



**Key Technology, Inc.**

**Short Service Employee (SSE)  
Management Program**

**July, 2014**

## 1. Purpose

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The Short Service Employee (SSE) Management Program applies to employees or subcontractors who have less than six months experience in the area of work in which they were hired. The purpose of the program is to prevent work related injuries and illnesses to new hires, temporary workers and subcontractors.

## 2. General Requirements

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All Key Technology, Inc. short service employees and subcontractors are to be managed in accordance with this program to ensure that they have an initial orientation of the Company's health and safety requirements prior to performing work.

- An SSE may only work under the direct on-site supervision of a designated employee who, as one of his duties, serves as a mentor/trainer in safety for the SSE. The mentor/trainer assigned to an SSE must be a knowledgeable, experienced employee who can provide guidance and development for the SSE.
- An exception to the mentor/trainer requirement may be granted to employees who have a high level of previous work experience in the same job functions.
- An SSE must be easily identified while on a job site. This is accomplished by using a unique identifier to be determined prior to starting work.
- A single person crew cannot be an SSE.

## 3. Procedure

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### General

Supervisor Responsibilities to SSE:

- Assure they have been through the Key Technology, Inc. Safety Orientation
- Assure they are aware of and understand the contents in Key Technology's Accident Prevention Program and Emergency Action and Response Plan
- Assure they have completed all mandatory training
- Assign a mentor/trainer to each SSE
- Discuss the job expectations and procedures prior to the job to provide a clear understanding of what is expected
- Notify a customer if a SSE will be working at their facility
- Provide customer with a proper identifier so the SSE is easily recognizable
- Obtain SSE acknowledgement of the program (See Attached Acknowledgement Form.)

#### Mentor/Trainer Responsibilities to SSE:

- Set the proper safety example
- Assure they have a complete knowledge of their job functions
- Converse frequently with those assigned to them to discuss any questions or concerns

#### SSE Responsibilities:

- Shall consult with and listen to mentor and supervisor
- Shall perform work as directed
- Shall speak up when and if work is deemed unsafe
- Shall wear identifier clothing as instructed

#### **4. Monitoring**

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Supervisors will monitor its employees, including SSE personnel and subcontractors, for awareness of the health and safety policies and procedures.

If at the end of the six month period, the SSE has worked safely, adhered to the Company's health and safety policies and has no recordable incidents attributable to him/her, the SSE identifier may be removed at the discretion of their Supervisor.



## Short Service Employee (SSE) Acknowledgement Form

<b>GENERAL:</b>	<p>The Short Service Employee (SSE) program applies to employees and subcontractors who have less than six months service with the Company or craft. The purpose of the program is to ensure that these contractor employees have an initial orientation of safety requirements prior to performing work under direct on-site supervision of a designated contractor employee who also serves as a mentor/trainer.</p>
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<b>SSE Employee Name:</b>		<b>DATE:</b>	
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This is to certify that I have received a copy of the Company's Accident Prevention Program and Emergency Action and Response Plan. I have read the rules and understand the contents and agree to abide by these rules. I have successfully completed all mandatory training. Also, I agree to visit with my supervisor and understand other applicable safety rules which apply to the specific work I will be performing on Company's job sites and premises. I understand that my safety and the safety of others is my #1 responsibility. I will not take action until I understand the safe way to perform the tasks assigned to me. I agree to speak up and as necessary stop any job I recognize as unsafe.

<b>Short Service Employee</b> <i>(Please Print)</i>	<b>Title</b>	<b>Date</b>
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<b>Short Service Employee</b> <i>(Signature)</i>
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<b>Key Technology Inc. Supervisor</b> <i>(Please Print)</i>	<b>Title</b>	<b>Date</b>
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<b>Key Technology Inc. Supervisor</b> <i>(Signature)</i>
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