

Gulfof**Mexico**



Operations: HSE

**Short Service Employee Program Safe Work
Practice (SWP)**

AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
03/01/17	5	JW	<p>Changed JSEA to Risk Assessment</p> <p>Changed EASY and SOC to IRIS Observations</p> <p>Changed MSDS to SDS</p> <p>Removed “this can coincide with or be part of the existing six month performance review process for new personnel”.</p> <p>Added the link to Competency Assessment</p>
06/15/12	4	CL	Reformatted document to meet new GoM document control template standardization guidelines. Removed non-working links from key documents section 6
03/05/12	3	CL	Removed OPM references.
06/01/08	2	RK	<p>New chapter added to the revised SPM. Provides an overview for the following requirements:</p> <ul style="list-style-type: none"> - Orientation - Mentoring - Identification (orange hard hat) Completion of Program
02/28/06	1	KK	<p>Clarifications to program regarding visitors and transfer employees.</p> <p>Changed CD # from 10127 to UPS-US-SW-GOM-HSE-DOC-00407-2 to conform to new numbering nomenclature in the new GoM HSSE doc base. Changed 2 authorities.</p>
04/15/2005	0	KK	Issued for use
06/15/12	4	CL	Reformatted document to meet new GoM document control template standardization guidelines. Removed non-working links from key documents section 6

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1 Purpose / Scope

To explain the purpose of the Short Service Employee (SSE) program and to identify, appropriately supervise, and manage new or transferred personnel to prevent injury, property damage, or environmental harm.

Each contractor shall, in accordance with the Procurement and Supply Chain Management (PSCM) requirements, have a SSE program. Personnel who go offshore are required to have a minimum of six months of experience in their craft. Exceptions or deviations shall be managed via Management of Change (MOC) process.

2 Key Responsibilities

2.1 Mentor (may be the same as the Site Supervisor in some instances):

- Teaches and coaches the SSE in his/her roles and responsibilities and safe work practices for all assigned duties; reviews the known potential hazards for the work to be performed.
- Displays a positive work ethic and leads Health, Safety, Security, and Environment (HSSE) by example at all times.
- Reviews the purpose of and how to participate in the development of a [Risk Assessment](#) with the SSE.
- Periodically observes SSE during tasks that are performed and provide adequate feedback by using the [Observation section in IRIS](#).
- Provides prior approval for any new task initiated by the SSE.
- Is knowledgeable of the appropriate BP and, where applicable, contractor policies, procedures, standards and expectations.

2.2 Offshore Installation Manager (OIM):

- Confirms that a site-specific orientation has been provided to the SSE by a knowledgeable, experienced person prior to the SSE's initial work assignment.
- Assigns a mentor to the SSE from among the experienced crew members.
- Accepts responsibility for the safety of an SSE assigned to their crew or area through example setting and observation.
- Confirms [Risk Assessments](#) are utilized as a training tool with the SSE.
- Provides coaching and informal feedback to the SSE about safe work practices.
- Confirms contractor personnel are in compliance with contractor SSE requirements.
- Conducts a review after six months to evaluate graduation from the SSE program

2.3 Short Service Employee:

- **Completes** a GoM offshore orientation prior to arrival and a site-specific orientation immediately upon arrival at their first field assignment and prior to performing any work.
- Learns designated roles and responsibilities.
- Adheres to safe work policies and procedures taught or shown to them.
- Learns the location and application of all safety emergency response equipment, [Safety Data Sheet \[SDS\]](#), fire extinguishers, eye wash stations, showers, emergency shutdowns, first aid kits, etc.)
- Actively participates in and reviews the Risk Assessments for any task they are directed to perform.
- Seeks assistance and guidance from the Mentor when uncertain about any part of the job or for a task never performed previously.
- Understands the obligation to stop work that is felt to be unsafe or is not understood, or when conditions have changed.
- Wears a high visibility orange hard hat at all times when working as an SSE.

2.4 Contract Companies:

- Shall have a Short Service Employee program.
- Shall provide Short Service Employee with an orange hardhat.

3 General Requirements

Steps will be taken to confirm safe integration of SSEs, including a proper on-site orientation and the use of high visibility orange hard hats for SSEs.

4 Procedures

4.1 Orientation

All SSE personnel shall receive an offshore orientation and site-specific orientation prior to beginning work on location. The GoM Region Offshore Travel Requirements SWP outlines the orientation requirements.

4.2 Mentoring SSEs

Each SSE shall be assigned a Mentor who is responsible for providing individual oversight and training. Mentors shall be knowledgeable of the appropriate BP and applicable,

contractor policies, procedures and standards. No work shall be assigned to or initiated by the SSE without prior approval from the mentor.

4.3 Visible Identification

SSEs will be identified by a high visibility orange hard hat.

It will be at the discretion of the Site Supervisor and OIM how long an experienced SSE (but new to the facility) shall wear a high visibility hard hat.

4.4 Completion of SSE Program

Site Supervisors shall meet with the Mentor to discuss and document approval of the SSE's professional development after six months of hands-on experience. Discussions can occur earlier or beyond six months, at management's discretion, based upon the SSE's assignments and/or individual progress. To complete the SSE program, personnel shall:

- Demonstrate a working knowledge of the applicable BP/contractor policies and procedures.
- Demonstrate knowledge of safe work practices and be receptive to constructive criticism for observed practices.
- Improve or correct unsafe practices in a timely manner.
- Apply accident prevention tools in a pro-active manner.

5 Definitions

Definitions

Term	Definition
Short Service Employee	A person with less than six months experience in their craft, new to BP facility or offshore operations.

6 Key Documents / Tools / References

[GoM Short Service Employee Competency Assessment](#)