

# MAPP

## CONSTRUCTION

Document Number: <b>HSE35-001</b>	April 1, 2014
<b>SHORT SERVICE EMPLOYEES</b>	
Author: A Holland	

<u>Rev Date</u>	<u>Rev #</u>	<u>Description</u>	<u>Revised By</u>
04/01/14	1	Reformat	A. Holland

## **1. Applicability**

1.1. This standard applies to all operations of MAPP Construction.

## **2. Purpose and Scope**

2.1. The purpose of this standard is to provide direction for the mentoring and oversight of newly hired or transferred employees. It is understood that proportionally more incidents/injuries occur among less experienced staff members. The goal is to prevent incidents involving these employees, and to ensure they have a good understanding of the MAPP Construction Health, Safety, and Environment (HSE) Program and Behavior-Based Safety (BBS) expectations.

## **3. Implementation**

3.1. Implementation of this program is primarily the responsibility of the MAPP Construction Project Superintendent and Project Managers.

3.2. Subcontractors must manage their Short Service Employees in accordance with the requirements of the Short Service Employee program.

3.3. Prior to starting work, the subcontractor shall notify the Client (project coordinator, contractor contact, and/or on-site supervisor) if Short Service Employees are present on work crews.

3.4. Superintendent/Foreman will be responsible for identifying Short-Service Employees (SSEs) in their groups, and for assigning a mentor to that person.

3.5. Project Managers (PMs) are responsible for working with a person's mentor to designate someone in the field team to provide additional supervision and guidance for all SSEs during the time they are considered an SSE.

3.6. Mentors are responsible for ensuring that SSEs understand what training they are required to take, and are familiar with the MAPP Construction HSE program and how to access various resources. Mentors also need to be available to answer HSE-related questions and concerns from the SSEs they are mentoring. They will work with the field staff to identify a field mentor to provide oversight and guidance to SSEs during field activities. NOTE: The mentor may fill this role when working on the same field project with the SSE.

## **4. Requirements**

4.1. General

- 4.1.1. SSEs are those who have been newly hired or transferred to a different position in the company (e.g., one with new and possibly unfamiliar hazards and safe operating procedures).
- 4.1.2. An employee will be designated as an SSE, and the requirements of this policy will be applicable to that individual, based on the schedule provided in Section 4.2. Specific circumstances may warrant the extension of the SSE designation, or variance from the time schedule.

#### 4.2. SSE Status Schedule

- 4.2.1.1. 0- to 6 Month SSE Status – Field employees who are new to MAPP Construction or who are new to their current job assignment (e.g., someone who has experience as a laborer but then is transferred to an assistant superintendent position.)
  - 4.2.1.2. 0- to 2 Month SSE Status – All non-field employees who are new to MAPP Construction. This requirement acknowledges that approximately one-fifteenth of MAPP Construction incidents occur in an office, rather than a field environment.
  - 4.2.1.3. Former employees who return to MAPP Construction, LLC within 18 months and are placed into the same job assignment will not be designated as SSEs.
5. SSEs working in the field should not be assigned to work alone while in the field.
  6. SSEs must be able to be easily identified in the field environment. SSEs are required to wear an orange stripe around their hardhat. In the event a client has an existing SSE program and requires such, MAPP Construction will defer to the identification system required by the client.
  7. The SSE status will be removed based on the schedule shown in Section 4.2 if the employee's mentor determines the SSE has worked safely, followed MAPP Construction requirements, and has not been involved in an incident involving an injury, property damage, or a significant business interruption.
  8. Foreman will notify the appropriate HSE representative of employees who fall under the SSE designation, along with the end date for the SSE status. They should also notify the representative of anyone whom they have exempted from this designation. It is preferred that staff monitoring an SSE in the field will be assigned no more than one SSE at a time.

9. Mentors will be sure that SSEs assigned to them know:
  - 9.1. How to access information on the MAPP Construction HSE Program and the appropriate HSE Policies and Standards for the work they will be assigned to do.
  - 9.2. Their roles and responsibilities with respect to HSE.
  - 9.3. What training they are required to have and how to register for this training.
  - 9.4. Who their local, regional, and corporate HSE resources are.
  - 9.5. How to report an incident, near miss, at-risk behavior, or unsafe condition.
  - 9.6. The basic principles of the MAPP Construction Behavior-Based Safety Program.
  - 9.7. How to prepare a basic task safety analysis.

**10. Variance**

- 10.1. In general, the SSE status schedule of Section 4.2 of this SMS will be followed.
- 10.2. Based on experience, knowledge of the MAPP Construction HSE program, and the tasks to be performed, the foreman may recommend a variance from the full SSE time period. A written request documenting the exemption must be submitted and approved by a Corporate HSE representative.
- 10.3. Due to the wide variety of MAPP Construction operations, a competency-based alternative system for SSE may be used. A competency-based system requires adequate training and safety skill demonstration for the specific tasks an individual is deemed competent to perform. An example of a competency-based system would be the project hiring of an experienced and well-trained heavy equipment operator.) Competency-based systems must be approved by the HSE Manager.

**ATTACHMENT 1----- Short Device Employee Checklist**