	CARDINAL SURVEYS COMPANY Safety Management System	Doc No:	SSE
		Initial Issue Date	JAN 1995
SHORT SERVICE EMPLOYEE PROGRAM (SSE)		Revision Date:	Initial Version
		Revision No.	02
		Next Revision Date:	N/A
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page: Page 1 of 2

Purpose

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Supervisors and co-workers must be able to readily identify Short Service Employee participants. CARDINAL SURVEYS COMPANY will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

Scope

- Applies to all CARDINAL SURVEYS COMPANY employees in shop and field operations.
- Applies to all newly hired CARDINAL SURVEYS COMPANY employees (regardless of experience), temporary agency personnel or our independent contractors working on Cardinal Surveys Company or client locations/ facilities.

Definitions

Short Service Employee – An employee or sub-contractor employee with less than six months experience in the same job or with his/her present employer.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

Key Responsibilities

Managers and Supervisors shall ensure that this program is implemented and followed.

CARDINAL SURVEYS COMPANY shall monitor its employees, including SSE personnel, for HES awareness. If, at the end of the six-month period, the SSE has worked safely, adhered to HES policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the discretion of CARDINAL SURVEYS COMPANY. CARDINAL SURVEYS COMPANY shall require any employee that does not complete the six-month period recordable free to get operator approval in writing prior to returning to operator property.


CARDINAL SURVEYS COMPANY will manage its sub-contractors in alignment with this process.

Employees shall follow the requirements of this program.

Procedure

General

Supervisors will assure that all new, transferred and temporary employees have been through CARDINAL SURVEYS COMPANY Safety Orientation and have a complete knowledge of the expectations for their job function.

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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.

Short Service Employee participants will wear high visibility orange hard hats or an SSE decal to help identify them. The CARDINAL SURVEYS COMPANY shall comply with client designated hardhat color for SSE if orange is not acceptable.

Mentors will set the proper safety example for any Short Service Employee assigned them.

CARDINAL SURVEYS COMPANY must have in place some form of mentoring process, acceptable to the operator, designed to provide guidance and development for SSE personnel. A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE to be able to monitor the SSE.

A single person crew cannot be an SSE and crew sizes of less than five shall have no more than one SSE.

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).

Notification and Communication of Information Regarding SSE on the Job Processes

Prior to the job mobilization CARDINAL SURVEYS COMPANY will communicate/notify the client project coordinator, contractor contact or on-site supervisor for all jobs containing SSE personnel. 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.