

Objective

The purpose of the Short Service Employee (SSE) program is to ensure that employees with less than 30 days experience are identified, adequately supervised, trained and managed so as to prevent injury to themselves or others, property damage or environmental harm.

Definition

A *Short Service Employee (SSE)* is an employee who is new to the company (less than 30 days) or who has significantly changed their job responsibilities

A *Mentor* is either a supervisor or another employee who:

- is familiar with the short-service employee's job, the oversight responsibilities required, and the hazards associated with the job
- Has the current orientation training
- Is familiar with the site policies, procedures and any specialized actions required in the work to be performed
- Exhibits the ability to recognize hazards and unsafe work
- Is able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce the stop work authority
- Is an active participant in the company behavior-based safety process

Identification

Short Service Employees (SSE) will be identified by an orange sticker on the front and back of their hard hat. These stickers will be put on during initial orientation and removed only by their supervisor or mentor once the employee has completed and satisfactorily passed the Orientation Checklist. The Orientation Checklist is included at the end of this package

Short Service Employee Responsibilities

The responsibilities of the SSE are to:

- be willing to watch and listen to the mentor
- establish a positive safety attitude towards assigned job tasks
- to be willing to gain the knowledge and skill in a particular job task to be able to perform in a safe and environmentally sound manner
- stop and report unsafe conditions at any time
- participate in safety meetings, and
- follow all safety rules and policies of the company
- ensure that you identify yourself as a SSE to your supervisor so that necessary precautions can be taken to ensure your safety

Mentor Responsibilities

- have the desire, a patient disposition, and be willing to devote the necessary time to succeed as a mentor
- possess knowledge and skills in the job tasks assigned to the SSE
- be willing and able to effectively listen to the SSE to determine if they are 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, others or damage equipment
- provide a positive safety attitude, avoid criticism and strive to build confidence and self-esteem in the SSE
- keep abreast of new equipment in your field of expertise
- refrain from taking short cuts and doing anything hazardous to health or safety
- participate in or conduct the Orientation Checklist with the SSE to ensure they are competent at specifically identified tasks
- understand that when you sign off on the SSE Orientation Checklist, that you are saying that the SSE is competent as noted
- demonstrate a positive work ethic at all times, and
- follow all company policies and procedures

Supervisor Responsibilities

- ensure that you are aware of any SSE on your shift and implement required precautions
- do not allow a SSE to work alone at any hazardous task
- encourage a mentor or yourself to provide the SSE with the proper knowledge and skills for a particular task
- participate in or conduct the Orientation Checklist with the SSE to ensure they are competent at specifically identified tasks
- understand that when you sign off on the SSE Orientation Checklist, that you are saying that the SSE is competent as noted

General Safety Rules

1. Think Before You Act – Follow instructions, do not take chances; **if you have questions or are unsure of proper procedures - ASK**
2. When conditions that appear to be unsafe are encountered, correct them immediately. If this is not possible, **report them to your immediate supervisor**
3. Reduce workplace hazards by incorporating good housekeeping practices into all aspects of your job. **Clean as you go, pick up after yourself, be considerate of those around you**
4. Use the right tools and equipment for the job at hand. **Do not put yourself at risk by using the wrong tool**
5. Notify your immediate supervisor of all injuries, regardless of their severity
6. Specialized tools and equipment will be used and/or adjusted by qualified and trained personnel only. **Do not use special equipment or tools unless you have been qualified and trained to do so**
7. Before engaging in a task, check for any personal protective equipment required. **If personal protective equipment is recommended always assume it's use is mandatory**
8. Do not engage in "horseplay" or other unnecessary behavior that may result in injury or damage to equipment or facilities
9. Compliance with safety rules, signs and safe work practices/procedures is not optional. **Observe and comply with all safety rules, signage and safe work practices/procedures**
10. Before using hazardous materials, review the appropriate MSDS, ensure that all containers are properly labelled and use appropriate PPE. **Do not use any material in a manner inconsistent with its intended purpose**

Short Service Employee (SSE), will be given the following information as part of our Company Orientation process:

1. Employee Handbook and Introduction to Safety

- They are required to review all the information in the Handbook
- Complete the quiz at the back of the Handbook
- Return the quiz to the Whct Office for marking
- They will then be given an IRP 16 Orientation Certificate that is to be available on their person at all times during working hours

2. Safety Certificates

- They will be required to provide a copy of all their current valid safety training certificates

3. Training Certificates

- They will be required to provide a copy of any specialized training certificates, i.e.: welding, crane/picker, mechanical, etc.
- They will be required to have valid H2S and First Aid training as a minimum
- Additional training may be required

4. Driver's License

- They will be required to provide a copy of their current valid Driver's License
- They will also be asked to either provide or give permission to the company to obtain a copy of their Driver's Abstract

5. Driver's Road Test

- If they are going to be driving a vehicle with a registered GVW over 4,500 kg; they will be required to conduct a road test

6. In-House Safety Training

- They will be given copies of in-house training packages which you will be required to review, answer corresponding questionnaire and return for marking
- They will be given appropriate certificates upon completion; which they are required to carry on their person at all times during working hours
- The training will include, but is not limited to the following:
 - Transportation of Dangerous Goods (TDG)
 - WHMIS
 - Hazard Identification
 - H2S Code of Practice
 - WHMIS Code of Practice
 - Respiratory Protection Code of Practice
 - Fire and Explosion Hazard Management (FEHM)
 - Injury Management (for supervisors)
 - Defensive Driving Awareness
 - Additional training programs as developed

7. Required PPE

- It is their responsibility to have the required PPE when they report for work
 - safety toed footwear – CSA approved
 - fire retardant coveralls – CSA approved
 - hard hat – CSA approved
 - safety glasses – CSA approved
 - gloves
- They are to check with management to determine which PPE is supplied
- It is their responsibility to ensure that their PPE is clean and in good condition at all timea

8. SSE Orientation Checklist

- They will be given the SSE Orientation Checklist
- It is their responsibility to ensure that the checklist is completed and signed-off within the first 30 days of working for the company
- They are to take the checklist with them to work and have it completed by their supervisor or
a
mentor on their shift
- Once it is fully completed, they are to return it to the Whct Office for review and recording

9. SSE Identification

- During the initial orientation process, an orange sticker will be placed on the front and back of their hard hat
- This is to help identify them as a SSE to their shift supervisor and fellow employees
- As soon as they have fully completed the SSE Orientation Checklist, their supervisor may remove the sticker and acknowledge so on the checklist

VENCOR

SHORT SERVICE EMPLOYEE ORIENTATION PACKAGE ACKNOWLEDGEMENT

- I understand the information given to me regarding the Short Service Employee Orientation & Training Program
- I understand that it is my responsibility to ensure that I have the attached Orientation Checklist completed by my Supervisor / Mentor
- I understand that I am to have the completed Orientation Checklist returned to the Whct Office 30 days after my initial orientation; which is: _____
(print date)

DATE	PRINT NAME OF REVIEWER (INSTRUCTOR)

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE

Record on the OTJ Training Log
To be placed in Employee File



SHORT SERVICE EMPLOYEE COMPETENCY CHECKLIST

PRODUCTION TESTING SSE EMPLOYEE

<u>On The Job Orientation Completed</u> <small>Note: Day or Night Supervisor OR mentor must print name in the space provided below</small>	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
1. READING PROCEDURES				
Employee must understand what required readings are to be taken, how to perform the readings safely, and be able to interpret the information from the readings				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> <small>Note: Day or Night Supervisor OR mentor must print name in the space provided below</small>	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
2. SAMPLING PROCEDURES				
Employee must understand what required samples are to be taken, how to obtain the samples safely, and be able to interpret the information obtained from the samples				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> <small>Note: Day or Night Supervisor OR mentor must print name in the space provided below</small>	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
3. GROUNDING, ELECTRICITY & SPACING				
Employee must understand the principles of grounding, why it is necessary, how to properly ground equipment, proper equipment spacing on location, and potential electrical hazards such as overhead power lines				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> <small>Note: Day or Night Supervisor OR mentor must print name in the space provided below</small>	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
4. HAND SIGNALS				
Employee must be able to demonstrate proper hand signals required to direct a vehicle or piece of equipment when backing up on site				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> Note: Day or Night Supervisor OR mentor must print name in the space provided below	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
5. GENERAL SAFETY GUIDELINES				
Employee must demonstrate an understanding of the general safety guidelines governing PPE, the daily activities and emergency procedures of the worksite. Supervisor or Mentor should quiz employee of specific topics to ensure they fully understand				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> Note: Day or Night Supervisor OR mentor must print name in the space provided below	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
6. HOUSEKEEPING				
Employee must demonstrate that they pick up after themselves, keep their work area clean and organized and show respect for the equipment and tools they operate				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

<u>On The Job Orientation Completed</u> Note: Day or Night Supervisor OR mentor must print name in the space provided below	Location Of Orientation	Date Completed dd/mm/yr	Day/Night Supervisor's Initials	New Employee Initials
7. SAFETY ATTITUDE				
Employee must demonstrate a willingness to comply with all aspects of the Company Safety Program, proving that they will be a valuable asset to our company				
Reviewed by: Day/Night Supervisor's or Mentor's Name (print)				

I _____, do acknowledge that
(Supervisor print name)

_____ has completed all requirements of the
(print employee name)

SSE Orientation Training package and I have therefore removed the orange sticker from his/her hard hat

DATE: _____

Please forward completed pkg to Whct office
To be recorded on the OTJ Training Log as Production Testing SSE Orientation