

FREEDOM WELL TESTING **SSE POLICY**

Freedom Well Testing has established an SSE (Short Service Employee) policy for all new hires regardless of previous experience. This policy ensures that all new employees, or employees new to their job role(s) are identified, supervised, and managed. Freedom Well Testing's clients may have proprietary equipment or specific job tasks unique to their equipment. This presents the need for additional training, even for the most experienced operators. Supervisors will verify that each employee has the skills and knowledge to perform their task(s) prior to their arrival at any customer locations or receive the proper training on site to perform their tasks safely and notify the customer of the presence of any SSE. The intent of this policy is to prevent injury or harm to personnel, property and the environment.

SSE STATUS

All new employees will be considered an SSE on a tiered system based on work experience, the results of the written knowledge test and the hands-on skills assessment. A timely exit from SSE status is not guaranteed. Individuals will be required to pass the written knowledge test as well as a hands-on skills test. Failure to pass all required tests will result in an extension of SSE status or termination from employment.

- Employees with 0-3 years of experience will be considered an SSE for 60-90 days.
- Employee with 3-5 years of experience will be considered an SSE for 30-60 days.
- Employees with 5+ years of experience will be considered an SSE for 0-30 days.

MENTOR/TRAINING

All personnel will be required to take a written knowledge test and hands-on skills assessment as part of the onboarding process as well as to exit SSE status. This will allow Freedom Well Testing to identify any deficiencies in knowledge or abilities. All SSE will be mentored by their immediate supervisor and an individual training regimen will be established to strengthen those employees who need it. Supervisors will assess the scope of work, associated risks, and expectations prior to start of work by any SSE.

All SSEs must:

- Attend a location specific JSA orientation prior to beginning work on location.
- Be mentored by their supervisor 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.
- Be identifiable (e.g., Orange Hard Hat, SSE Tape on Hard Hat, etc.).
- Proper clothing and PPE.
- HAZCOM.
- Environmental concerns.
- Lifting techniques.
- Severe weather.

STAFFING MINIMUMS

Freedom Well Testing has established staffing minimums to prevent injury or harm to personnel, property and the environment.

- Single person location may not be an SSE.
- 2-4 person locations may have only 1 SSE on staff.
- 5 or more person locations may have 35% or less SSE on staff.

CONTRACTORS

All contract personnel will be considered SSE for the duration of their contract. Contract personnel who are new to a location **must be met by a supervisor to assess job competency.** Based on this assessment, the supervisor has the authority to determine whether the contract employee will or will not be allowed to work for Freedom Well Testing.

HSE ORIENTATION CHECKLIST

Please check when completed: Training is to be completed **within the first week.**

1. Training Completed ()
2. Good Housekeeping of the Work Crew is required ()
3. Conduct Tour of a job location and Employee's Vehicle ()
4. Employee Issued Proper PPE & knows where to go for Special PPE ()
5. Employee has proper footwear ()
6. Employee has proper eye protection ()
7. Hearing Protection issued if required ()
8. Fall Protection issued if required ()
9. Employee has been training on Incident reporting ()
10. Employee is briefed on Freedom Well Testing's Safety Policies ()
11. Employee is briefed on Freedom Well Testing's JSA Policies ()
12. Employee is briefed on Freedom Well Testing's Behavior Based Safety Policies ()
13. Employee is briefed on Freedom Well Testing's Vehicle Safety Policies ()
14. Employee provided H2S awareness training, certified fit tested and trained in the proper use of SCBA gear if required ()
15. Observed Forklift Drivers Test has been submitted to CSI office and Freedom Well Testing record keeping ()
16. PEC Safeland Basic Course ()

Please check when completed: Training is to be completed **within 30 days.**

This certifies that the above subjects were explained to me during my safety indoctrination and tour of the facility. I fully understand the above and will abide by them to the best of my ability.

DATE: _____ EMPLOYEE SIGNATURE: _____
SUPERVISOR SIGNATURE: _____