

Production: HSE&C

Short Service Employee Program



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4	06/15/12	Revised - Issued for GoM Use	GoM Safety Programs Lead	GoM H&S Director
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AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
04/20/2022	6	PQ	General review and update including additional definitions, requirements, and responsibilities. Also, inclusion of the SSE Process flowchart.
03/01/17	5	JW	Changed JSEA to Risk Assessment Changed EASY and SOC to IRIS Observations Changed MSDS to SDS Removed “this can coincide with or be part of the existing six months performance review process for new personnel”. Added the link to Competency Assessment
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	New chapter added to the revised SPM. Provides an overview for the following requirements: – Orientation – Mentoring – Identification (orange hard, hat. Orange band or other identifier color) Completion of Program
02/28/06	1	KK	Clarifications to program regarding visitors and transfer employees. 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.
04/15/2005	0	KK	Issued for use

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1 Objective

To explain the purpose of the Short Service Employee (SSE) program and identify, appropriately supervise, coach, and assess new hires or transferred personnel from other work sites to prevent injuries, property damage, or environmental harm.

2 Scope

This program applies to all BP Employees and Contractors expected to work offshore in any of the BP Platforms and be part of a regular crew.

Visitors will comply with essential requirements of this practice as applicable.

3 Definitions

Term	Definition
Short Service Employee (SSE)	An individual who is new to the company, has worked for less than six months at a particular BP Facility, or less than six months in their craft and expected to be part of a regular crew on the platform.
Competency Assessment Form	An Assessment tool that serves to monitor and capture the progress of the training of the SSE until the individual obtains an "acceptable level" of competence within their role. This form is not all inclusive and it is not meant to replace existing professional and competence development programs and My Talent and Learning (T&L) requirements.
Mentor	An experienced and qualified individual (BP or core contractor) that has been assigned to help and work with the SSE until completion of SSE requirements to reach an Acceptable Level of competence.
Escort (Companion)	A qualified individual, either part of the BP leadership team or core contractor, responsible to provide guidance to visitors during their stay at the platform. Note: This definition is applicable for this program, and not intended to replace the one listed in CFR 33 101.105 related to "Escorting" for TWIC purposes.
Visitor	Any individual not permanently assigned to the Facility and not part of a regular crew. This includes all onshore based personnel (BP and Contractors) that conduct regular visits as part of their role, Government Agencies Personnel (USCG, BSEE), external auditors or technical advisors assigned to a specific task or scope of work for a short period of time.

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Regular Crew	A crew that rotates to the platform in a regular basis to perform core activities in support to operations, maintenance, or construction.
Non-Regular Crew Member	Personnel deployed to the asset to conduct a specific activity for a short period of time (temporary assignments for days or weeks), that does not rotate in a regular basis. They will complete applicable steps of the SSE programs as per the scope of work and mentor's discretion. Typically, a non-regular crew member performs manual and physical labor duties.

4 General Requirements

- Each SSE shall be assigned to a Mentor who is responsible for providing training and oversight required as per their role. Training will include, but not limited to, Hazard Identification, Emergency Response Plans, Zone Awareness (barricades, rotor zones, restricted areas due to lifting or other critical operations)
- SSEs will be identified by a high visibility orange hard hat, orange band or other unique identifier color.
- Mentors shall be knowledgeable of the BP HSE Policies, Procedures, and Site Safety Standards to properly coach the SSEs.
- No work shall be assigned to or initiated by an SSE without prior approval from the mentor or Site Supervisor.
- Personnel who go offshore to work on a BP facility are required to have a minimum of six months of experience in their craft or working in similar activities related to the industry either Offshore or Onshore.
- An individual that comes offshore for a specific task with a short duration shall complete the applicable requirements during the first hitch or seven days, as identified in the SSE Competency Assessment Form.
- The Contractor Accountable Manager (CAM) is responsible to verify that the contractors' companies have a policy in place that meet or exceeds with the requirements of this document.
- Visitors will comply with minimum requirements of this procedure including wear orange hard hat, orange band or other unique identifier color, and be escorted by a qualified individual or companion.

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5 Roles and Responsibilities

5.1 Mentor (might be the same as the Site Supervisor in some cases):

- Ensures Induction Check List is completed by the SSE and supports the progress of the individual on the applicable steps in Competence Assessment Form up to completion.
- Teaches and coaches the SSE in their roles and responsibilities and safe work practices for all assigned duties, including the review and discussion of potential hazards, risks, and mitigations of the work where they will be involved.
- Displays a positive work ethic and leads Health, Safety, Environmental and Carbon (HSE&C) by example at all times.
- Coach the SSE on how to participate in the Task Risk Assessment (TRA) and the Toolbox Talk (TBT), as well as how to exercise the Stop the Work Authority (SWA).
- Periodically observes SSE during tasks that are performed and provide adequate feedback.
- Is knowledgeable of the appropriate BP practices and procedures and, where applicable, contractor policies, procedures, and standards.
- Provides coaching and training to the SSE about Safe Work Practices (SWP), Site Safety Standards, Life Saving Rules (LSR) and Safety Leadership Principles (SLP).

5.2 Site Supervisor

- Assigns a mentor to the SSE from among the experienced and qualified crew members.
- Verifies that a GOM Induction Check List has been provided to the SSE by a knowledgeable, experienced person prior to the SSE's initial work assignment.
- Provides prior approval for any new task to be initiated by the SSE.
- Actively monitors the SSE's progress against requirements detailed on the Competency Assessment Form and conducts end of the hitch progress check-ins with the SSE.
- Once Competence Assessment Forms are completed, Site Supervisor signs off the form and ensures it is maintained for record purposes.

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5.3 Offshore Installation Manager (OIM):

- Confirms that BP employees are in compliance with the BP SSE requirements
- Accepts responsibility for the safety of an SSE assigned to their crew or area.
- Conducts periodic reviews of the SSE Program to test functionality and verify compliance.

5.4 Short Service Employee:

- Receives the GOM Induction Check List immediately upon arrival and follow up all the steps up to completion prior to performing any work.
- Learns designated roles, responsibilities, and requirements of the SSE Program.
- Adheres to Safe Work Practices (SWP), Life Saving Rules and applicable policies and procedures.
- Learns the location and utilization of all emergency response equipment and how to react in case of emergency and/or evacuation. This includes knowledge of emergency exits, safe ingress and egress routes, lifeboats and muster points locations, fire extinguishers, eye wash stations, emergency shutdown devices (ESD), first aid kits, Safety Data Sheet [SDS] and rescue plans - as applicable.
- Actively participates in and reviews the TRA, TBT and asks questions if there are doubts during the discussions.
- Seeks assistance and guidance from the Mentor when uncertain about any part of the job or task never performed previously.
- Understands the obligation to Stop the Work Authority if something looks unsafe, if it is not understood, or when conditions have changed.
- Always wears a high visibility orange hard hat, orange band or other unique identifier color when working under the SSE program.

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5.5 Contractor Companies:

- Shall have a Short Service Employee program in place that meets or exceeds the requirements laid out on this document.
- Shall provide the Short Service Employee with an orange hard hat, orange band or other unique identifier color during the duration of the SSE Program.

6 Procedure

6.1 Orientation:

Upon arrival on the Facility, the SSE shall participate in the on-board orientation and complete the GOM Induction Check List prior to beginning any work on location.

6.2 Mentoring SSEs:

Each SSE shall be assigned to 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 Site Supervisor.

6.3 Visible Identification:

SSEs will be identified by a high visibility orange hard hat, orange band or other identifier color. It will be at the discretion of the Site Supervisor and OIM how long an experienced SSE (but new to the facility) shall wear it.

6.4 Completion of the SSE Program:

- Site Supervisors shall meet with the Mentor to discuss and document the approval of the SSE's program completion once the SSE requirements are met, and the Competency Assessment has reached an "Acceptable Level". This usually takes place after six months of hands-on experience. Discussions can occur earlier or beyond six months, at the Site Supervisor's discretion, based upon the SSE's assignments and/or individual progress.
- After the individual has completed six months of service in the SSE program, or for experienced personnel with proven competency in craft and

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familiarization with platform, they are eligible to be taken out of the SSE program. Personnel is required to have close out meeting with Site Supervisor prior to graduating from the SSE program.

- To complete the SSE Program, personnel shall:
 - Demonstrate a working knowledge of the applicable BP/contractor policies and procedures, Safe Work Practices and Life Saving Rules.
 - Demonstrate competency on their duties, and the applicable HSE Procedures related to their role.
 - Be receptive to constructive feedback to improve on observed practices.
 - Recognize, improve and / or correct (if applicable) unsafe practices in a timely manner.

6.5 SSE Competency Assessment Form:

The SSE HSE Competency Assessment Form will be used as an HSE development plan. This form does not serve as the sole competency assessment review tool to determine whether the employee is ready to graduate from the SSE Program or not. Site Supervisors are accountable to ensure the SSE has obtained an "Acceptable Level" of competency based on individual progress prior to graduating the SSE program.

Once completed and signed off, the Competence Assessment Form will be maintained in the asset for record purposes.

Competency Assessment Form:



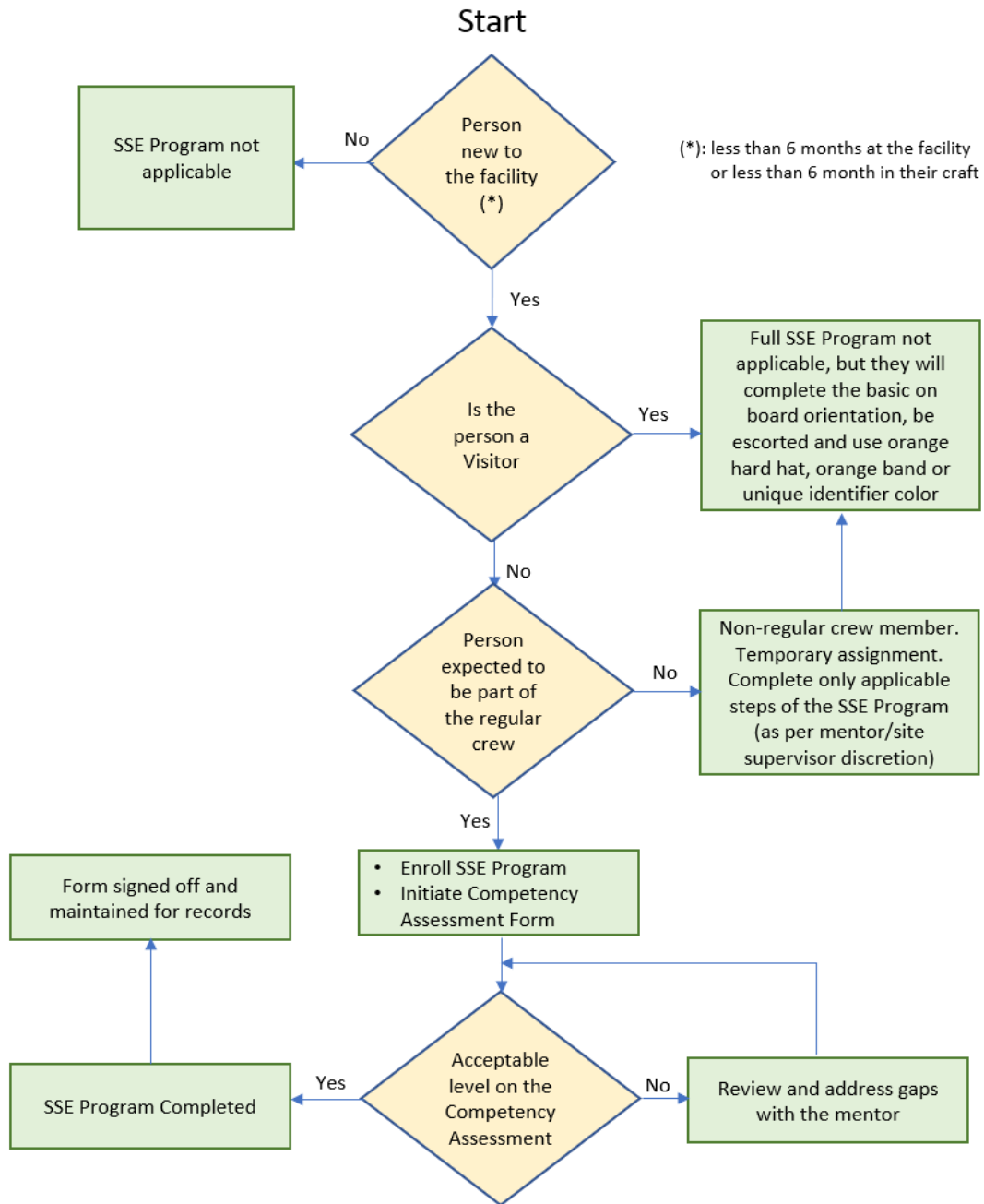
6.6 Induction Check List:

It will be delivered upon arrival and all following sections will be completed before performing work.



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6.7 SSE Process Flowchart:



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