



COUNTY OF NORTHERN LIGHTS

POLICY

SHORT SERVICE/NEW EMPLOYEE

CREATED: 2/9/2025

REVISED: 4/29/2025

TOTAL PAGES: 2

PURPOSE

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Supervisors and co-workers must be able to readily identify Short Service Employee participants. County of Northern Lights will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

SCOPE

- Applies to all employees in shop and field operations.
- Applies to all newly hired employees (regardless of experience), temporary agency personnel, or our independent contractors working on company or client locations/ facilities.

DEFINITIONS

Short Service Employee – An employee or sub-contractor employee with less than six months experience in the same job or with his/her present employer, or in his/her present role.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

KEY RESPONSIBILITIES

- Managers and Supervisors shall ensure that this program is implemented and followed.
- County of Northern Lights shall monitor its employees, including SSE personnel, for HSE awareness and compliance. If, at the end of the six-month period, the SSE has demonstrated competency and compliance with HSE policies and procedures Management may remove the hi-visibility identifier.
- Subcontractors must adhere to the requirements of the SSE program. Subcontractors will manage their SSE in accordance with the requirements of this program.
- Employees shall follow the requirements of this program.

PROCEDURES

General

Supervisors will assure that all new, transferred and temporary employees have been through the company Orientation and have a complete knowledge of the expectations for their job function.

Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance.

SSE staff is mentored by an experienced / knowledgeable employee. Management shall have in place some form of mentoring process, acceptable to the owner operator, designed to provide guidance, assistance, and development for SSE personnel. A mentor can only be assigned one crew that includes SSE and the mentor must remain onsite with them. Mentors will set the proper safety example for any Short Service Employee assigned them.

An SSE may not work alone until deemed competent. Employers are responsible for determining whether a worker is competent (qualified, trained, experienced). It is not likely an employer can deem a new or young worker competent right away. The same applies to an experienced worker who is new to the company. In these cases, the employer must find someone who is competent to supervise these workers



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directly. Direct Supervision: must be done by a competent worker, must be done personally and visually, must be able to communicate readily and clearly with the worker. The workers must be under direct supervision until deemed competent by the direct supervisor. Once deemed competent, this must be documented using the appropriate Competency Assessment form.

Management will randomly audit for process compliance. This will involve interviewing employees in the Short Service Employee program (documentation is not required).

Notification and Communication of Information Regarding SSE on the Job Processes

Prior to the job mobilization management will communicate/notify the owner client project coordinator, contractor contact or on-site supervisor if SSE personnel are present on work crews. The project coordinator, contractor contact or on-site supervisor will determine approval status of the crew makeup.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.

ACTION

Violations of this practice will lead to disciplinary action, up to and including, where appropriate, immediate suspension or termination of employment as per the company Enforcement Policy.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).

Chief Elected Official

Chief Administrative Officer