Best Practice Category:	**Jobsite** *Category the document will be located on the Intranet under Best Practices*	**Document #:**	**BP039** *BP + Sequential Number = Category*
Document Title:	Jobsite Mentoring Program (Short Service Employee)		
Owner:	*BUL of Originating Business Unit*	**Effective Date:**	09/25/2018
Revision #:	**0**		

Business Unit Designation:

- ☐ BU 01 - Infrastructure
- ☐ BU 02 - BR Civil
- ☐ BU 04 - Houston Civil
- ☐ BU 15 - Deep Foundations
- ☐ BU 23 - Marine
- ☐ BU 29 - BR Mechanical
- ☐ BU 30 - Houston Mechanical
- ☐ Pipe Fab Facility
- ☐ Form Fab Facility
- ☐ Westport Operations
- ☐ Cajun Office Facilities

A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.

Purpose

The Cajun Job Site Mentoring Program was developed to help reduce injuries to new employees that have been with Cajun 90 days or less on a Cajun job site. Performing work on Cajun job sites will require the new employee to wear a green stripe with the date of hire on his/her hard hat. The new employee will be assigned a mentor to coach him/her in Cajun's Culture.

The primary purpose is to provide a safe work environment for our employees by reducing risks associated with new employees working on construction projects. Injury statistics show that this is a major area where accidents occur. New employees will be provided an experienced Cajun employee, Mentor, to coach them how to work safely and on what is expected of them to perform all tasks assigned.

Definitions

Mentor - An experienced Cajun employee who has been working for Cajun more than 90 days and has shown safe work ethics and can be assigned to coach a new employee in how tasks are to be performed in a safe manner and develop the employee to be a part of Cajun's Culture.

New Employee – A newly hired employee that has been working for Cajun for 90 days or less.

Experienced Cajun Employee – An employee who has been working for Cajun for more than 90 days and who has been determined by a supervisor to have safe work ethics. These employees may become a Mentor to new hire employees upon request and acceptance by the supervisor.

Requirements of Cajun's Mentoring Program

All new hire employees with Cajun will be placed in a mentoring program for a period of no less than 90 days. The mentoring program is intended to pair up an experienced Cajun employee with new hires for a period of no less than 90 days to help the new employee gain knowledge and understanding of how Cajun expects quality work to be done in a safe work manner. The intent of this mentoring Program is to help develop the new employee's work behavior so that he/she can become a part of Cajun's Culture. This Culture is based on the premise that work can be completed without injury to employees and constructed without the need for unnecessary rework (Safety and Quality).

Criteria for implementation of the Cajun Job Site Mentoring Program:

- The Job Site Mentoring Program must be reviewed with the new employee and the new employee must sign the Job Site Mentoring Program Acknowledgement before he/she is allowed to go to work. The signed Job Site Mentoring Program Acknowledgement will be scanned into P-Vault for documentation for that employee.

- New hires will be issued a hard hat with a green stripe and date of hire placed on the hard hat. The Green Stripe will allow supervision to identify new hires that will require mentoring. This Green Stripe is an integral part of Cajun's Job Site Mentoring Program.

- New hires assigned to a work site will be placed in the mentoring program and paired with a Mentor. The Mentor shall be chosen by the Superintendent and/or Supervisor assigned to the work task.

- A re-hired Cajun employee, who has been away from the company for a period of 120 days or more, will be required to participate in Cajun's Job Site Mentoring Program. Note: An employee returning to work after a leave of less than 120 days, who previously completed the mentoring program, will not be required to re-enter the program.

- New employees will have a mentor assigned to work with them for all tasks. If the task changes and the new employee's previously assigned mentor is not assigned to the new task, a new mentor will be assigned to the new employee by the supervisor responsible for completion of the new task.

- The supervisor will record the mentor assigned to the new hire in the space provided on page two of Cajun's Pre-task form. Per Cajun's Pre-task program, if the task is changed, a new Pre-task must be written, mentors will be assigned, and documentation of mentor assignment will be recorded on the Pre-task form.

- Site supervision is responsible for following this program and for providing consistent disciplinary action if the program is not followed by employees reporting to Site Supervision.

- It is to be understood that the site superintendent will mentor new supervisors, who are new to Cajun.

- In the absence of an assigned Mentor the new employee will be mentored by their immediate supervisor. This also applies to all jobsite supervision.

- Each division will be responsible for acquiring the 2” by 3” Mentor decal from the vendor of their choice. The decal will be oval and white with bright orange letters saying, “MENTOR.” The divisional safety managers will assist their supervision in acquiring the decal.

- The supervisor will issue a hardhat decal that identifies the Mentor. The decal will be placed on the right side of the Mentor’s hardhat.

Responsibility

- It is supervision’s responsibility to enforce the requirements of the Cajun Job Site Mentoring Program for new hires.
- It is the responsibility of the Supervisor of each task, with guidance from the Site Superintendent, if needed, to choose the mentor and record on the Pre-task form who was assigned to mentor a specific new hire.

Accountability

- Violation of this Program will warrant disciplinary action up to and including immediate termination.

Program Review

- **Note:** This Mentoring Program shall be reviewed by the Safety Roundtable Members annually, as a minimum requirement or on an as needed basis.

Approvals		
Title	***Signature***	***Date***

Revision History				
Rev #	***Date***	***Reason for Changes***	***Originator***	***Effective Date***

Note: SOP Requirement

Work must be performed in accordance with the information in this Best Practice. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.

References

- Refer to Cajun Intranet, Forms and Library, Health, Safety & Environmental, Pre-task-Plan Rev. 2008, Go to section 13 of the Pre-task for recording of mentor documentation.
- Refer to Cajun Intranet, Forms and Library, Best Practices, Job Site Mentoring Program.

Date: _____

Job Site Mentoring Acknowledgment

All new employees are required to have a green stripe and the date of hire on their hard hat. The objective of this Green Stripe is to let other Cajun employees and supervision on the job site recognize the new employee. The new employee will be assigned a Mentor to help him/her understand what is expected from both a constructability and safety aspect and to assist them in becoming a part of Cajun's Culture.

The Green Stripe is required to remain on the hard hat for a period of no less than 90 days. At the end of the 90-day period, the new employee should let the Superintendent know that the 90-day mentoring period is complete. The stripe will be removed from the hard hat only after the Mentor and the Superintendent have determined that the new hire has demonstrated an understanding of Cajun's Culture.

The Mentor will be identified by hard hat decal that says "Mentor."

I _____, have read and understand the purpose of the Cajun Job Site Mentoring Program and will comply with the program.

Signed: _____

Cajun Employee Date

Document Control: The signed acknowledgment form should be indexed in PVAULT under HR Acknowledgment Forms - Job Site Mentoring Acknowledgments.