

	<b>LOS ANGELES REFINERY STANDING INSTRUCTION</b>	<b>HSS-003</b>
	<b>Short Service Employee Program</b>	<b>Page 1 of 8</b>
		<b>REVIEW DATE:</b> 10/8/2018

## Contents

<b>1.0 Introduction ..... 1</b> 1.1 Purpose.....1 1.2 Scope.....1 <b>2.0 References ..... 2</b> 2.1 Tesoro Standard .....2 2.2 Industry Codes and Standards .....2 2.3 Government Regulations .....2 <b>3.0 Definitions ..... 3</b> <b>4.0 Short Service Employee Program Requirements ..... 4</b> 4.1 General Requirements .....4 <b>5.0 Process Requirements ..... 5</b>	5.1 Notification .....5 5.1.1 Contractor .....5 5.1.2 Tesoro Employees:.....5 5.1.3 Identification .....5 5.1.4 Monitoring .....5 5.2 Mentor: Minimum Qualifications .....5 <b>6.0 Roles and Responsibilities ..... 6</b> 6.1 Tesoro Contract Supervisor.....6 6.2 Tesoro Safety .....6 6.3 Contract Companies .....6 6.4 Short Service Employee.....6 6.5 Short Service Employee Mentor .....6 <b>7.0 Revision Log.....7</b>
--	---

## List of Tables

Table 1	Definitions .....	3
Table 2	Contractor Short-Service Employee Notification Form .....	8

### 1.0 INTRODUCTION

#### 1.1 Purpose

- 1.1.1 The purpose of the Short Service Employee (SSE) program is to help identify those Tesoro and contractor employees' who are new to the refinery industry.

#### 1.2 Scope

- 1.2.1 This Standard applies to every employee that fits into this category to ensure an appropriate level of safety and compliance with Tesoro LAR Safety Standards.

Revision:	Authored by:	Approved by:	Date:
A 1.0	Rinaldo Edmonson	Mike Kulakowski	10/8/2018
<b>NOTICE:</b> The information contained herein is the confidential property of Tesoro Refining & Marketing Company LLC unless another source is indicated. This material is subject to return on demand and must not be disclosed or reproduced without prior written consent by a duly authorized representative of Tesoro Refining & Marketing Company LLC.			
CBU-REF-HAS-LAR-000-00003.docx			



## **2.0 REFERENCES**

---

### **2.1 Tesoro Standard**

- 2.1.1 HSS 004 VARIANCE PROCEDURE AND FORM
- 2.1.2 HSS 011 CONTRACTOR SAFETY MANAGEMENT
- 2.1.3 HSS 013 SITE ACCESS
- 2.1.4 HSS 015 SMOKE FREE FACILITY
- 2.1.5 HSS 201 PERMIT TO WORK
- 2.1.6 HSS 202 STOP WORK OBLIGATION
- 2.1.7 SAF 02 INJURY AND ILLNESS REPORTING
- 2.1.8 SAF 014 TRANSPORTATION SAFETY
- 2.1.9 SAF 20 PERSONAL PROTECTIVE EQUIPMENT
- 2.1.10 SAF 028 FITNESS TO WORK POLICY
- 2.1.11 FS 01 REFINERY HEALTH AND SAFETY POLICY
- 2.1.12 FS 205 PERSONAL PROTECTIVE EQUIPMENT
- 2.1.13 FS 1007 DRUG AND ALCOHOL POLICY

### **2.2 Industry Codes and Standards**

- 2.2.1 API Recommended Practice 2221 Contractor and Owner Safety Program Implementation, August 2004

### **2.3 Government Regulations**

- 2.3.1 OSHA 29 CFR 1910.119 Process Safety Management of Hazardous Chemicals
- 2.3.2 Title 8, CCR, 5189, Process Safety Management of Acute Hazardous Chemicals
- 2.3.3 29 U.S.C. § 654 – General Duty



### 3.0 DEFINITIONS

Table 1 Definitions

Term	Description
Contractor	Non-Tesoro companies or individuals who are hired by Tesoro to provide work. The term "Contractor" includes any and all Contractor employees and any <b>Subcontractors</b> , working in Tesoro LAR (Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant) properties, who are working for the Contractor hired by Tesoro, excluding Right of Way Contractors.
Contractor Coordinator	Tesoro employee , who is directly responsible and interacts with the contract company regarding work supervision and safety performance in the facility; ensures that contractor work is performed safely and in compliance with location, state, and federal requirements; he/she shall use field audits, reviewing safety performance and work performance audits etc. This level example is: TAR Coordinator, Construction Coordinator, Maintenance Supervisor/Coordinator
Contractor (Guest) Sponsor	Tesoro employee, who requests and is accountable for contractor work performance; ensures that contractor work is performed safely and in compliance with location, state, and federal requirements; This level example is: Manager, Lead Planner, TAR Coordinator, Superintendent.
HSSE Passport	HSSE Passport is a booklet that outlines the initial HSSE training that is required for new refinery employees.
Short Service Employee	Any employee who has less than six (6) months working experience in the refinery industry.
Short Service Employee Mentor	An experienced Tesoro or contract worker, able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce stop work obligation, e.g. lead person, foreman etc.
Tesoro LAR	Carson, Watson Cogeneration, Wilmington, Calciner, and Sulfur Recovery
Work	Performing duties or activities that is considered to be hands on tools or hazardous, in any way, (e.g. impacting the operation of a covered Process Safety Management process and/or impact to employees or the environment) is considered to be work.



## **4.0 SHORT SERVICE EMPLOYEE PROGRAM REQUIREMENTS**

### **4.1 General Requirements**

- 4.1.1 All Tesoro (direct hire) and contractors' employees meeting the definition of Short Service Employee shall participate in this program.
- 4.1.2 The Short Service Employee Program consists of a (6) six-month.
- 4.1.3 Short Service Employee (s) shall be issued a gold hard hat until completion of the Short Service Program.



- 4.1.4 Contractor short service employee shall monitor their own employees.
- 4.1.5 Contractor shall supply their own short service employee with a gold hard hat until completion of the Short Service Program.
- 4.1.6 Short Service Employee(s) shall not perform work alone.
- 4.1.7 Short Service Employee(s) work crews shall not exceed 50% ratio, any deviations from this crew ratio requires the completion of a variance form (HSS 004 - Variance Procedure and Form).



## 5.0 PROCESS REQUIREMENTS

---

### 5.1 Notification

#### 5.1.1 Contractor

- Before job mobilization (TAR, Projects etc.), contractors will complete and submit the [Contractor Short Service Employee Notification Form](#) to Tesoro Contract Sponsor for all jobs containing any Short Service Employee personnel.
- Contract Sponsor shall email the completed form, prior to start of work, to [LAR-SafetyCompliance@tsocorp.com](mailto:LAR-SafetyCompliance@tsocorp.com).

#### 5.1.2 Tesoro Employees:

- Direct hires that support field work (e.g. engineers, instrumentation technician etc.) that meet the requirements of Short Service Employee will be given a Gold Hard Hat when they begin their HSSE Passport process.
- FOR Class is Exempt.

### 5.2 Identification

- 5.2.1 Short Service Employee personnel will be visibly identifiable by wearing the Gold Hard hats as the standard identifier for all Short Service Employee's on site. Any deviations from this must be communicated to and approved by the Safety Manager (or designee).

### 5.3 Monitoring

- 5.3.1 Tesoro LAR will monitor all Short Service Employee personnel on site and encourage, coach and mentor Tesoro, LAR safe work practices.
- 5.3.2 Contractors will monitor their own Short Service Employee personnel; encourage, guide and coach Tesoro, LAR safe work practices.

### 5.4 Mentor: Minimum Qualifications

- 5.4.1 Be familiar with the short-service employee's job, the oversight responsibilities required, and the hazards associated with that job.
- 5.4.2 Be familiar with the site policies, procedures, standing instructions and any specialized actions required to perform the work safely.
- 5.4.3 Be able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce stop work obligation, e.g. lead person, foreman etc.
- 5.4.1 Sub-contractors that work on site must have their own mentors that mentor only their personnel. Mentoring of personnel outside of that company will be reviewed by Safety Department on an individual basis.



## **6.0 ROLES AND RESPONSIBILITIES**

---

### **6.1 Tesoro Contract Coordinator**

- 6.1.1 Verifies and monitors short service employees on work site are participating in Short Service Employee program.
- 6.1.2 Will perform field safety and work performance audits during the Short Service Employee program participation, to provide guidance, support and development for Short Service Employee personnel and Short Service Employee mentors

### **6.2 Tesoro Safety**

- 6.2.1 Will perform periodic field safety audits, including Short Service Employee, to provide guidance, support and development for Short Service Employee personnel and Short Service Employee Mentors.

### **6.3 Contract Companies**

- 6.3.1 Contractor must have enrolled in their own company Short Service Employee program with their own mentoring process, designed to provide guidance and development for Short Service Employee personnel.

### **6.4 Short Service Employee**

- 6.4.1 All Short Service Employees will confer with their mentor daily and any time there is a question regarding assigned work.
- 6.4.2 All Short Service Employees will participate in all company and Tesoro LAR safety meetings, audits and trainings assigned
- 6.4.3 All Short Service Employee may be prohibited from working in a high-hazard job or areas, depending on the Safety Manager (or designee) approval.

### **6.5 Short Service Employee Mentor**

- 6.5.1 All Short Service Employee Mentor(s) will be responsible for monitoring the work of Short Service Employee assigned
- 6.5.2 All Short Service Employee Mentor(s) will be responsible for workforce coaching to assigned Short Service Employee.
- 6.5.3 All Short Service Employee Mentor(s) will ensure that a work crew ratio is maintained (not to exceed 50%)
- 6.5.4 All Short Service Employee Mentor(s) must be on site with the Short Service Employee(s) performing work, to be able to monitor the Short Service Employee(s). If Short Service Employee Mentor(s) cannot be on site with Short Service Employee(s) the Short Service Employee Mentor will assign a designee and complete a turn over with assigned designee during time of absence from the work area.



**7.0 REVISION LOG**

<b>Title &amp; Procedure Number:</b>	HSS 003 - Short Service Employee Program		
<b>Author/Owner:</b>	Rinaldo Edmonson	<b>Approver:</b>	Mike Kulakowski
<b>Reviewed By:</b>	Policy & Procedure Committee	<b>Document Administrator:</b>	D. R. Cannon
<b>Issuing Department:</b>	Safety	<b>Issue Date:</b>	1/24/2017
<b>Revision Date:</b>	10/8/2018	<b>Next Review Date:</b>	10/11/2021
<b>Revision Summary</b>			
Integrated Current Gold Hat Program into HSS 003 Short-Service Employee Notification. Updated the instruction to comply with OSHA, Cal OSHA and ANSI regulations and industry standard.			



**TABLE 2 - CONTRACTOR SHORT-SERVICE EMPLOYEE NOTIFICATION FORM**

# Contractor Short-Service Employee Notification Form

Short Service Employee Information		
Contractor Company Name:		Request Date:
SSE Name:		Years of Refinery Experience:
1.		
2.		
3.		
4.		
5.		
6.		
Is this Employee in compliance with your Substance Abuse Policy?		Yes      No
Has the Contractor Company reviewed all HSE Policies (including Stop Work Obligation) with all SSE'S?		Yes      No
Has all SSE's completed the required site access training (HSS 013 Site Access)?		Yes      No
Mentor's Name:		Years' of Experience in Industry:
1.		
2.		
3.		
<b>List any previous SSE special training</b>		

Refinery SSE Approval Signature	Department	Date
Refinery Contractor Sponsor:		
Refinery Safety Manager (or designee):		
Note: Contract Sponsor shall email the completed form, prior to start of work, to LAR-SafetyCompliance@andavor.com.		

***If any of the work crew composition requirements, in section 4.1.7, are exceeded, complete the Site Variance Request Form, located in HSS 004 Variance Procedure and Form***