



WBU SSE or SSW Program

02/06/2024

2024 Spring Seminar – Best Safety Innovations

WBU SSE Program



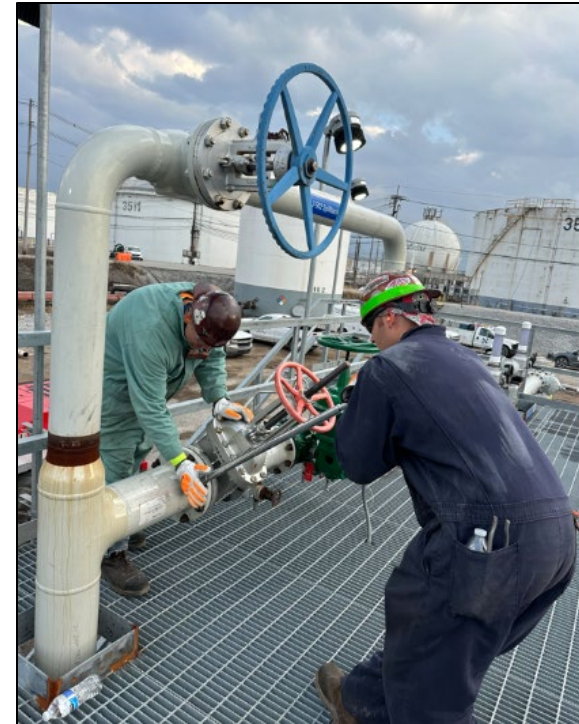
- **Antecedents:** 2022 Fall TAR Cluster / Duration 45 days – 12 hours shifts / >1500 employee per shift – total man-hours worked >3,000,000 / 6 recordable events (65% of the events) all related to unexperienced contractors' employees (New to trade / New to refining / New to contractor company).

- **Opportunity:** Eliminate/control recordable incidents related to contractors' employees New to Industry (Refining), New to Trade, New to Contractor Company.

- **Plan:** Implement an SSE (Short Service Employee) or SSW (Short Service Worker) Program like other Operators across the Oil Industry to ensure the safety and well-being of unexperienced workers.

- **2023 SSE Program - Implementation Strategy:**

- Use ISN to assess if key Contractors had SSE programs – **Result:** 83% of contractors linked to WBU had SSE programs vetted and approved by ISN.
- Communicate to all contractors linked to WBU the mandatory requirement to use their own SSE program but using a unique Bp identifier (green lime band).
- Support Key contractors to develop SSE programs.



Contractor Companies' SSE Program Common Elements and Requirements



- **Purpose** - Ensure SSEs have adequate resources knowledge and oversight to safety execute their responsibilities in their new role.
- **Scope** - SSE Program applies to all contractors and subcontractors' employees.
- **SSE Definition** - any contractor or subcontractor employee with less than a contractor company predefined experience in the same job/trade or company.

Note: 2023 - bp communicated to all contractor companies that employees new to refining must be included in the SSE definition too.

- **SSE Mentor Definition**- an experience contractor employee assigned to work closely with an SSE/s, transmitting knowledge on there new role/location and instilling contractor company and client's safety culture.
- **High Risk Activities/ Working alone** - SSEs are not allowed to perform high risk activities or work in high-risk areas predefine by the employer / SSE are not permitted to work alone (single person crew).
- **Identification** - all SSEs and Mentors must be visible identified.

Note: 2030 - bp communicated to all contractors that a unique SSE identifier (green lime bands) will be provided to all contractor companies.

Contactor Companies' SSE Program Common Elements and Requirements



- **Communication / Notification** - Prior to beginning the job assignments , the Contractor Supervisor / Manager in charge will submit the complete SSE forms or Plan for all the jobs that will contain SSE personnel to the work owner (e.g., bp TAR Event Lead, etc).
- **Mentoring SSEs/ Monitoring** – Mentor will be assigned to guide SSEs and Contractor Supervisor / Manager will be in charge of graduating SSEs from the program (removing the identifiers) if they meet the contractor company requirements.

SSE Process Overview

SSE Plan Development Phase

SSEs
Identified
by
Contractors
During
Hiring
Process

Work
Group/Crew
Assignments

- No SSE works alone
- Single person crew cannot be an SSE
- SSEs will not exceed 20% in a crew / group

Mentor
Assignments

- 1 mentor per SSE, Crew or Group

SSE Plan Implementation Phase

Contractors
Communicate
SSE Plan and
Variances to
Work Owner
for Approval

Contractors
Onboard
and
Identify
SSEs and
Mentors

WBU SSE Program – 2024 New Additions (Continues Improvement Plan)



- Mentors' unique identifier (Blue Bands) will be provided by bp to all contractor companies .
 - TAR safety Advisors will be in charge of providing the bands.
 - Mentor will be required to use the bands as long as they have SSEs assigned to them.
- Bp will allow contractors to have 1 mentor per group/crew, as long as the contractor company agrees to deviate from their own SSE Program requirement.
- During ISN CBTs registration process, contractor companies will be required to register employees and indicate if they are SSEs or not. ISN information will be used by bp badging team to provide Green Bands after the successful completion of the onboarding process to all SSEs. Bp Safety will use ISN information to audit Contractors SSE Programs compliance on the field.

WBU 2025 Goal: develop and implement a standardized bp SSE Program for the refinery.