

CONTRACTOR HSSE MANAGEMENT

Short Service Employee (SSE) Policy
Owner: Stacey Kelley

Non-Mandatory
Restricted

Purpose

This Short Service Employee (SSE) Policy ensures that contractor employees with less than 6 months experience are identified, adequately supervised, trained, and managed so as to prevent injury to themselves or others, property damage, or environmental harm.

Shell UA contractors will manage their sub-contractors in alignment with this policy. Shell will audit the contractor's SSE programs as part of the CSMP review process.

SSE Policy

Any contractor personnel with less than 6 months service in the same job/position with his/her present employer will be considered a SSE.

Non-SSE contract employees who are new to a location must be considered by the Shell UA location supervisor for inclusion in the SSE program based on the specifics of their assignment. Factors to consider include significant differences in:

- job responsibilities/duties from previous assignments,
- work processes/practices from previous assignments,
- equipment/tools from previous assignments, and
- skill level, familiarity with co-workers.

[Contractor SSE Form \(formerly Attachment I\)](#) must be completed by the contractor for each individual SSE. The form must be submitted and approved by the location supervisor prior to SSE arrival on location.

[Contractor Crew SSE Statistics Worksheet \(formerly Attachment J\)](#) must be completed and submitted by the contractor to the location supervisor for all jobs that contain 1 or more SSE personnel. The location supervisor must approve the percentage SSE crew complement prior to the crew's arrival on location. Following are Shell UA's SSE crew requirements:

For purposes of this policy, a crew is defined as those employees working at a single location and employed by the same contractor.

Crews with 4 persons or less:

- Single person “crew” cannot be a SSE.
- 2-4 person crews can have only 1 SSE per crew.

Exceptions to these “small crew” requirements require Area Team Leader (ATL) and Location Supervisor variance approval using [Contractor SSE Variance Form \(formerly Attachment K\)](#).

Crews with 5 persons or more:

Crew complements greater than 20% SSE shall only be permitted as follows:

% SSE	Only Permitted with...
> 20% but < 30%	<ul style="list-style-type: none">• documented approval of the Shell UA location supervisor AND• ATL notification concurrence.
> 30%	<ul style="list-style-type: none">• written variance approval (Contractor SSE Variance Form [formerly Attachment K]) by the ATL or Location Supervisor, and• Delivery Manager notification.

All SSEs must:

- attend a location-specific HSE orientation prior to beginning work on location. Applicable contractor and HSE Policies shall be discussed during the orientation.
- be assigned an experienced mentor to assist the employee during his/her “SSE” period. It is the mentor’s responsibility to closely supervise the assigned SSE and prevent him/her from performing tasks for which they are not properly trained.

SSE personnel will be identified in the field by wearing:

- high-visibility orange hardhats, or
- visible hard hat stickers with the letters “SSE”. The sticker shall be of contrasting color to the hardhat and be at least 2" x 3" in size.

To be removed from SSE status, an employee must exhibit safe behavior for 6 months (e.g. incident free performance, proactive participation in HSE programs such as incident reporting including near misses, BBS, JSA development, safety meetings) and have a general awareness and working knowledge of the Contractor’s and Shell UA’s HSE policies. The Contractor may **recommend** a reduction of the 6-month requirement based on the employee’s performance and relevant industry experience. This reduction must be **approved** by the location supervisor and include ATL notification concurrence. Documentation ([Contractor SSE Form \[formerly Attachment I\]](#)) shall be maintained for a period of 1 year after a contractor employee has been removed from SSE status.

Contractor employees who do not qualify for release from SSE status after 6 months may continue work on a Shell UA location only with the documented approval of the Shell UA ATL.