

AMSYS ENERGY LLC

6.8 Short Service Employees

6.8.1 Purpose

The purpose of this policy is to ensure that all Amsys Energy LLC employees with less than six months experience with the company or in the job are identified, adequately supervised, trained and managed to prevent injury to themselves or others, property damage, or environmental harm. If sub-contractors are used, they shall comply with this process and policy.

6.8.2 Policy

Any Amsys Energy LLC employee with less than six months service with the company or with the job will be considered a Short Service Employee (SSE).

Non-SSE employees who are new to the location should be considered for inclusion in the SSE program based on the specifics of their assignment. Factors to consider include significant differences in:

1. Job responsibilities/duties
2. Work processes/practices
3. Equipment/tools
4. Skill level, familiarity with co-workers

6.8.3 Crew Makeup

Crews with 4 persons or less

1. Single person crew cannot be a SSE
2. 2-4 person crews can have only 1 SSE per crew
3. Crews with 5 persons or more

A. Crew complements should not exceed 20% SSE.

AMSYS ENERGY LLC

B. Crew complements that are greater than 20% but less than 30%, shall be permitted with documented approval of location supervisor

C. Crew complements that exceed 30% shall only be permitted by an operations manager

For the purposes of this policy, a crew is defined as those employees working at a single location. The project coordinator, contractor contact, or on-site supervisor will determine approval status of the crew makeup.

6.8.4 Orientation

All SSE employees must attend a site- specific orientation prior to beginning work on that site. This orientation shall cover all applicable contractor and contracted company HSE policies.

6.8.5 Mentoring

All SSE must be assigned an experienced mentor to assist the employee during his/her "SSE" period. It is the mentors' responsibility to closely supervise the assigned SSE and prevent him/her from performing tasks for which they are not properly trained.

6.8.6 SSE Identification

SSE employees will be identified in one of two ways:

1. A visible sticker placed on his/her hard hat. The sticker will consist of a yellow strip at least 2" X 4" in size.

AMSYS ENERGY LLC

2. A yellow hard hat can also be utilized to identify SSE employees.

6.8.7 Removal from SSE Status

To be removed from SSE status, an employee must exhibit safe behavior for six months (e.g., incident free performance, proactive participation in HSE programs such as incident reporting including near misses, JSA development, safety meetings, etc.) and have a general awareness and working knowledge of Amsys Energy LLC. HSE policies.

6.8.8 Owner Notification

Prior to sending SSE's to a job site, owner company representatives (project coordinator, on-site supervisor) shall be notified to seek approval for SSE presence on the job site.

6.8.9 Sub-Contractors

Amsys Energy LLC currently does not use subcontractors.