



EARLY TENURE

**mentor
program**





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EARLY TENURE mentor program

Program Intent

1. To ensure that new workers are mentored during their first 90 days with Therma.
2. To ensure employees are knowledgeable in identifying and correcting hazards and understand the safety procedures at Therma.
3. To assist site management, supervision, and others in identifying Early Tenure employees and to allow for intervention when their behavior or environment puts them at risk.

Responsibilities

Business Unit: Therma

Is accountable for implementing an effective and documented, Early Tenure Mentor Program for our employees in addition to their new hire safety orientation.

Business Unit Leader: Mike Fisher

Is responsible for promoting this program and providing the direction and support to others responsible for implementing this program.

BU Safety Director: Fred Mulgrew:

Is responsible for implementing and promoting this program, and providing support and direction to the superintendents, mentors, and BU leaders. The BU safety director will also be tasked with tracking progress and evaluating this program on a quarterly basis and making recommendations for enhancement to the BU leader and Legence safety director.

Trade Superintendents:

Are responsible for promoting this program, identifying, and training experienced mentors, and assisting the BU safety director in tracking progress, evaluating, and making recommendations to enhance this program.

Mentor:

The mentor will be responsible for training, tracking progress, and making recommendations of mentees, as well as leading by example.

Program Elements

1

The Mentee

- Mentee's are employees with 90 days or less at Therma.
- Therma will use the TWIX computer database to track mentoring duration and worker job site location. Their names will be highlighted with a red box during their 90-day mentorship. This way each worker, each week can be tracked by the Foreman / General Foreman filling out their time card. This will enable close communication with a new employee if they migrate from one job to the next. Upon the completion of the 90-day duration, the red box will be removed. Should a mentee complete his/her mentorship with an OSHA 30 certification (Voluntary in lieu of the Mentor Program) or be released from the program by written direction from their General Foreman or Superintendent, the red demarcation will be removed.

2

Experienced Mentor

- The Mentor should have 2 years of experience at Therma.
- The Mentor shall be a person(s) designated by Therma management.
- The mentor may be a foreman, superintendent, safety personnel, or an experienced craft worker, who has demonstrated knowledge and skills for recognizing and correcting hazards, and safe work practices (i.e. competent person).
- The mentor shall know and understand the Therma safety program, including but not limited to: Pre-Task Plans, work permits, fall protection, and other safety fundamentals.

3

Early Tenure Employee Roster

- This roster will be kept on a shared drive and will be available 24/7.
- The roster will include the mentee name, start date, and completion date.

4

Safety Knowledge Assessment

- After 90 days, a mentee shall be given a Safety Knowledge assessment by a mentor or a Therma safety personnel.
- The mentor will initiate the assessment and recommend any educative actions if needed.
- The Safety Knowledge Assessment shall be kept on file.

5

Program Completion

- Early tenure employees can Fastrack their program completion by doing the following:
 - Have an OSHA 30-hour card.
 - Have a superintendents signature on the program completion form.



Rehires

- Rehires who have previously completed the entire program, have been gone for less than a year, and do not have any previous reported injuries, do not have to enter this program again.
- Rehires who have not completed the entire program will have to re-enter the program from the beginning.



Mentor Training

- Each mentor will receive the Therma specific mentor training prior to becoming a mentor.
- Superintendents will be responsible for training mentors.
- Training will consist of the following topics at a minimum
 - Why this program was initiated and intent
 - Roles and responsibilities
 - Program elements
 - Therma's expectations for a Mentor



Mentee Initial Training

- Mentee's will be made aware of this program through the completion of their new hire orientation.
- Mentee initial training (during NHO) will consist of the following topics at a minimum
 - Why this program was created and the intent
 - Roles and responsibilities
 - Program elements
 - Therma's expectations for a Mentee

**mentor
program
resources**



Mentor Instructions

Program Intention

On June 20th Therma will implement the Early Tenure Mentorship Program for all newly hired employees. Incident data collected from 2018 to 2021 suggested that most work-related injuries occurred within the first year of employee tenure.

This program is designed to guide new team members during their first 90 days, which is expected to reduce first aid and recordable incidents by 50%. The program intends to define best practices and establish a safety mentoring program.

Mentor Role & Responsibilities

The mentor will be designated by the safety team or superintendent and will have at least 2 years of experience at Therma. Mentor candidates will include foremen, superintendents, experienced craft workers, or safety personnel who have demonstrated hazard awareness and follow safe work practices.

The mentor will be responsible for demonstrating & explaining the following:

- Therma's Injury and Illness Prevention Program
- Pre-task plans & procedures
- Personal Protective Equipment (PPE)
- Reporting of injuries, unsafe acts, or conditions
- Emergency response procedures

Program Elements

Newly hired employees will be identified on TWIX with a red dot. After the 90th day of employment, the dot will change to green indicating that the mentor and mentee must complete a 90-day assessment form and return it to the safety department.

Expectations for A Mentor

The mentor will observe and guide the new employee during his/her first 90 days to ensure he/she is knowledgeable in identifying and correcting hazards and understanding the safety procedures at Therma. The mentor will be responsible for providing guidance and making recommendations regarding safe work practices.



90-Day Assessment

Following the completion of the employees first 90 days, the mentor or supervisor shall complete the following knowledge assessment with the new employee.

Have the worker explain the following:

What is a Pre-Task Plan and how are they used?	Satisfactory	Unsatisfactory
What are the procedures for reporting an incident or injury?	Satisfactory	Unsatisfactory
What are the required PPE elements of your job?	Satisfactory	Unsatisfactory
How do you report an unsafe act or condition?	Satisfactory	Unsatisfactory
What do you do in the event of an emergency?	Satisfactory	Unsatisfactory
Whose job is safety and why?	Satisfactory	Unsatisfactory

New Employee Safety Development Program Knowledge Assessment Completion

Employee Name: _____

Assessment Date: _____

Mentor Name: _____

*Please return 90 Day Assessment form to
safety@therma.com or to a safety personnel.*



Fastrack Completion

This document shall be completed when an employee Fastrack's through the Early Tenure Mentor Program.

Check all that apply:

- ☐ OSHA 30 Hour Completion Date: _____
- ☐ Superintendent or Mentor Verified OSHA 30-Hour completion
- ☐ Therma has a copy of the OSHA-30 Hour certificate on file
- ☐ Employee has satisfactorily completed their 90-Day Knowledge Assessment:
- ☐ Employee was hired within the last year & previously completed the mentorship program.

_____ Superintendent Signature:	_____ Date:
_____ Mentee Signature:	_____ Date:

*Please return Fastrack Completion form to
safety@therma.com or to a safety personnel.*

