

SHORT SERVICE EMPLOYEE PROGRAM



PURPOSE / SCOPE

Winger Companies, herein referred to as Winger, recognizes that, despite pre-assignment safety and job orientations, newly hired employees do not have the same kind of recent work and safety experience with Winger as longer-term employees. These short-service employees may be more vulnerable to accidents and injuries at work specifically because of their unfamiliarity with work situations and environments, as well as potential hazards and abnormal operating conditions.





Additionally, employees who have short service with Winger are not as experienced with safe work procedures as personnel who have longer service with Winger and first-hand safety and work experiences in their current job assignment.

This policy has been established to provide short-service employees with specific safety, supervisory, organizational and job site supplemental support during the first six months of employment with Winger. This support includes methods of visual recognition of a short-service employee on a job site or work location, and a process of mentoring for these individuals to help them gain experience and familiarity in their work assignments and job site environment.

DEFINITIONS

-  **Short Service Employee** - An employee or subcontractor employee with less than six months' experience in the same job or with his present employer.
-  **Mentor** - An experienced employee, who has been assigned to help and work with a new Short Service Employee by his supervisor.

RESPONSIBILITIES

-  **Project Superintendent**- The Project Superintendent is responsible for implementing and enforcing this procedure. Making subcontractors aware of the requirements set forth in this procedure.
-  **Foreman**- The foreman is responsible for insuring workers are adhering to this procedure.
-  **Safety Specialist**- The Safety Specialist is responsible for monitoring compliance with this procedure.
-  **Employees**- Employees are responsible for following the requirements of this program.

MONITORING SHORT SERVICE EMPLOYEES AT THE JOB SITE

Winger shall monitor its employees, including Short Service Employee personnel, for safety awareness. If, at the end of the six-month period, the Short Service Employee has adhered to compliance with health, safety, and environmental policies and procedures, the employee may remove the hi-visibility identifier at the discretion of Winger.

PROCESS FOR MANAGING SUBCONTRACTORS

Winger will manage its sub-contractors in alignment with this process. Any sub-contractor employee reporting to work must document his or her experience with their Winger contact for the work they are performing.

GENERAL

Supervisors will assure that all new, transferred and temporary employees have been through Winger Safety 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. Any

Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program or shall be dismissed for poor performance.

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

MENTORING PROVISIONS AND PROCESS FOR SHORT SERVICE EMPLOYEES

Mentors will set the proper safety example for any Short Service Employee assigned them. Winger must have in place some form of mentoring process, acceptable to the operator, designed to provide guidance and development for Short Service Employee personnel. A mentor can only be assigned one Short Service Employee per crew and the mentor must be onsite with the Short Service Employee to be able to monitor the Short Service Employee.

SHORT SERVICE EMPLOYEE IDENTIFICATION

Short Service Employee participants will wear high visibility orange hard hats or a Short Service Employee decal to help identify them. Winger shall comply with client designated hardhat color for Short Service Employee if orange is not acceptable.

CREW MAKEUP AND RESTRICTIONS

A single person crew cannot be a Short Service Employee and crew sizes of less than five shall have no more than one Short Service Employee.

NOTIFICATION AND COMMUNICATION PROCES FOR SHORT SERVICE EMPLOYEES

Prior to the job mobilization Winger will communicate/notify the client project coordinator, contractor contact or on-site supervisor for all jobs containing Short Service Employee. 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.

SUMMARY

The safety and well-being of our employees is our prime concern. This can be achieved through proper monitoring and procedures for Short Service Employees. We encourage our employees to establish and maintain a safe working environment. This program is intended to help our employees become educated and maintain a better lifestyle.

SOURCE CREDITS:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) www.osha.gov

DOCUMENT CONTROL:

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