

Short Service Worker (SSW)



Type: Practice, Contractor Safety Management	Scope: CBU	Code: CBU-S&E-GUIDE-001
Owner: Safety & Environment - CBU		Revision: 1.0

A. Purpose

The purpose of this Practice to ensure that Short Service Workers are identified, adequately supervised, trained and managed so as to prevent injury to themselves or others and prevent property damage and environmental harm while working for Repsol Oil & Gas Canada Inc. and its Canadian subsidiaries (collectively "Company") at a Company Worksite.

B. Definitions and Interpretation

"Company Worksite" means any place which is owned, leased, occupied or controlled by Company where a Contractor performs work for Company.

"Competent" in relation to a worker, means adequately qualified, suitably trained and with sufficient experience to safely perform work required in their Position without supervision or with only a minimal degree of supervision.

"Contractor" means the contractor, its affiliates or its subcontractors performing work for Company.

"Crew" means those workers at a Company Worksite who are employed or otherwise engaged to perform work by the Contractor.

"Crew Requirements" means the requirements for Mentors and SSWs comprising a Crew as identified in section D below.

"Mentor" means a Crew member who (i) meets or exceeds the qualifications of a Mentor herein or pursuant to Contractor's SSW competency program or its equivalent and (ii) is held accountable by the Contractor for mentoring SSWs, as further described below.

"Position" means the position, job type, role or assigned job that a worker is to perform or is performing.

"Short Service Worker" or **"SSW"** means a worker, as of the date the worker is to perform work required in the Position, who (i) is not Competent to perform such work in accordance with Contractor's SSW competency program or its equivalent; or (ii) in the case where Contractor does not have an established SSW competency program, has:

- 1 less than six (6) months experience in the Position; **or**
- 2 not performed work required in the Position for six (6) months or more; **or**
- 3 less than six (6) months working experience with the Contractor.

"Trained" means to give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.

In this Practice, the singular use of a word will be construed to include the plural and vice versa.

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C. SSW Program

Contractor shall have in place a competency program to manage its SSWs and ensure SSWs are mentored and trained in accordance with best industry practice and any applicable laws which meets or exceeds this Practice. If Contractor does not have an established SSW competency program, it shall manage its SSWs in accordance with this Practice.

D. Crew Requirements

If the Crew has SSWs, the Contractor shall provide a sufficient number of Mentors in that Crew such that each Mentor is able to effectively perform the functions of a Mentor as provided herein. The proportion of SSWs in a Crew shall **not exceed 20%**. A Crew may exceed such proportion of SSWs if Contractor provides, at its sole expense, additional Mentors for such Crew.

Company may, at its sole discretion, grant an exception to the Crew Requirements.

E. Prior Notification

If a Contractor cannot meet the Crew Requirements, the Contractor must immediately inform the Company representative (supervisor) before the Crew commences its mobilization to the Company Worksite. The Company representative (supervisor), in their sole discretion, will advise the Contractor if an exception to the Crew Requirements will be granted.

F. Non Compliance With Crew Requirements

If a Crew arrives at Company Worksite which does not meet the Crew Requirements (and an exception was not granted by Company) or the composition of the Crew at Company Worksite changes such that the Crew no longer meets the Crew Requirements, Contractor shall, at Contractor's sole expense:

- 1 immediately remove any SSWs exceeding the Crew Requirements from duty and replace such workers with replacement workers which would result in the Crew meeting Crew Requirements; **or**
- 2 provide a sufficient number of Mentors for such Crew.

G. Arrival of SSW to Company Worksite

SSWs and Mentors will identify themselves to the Company representative (supervisor) upon arrival at the Company Worksite and prior to conducting any work.

H. Identification

The Contractor must provide each SSW with some form of visible marking to make their appearance distinguishable from other workers (e.g. green hand sticker, color of hard hat) at the Company Worksite.

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I. Mentoring

Contractor will assign the SSW a Competent Mentor to closely supervise and prevent the SSW from performing tasks for which they are not properly trained and Competent to perform. Company's requirements for Mentors are as follows:

- 1 Be Trained as a Mentor;
- 2 Be familiar with the Position the SSW is assigned to perform, the oversight responsibilities required, and the hazards associated with that Position;
- 3 Have the current safety tickets applicable to role and in accordance with best industry practices;
- 4 Be familiar with the Company Worksite policies, procedures, and any specialized actions required for the work to be performed;
- 5 Be able and willing to challenge workers in the workplace that do not comply with Company Worksite procedures, policies, or requirements and enforce the stop work authority and duty;
- 6 Exhibit the ability to recognize hazards and unsafe acts; and
- 7 Be an active participant in the behavior-based safety process.

J. Promotion of SSW

If the Contractor determines a SSW has become Competent and no longer requires a Mentor, the Contractor may promote that worker such that the worker shall no longer be considered a SSW for the purposes of this Practice, including Crew Requirements.

If a worker has not demonstrated they are Competent, such worker shall continue to require a Mentor and be considered a SSW (notwithstanding the definition of SSW) for the purposes of this Practice, including Crew Requirements.

K. Sub-contractors

Contractor shall ensure that its sub-contractors are subject to, abide by and are bound by all of the applicable terms of this Practice.

L. Audit

If requested by Company, Contractor shall provide its data in relation to (i) Contractor's SSW competency program, or its equivalent, and (ii) compliance with this Practice.