



Short Service Employee (SSE) - Key Contractor Requirements

Purpose & Objective	<p>The purpose of this program is to ensure that all Short Service Employees (SSE) are correctly identified, properly inducted, adequately trained and supervised in OE/HES policies/procedures and continuously monitored prior to assuming full job responsibilities.</p> <p>The objective is to prevent incidents and injuries to themselves or others, and damage to the environment or company property.</p>
Required?	Yes
Key Practices	<ul style="list-style-type: none"> • <u>SSE Definition</u> - All Chevron employees, including contractors working under a “Hire of Labor” contract, who: <ol style="list-style-type: none"> 1. Have worked for Chevron for less than six months (regardless of the amount of previous industry related experience the employee may possess), or 2. Have worked in the current operating environment for less than six months. <p>This definition is based on recognition of the importance of the following conditions:</p> <ul style="list-style-type: none"> ○ New hires, whether coming from school or another line of work, do not have the knowledge base to immediately recognize and understand the hazards in their workplace. ○ Significant job function changes, for example; a change from a production operator to a mechanic position. ○ A significant change in work environment in which the ability of an individual to fully recognize all the hazards in the new workplace may be limited due to their unfamiliarity. That time is required, along with coaching and training, for the SSE to safely adjust to the new work environment. Examples of changes in the work environment include: <ul style="list-style-type: none"> ▪ A move from a facility in the Gulf of Mexico to a facility in the Gulf of Thailand ▪ A move from an onshore facility to an offshore facility or vice versa • <u>SSE Notification</u> - At least 15 days prior to the job mobilization the Chevron requisitioner must be notified of the arrival of all “Hire of Labor” contractors via email or fax so that verification and screening of the personnel can be made, and proper basic OE/HES or skill training can be arranged for any SSE personnel. • <u>Crew Makeup Restrictions</u> <ul style="list-style-type: none"> ○ An SSE will not be allowed to work alone. ○ No more than one SSE will be allowed on a work crew of less than five personnel. ○ Crews that have more than 20 percent SSE personnel may be permitted, but only with a signed Chevron Thailand Variance Form. This form serves as a risk mitigation plan and must be approved by the appropriate manager. • <u>Identification</u> – SSE personnel shall be visibly identified with a distinctive GREEN hard hat. • <u>SSE Monitoring</u> – Contractors shall monitor its employees, including SSE personnel, for HES awareness. If, at the end of the six-month period, the SSE has worked safely,

Chevron Thailand

	<p>adhered to HES policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the contractor's discretion.</p> <ul style="list-style-type: none"> • <u>Mentoring Process</u> – Contractor must have in place some form of mentoring process, acceptable to the operator, designed to provide guidance and development for SSE personnel. A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE to be able to monitor the SSE. • <u>Subcontractors</u> – Contractors will manage their sub-contractors in alignment with this process. • <u>High Risk Activities</u> – No SSE's are allowed to work in any areas deemed "High Risk".
Responsibility	<ul style="list-style-type: none"> • The Chevron requisitioner communicates the SSE policy to the contractor. • The Contractor submits the proposed crew makeup to the Chevron requisitioner for approval 15 days prior to mobilization. • The Chevron requisitioner coordinates training with the Settapat training center. • The Chevron Facility Manager, OIM, PIC or Superintendent shall review and approve any SSE Variance Requests. • The Chevron On-site Representative validates crew makeup and experience level.
Frequency	<ul style="list-style-type: none"> • Continuous monitoring, forms must be submitted prior to commencing work and when changes occur thereafter.
References	<ul style="list-style-type: none"> • Contractor Notification Form • Short Service Employee Variance Form • Short Service Employee Program Completion Record Form



Contractor Notification Form

Contractor must complete and submit this form to the Chevron requisitioner for approval 15 days prior to arrival on location.

I. Contract Company Information			
Contractor Company Name:		Date:	
Site Location where work will be performed.			
Complete list of proposed contract crew (attach additional sheets as necessary)			
Date Employed	Contract employee name	Job Title	SSE (Yes / No)
SSE(s) identified by a distinctive GREEN hard hat:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If answered no please explain below.
II. SSE Crew Composition Requirements			
Choose one of the crew types below. If any of the stated limitations are exceeded, <u>this form AND the variance form will be required.</u>			
<input type="checkbox"/>	Single person crew – Not an SSE		
<input type="checkbox"/>	2 – 4 person crew with no more than one SSE		
<input type="checkbox"/>	5 or more person crew with not more than 20% SSE(s) per crew		
<input type="checkbox"/>	This crew will exceed the minimal SSE crew requirements (Variance Required)		
III. Review and Approval			
Chevron requisitioner:			Date



Short Service Employees (SSE) Variance Form

This form is to be used in the event there is variance from the Chevron Thailand SSE program requirements. The Supervisor of the SSE personnel must submit this form to the relevant Facility Manager, DSM, Well Services Manager, Construction Supervisors or Field Superintendent for approval.

Company Name: _____ Date: _____
Site/Location Where the SSE Will Work: _____
Company Contact Person: _____
Phone #: _____
Person Requesting Variance: _____

Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	Write down the justification here
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost, quality and operational impact of the alternatives.)	Write down alternatives here

List the action plan steps that will be taken to manage the SSE risk to an acceptable level.

1. 2. 3. 4. 5. 6. 7.
--

(Attach copies of relevant documents for variance review.)

Variance Expiration Date (date variance is expected to end): _____

The Chevron Facility Manager, OIM, PIC or Superintendent will approve/reject with a signature and date below.

Date: _____

Approved: _____

Rejected: _____



Short Service Employees (SSE) Program Completion Record

Employee Name: _____

Assigned Mentor: _____

Starting Date of the SSE Program: _____

Acknowledgement of Successful SSE Program Completion

Employee Name: _____

The employee has acquired and demonstrated a good working knowledge of the Chevron's OE/HES policies/procedures, has adhered to all OE/HES policies, and has completed six calendar months of service without a recordable incident.

The employee has successfully completed the Company's SSE Program.

Signed: _____
Supervisor

Date: _____

Original: Employee File
Copy: Department/Facility SSE file
Mentor