

Gulf of Mexico SSE Program Summary



1. Purpose

This Program provides Anadarko Petroleum Corporation and its contractors guidelines to appropriately supervise, train, and monitor New to position (NTP) employees and/or employees and contractors who are deemed as short service employees.

2. Applicability

The document applies to all operations in the Gulf of Mexico (GoM) under the Anadarko Petroleum Corporation License to Operate.

3. Requirements

An SSE shall be enrolled in the Short Service Employee Program for a duration of six (6) months or until released from the program by the facility OIM.

- Crews of five (5) or more cannot have more than 20% Short Service Employees (SSE) without Operations Installation Manager (OIM) approval.
- Crews of less than five (5) may not have more than one (1) SSE without Operations Installation Manager (OIM) approval.
- Contractors must notify the OXY Person in Charge (PIC) when an SSE will be sent to an OXY facility prior to their arrival on the facility.

4. Procedures

- Notifications
 - Contractors shall notify the affected OXY PIC when an SSE on their project/job will be sent to an OXY facility prior to their arrival on the facility.
 - OXY PIC shall notify the OIM when a contractor has notified them that an SSE with their company is scheduled to arrive on the facility.
- SSE Classification
 - A contractor is deemed an SSE if he/she:
 - Has less than 2 years of relevant industry experience.
 - Has less than 6 months experience in the same type of job, role, or employment.
 - Has been assigned to a new to position (NTP).
 - Is not familiar with the OXY GoM safety culture.
 - Is a contractor and deemed as an SSE according to the contracting company's SSE Program.
- Facility Transfers
 - Contractor personnel who have been transferred from one OXY facility to another must have a conversation with the UWA or their Designee. Based on the conversation, the UWA/Designee has the authority to determine whether the contractor will or will not be included in the SSE Program. This discussion shall be documented on the facility orientation form.
- SSE Orientation
 - Contractor SSEs shall meet all requirements in ISN prior to traveling to an offshore facility.
 - All SSEs shall receive an orientation on the facility from the OXY PIC or his/her designee.

5. Training Requirements for SSE

- Prior to a contractor company sending an SSE to an offshore facility, the contractor shall ensure he/she is properly trained in:
 - Identifying hazards in the workplace.
 - Procedures, processes, and personal protective equipment requirements developed to prevent workplace hazards from causing injuries, property damage and/or damage to the environment.
 - Skills necessary to perform their assigned tasks/jobs safely and efficiently.
 - Federal, state, and industry requirements to perform their assigned tasks/job in compliance with applicable regulations.

6. SSE Identification

- Contractor employees shall be identified using their own SSE Program requirements if they adhere to one of the following identification methods:
 - SSE wears a different colored hard hat from those worn by the regular contractor crew.
 - SSE displays a highly visible SSE sticker on each side of their company-colored hard hat.
 - If a contractor company's SSE Program does not specify a method of identifying their SSE, the contractor employee shall be identified using a green colored hard hat.

7. Release from SSE Program

- To be released from the SSE Program, a contractor must no longer meet the criteria of an SSE, must have exhibited safe work behaviors during the time he/she has been working on the facility, and have a general awareness and working knowledge of OXY health, safety, and environmental policies.
- To be released from the SSE Program, the SSE must:
 - Complete the training requirements.
 - Perform all work activities without a serious loss incident.
 - Demonstrate an understanding of their role in the permit and risk assessment (JSA) process.
 - Demonstrate to his/her SSE mentor the ability to improve or correct unsafe practices in a timely manner.
 - Demonstrate to his/her SSE mentor an ability and willingness to initiate Stop Work Authority (SWA).
- At the OIM's discretion, a contractor may be released from the SSE Program earlier than 6 months based on safety performance, and relevant industry experience. The OIM may also exempt a contractor who is new to OXY offshore based upon their previous experience and/or assignment. All shall be documented on the SSE Documentation Form.