

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to notify all TERRY R PITT CONSTRUCTION employees of the short service employee requirements. It establishes certain guidelines regarding the use and training of employees with less than six months of service.

1.2 IDENTIFICATION

- 1.2.1 Employees with less than six months of company experience or less than six months of experience in his/her present duties will be considered short service employees (SSE).
- 1.2.2 All SSEs will be required to wear a company issued hard hat of a specific color (first level).
- 1.2.3 Supervisory and management positions are excluded from the specific color hard hat requirements.
- 1.2.4 Personnel who leave and return to TERRY R PITT CONSTRUCTION and the same job type within one year are exempt from this policy.

1.3 RESPONSIBILITIES

1.3.1 Supervisor

- 1.3.1.1 Identify SSEs and assign a mentor before work begins.
- 1.3.1.2 Notify general manager and safety team regarding which mentor has been assigned to the SSE.
- 1.3.1.3 Upon completion of the SSE's assignment, the supervisor will complete TERRY R PITT CONSTRUCTION's SSE evaluation process.
- 1.3.1.4 Discuss the evaluation with the general manager and the SSE to outline any strengths/weaknesses noted during the evaluation period.

1.3.2 Mentor

- 1.3.2.1 The duty of a mentor is generally assigned to the direct supervisor of the worker but can be assigned to another worker if circumstances allow.
- 1.3.2.2 Be knowledgeable and experienced.
- 1.3.2.3 Be familiar with the site policies, procedures, and any specialized actions required in the work to be performed.
- 1.3.2.4 Be familiar with the SSE's job, the oversight responsibilities required, and the hazards associated with that job. Do not allow SSEs to work alone.
- 1.3.2.5 Assumes full safety and job training responsibilities.

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- 1.3.2.6 Must have the current orientation training.
- 1.3.2.7 Must be an active participant in the behavior based safety process.
- 1.3.2.8 Exhibit ability to recognize hazards and unsafe acts. Mentors must remain in compliance at all times with site procedures, policies, or requirements and enforce stop work authority.
- 1.3.3 Short Service Employee (SSE)
 - 1.3.3.1 An SSE cannot perform duties of a mentor.
 - 1.3.3.2 Inexperienced new hires (with no prior experience in the industry) must wear a certain colored hard hat (first level) before being evaluated for an upgrade to a different colored hard hat (second level).
 - 1.3.3.2.1 An employee who does not fulfill the requirements outlined on the SSE form (including the basic skills check list) must continue to wear the certain (first level) colored hard hat until they fulfill the requirements.
 - 1.3.3.3 Employees with experience in the industry but less than six months of experience with TERRY R PITT CONSTRUCTION must wear a different colored hard hat (second level) until they have six months of experience with the company or are promoted to a foreman position.
 - 1.3.3.4 Each employee is responsible for working towards the conditions outlined on the SSE form for advancement out of the program.
- 1.3.4 General Manager
 - 1.3.4.1 Determine an SSE's status by means of the evaluation process. Second-level hard hats will not be issued without a completed SSE evaluation.
 - 1.3.4.2 Participate in SSE evaluation with the supervisor, mentor, and SSE at the completion of the six-month period or sooner if the SSE fulfills evaluation requirements.
 - 1.3.4.3 Forwards the SSE evaluation form to the safety team who will then forward to the HR department for recordkeeping.
- 1.3.5 Safety Team
 - 1.3.5.1 Review SSE evaluation forms submitted by mentors.
 - 1.3.5.2 Issue first or second level hard hat colors to SSEs.
 - 1.3.5.3 Evaluate performance assessment to uncover any training or orientation needs.
 - 1.3.5.4 Provide necessary training.
 - 1.3.5.5 Revise or develop program(s) to meet employee needs.

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1.4 PROCEDURE

- 1.4.1 TERRY R PITT CONSTRUCTION will provide certain colored (first level) hard hats for all employees with less than six months of experience in the industry.
- 1.4.2 TERRY R PITT CONSTRUCTION will provide a different colored (second level) hard hat for all new employees who have had prior experience but less than six months of service with the company.
- 1.4.3 Employees with experience who have less than six months with the company can be evaluated by the supervisor and/or the general manager. Upon completion of the requirements set forth on the SSE evaluation form (including the basic skills checklist), the employee can be upgraded to a second level hard hat any time during the six-month period.
- 1.4.4 The SSE form must be completed whenever any of the following occur:
 - 1.4.4.1 SSE is ready to move from wearing a first level hard hat to wearing a second level hard hat.
 - 1.4.4.2 SSE has been wearing a first level hard hat for six months and is not progressing to wearing a second level hard hat.
 - 1.4.4.3 An employee with prior experience begins working for TERRY R PITT CONSTRUCTION.
- 1.4.5 Prior to starting work, the contractor will notify the owner client (project coordinator, contractor contact, and/or onsite supervisor) if an SSE is present on work crews or the jobsite. The method used to identify an SSE needs to be communicated to the owner client.
- 1.4.6 Each SSE will be closely monitored for a six-month period. The SSE must demonstrate a good working knowledge, as well as awareness and adherence to TERRY R PITT CONSTRUCTION policies.
- 1.4.7 SSEs will be monitored for compliance on HSE policies and procedures. The supervisor or general manager will discuss the SSE's progress with the employee at the time the SSE form is completed.
 - 1.4.7.1 If the SSE is not ready to move to wearing a second level hard hat, the supervisor or general manager will advise the SSE on what requirements must be met for advancement.
- 1.4.8 For purposes of this policy, a crew is defined as those employees working at a single location and who are employed by TERRY R PITT CONSTRUCTION.
- 1.4.9 TERRY R PITT CONSTRUCTION's SSE crew makeup requirements:
 - 1.4.9.1 Single person crew cannot be an SSE.
 - 1.4.9.2 2-4 person crews must be accompanied by at least one mentor. A work crew of less than 5 employees may not have more than one employee designated as an SSE.
 - 1.4.9.3 5 or more person crews will not exceed 20% SSEs.

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- 1.4.10 All SSEs must be assigned an experienced mentor to assist the SSE during their SSE period.
- 1.4.11 Subcontractors must manage and adhere to TERRY R PITT CONSTRUCTION's policies and procedures regarding SSEs in accordance with the requirements of the TERRY R PITT CONSTRUCTION SSE program.

1.5 MENTORING

- 1.5.1 All SSEs will be assigned to work with an experienced member of the crew.
- 1.5.2 The SSE will remain assigned to the mentor until the completion of the SSE evaluation process or if the SSE is reassigned or transferred to a different project.
 - 1.5.2.1 Should the SSE be reassigned to another project, the SSE will be assigned a new mentor upon arrival.
 - 1.5.2.2 Should the mentor be reassigned to another project, a new mentor on the current project will be assigned to the SSE.
- 1.5.3 Work as a team with the SSE.
- 1.5.4 At no time will an SSE work alone or unsupervised by the mentor.
- 1.5.5 Monitor SSE activities, taking corrective action(s), if necessary. Supervise the assigned SSE and prevent him/her from performing tasks for which he/she is not properly trained.
 - 1.5.5.1 It will be the responsibility of all longer service employees to assist any SSE as required.
- 1.5.6 The mentor will assist the SSE to understand the corporate culture and the safe work practices and policies of TERRY R PITT CONSTRUCTION.
- 1.5.7 Upon completion of SSE's assignment to the project, the mentor will assist with evaluation of the SSE.

1.6 SSE STATUS RELEASE

- 1.6.1 If there is evidence that the SSE has demonstrated adherence to TERRY R PITT CONSTRUCTION policies, the mentor can then recommend that the SSE be released from an SSE status.
- 1.6.2 The mentor can contact the TERRY R PITT CONSTRUCTION supervisor or general manager and ask that the employee replace the identifying first level hard hat with the second level hard hat that identifies the individual as part of the experienced crew.
- 1.6.3 The supervisor or general manager, based upon knowledge of the SSE, can recommend the release of an SSE prior to completion of the 6-month period; however, this decision must be based on individual achievement and prior industry experience.
- 1.6.4 Upon recommendation for review of the SSE status, TERRY R PITT CONSTRUCTION's general manager and supervisor, along with input from the recommending mentor and safety team, will review and make a determination whether the SSE will be released from SSE status.

1.7 EVALUATION FORM

- 1.7.1 Forms can be obtained by the safety team
- 1.7.2 Will be completed on all SSEs by the supervisor
- 1.7.3 Must be filled out in its entirety
- 1.7.4 Will be discussed with the SSE, supervisor, and general manager

1.8 TRAINING

- 1.8.1 Each SSE will be properly trained in hazards present at the work place, procedures, processes, and personal protective equipment to prevent hazards from causing injuries, environmental incidents, or property damage.
- 1.8.2 Each SSE will be trained on the skills necessary to conduct their assigned job safely and efficiently while providing product quality and economy.

1.8.3 Each SSE will be trained on the following:

- 1.8.3.1 PEC Basic SafeLand
- 1.8.3.2 Hazard communications with GHS update
- 1.8.3.3 Job Safety Analysis
- 1.8.3.4 Hydrogen Sulfide
- 1.8.3.5 Medic First Aid/CPR and Bloodborne Pathogens
- 1.8.3.6 Operator specific orientation training

1.8.4 TERRY R PITT CONSTRUCTION will ensure that the SSE is properly trained as per federal, state, and industry requirements before starting work when:

- 1.8.4.1 The employee is first hired
- 1.8.4.2 The employee is appointed a new job assignment
- 1.8.4.3 The employee is exposed to new substances, processes, procedures, equipment, etc. that represent a new hazard to the employee

