








SSE PROGRAM (SHORT SERVICE EMPLOYEE)				Document ID :	
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AMIRAL PROJECT

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SSE PROGRAM (SHORT SERVICE EMPLOYEE)

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1 PURPOSE

The purpose of a short service employee program is to identify and prevent injury to new hires and/or temporary workers or causing them to injure other persons, or to damage the environment and property in AMIRAL PROJECT PKG 4.

2 SCOPE

Prior to start the mobilization stage, Contractor shall establish a short service employee (SSE) program that includes during construction, commissioning and till handover the project. This program shall include identification of new or inexperienced personnel so others may take extra care in their presence and provide additional assistance.

3 IDENTIFICATION AND SELECTION

"Short Service Employee" (SSE), means any new or inexperience personnel with less than six (6) months experience in the industry or less than six (6) months in the same trade/craft or workers returning to work in their trade/craft after a break in service in the industry for a period of more than one (1) year.

4 MENTORSHIP

Mentor/s are typically responsible to oversee the training and coaching of a new hire, or temporary worker.

SSE Mentor include ensuring the short service employee has gone through the proper orientation and training which inline to their task.

CONTRACTOR shall provide SSE by a mentor directed to assist SSE on the activities supervision, as well as his professional development.

A mentor may be assigned to only one SSE if team is less than five (5) or two (2) SSE if

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team is more than five (5) from the same team. In this case, for monitoring the work of SSE mentor should always be on the site, next to the SSE.

SSE shall be monitored and required to complete the predetermined period (1month duration), of continued safe working and must display complete compliance with the project site safety rules and regulations with no record of any safety violations within the prescribed period.

Supervisors shall observe their SSE's work performance until they are satisfied that the employee can perform his job in a safe and effective manner.


The SSE shall be provided with additional training as necessary when requested by the supervisor.

5 REGISTERING INTO THE PROGRAM

- Training to be given to the SSE must be included in the company training matrix that will include HSE training to be given to the SSEs.
- A list of SSE must be kept by the contractor and constantly updated and available for PMT to review when needed.
- Identify the workers subject for SSE program
- Fill-up the contractor SSE form
- Submit the Contractor SSE form to the trainer for proper record keeping
- After HSE induction, a visual identifier "WHITE INDUCTION STICKER shall be issued
- by the trainer
- Update SSE register upon the completion of requested training

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* SSE Form :


		AMIRAL PROJECT PACKAGE 4	
Contractor Short Service Employee Form			Date:
SSE Name:		Iqama No/ Passport no:	
Working as a sub-contractor: (<input type="checkbox"/>) Yes (<input type="checkbox"/>) No		Job role :	
Company:		Years of Field Experience:	
Date of Employment:		Experience in Present Position:	Years:
			Months:
Who has been assigned as the SSE mentor (if applicable)?			
Employment Record: (Last 3 years)			
Previous Employer(s)	Start Date	Departure Date	
List all completed mandated training for role(s):			
*Training certificates shall be readily available upon request			
List all current training gaps required for the role(s):			
Required Trainings	Status	Required Trainings	Status
This portion to be completed by worker during conversation with HDEC HSE representative			
1. I have been trained, skilled, and knowledgeable to safely perform my task(s).	<input type="checkbox"/> Yes	No <input type="checkbox"/>	
2. I understand and have been given an orientation to the location and understood expectations.	<input type="checkbox"/> Yes	No <input type="checkbox"/>	
3. I understand the HDEC Golden safety Rules.	<input type="checkbox"/> Yes	No <input type="checkbox"/>	
4. I understand expectations between fatigue and fitness to work	<input type="checkbox"/> Yes	No <input type="checkbox"/>	
Review and Approval			
Worker:	Sign Here	Date	
Contractor's Supervisor/Mentor:	Sign Here	Date	
HDEC HSE Representative:	Sign Here	Date	

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6 TRAININGS

All employees, regardless of position, shall attend a General Orientation given by the site HSE staff. This Orientation shall take place as soon as practicable after arrival, but in any case before starting work.

6.1 SSE Training requirements

	Description	Duration	Responsible Person
	Safety Induction HDEC 12 Safety Golden Rules to be included in the regular induction given to ALL new employees	Minimum 60 mins.	HDEC Safety Trainer
	SSE Induction Stop Work Authority (SWA) to be included in the SSE Induction of identified SSE Candidate	Minimum 60 mins.	HDEC Safety Trainer
	Training Needs Specific training for each SSE Candidate to be requested per job description	As per module being requested	Assigned Supervisor / SSE Mentor

The SSE program shall provide additional training as requested by the supervisor

6.2 Visual Identification

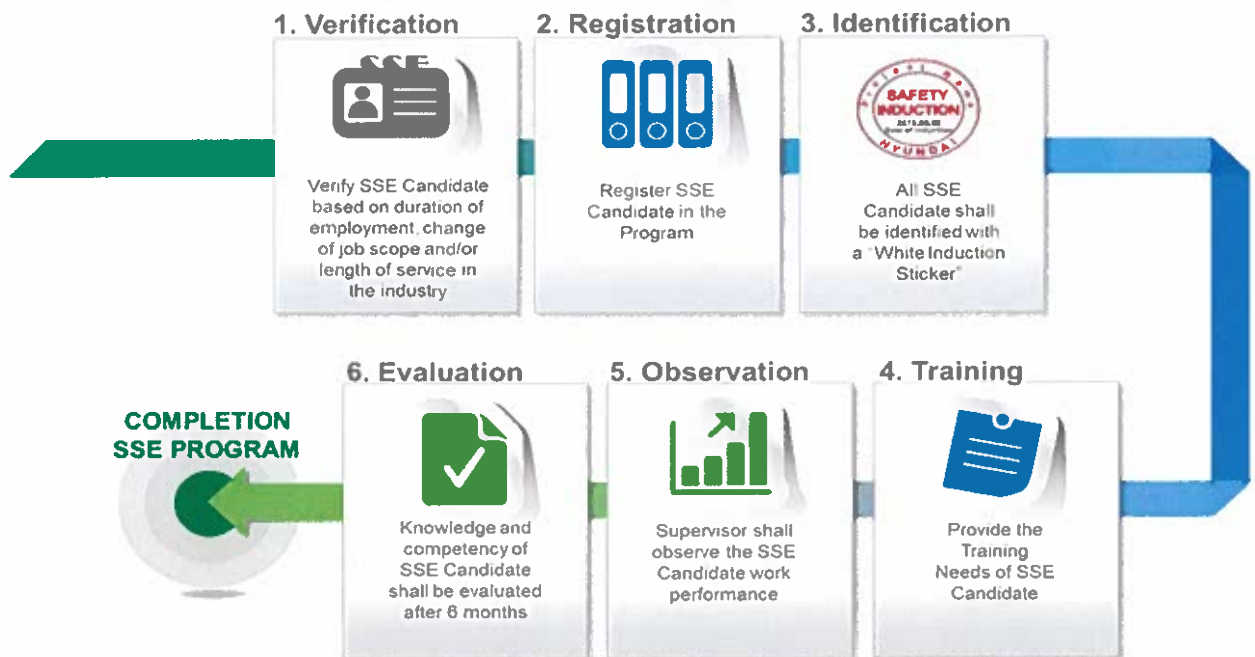
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All SSE's shall continuously wear a visual identifier while at the job site (White color SSE sticker) attached on the helmet.

* SSE Sticker Sample



* SSE Flow Chart



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* SSE Identification Sticker

Level Identifiers



SSE employee – white sticker
(SSE identification)

Short Service Employees



After completion of SSE period – Green sticker

7 HIGH RISK WORK ZONE

Under no circumstances, the SSE cannot be allowed to perform work in process areas of high risk or any high risk activities

8 COMPOSITION OF TEAM STRUCTURE

Before work commences, CONTRACTOR and its Subcontractors shall inform the COMPANY of the maximum ratio of SSE's to experienced workers that will be present at the job site at any given time.

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- If the work can be executed by a single person, it should not be SSE (new or an inexperienced) worker.
- In team or group of workers less than five, workers cannot be more than one inexperienced worker (SSE).
- Teams which is of 20% or more consisting of inexperienced workers (SSE) may be allowed to perform task or work only on activities that will not expose the SSE to serious injury or life-threatening activities (e.g. housekeeping, material handling, etc.) This shall be signed with approval of both the Construction manager or supervisor who fills in the form under Section 11.3 – Contractor Site Safety Program) - Form of notice on work permission for SSE with the concurrence of the COMPANY's authorized representative. The COMPANY reserves the right to require an alternate maximum ratio of SSE's.

9 NOTIFICATION OF TEAM STRUCTURE

Information about the formation of the proposed team/group should be shown in "Notification of Team Structure" notice of permission to work for CONTRACTOR's SSE.

Prior to the mobilization for work performance, Supervising Engineer or in-charge supervisor has to complete and submit this form to the Project Coordinator, its contact person or site manager on all works, where SSE will be involved.

If SSE on site is without prior approval or relevant permission, COMPANY has the right to refuse the services of SSE,

10 RELEASED OF GRADUATED SSE/s

- Employee/s who demonstrate successful completion of prescribed training and onboarding process may be released from the SSE program.

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- After SSE successful completion, it will be changed SSE sticker from the usual Safety Orientation Training Sticker.
- Additional trainings are required per the discipline requirements

11 REFERENCES

- Construction Safety Administrative Requirements - CSAR