



SHORT SERVICE EMPLOYEE MANAGEMENT PROGRAM

March 2024

Purpose

This program has been implemented to ensure that E LIGHT and Subcontractor short service employees are identified, appropriately supervised, trained, and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, and/or property damage. This is a requirement for all employees and subcontractors throughout the firm.

Scope

This policy shall apply to the E Light Utilities Division.

Roles and Background

Short Service Employee (SSE)

An E Light employee with less than six (6) months continuous service in the same job type or less than six (6) months continuous service with his/her current employer is a Short Service Employee (SSE).

This program shall be audited periodically to determine its effectiveness and identify improvement opportunities.

Supervisors

Supervisors are responsible and accountable for guiding the and monitoring performance of SSEs in the field.

Orientation and Training

Pre-Assignment Orientation, and Training

An initial First Day employee orientation is required before new hires can perform work in the field. All new hires receive the training necessary to conduct their task and no employee is assigned a task without required training and assessment.

Project and Site-Specific Orientation and Training

In addition to New Hire Orientation, many of our projects require site specific orientations.

Site-specific orientation topics covered may include:

- Review of the site emergency action plan
- Accountability (sign-in and sign-out)
- Hazard identification and reporting

- Accident and Near Miss Reporting
- Hazard Communication.
- Excavation Safety
- Fall Protection
- Electrical Safety
- Heavy Equipment
- Environmental Safety Requirements
- Forklift Safety
- Spotters
- Site Specific Requirements

Site-specific orientation topics may differ depending on the scope of the work, type of project, location, and client requirements.

Notification and Responsibilities

The following individuals have responsibilities for notification under this program.

Supervisor

If required by the client, the Supervisor will be responsible for notifying the client/host employer/facility when an SSE employee is assigned to the project/location.

Prior to starting work, the contractor shall notify the host facility (project coordinator, contractor contact, and/or on-site supervisor) if Short Service Employees are present on work crews.

The supervisor or designated mentor shall monitor Short Service Employees for compliance with health, safety, and environmental policies and procedures.

SSE Requirements

- Per policy, SSE's shall not be permitted to engage in tasks outside their level of training.
- SSE's shall not be permitted to work alone.
- A Short Service Employee may not work alone. A work crew of less than 5 employees may not have more than one Short Service Employee.
- SSE's shall be visibly identified by donning a **RED Hard Hat Sticker** while performing work on the project. This color code and/or requirement may vary from project to project. The hard hat must meet the requirements outlined in E Light's PPE Program.

- Once the Short Service Employee has demonstrated competency and compliance with HSE policies and procedures, the Supervisor may remove the yellow hard hat sticker from the employee's hard hat.

Program Completion

To be removed from SSE status, the OM and the SSE's Supervisor must be convinced the SSE has a working knowledge of both E Light Policy and any applicable client Safety Policies and has demonstrated safe work practices and behavior.

In addition, the SSE must have completed all required initial SSE training (as documented in his/her SSE Form) and have performed all activities without a serious loss incident (i.e., property damage, OSHA- Recordable injury). At that time, if the PM and Supervisor are convinced of the SSE's capabilities, the PM may remove the employee from the E LIGHT SSE process.

Subcontractors

All subcontractors employees who contracted through E Light must implement a program that meets or exceeds the expectations described above as well as any additional requirements that may be required on a client or site-specific basis. If the subcontractor does not provide a program meeting these requirements, the subcontractor shall follow this program.