S training for their position. The employee will be unavailable for their work assignment until he or she has completed their required training. Upon arrival to their assigned work location, the employee shall receive a Production / Field Orientation from their Field Foreman or their designee. Those employees whose work assignment is in the office shall receive an Office Orientation from their Manager or their designee.

Short Service Employee Training Requirements

The Contractor shall ensure that each Short Service Employee (SSE) is properly trained in:

- The hazards present in the work place.
- The procedures, processes and personal protective equipment developed to prevent these hazards from causing injuries, property damage and / or environmental incidents, and
- The skills necessary to conduct their assigned jobs safely and efficiently while providing product quality and economy.

FM O&G Field Foreman or person in charge shall ensure the above is attached on the “New Employee Orientation Checklist”

The Contractor shall ensure that each Short Service Employee (SSE) is properly trained as per Federal, State and Industry requirements before starting work, when:

- The employee is first hired (see Appendix B)
- The employee is appointed a new job assignment, and
- The employee is exposed to new substances, processes, procedures, equipment, etc. that represent a new hazard to the employee.

Short Service Employee Identification

A SSE must be identified as a Short Service Employee. Identification may be accomplished one of two ways:

- A visible sticker placed on his/her hard hat that must include the letters “SSE”. The sticker should be of contrasting color to the hard hat and be at least 2” X 3” in size. The sticker must be visible from both sides and have a spot to note the date the sticker may be removed
- A company may elect to identify its SSE employees by assigning them a different color hard hat that will distinguish them from experienced employees

Short Service Employee Status Change

To be removed from SSE status, an employee must exhibit safe behavior for 6 months (e.g., incident free performance, proactive participation in EH&S programs such as incident reporting including near misses, JSA development, safety meetings, etc.) and have a general awareness and working knowledge of the Contractor's and FM O&G's EH&S policies.

The Contractor may recommend a reduction of the 6 month requirement based on the employee's performance and relevant industry experience. This reduction must be approved by the FM O&G Foreman and Project Supervisor. Documentation should be maintained on location for a period of 1 year after a contractor employee has been removed from SSE status.

The FM O&G Onsite Representative and/or Contractor Supervisor and the SSE Mentor shall provide close supervision and not allow the SSE to perform any task in which they have not been properly trained. The Supervisor and the SSE Mentor shall ensure that the SSE understands the task to be performed and the associated hazards.

Contractor SSE Program

Contractors that have their own SSE program may utilize their program once it has been audited and approved by FM O&G. Approval of a Contractor SSE Program by the EH&S Department must be completed prior to the Contractor starting work on FM O&G property. Notification and Documentation requirements of this Policy will remain applicable.

Documentation

The FM O&G Project/Job Originator shall ensure contractor submits a completed “FM O&G Contractor Short Service Employee Notification Form” prior to allowing SSE on location. This form shall be maintained in the project/job file.

The FM O&G Onsite Representative shall ensure the facility’s SSE log is kept current.

The FM O&G Field Foreman shall ensure training documentation for FM O&G New Employees is attached to the “New Employee Orientation Checklist”.

APPENDIX A
Contractor Short Service Employee
Notification Form



SHORT SERVICE EMPLOYEE NOTIFICATION FORM

Company Name: _____ Request Date: _____

Employee Name: _____ Hire Date: _____ Years in Oilfield: _____

Current Job Title: _____ Time in Present Position: _____ Years _____ Months

Employment Record: *(Last five years; please explain any gaps between employment)*

Employer	Position	Start Date	Departure Date
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	Yes	No
Has Employee received required EH&S Orientation?	<input type="checkbox"/>	<input type="checkbox"/>
Has Employee received minimum required EH&S Training?	<input type="checkbox"/>	<input type="checkbox"/>
Has Employee been trained to perform tasks required of his job?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Employee in compliance with your Drug and Alcohol program?	<input type="checkbox"/>	<input type="checkbox"/>

List of Safety Training Provided SSE	List of Specialty / Job Training Provided SSE

Signature of SSE being submitted *(optional)*: _____

SSE Mentor Information

Employee Name: _____ Hire Date: _____ Years in Oilfield: _____

Current Job Title: _____ Time in Present Position: _____ Years _____ Months

Signature of SSE Mentor being submitted *(optional)*: _____

Justification for Early Removal from SSE Program:

SSE Review and Approval

Contractor's Mgmt Approval: _____

FM O&G Project / Job Originator's Approval: _____

Print Name	Print Title	Signature	Date
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APPENDIX B
Minimum Training

Table with columns: JOB TITLE, Regulatory Required Training (Required Refresher - Annually, Defined by Location), Operator Required (Additional Training), and Training Key (REQ, BLANK, Not Applicable). Rows include various positions like Production Supervisor, Lead Operator, and Production Rig Employee. Includes logos for FM and FREEPORT-McMORAN OIL & GAS.