



SHORT SERVICE EMPLOYEE PROGRAM

RESPONSIBILITIES

THE PROGRAM ADMINISTRATOR: BRIESER SAFETY MANAGER

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable requirements in Section 10 of Brieser Construction Safety Manual.
- The safety Manager or his designee will conduct Initial Safety Orientation Training needed by the Short Service Employee (SSE) by job description and
- Ensuring that (SSE) employees receive “new” composition hand book identifying the Date, Site, Foreman and Mentor assigned to new employee at each job location.
- Maintaining training records for all employees included in the training sessions
- Follow all safety rules and policies of Brieser Construction Company.

PROJECT MANAGERS, SUPERINTENDENTS & FOREMAN

These people are responsible for:

- Ensure the Short Service employee is appropriately identified per this plan, and make initial assignment of Mentor/Coach.
- Ensure that Short service Employee mentor maintains proper knowledge and skills in particular jobs that are assigned.
- Will assign and serves as a mentor and has reviews with the Short Service Employee regarding any additional hazards associated with any specific task as well as any emergency equipment of procedures under his job responsibilities.
- Ensure that Short Service Employee Mentor is adequately training SSE.
- Ensure Short Service Employee is gaining the particular knowledge and skills listed in Brieser safety Manual, Section 10, for SSE- I, SSE-II and SSE-III.
- Will notify customer of SSE Program and SSE personnel on site when required.
- Follow all Brieser Construction Company safety rules and policies.

MENTORS

These people are responsible for:

- Mentors should have the firm understanding of their role, responsibility and accountability for the SSE.
- Have the desire, a patient disposition, and be willing to devote the necessary time to succeed as a mentor.
- Will be the designated person(s) at the site who is responsible and accountable for guiding and monitoring the performance of the Short Service Employee.
- Possess the knowledge and skills in the job tasks that are assigned a Short Service Employee.
- Be willing and able to effectively listen to SSE to determine if the SSE is learning and retaining the knowledge being shared.
- Provide a “Positive” Safety Attitude, avoid criticism, and strive to build confidence and self esteem in the SSE.
- Be able to teach SSE Brieser Construction Safety and Health policies and Safety Culture.
- Refrain from taking short cuts and doing anything hazardous to health or safety.
- Follow all Brieser Construction Company safety rules and policies.

SHORT SERVICE EMPLOYEE

These people are responsible for:

- The SSE will attend initial orientation training. He will follow instructions as set forth by the SSE Mentor and the General Superintendent.
- SSE must complete all three phases of the SSE program and pass with a minimum score of 80%. Only after meeting these prerequisites, will an employee be removed from the Short Service Employee process.
- Will be required to wear a green hardhat signifying he/she is a Short Service Employee until such time as his Short Service term (six (6) months) has lapsed and successfully completed.
- Be willing to gain the knowledge and skill to be able to perform in a safe and environmentally sound manner
- Stop and report unsafe conditions at any time.
- Report all injuries immediately.
- Participate in safety meetings, TSTI's/JHA.
- Have knowledge and documentation in the “new” SSE composition handbook with the Date, Site, Foreman and Mentor that is assigned to SSE.



BRIESER CONSTRUCTION SAFETY MEETING

Week of: _____

Job Number: _____

Date: _____

Job Name: _____

Superintendent: _____

Site Specific Topics:

Crew Safety

Recommendations: _____

Reviewed MSDS #: _____

Subject: _____

Meeting Attended By: (Print your Name)

Supervisor/Foreman: _____