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<h1>Environmental, Health and Safety Handbook for Contractors</h1>						

## Edison Safety Corporate Handbook

### SCE-EHS-SAFETY-HB-1

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# 1 INTRODUCTION

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To consistently deliver the electricity that powers homes and businesses within our 50,000+ square miles of service territory, Southern California Edison (SCE) relies on qualified employees and Contractors. To that end, SCE is committed to protecting the health and safety of our employees, Contractors, and the public. Our goal is to eliminate serious injuries and fatalities, achieve an injury-free workplace, and protect the environment while performing our operations. To achieve this goal, SCE has developed a comprehensive environmental and health and safety (EHS) management system that includes policies, programs, procedures, and other documents that explain our approach to continuously improve our EHS performance. This Environmental, Health and Safety Handbook for Contractors (EHS Handbook) is an integral part of the EHS management system and may be updated as necessary to mitigate EHS issues.

**PURPOSE:** This EHS Handbook has been given to you to:

- Provide general guidelines and standards expected for performance of contracted work in a safe manner and with due regard for protecting workers, the public, and the environment.
- Ensure compliance with federal, state, and local EHS requirements.
- Ensure compliance with any additional requirements stipulated by SCE, such as those in SCE's safety standards programs.
- Ensure tasks/activities with potential for serious injuries and fatalities are properly identified and mitigated.

Additional information applicable to contract activities for specific SCE organization units (OUs) and/or site-specific policies and practices may be obtained from the Edison Representative or Delegate. Further, in the event anything contained in this EHS Handbook is inconsistent with or contradicts the Contractor's existing EHS policies, procedures, practices, plans, or other similar documents, the Contractor shall promptly notify and discuss such inconsistencies or contradictions with the Edison Representative and obtain resolution prior to commencement of any work.

In this EHS Handbook, the term "OSHA" refers to either the California Division of Occupational Safety and Health (Cal/OSHA) or the Federal Occupational Safety and Health Administration (OSHA) as applicable. The use of the term "Edison Representative" (see Definitions) is used throughout this EHS Handbook to identify the person identified as such in a purchase order/contract. The term "Contractor" is used to denote both Prime Contractors (The Contractor who has a contract with SCE for a scope of work/project and has the full responsibility for its completion) and Subcontractors (Contractor who has a contract with the Prime Contractor to perform a portion of the work/project) unless otherwise stated.

Nothing in this EHS Handbook is intended to create an employment relationship between SCE and any Prime Contractor or Subcontractor personnel. Prime Contractors and Subcontractors remain solely responsible for any and all employment obligations to their workers, and all such workers are employees only of the entity or person that hired them.

## 1.1 SCE's Environmental, Health and Safety Policy

The SCE EHS Policy mandates compliance with SCE programs, procedures, and standards, as well as applicable EHS laws and regulations. Contractors are expected to establish similar requirements within their organizations. The policy states:

*“Edison International and its subsidiaries (the “Company”) are committed to assuring the safety and health of its employees and the public, and protecting the environment. Southern California Edison administers and publishes Environmental, Health and Safety (EHS) programs, procedures, and standards as necessary to implement this policy in compliance with applicable EHS laws and regulations. You are required to comply with the Company’s EHS programs, procedures, and standards that apply to your job to assure environmental compliance and the health and safety of one another and members of the public.”*

## 1.2 Safety Performance Policy

At its sole discretion, SCE can immediately suspend or terminate a contract and/or suspend or discontinue work of a Contractor due to poor or non-compliant safety performance and/or failure to adhere to SCE’s governing policies and procedures, and to applicable regulations.

## 1.3 Principles of Operation

SCE performs its work based on the following principles of operation:

- We integrate EHS protection and prevention into our work processes.
- We identify and mitigate hazards and unsafe conditions before we start the work.
- No job is considered successfully completed, if there is an injury or an environmental event.
- If the job cannot be completed safely, it must be stopped.
- We watch out for each other and speak out to protect ourselves and others from injury and to protect the environment.
- We always follow regulatory requirements and safety rules.

## 1.4 Contractor Safety Management Standard

SCE’s [Contractor Safety Management Standard](#) establishes uniform Contractor safety requirements with additional safety protocols for contracts involving Safety Tier 1 and Safety Tier 2 work. SCE classifies Safety Tier 1 work as activities that, without the implementation of appropriate safety measures, are potentially hazardous or life-threatening. SCE classifies Safety Tier 2 work as routine contractual work that is not typically considered hazardous. Distinguishing between the categories does not imply that Safety Tier 2 contracted work is risk-free, but that the scope of work is categorized as being lower risk. For the purposes of this Handbook, Contractors conducting any Safety Tier 1 work will be referred to as Safety Tier 1 Contractors. Contractors conducting only Safety Tier 2 work will be referred to as Safety Tier 2 Contractors.

The Edison Representative determines the Tier level of work to be contracted using the [Safety Tier Classification Guide](#) and ensures that the Tier is included on the initial purchase requisition when submitted to SCE’s Supply Management.

Major standard elements include:

- Safety performance and program review and qualification by a Third Party Administrator (TPA) for all Safety Tier 1 Contractors and Subcontractors.
- Contractor compliance with all applicable local, state, and federal regulations including but not limited to California and Federal OSHA regulations and any additional SCE-stipulated requirements that exceed existing regulatory requirements.
- A Contractor Orientation performed with Safety Tier 1 Contractors that includes development and review of an [SCE Contractor Hazard Assessment and Safety Plan](#) and an [SCE Contractor Handbook and Orientation Checklist](#).
- A Contractor Orientation performed with Safety Tier 2 Contractors that includes development and review of an SCE Contractor Handbook and Orientation Checklist.
- Supervisory and safety professional oversight requirements for Safety Tier 1 Contractors.
- New employee supervision and training requirements for Safety Tier 1 Contractors.
- Safety observation program requirements for Safety Tier 1 Contractors.
- Tailboard Requirement.
- Ongoing evaluation of Contractors who perform Safety Tier 1 work.
- Field monitoring procedures, including safety observations and Contractor Safety Quality Assurance Reviews (CSQARs).
- Review procedures for Contractors having Actual or Potential Life-Threatening/Life-Altering (LT/LA) Incidents and multiple at-risk observations/safety issues.
- Monthly safety data reporting requirements for Safety Tier 1 Contractors.
- Contractor incident reporting and cause evaluation requirements.
- Management Review Committee reviews of Contractor incident cause evaluations.
- Mitigation procedures for unsafe work practices or conditions.
- Regular Contractor Safety Forums to engage our vendors and continuously improve the safety collaboration between SCE and its Contractors.

## 2 GENERAL EXPECTATIONS

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SCE expects each Contractor to ensure their workers, Subcontractor workers, and agents know of and comply with environmental and safety regulations and additional SCE-stipulated requirements.

### 2.1 Applicability

The requirements and expectations set forth in this EHS Handbook apply to all Contractors, their Subcontractors, and agents.

While the entirety of this Handbook applies to Safety Tier 1 contract work performed at SCE, only the following sections apply to Safety Tier 2 contract work:

- a) Section 1.2 Safety Performance Policy
- b) Section 2.3 Expectations for Safety Tier 1 and Tier 2 Contractors
- c) Section 2.5 SCE Stop Work Authorization and Inspection
- d) Section 3.2 Safety Tier 2 Orientation
- e) Section 3.4 SCE Contractor Handbook and Orientation Checklist
- f) Section 4.0 Tailboard Requirement
- g) Section 5.0 Emergency Response
- h) Section 6.0 Incident Reporting
- i) Section 7.0 Additional Reporting Requirements
- j) Section 8.0 Health and Safety Requirements
- k) Section 9.0 Environmental Requirements

For all contracted, subcontracted, and chartered aircraft operations performed at SCE, the Use of Company-Owned, Contract and Chartered Aircraft Policy and the processes and procedures contained therein shall be adhered to in addition to this EHS Handbook.

SCE employees shall adhere to the requirements in Section 6.0 – Incident Reporting.

Existing and new contracts shall comply with this EHS Handbook as of March 1, 2019 with the exception the Safety Observation Program Requirement in Section 2.4, which will become effective on June 1, 2019. Note: Current Contractors performing work for SCE prior to March 1, 2019 are not required to immediately update existing documentation using the new forms reference in this version of the EHS Handbook for Contractors. However, such updates shall be made during normal reviews (at least once per year) or whenever updates are required (refer to Section 3.0 for details). This documentation includes:

- [SCE Contractor Hazard Assessment and Safety Plan](#)
- [SCE Contractor Handbook and Orientation Checklist](#)

## 2.2 Safety Qualification Requirements for Safety Tier 1 Contractors

### 2.2.1 Third Party Administrator (TPA) Safety Tier 1 Contractor Performance, Program Review and Monitoring

SCE retains a Third Party Administrator (TPA) to conduct safety reviews of all Safety Tier 1 Contractors prior to their conducting Safety Tier 1 work for SCE. ISNetwork (ISN) currently serves as SCE's TPA.

#### 2.2.1.1 TPA Registration and Information Submittal

Safety Tier 1 Contractors must establish an account with SCE's TPA and furnish all necessary information to meet safety qualification requirements prior to conducting Safety Tier 1 work. All Contractors (with the exception of governmental agencies) receiving purchase orders for Safety Tier 1 work must have undergone TPA review and

qualification regardless of whether the Safety Tier 1 work is conducted themselves or by their Safety Tier 1 Subcontractors.

#### 2.2.1.2 TPA Safety Tier 1 Safety Performance and Programs Review

The TPA reviews and scores Safety Tier 1 Contractors on safety performance, programs and culture. The actual grading criteria details can be found within the TPA system. SCE has designed the TPA grading criteria to emphasize the elimination of all serious injuries and fatalities. As such, any Contractor who experienced a fatality within the last three years automatically receives a TPA grade of C and must have an SCE-approved [Conditional Contractor Plan](#) to reach Conditional Status (as outlined in Section 2.2.3 below). Details on the three major areas reviewed by the TPA follow:

- a) Safety Performance data include but are not limited to: Total Recordable Incident Rate, Days Away Restrictions and Transfers (DART) Rate, Experience Modification Rate (EMR), fatality history, Occupational Safety and Health Administration (OSHA) repeat citation history, and serious public incidents.
- b) Programs are reviewed against all applicable local, state, and federal regulations with which Contractors are required to comply, including but not limited to California and Federal OSHA regulations. Safety Tier 1 Contractors may request an exemption from submission and TPA review of a safety program covering work which they do not conduct for SCE. The requests will be reviewed and approved by the Edison Representative and Edison Safety.
- c) Safety Culture practices are assessed by the TPA and include activities such as: holding regular employee safety team meetings, close call reporting and incident evaluation policies.

#### 2.2.1.3 TPA Scoring and Classification

The TPA review results in a grade of A, B, C or F for the Contractor. Following the initial review and during the ongoing monitoring of Safety Tier 1 safety performance and programs, the Contractor is classified into one of three categories:

- a) Qualified Contractors have an A or B grade because they meet or exceed SCE-established standards for safety performance and programs. They are approved to perform Safety Tier 1 work at SCE.
- b) Conditional Contractors are Contractors with a grade of C that have an SCE-approved Conditional Contractor Plan (Refer to Section 2.2.3 for details). These Contractors' historic safety performance may be below SCE and/or industry standard and may have scored low in safety culture, but they are qualified to perform work at SCE under the condition that additional mitigation procedures contained in a Conditional Contractor Plan are in place to correct previously identified.
- c) Unqualified Contractors have an F grade as they do not meet SCE and/or industry standards for safety programs and/or safety performance. Contractors having C grades are also classified as Unqualified Contractors if they do not have SCE-approved Conditional Contractor Plans. Unqualified Contractors cannot perform any Tier 1 work for SCE.

#### 2.2.1.4 TPA Monitoring and Grade Changes

The TPA monitors the safety performance data of Safety Tier 1 Contractors and periodically revalidates their safety programs to track changes in their TPA grades and classification status. Changes in TPA grades and classification status shall be monitored by Contractors. The Contractor shall respond to grade changes and ensure they achieve Qualified status or Conditional status with an approved [Conditional Contractor Plan](#) within the following time frames:

- a) If the TPA grade of Qualified Contractor changes to a C or an F due to expired programs, expired program exemption requests, or non-submission of expired performance data such as EMR, the Contractor must submit necessary items to TPA for review and achieve Qualified status as soon as possible but no later than 30 calendar days of grade change.
- b) Contractors whose grade changes to C due to changes in safety performance or safety culture must prepare a Conditional Contractor Plan, submit the plan to SCE, and obtain approval of the plan as soon as possible but no later than 30 calendar days of the grade change.
- c) Conditional Contractors whose Conditional Contractor Plans have expired shall obtain approval of an updated Conditional Contractor Plan as soon as possible but no later than 30 calendar days of the expiration date.

Contractors not achieving Qualified status or Conditional Status with an approved Conditional Contractor Plan within 30 calendar days of status change cannot conduct Safety Tier 1 work.

#### 2.2.1.5 Grade Adjustment Process

Contractor TPA grades/scores may be adjusted by Edison Safety based on the conditions described below. Grade adjustments may be requested by Edison Safety, Edison Representatives, or Contractors using the [Safety Points Request Form](#). Any grade adjustment must be approved by the Director of Edison Safety. For incidents involving Subcontractors, grades of Prime Contractors may also be impacted.

Grades may be lowered as a result of:

- Fatalities, or Serious Willful or Repeat OSHA citations in the last 3 years,
- Recent Actual or Potential Life Threatening or Life Altering (LT/LA) Incidents,
- Multiple at-risk observations occurring while working for SCE,
- Inadequate Subcontractor oversight and management,
- Failure to address safety issues/requirements once identified, or
- Other safety issues as determined by SCE.

Grades may be raised for:

- Contractors with work hours under 50,000 per year whose grades have been negatively impacted by minor injuries (note: no points can be added to a Contractor grade if the Contractor averages over 50,000 man hours in the last three (3) years or has had any fatalities/actual life threatening/life altering incidents in the last three (3) years);
- Contractors demonstrating exemplary safety leadership as determined by Edison Safety and Supply Management;
- Incidents involving a fatality that occurred through no fault of the Contractor (e.g. 3rd party vehicle accident);  
or
- Other circumstances evaluated by SCE on a case by case basis.

#### 2.2.2 Expedited Safety Review

The Expedited Safety Review is used when Safety Tier 1 Contractors are needed for emergency purposes, such as an asset failure. In these cases, SCE may use the Expedited Safety Review process for qualifying the Contractor. This will occur in parallel with the normal process of the TPA's review of the Contractor. This process will not be used

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to circumvent or replace existing processes or for scopes of work other than for an emergency condition that requires expedited onboarding. The SCE Organization Unit (OU) Director, in collaboration with the Edison Representative and Edison Safety, shall initiate contact with Supply Management to invoke the Expedited Safety Review procedure using the [Expedited Safety Review Checklist](#). Once the OU VP/SVP has approved the Expedited Safety Review, it is to be routed to the VP over Edison Safety for consideration.

No Expedited Safety Review is necessary should a catastrophic or significant incident occur that requires mutual aid and the emergency sharing of resources across service territory boundaries.

### 2.2.3 Conditional Contractor Requirements

When a Safety Tier 1 Contractor receives a TPA C grade, the Contractor, in collaboration with the Edison Representative, must develop a safety improvement plan (i.e., a [Conditional Contractor Plan](#)). The Conditional Contractor Plan must be submitted to Edison Safety for initial review. Once reviewed, the Edison Representative must request approval from the OU Director. Upon OU Director approval, the Edison Representative must submit the plan to Edison Safety for review and approval by the Director of Edison Safety.

Conditional Contractors conducting Safety Tier 1 work for more than one OU are required to have Conditional Contractor Plans approved for each line of work. Approval of Conditional Contractor Plans will be for one calendar year. Prior to expiration, the Contractor must update their Conditional Contractor Plan prior to submitting the updated plan to SCE for re-approval.

Additionally, Conditional Contractors must:

- a) Conduct at least one field safety observation of each crew conducting work for SCE per month.
- b) Submit quarterly reports to SCE by the 15th of the month after the end of a quarter using the Conditional Contractor Quarterly Report.

## 2.3 Expectations for Safety Tier 1 and Tier 2 Contractors

In addition to the provisions in other sections of this EHS Handbook, Safety Tier 1 and Safety Tier 2 Contractors shall:

- Take all prudent and proper EHS precautions to protect SCE employees and property, other exposed persons and property, and the environment.
- Comply with applicable federal, state, local, and any other applicable EHS laws and regulations issued or imposed by any governmental authority, as well as any additional SCE-stipulated requirements such as those in SCE's safety standards and programs.
- Prior to commencement of any work, review job-specific hazards and associated precautions, procedures, and mitigation measures (e.g. by developing a Job Hazard Analysis [JHA]) and communicating such details to their employees and Subcontractors.
- Have available, at the work location, a copy of the Contractor's written Safety Program, including, but not limited to, the Injury and Illness Prevention Plan (IIPP), Code of Safe Practices for construction work, [SCE Contractor Hazard Assessment and Safety Plan](#) (Safety Tier 1 only), [SCE Contractor Handbook and Orientation Checklist](#), and written Hazard Communication Program, as applicable.
- Ensure that their employees and their Subcontractors receive EHS training as required by applicable federal, state, and local regulations and maintain documentation of such training.
- Maintain copies of permits, licenses, registrations, certifications, etc., as required by applicable federal, state, and local regulations, and SCE contractual obligations.

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- Ensure periodic EHS inspections are performed to identify and correct unsafe conditions in their work areas.
- Ensure a Stop Work procedure is in place where work is immediately stopped any time unsafe conditions or behaviors are observed until the job can be completed safely.
- Become familiar and comply with SCE site-specific EHS requirements applicable to the work being performed.
- Ensure at all times, when on an SCE job site, that at least one Contractor employee has the capability and responsibility for communicating safety and emergency information with all Contractor personnel. This Contractor employee shall have sufficient comprehension of the English language, such that the employee is able to read, understand, follow, and communicate to others all posted safety signs and written warnings, directions given during a safety or security drill or exercise, written or oral instructions or directives pertaining to health and safety matters, and all site-specific written Health and Safety Plans.

## 2.4 Expectations for Safety Tier 1 Contractors

In addition to the provisions in other sections of this EHS Handbook, Safety Tier 1 Contractors shall comply with the following requirements:

- **Onsite Supervisor Requirement:** Safety Tier 1 Contractors must provide a supervisor/person in charge who is responsible for the general work area for Safety Tier 1 work at any job site involving more than one worker. This person must ensure:
  - a) rules/policies pertaining to the job are followed;
  - b) safe work practices are utilized; and
  - c) risks and hazards associated with the job are identified, discussed, and mitigated prior to commencing work.

While the supervisor/person in charge is expected to identify and correct any unsafe work practices or other performance deficiencies which may occur, Contractor employees are not required to be in the line of sight of supervisors at all times. During the Contractor Orientation process, the Contractor must verify that this requirement will be met.

- **Safety Professional Requirement:** Safety Tier 1 Contractors must provide a dedicated competent Safety Professional when the number of their Contractor employees conducting Safety Tier 1 work for SCE exceeds 50 personnel across SCE's service territory. For larger scopes of work, the Edison Representative and Edison Safety must determine the appropriate number of additional Safety Professionals based on the scope, hazards, and the Contractor's approach to managing their safety program.

Additionally, when Safety Tier 1 projects exceed 50 employees at one general location, Contractors shall provide a dedicated onsite Safety Professional in support of the work. For larger Safety Tier 1 projects involving 100 or more Contractor employees, the Edison Representative and Edison Safety must determine the appropriate number of additional Safety Professionals required to support the project based on the nature of the tasks performed and the associated risks identified through the Contractor Orientation process.

The Edison Representative and Edison Safety reserve the right to require one or more Safety Professional(s) for work scopes and projects with less than 50 personnel.

- **New Employee Supervision and Training Requirement:** During the Contractor Orientation, the Contractor must verify they have a plan to train and provide additional supervisory oversight for newly hired workers conducting Safety Tier 1 work during their first 6 months of employment and for workers during the first 6

months following assignment to a new role (e.g. newly promoted lineman, supervisor, etc.). This plan must include an orientation training and periodic ongoing formal training in relevant topics for all employees.

- **Safety Observation Program Requirement:** By June 30, 2019, all Safety Tier 1 Contractors who have worked or plan to work at least 25,000 hours/year for SCE must implement a Safety Observation Program. The program must be designed for the Contractor to conduct regular field observations of their employees conducting SCE work. Contractors must develop and implement processes for their leadership to review their observation data and address adverse conditions/observation trends. The program shall include the ability to electronically track and trend observation data. These data shall be maintained and made available in electronic format to SCE upon request, including: the number of observers and observations, observation details, corrective actions taken, top safe behaviors, and top at-risk behaviors. Contractors shall verify they meet this requirement during the Contractor Orientation process.
- **Contractor Safety Quality Assurance Review (CSQAR) Requirement:** If selected, Contractors shall work with SCE to perform CSQARs, which are onsite and detailed assessments ensuring contractual safety commitments are actually implemented in the field. The CSQAR process includes a desktop review, field observations and SCE/Contractor leadership engagement. Any observed unmitigated hazards are addressed immediately and escalated if necessary. Safety concerns or issues identified are documented and communicated to the Contractor and the Edison Representative and an action plan for compliance and mitigation is established. Priority for selection of Contractors to undergo review is given to Contractors conducting higher-risk work, having higher worker hours, or experiencing recent safety performance issues (e.g. Conditional Contractors).
- **Monthly Safety Data Reporting Requirement:** Safety Tier 1 Prime Contractors must report summary safety data for the previous month into the TPA system (currently ISN Site Tracker) by 15th of the month. Data required to be submitted include, but are not limited to:
  - a) hours worked, and
  - b) number of OSHA Recordable and DART incidents for both Prime Contractors and their Subcontractors while working on SCE projects.

Contractors must maintain appropriate systems to meet the Monthly Safety Data Reporting requirements. Should an incident be classified as an OSHA Recordable or DART injury after a Contractor initially reports the incident as non-recordable, the Contractor must update the injury classification in the TPA monthly safety data reporting system within 3 business days. Additionally, Contractors must provide additional information on reported hours and incident requested by SCE to conduct quality assurance audits on the reported data. Failure to meet Monthly Safety Data Reporting requirements will result in TPA grade penalties and could result in suspension or termination of a contract per SCE's Safety Performance Policy.

- **Contractor Safety Forum Participation:** OUs with active Safety Tier 1 Contractors hold Contractor Safety Forums at least once per year. The purpose of the forums is for SCE personnel and Safety Tier 1 Contractors to discuss relevant safety issues, review incidents, share lessons learned, and maintain open lines of communication to ensure mutual safe work efforts. Safety Tier 1 Contractors are expected to attend and actively participate in these forums.

## 2.5 SCE Stop Work Authorization and Inspection

Compliance with safety and environmental requirements and safe practices is expected for Contractors working for SCE. Contractors should understand that:

- SCE may inspect the Contractor's work for compliance with the Contractor's contractual obligations at any time.

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- SCE may immediately stop work if an imminent risk to workers or the public is observed.
- SCE may immediately stop work if an imminent risk to the environment is observed.
- SCE's inspections in no way relieve the Contractor of the obligation to maintain its own programs or to conduct any inspections required by federal, state, and local regulations.
- Any imminent hazard shall be corrected to SCE's satisfaction before the work is allowed to continue.

Note: Failure to adhere to an SCE employee's order to stop work shall be considered a breach of contract.

## 2.6 Use of Subcontractors to Perform Safety Tier 1 Work

Prime Contractors are responsible for their Subcontractors' work performance at all times when carrying out work for SCE. Safety Tier 1 Subcontractors must undergo the same qualification process as Safety Tier 1 Prime Contractors and achieve Qualified Contractor status or Conditional Contractor status prior to conducting Safety Tier 1 work, regardless of the work duration. Time for TPA processing/qualification should be considered when onboarding Subcontractors. Safety Tier 1 Prime Contractors must:

- a) Notify SCE of their intention to use Safety Tier 1 Subcontractors. Notification shall occur prior to commencement of Tier 1 work by a Subcontractor during the Orientation process (Refer to Section 3.0 for details). Failure to notify the Edison Representative of the use of a Subcontractor could result in the immediate dismissal of the Prime Contractor from a project.
- b) Use only Qualified or Conditional Subcontractors to conduct Safety Tier 1 work.
- c) Register their use of Tier 1 Subcontractors in the TPA system (ISN SubTracker)

## 3 CONTRACTOR ORIENTATION

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### 3.1 Safety Tier 1 Orientation

Prior to a Safety Tier 1 Prime Contractor's start of work, the Edison Representative and the Prime must perform a Contractor Orientation by ensuring the development/review of the following:

- a) [SCE Contractor Hazard Assessment and Safety Plan](#)
- b) [SCE Contractor Handbook and Orientation Checklist](#)

For each scope of a work or Source Contract, an Orientation must be conducted. Prime Contractor Representatives and the Edison Representative must work together to ensure these documents are completed and signed by the Edison Representative, the Prime Contractor Representative and all Subcontractors' Representatives prior to the start of work.

The Prime Contractor Representative must conduct a Contractor Orientation for their crews including Subcontractors, as well as any new employees/Subcontractors that begin work on the project subsequent to the original Contractor Orientation. A signed copy of the SCE Contractor Hazard Assessment and Safety Plan and the SCE Contractor Handbook and Orientation Checklist shall be retained by all crews while conducting Safety Tier 1 work for SCE. Additionally, for each scope of work, the Prime Contractor Representative must upload copies of the completed/signed SCE Contractor Hazard Assessment and Safety Plan and the SCE Contractor Handbook and Orientation Checklist into the TPA system within 10 business days of the Contractor Orientation.

### 3.2 Safety Tier 2 Orientation

Prior to Safety Tier 2 Prime Contractor's start of work, the Edison Representative and the Prime Contractor must perform a Contractor Orientation by ensuring the development/review of the following:

- a) [SCE Contractor Handbook and Orientation Checklist](#)

Prime Contractor Representatives and Edison Representative must work together to ensure this document is completed and signed by the Edison Representative, the Prime Contractor Representative and all Subcontractors' Representatives prior to the start of work prior to the start of work. The Prime Contractor Representative shall conduct a Contractor Orientation for their crews including Subcontractors, as well as any new employees/Subcontractors that begin work on the project subsequent to the original Contractor Orientation. Prime Contractor must maintain a signed copy of the SCE Contractor Handbook and Orientation Checklist at the Contractor's office or job site.

### 3.3 SCE Contractor Hazard Assessment and Safety Plan

For all scopes of Safety Tier 1 work, including Source Contracts, the Edison Representative must initiate an [SCE Contractor Hazard Assessment and Safety Plan](#) and ensure that it is provided in the request for proposal (RFP) so the hazards associated with the work are clear to the bidders prior to the award of a contract. The assessment identifies potential health and safety issues and hazard mitigation associated with the project/work scope and the project/work locations known to SCE at the time the RFP is issued.

Upon award of work, successful Prime Contractors must update the SCE Contractor Hazard Assessment and Safety Plan and submit it to the Edison Representative for review. The Contractor Representative and Edison Representative must both sign the SCE Contractor Hazard Assessment and Safety Plan. The Prime Contractor Representative and Edison Representative must review the SCE Contractor Hazard Assessment and Safety Plan and update (and re-sign) the plan annually or as needed. The Prime Contractor must then upload the updated SCE Contractor Hazard Assessment and Safety Plan into the TPA system. Examples of changes that require updates to the plan include:

- a) introducing new work activities,
- b) change in key personnel, or
- c) change in Subcontractors.

For Source Prime Contractors, a single SCE Contractor Hazard Assessment and Safety Plan may be used for multiple regions/purchase orders if:

- a) the plan applies to the work scope being performed,
- b) associated hazards/mitigations are the same, and
- c) key personnel remain consistent.

### 3.4 SCE Contractor Handbook and Orientation Checklist

During the Orientation process, Safety Tier 1 and Tier 2 Edison Representatives and the Prime Contractor Representative must review the [SCE Contractor Handbook and Orientation Checklist](#) covering requirements contained in this Handbook. The checklist review will provide opportunities for questions and dialogue regarding expectations of Contractors performing work for SCE. The Prime Contractor Representative and the Edison

Representative as well as Subcontractor Representatives must sign the SCE Contractor Handbook and Orientation Checklist is signed after the Contractor Orientation is conducted.

## 4 TAILBOARD REQUIREMENT

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Prior to the start of work, Contractors must conduct a Tailboard meeting. A Tailboard means: Tailboard conference, pre-job briefing, tailgate meeting, job procedure discussion, or talking the job over before starting to work to ensure all supervisors and members of each crew involved thoroughly understand the job to be performed and the method of accomplishing it in a safe manner. Before the start of each job, after lunch or other breaks, and in the event the scope of the job changes, every crew leader must ensure all involved personnel come together and outline the proper work procedure to be followed in such a manner that each Contractor employee understands:

- a) Detailed work plan
- b) Critical steps of the job
- c) His/her role and responsibilities
- d) Other employees' roles and responsibilities
- e) Hazards and associated mitigation measures to complete the work safely, including specific identification of any task/activity that has potential for a serious injury or fatality
- f) Required personal protective equipment
- g) Emergency action plan
- h) His/her responsibility to Stop Work should conditions become unsafe

At worksites with more than one worker, the Tailboard discussion shall be documented in a written Tailboard form that is signed by all workers onsite and posted at the work location. Visitors, before entering the work site, and new workers, prior to the start of their work, shall be briefed by Contractors on the content of the Tailboard to make them aware of the hazards and mitigations associated with the work.

Signed copies of the [SCE Contractor Hazard Assessment and Safety Plan](#) and the [SCE Contractor Handbook and Orientation Checklist](#) shall be available with the Tailboard form at every location where work is being performed.

## 5 EMERGENCY RESPONSE

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Each occupied SCE facility has an Emergency Action Plan that describes the alarms and emergency notification system, evacuation routes, assembly areas, and emergency contacts. Contractors are responsible for understanding the requirements of the Emergency Action Plans where they perform work.

Contractors shall develop Emergency Action Plans for work outside of SCE facilities. These procedures should be captured in the [SCE Contractor Hazard Assessment and Safety Plan](#) (Section 11), and any other applicable Contractor emergency action plans. These plans shall be communicated to all workers and posted where they can be easily accessed by all workers.

## 6 INCIDENT REPORTING

SCE requires Contractors to notify the Edison Representative of all safety incidents occurring during work for SCE including low-level incidents such as sprains and strains. These Safety Incidents include: First-Aid incidents, injuries above First Aid, Close Calls, safety violations, vehicle accidents, property damage, equipment failure, crew-caused circuit interruptions (CCCI), unplanned outages, primary/secondary electrical flashes, switching incidents, wiring/conductor incidents, grounding incidents, hazardous material releases, environmental incidents, customer complaint/negative contacts, and fires.

### 6.1 Contractor Notification and Reporting Requirements

The Contractor shall take appropriate steps to attend to the ill or injured, secure the site to prevent further incident, and then immediately notify the Edison Representative of the incident with a phone call and email backup confirming the communication.

Contractors shall utilize the [Contractor Incident and Evaluation Report Form](#) to complete the Initial Report tab, and when applicable, 5-day and 60-day report tabs, and submit the completed forms to the following personnel:

- a) Assigned Edison Representative or designee (All Incidents)
- b) Assigned Supply Chain Management Representative (All Incidents)
- c) The International Brotherhood of Electrical Workers (IBEW) Local 47 ([Sroberts@ibew47.org](mailto:Sroberts@ibew47.org), [Rpeterson@ibew47.org](mailto:Rpeterson@ibew47.org), [MHernandez@ibew47.org](mailto:MHernandez@ibew47.org)) for all Circuit Interruptions

Agency	Agency Notification Requirement	Outside Normal Work Hours
Cal OSHA	Within 8 hours of the initial report	
Department of Transportation (DOT)	Within 2 hours of knowledge	No longer than 4 hours after becoming aware of a reportable incident

Timeframes for submitting written incident reports to SCE are as follows;

- For all incidents:
  - Within one (1) business day of the incident, the Contractor completes and submits the Contractor Home Page and Initial Report tabs of the Contractor Incident and Evaluation Report Form.
- For Actual or Potential Life-Altering/ Life-Threatening (LT/LA) incidents including fatalities:
  - Within five (5) calendar days, the Contractor completes and submits the 5-Day Report tab of the Contractor Incident and Evaluation Report Form.
  - Within 60 calendar days, Contractor shall complete the 60-Day Report tab of the Contractor Incident and Evaluation Report Form. If an extension of due date for the 60-Day Report is required due to the complexity of the incident, an extension can be approved by the SCE Directors of Supply Chain Management, Edison Safety and the OU Directors.

SCE will review reports and may request additional information/revisions. Contractors must revise and resubmit reports as requested. Contractors shall submit all associated photos, tailboard forms and additional documentation in a single PDF file via email to the Edison Representative when submitting the Initial, 5-Day and 60-Day Contractor

Incident and Evaluation Reports. Contractors shall track corrective action completion with an owner and due date within their own tracking system.

## 6.2 Edison Representative Requirements

The Edison Representative or Delegate shall ensure the following:

- Notifications are made regarding defined California Public Utilities Commission (CPUC), OSHA, and Serious Injury Incidents to the Watch Office immediately.
- The Contractor has completed all notification and report requirements within the allotted timeframes as described in the Contractor Notification and Reporting Requirement section above.
- All accidents which may involve the Company, resulting in personal injuries to, or death of, non-employees shall be reported immediately by the first employee having knowledge of the incident by the fastest means of communication to the Watch Office.
- Within 1 business day of receipt of the Initial, 5-day and 60-day reports, the Edison Representative shall review the [Contractor Incident and Evaluation Report Form](#) for accuracy/completeness and request revisions as needed.
- Upon acceptance of all Contractor reports (including Initial, 5 day and 60-day reports), Edison Representative shall send the report to the following distribution lists:
  - SCE Contractor Safety ([ContractorSafetyIncidentReporting@sce.com](mailto:ContractorSafetyIncidentReporting@sce.com)) (All Incidents)
  - CCIIncidentReporting@sce.com (Circuit Interruptions only)
  - GOTSPILL@sce.com (Hazardous Materials Spills only)
- The Edison Representative shall follow the instructions on the Contractor Incident and Evaluation Report on entering the Contractor Initial, 5-day and 60-day reports into SCE's incident management software system (i.e., EHSync).
- SCE Claims Department is consulted on sharing/gathering of further information. If advised to do so, the Edison Representative advises the Contractor to add any new details and resubmit the Initial Report, 5-Day and 60-Day reports as well as any supporting documentation, photographs, etc.
- The Contractor has a tracking system and completion is monitored periodically.

## 7 ADDITIONAL REPORTING REQUIREMENTS

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### 7.1 Hazardous Materials Release or Environmental Event Reporting

Contractors shall immediately notify the Edison Representative of any chemical spills or releases inside or outside any SCE facility.

Within one (1) business day, the Contractor shall submit the Contractor Home Page and Initial Report tabs of the [Contractor Incident and Evaluation Report Form](#) via email to the Edison Representative copying SCE's Environmental Services Department (ESD) at [GOTSPILL@sce.com](mailto:GOTSPILL@sce.com).

Contractors shall make every reasonable effort to immediately contain and clean up hazardous materials releases. If special training is required to respond to the release, the Contractor is responsible to ensure their employees are

properly trained or utilize properly trained response Subcontractors. The Edison Representative may provide specific cleanup and waste disposal instructions.

## 7.2 Transportation-Related Incidents

Any SCE vehicle involved in a Serious Injury accident or involved in a third-party accident shall be stored at the Transportation Services Department (TSD) Pomona facility and under control of an assigned Claims representative. Nothing may be removed from the vehicle, no pictures may be taken, nor may it be shown without the prior consent of the assigned SCE Claims representative.

All aviation-related incidents shall be reported immediately to Aircraft Operations and follow Title 14 of the Code of Federal Regulations Part 830.

## 7.3 Regulatory Agency Visit

Contractors shall:

- Verbally notify the Edison Representative or Delegate upon notification or arrival of a regulatory agency during the course of contracted work.
- File a report to the Edison Representative and Edison Safety or ESD within 24 hours after conclusion of the initial visit. The report shall provide the date, time, location, agency, agency representative name and contact information, purpose of visit, information requested and/or provided, corrective actions resulting from the visit, if applicable, and due dates.
- Provide regular updates to the Edison Representative regarding management of the corrective actions and any interim visits.
- Provide the Edison Representative and Edison Safety or ESD final close-out documentation within five (5) business days after the requirements of the regulatory agency have been satisfied.

## 7.4 OSHA Citation and Investigations

Contractors shall immediately notify the Edison Representative of any OSHA citations, pending OSHA investigations related to the contracted work, or Serious Injury/Illness or Fatality.

The Edison Representative shall notify the SCE Claims Department and Edison Safety ([ContractorSafetyIncidentReporting@sce.com](mailto:ContractorSafetyIncidentReporting@sce.com)) of any OSHA citations, pending OSHA investigations related to the contracted work or Serious Injury/Illness or Fatality.

## 7.5 Aggressive or Threatening Behavior Incidents

SCE prohibits violence in the workplace. Verbal or physical acts of violence are forbidden and will not be tolerated. Contractors shall immediately remove themselves from any situation where they encounter aggressive or threatening behavior from SCE employees, customers, other Contractors or the general public and notify SCE Corporate Security at 626-815-5611 (available 24 hours) and the Edison Representative as soon as it is safe to do so. In urgent situations, contact law enforcement (911) if threatened with any sort of violence or abuse. Any threats or incidents of violence involving an Edison employee or an Edison facility must be reported to Edison HelpLine at 1-800-877-7089.

## 7.6 Harassment Reporting

All SCE employees and Contractors are expected to conduct themselves in an ethical, professional manner and refrain from any behavior or conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. SCE prohibits unlawful harassment based on any characteristic protected by state or federal employment discrimination laws. Contractors that become aware of any actual or potential misconduct, non-compliance, or violation of the law can report it to their Edison Representative in addition to the Contractor's management, the Edison HelpLine at 1-800-877-7089, and state and federal agencies that enforce anti-discrimination laws.

## 7.7 Safety Issues Reporting

Contractors and their employees can report any safety issues or unresolved safety concerns to their Edison Representative, Edison Safety (ContractorSafety@SCE.com) or the Edison HelpLine at 1-800-877-7089 (with an option to remain anonymous).

# 8 HEALTH AND SAFETY REQUIREMENTS

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The following health and safety requirements are not intended to cover all aspects of a safety program. The following information is intended to assist Contractors in the development of safe work practices and safety plans.

## 8.1 General Health and Safety Requirements

Contractors shall:

- Ensure its work procedures do not conflict with applicable regulatory requirements that guide the health and safety requirements contained within SCE policies, standards, and programs.
- Take precautions for the protection of the health and safety of Contractor personnel, SCE's employees, and other exposed persons, including the public.
- Ensure that all specialized equipment (e.g., aerial lifts, cranes, man-lifts, fork trucks) are operated and maintained in accordance with manufacturer's specifications and as required by applicable regulations.

## 8.2 Confined Space and Enclosed Space Entry

A permit-required Confined Space inventory is available for SCE facilities that have permit-required Confined Spaces onsite. These spaces are identified and classified based on the conditions at the time of the survey. Contractors are responsible for evaluating their work site to determine if Confined Spaces exist and maintaining an inventory of spaces while they work. The Contractor performing work within a Confined Space (permit required, non-permit, or enclosed space) shall comply with applicable Confined Space and/or Enclosed Space regulations.

Contractors entering Confined Spaces at an SCE facility/work location, shall comply with all applicable regulations and ensure the following:

- That information regarding any hazards are identified prior to entering the space and SCE's experience with the Confined Space is obtained from the Edison Representative.
- Prior to entering the space, provide information to the Edison Representative regarding any hazards that the Contractor's work may create in the Confined Space.

- Identified hazards are eliminated, mitigated, or controlled.
- A rescue plan is developed, including provision for trained rescue personnel and equipment, before entering the permit-required Confined Space or Enclosed Space.
- All entry operations are coordinated when work includes both SCE personnel and Contractor personnel who will be working in or near the Confined Space.
- A debrief occurs with the Edison Representative when the Confined Space operation is completed.

Contractors entering Enclosed Spaces at an SCE facility/work location, shall comply with all applicable regulations and ensure the following:

- Written, understandable safe work practices for entry into and work in Enclosed Spaces and for rescue procedures shall be developed, implemented, and provided to employees.
- Their employees, including attendants, shall be trained in the nature of the hazards involved, the necessary precautions to be taken, the use of protective equipment and emergency equipment, the enclosed-space entry procedures, rescue procedures, and safe work practices, including instructions as to the hazards they may encounter.
- For multi-employer worksites, the procedures shall address how all the affected employers will coordinate their work activities, so that operations of one employer will not endanger the employees of any other employer.
- Contractors shall provide equipment to ensure the prompt and safe rescue of workers from the Enclosed Space.
- Whenever the cover is removed from an underground structure, warning devices such as traffic cones or signs, shall be displayed in locations conspicuous to pedestrians and vehicular traffic. These shall not be removed until permanent covers are in place.
- Barriers, such as standard railings on top of the opening or traffic cones with barricade bars set up around the opening to alert employees of the opening, shall be used unless the to guard the opening is constantly attended. If the opening is constantly guarded by a worker who is solely focused on the role of guarding that opening, the guard may serve as a barrier to that opening in lieu of a standard railing or traffic cones with a barricade bars.
- Before an employee enters an Enclosed Space, the air shall be tested with a direct reading meter or similar equipment capable of collection and immediate analysis of data samples without the need for an offsite evaluation.
- A continuous monitoring program is required to ensure that no increase in air contaminants, flammable gas or vapor concentration above safe levels occurs within in the Enclosed Space.
- The air supply for the continuous forced-air ventilation shall be from a clean source and shall not increase the hazards in the Enclosed Space.

### 8.3 Fall Protection

Contractors shall ensure the following:

- Evaluations are conducted of all elevated workplaces to determine the appropriate level of fall protection for their employees.

- 100% fall protection is utilized. Where conventional fall protection is not possible or feasible, the Contractor shall develop a written Fall Protection Plan, following applicable regulations.
- All workers are instructed in the fall protection system to be used and the procedures to be followed where there is a risk of fall hazard.

## 8.4 Fire Prevention

A site-specific fire prevention plan is available for SCE facilities. The Site EH&S Manager at each SCE facility can obtain a copy of the site-specific plan. This plan identifies potential fire hazards and methods to prevent and to properly respond to fires when at SCE sites. Contractors must be familiar with and comply with these site-specific requirements.

Each Contractor shall:

- Report all fires extinguished by the Contractor to the Edison Representative. If a Contractor uses an SCE fire extinguisher, they shall report such usage to the Edison Representative.
- Ensure that their employees and Subcontractors do not smoke in any non-smoking areas, including inside all buildings.
- Communicate and coordinate any impairment to fire protection systems with the Edison Representative prior to shutdown of any such system.

## 8.5 Wild Land Fire Prevention

Contractors shall take every precaution in the prevention of fires during when conducting work for SCE.

Contractors shall ensure:

- A fire management plan is in place that meets all OSHA, state, federal and local regulations;
- All employees have been trained in the requirements of the Contractor's fire prevention plan;
- Employees are trained in SCE's Red Flag Warning Program; and
- Compliance with SCE's Hot Work Permit Program.

## 8.6 Hazard Communication

Safety & health regulations require Contractors to have a written hazard communication program for their employees which must include the methods a Contractor will use to inform any employers sharing the same work area. The program must describe methods to provide other employers with access to their safety data sheets, the methods the employer will use to inform other employers of any precautions needed to protect employees during normal operations and emergencies, and information on any unique chemical labeling practices. The following actions shall be emphasized:

- Before starting a new job, each Contractor shall advise the Edison Representative of all hazardous substances to be used in the workplace. Safety Data Sheets (SDSs) on such hazardous substances shall be readily available to the workers, SCE, or a regulatory agency.
- The Edison Representative shall inform the Contractor of any known hazardous substances used in the work area where the Contractor will be working. The discussion shall include site warning measures and

recommended precautions. An SDS for such substances shall be readily available upon request by the Contractor.

- Chemical exposure hazards shall be documented by the Edison Representative and Contractor in the appropriate section of the [SCE Contractor Hazard Assessment and Safety Plan](#).

## 8.7 Heat Illness Prevention

A Heat Illness Prevention Plan is required when Contractors are engaged in outdoor operations where the environmental risk factors for heat illness may exist during the work period. The Contractor shall comply with pertinent safeguards and regulatory requirements related to heat illness prevention. Important actions of a heat illness prevention plan include the following:

- Evaluate work conditions or a work environment that present the risk of heat illness or heat stress.
- Ensure a Heat Illness Prevention Plan has been prepared in accordance with regulatory requirements, and all personnel are trained on and follow the plan. The plan training should include identification of heat illness symptoms and site-specific emergency procedures and the method for summoning help when needed.
- Ensure controls, such as providing sufficient potable water and providing a shaded recovery area, are in place per applicable regulations.
- Ensure the Contractor's specific acclimatization procedure is implemented, when applicable.
- Encourage Contractor workers to take frequent breaks and stay hydrated.

## 8.8 Hot Work

A site-specific hot work plan is available for SCE facilities. Hot work are those activities involving open flames and sparks, such as welding, torch cutting, or grinding. This plan identifies designated areas where hot work may be performed without authorization. The plan also contains the names of personnel at the site who may authorize hot work. Contractors performing hot work at an SCE facility shall comply with all applicable regulations, and ensure the following:

- Inform the Edison Representative of the intent to perform hot work, including in non-designated areas.
- Affected Contractor workers are trained prior to performing hot work activities.

## 8.9 Housekeeping/Cleanup

The following areas shall be emphasized with regards to housekeeping and cleanup:

- Each Contractor shall maintain a clean and orderly work area at all times.
- Contractor shall remove all trash and debris from the job site before leaving each workday.
- When the work is completed, each Contractor shall remove any Contractor-owned materials from the site or dispose of them in accordance with the Waste Handling, Storage, Transport, and Disposal section of this EHS Handbook.
- Restoration of ground disturbance, including re-vegetation, shall be in accordance with the contract or as directed by the Edison Representative.

## 8.10 Industrial Hygiene

The Edison Representative will inform Contractors of known chemical and physical hazards. Each Contractor or Subcontractor shall inform the Edison Representative of chemical and physical hazards that the Contractor's work creates. A copy of any industrial hygiene sampling or testing results must be sent to the Edison Safety - Programs and Compliance team.

### **Asbestos**

SCE buildings and structures (including vaults) may contain asbestos materials (e.g., roofing materials, gaskets, thermal system insulation, gypsum wallboard and joint compound, ceiling tiles, exterior stucco, pipes, window glaze, floor coverings, including mastic, fireproofing, cable, cable wrap, transite panels, transite ducts, wire insulation). The following areas shall be emphasized:

- Prior to beginning work that could disturb building material, or suspect asbestos-containing construction materials (ACCM) or suspect asbestos-containing materials (ACM), the Edison Representative must verify that an asbestos survey has been conducted. If a survey has not been conducted, the Edison Representative shall contact Edison Safety to request a survey.
- Each Contractor must verify with the Edison Representative that a survey has been conducted and ACM and ACCM have been identified and abated. If ACM or ACCM is identified, the SCE Representative shall use an SCE-approved asbestos abatement Contractor to abate identified materials. The Edison Representative shall notify Edison Safety and SCE's ESD personnel/Environmental Specialist to coordinate any abatement activities.
- Contractors shall immediately report to the Edison Representative any suspect ACM or ACCM that has not been surveyed. The suspect ACM or ACCM shall not be disturbed until approval from the Edison Representative is obtained to resume operations.
- Contractors shall immediately report to the Edison Representative any uncontrolled/unauthorized disturbance of ACM or ACCM. Contractors shall cease all operations in the immediate area of the disturbed material, until approval to resume operations is obtained from the Edison Representative.
- Only Contractors that are licensed by the California Department of Industrial Relations shall perform asbestos work. All employees who will perform asbestos work must have the appropriate training for the level of work performed.

### **Lead**

Many SCE buildings and structures constructed before 1980 may have components painted with lead-containing or lead-based paint. The following areas shall be emphasized:

- Prior to beginning work that could disturb suspect lead-containing or lead-based paint, the Edison Representative must verify that a lead survey has been conducted. If a survey has not been conducted, the Edison Representative shall contact Edison Safety to request a survey.
- Each Contractor must verify with the Edison Representative that a lead survey has been conducted and that appropriate controls are identified.
- All work impacting SCE housing or recreational facilities in which lead paint could be disturbed must be coordinated through the Edison Representative to ensure exposures are evaluated for possible removal prior to the start of work.

- The Contractor shall be licensed by the California Department of Industrial Relations for demolition involving lead.

**Noise**

Contractors that perform work which can result in noise exposure at or above 85dBA must develop and follow their Hearing Conservation Program. The Contractor shall inform the Edison Representative of activities or operations that could expose SCE employees to noise levels that exceed 85 decibels (dBA). The Contractor shall ensure that adequate hearing protection is available for their workers to use when exposed to high noise activities.

**Respirable Silica**

Contractors engaged in work activity that involves chipping, grinding, cutting, or breaking concrete, brick, rock, or stone are required to protect their employees from exposure to respirable silica. Contractors shall:

- Develop and follow work procedures to prevent exposure to respirable silica.
- Follow Cal-OSHA Table 1 with specific dust control tools if required or conduct exposure monitoring to assess their employees' exposure to respirable silica.
- Provide training and assure their employees follow written procedures.
- Ensure visible dust is controlled and is not released from the immediate work area.

**Sulfur Hexafluoride (SF6)**

When equipment containing SF6 gas has been identified as having failed catastrophically and SF6 byproduct is detected or present, Contractors shall not enter the vault. Contractor shall not ventilate or enter the vault if the switch is visibly damaged (tan, white, or gray powder byproduct may be observed, but doesn't have to be visible for byproducts to be present) or sulfur dioxide (SO2) is measured on the atmospheric monitor.

- Vault Clean-up requirements
  - If an SF6 filled piece of equipment fails catastrophically while under water, do not pump out the vault or structure. Contact an SCE Environmental Specialist.
  - The vault must be de-energized before an environmental cleanup Contractor will enter and spray a sodium bicarbonate wash in the vault allowing it to neutralize and dry inside the vault.
  - The clean-up Contractor shall use a Hydrogen Fluoride and Sulfur Dioxide direct reading gas monitors. Clean-up personnel shall wear skin protection equipment including disposable coveralls (white suits) and gloves. If Hydrogen Fluoride gas is detected, full face respirators or supplied air may be required for Contractor employees who enter the vault for clean-up.
  - The environmental cleanup Contractor must perform pH test of the surfaces inside the vault to validate that the surfaces are clean of any corrosive material.
  - SF6 byproduct shall be captured and contained to ensure all product is neutralized and cleaned before Contractor workers may enter the vault.
  - At a minimum, the cleanup Contractor shall wear gloves, goggles, face shield, and chemical protective coveralls to enter the vault after it has been cleaned to test the surfaces to verify contaminants have been cleaned.

**Non-Ionizing Radiation except EMF**

The Contractor shall inform the Edison Representative of the use of any equipment that produces non-ionizing radiation. Whenever any Contractor uses a Class 3A or greater laser, the Contractor shall inform the Edison Representative of such use, identify each piece of equipment in which a laser is installed, and implement appropriate controls to prevent exposure to the laser beam. This includes alignments, surveying, and welding/cutting lasers.

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**Potential Radio Frequency (RF) Energy Exposures at SCE Facilities**

Contractors working near antennas at SCE facilities or beyond RF alert signs, as illustrated below, shall understand the meaning of the signage and maintain appropriate distance from antennas or use proper personal protection monitoring at the work site through appropriate RF Safety Training. This is to prevent Workers from inadvertently getting RF over-exposure according to the Federal Communications Commission occupational maximum permissible exposure limits. Any required training shall be the responsibility of the Contractor to complete for their personnel.

**Note:** All antennas are to be considered energized unless confirmation has been obtained that they have been de-energized, and will remain de-energized, in accordance with appropriate procedures prepared by the Contractor.

Signal Word	NOTICE	CAUTION	WARNING	DANGER
Sign Color	Blue	Yellow	Orange	Red

**8.11 Lockout/Tagout**

An inventory of multiple-energy source equipment covered by SCE’s Hazardous Energy Control Program (Lockout/Tagout) is available for SCE facilities where applicable. Contractors shall:

- Comply with its Hazardous Energy Control Program and ensure the work procedures do not conflict with the requirements of the SCE Hazardous Energy Control Program or federal and state Lockout/Blockout-Tagout methods and procedures.
- Follow the onsite lockout/tagout procedures for multiple energy source equipment, if available.
- Obtain written authorization from the Edison Representative or Delegate to lockout SCE equipment.
- Upon completion of the job, notify the Edison Representative so operation of the equipment can be resumed after the lockouts have been removed.
- Have unique locks that will only be used for lockout/tagout and will not be used for other activities (e.g. locking gang boxes).

Group lockout is acceptable as long as a Primary Authorized Contractor employee is available to explain the lockout. Each Contractor employee will apply their own individual lock to each isolation point no crew locks shall be applied. A crew lock is a lock that a Contractor foreman applies for his crew to protect them while they work.

## 8.12 Trenching and Excavations

Contractor employees are expected to be aware of the steps that must be undertaken and permit(s) (e.g., Cal OSHA, OSHA) required prior to beginning any excavation, trenching, drilling, and/or shoring activity. Contractors shall:

- Ensure “Dig Alert” has been contacted and subsurface installations have been marked prior to earth moving activities.
- Perform trenching, excavation, drilling, and/or shoring work in accordance with applicable regulations and requirements.
- Provide a Competent Person (see Definitions) to assess the soil, plan and permit, inspect the excavation, and engage engineering professionals as needed.
- Ensure Contractor employees are properly protected from falls created by the work.
- Ensure the Cal/OSHA Construction Excavation hazardous atmosphere requirements are followed.
- Have readily available at the site when required, a copy of the OSHA permit (i.e., depths greater than 5 feet) and a completed activity notification form for the annual permit holder as required by the regulation.

**Note:** Contractors shall obtain permits to drill soil borings or install wells as required by state or local jurisdictions.

## 8.13 Use and Operation of SCE Facilities, Materials, Equipment, and Vehicles

Contractors shall not use or operate SCE facilities, materials, equipment, and/or vehicles unless specifically authorized in writing by the Edison Representative.

## 8.14 Work Area Protection and Traffic Control

Contractors shall ensure the following:

- Compliance with all applicable regulations, including but not limited to, the California Joint Utility Control Manual (CJUTCM), which provides the basic standards for safe movement of traffic upon highways or streets in accordance with the California Manual on Uniform Traffic Control Devices (MUTCD).
- Prior to commencing work, inform the Edison Representative of any potential danger to SCE personnel, the public, or other exposed persons.
- When necessary, each Contractor shall isolate the Contractor’s work areas from SCE operations, employees, or other exposed persons by using appropriate warning tape, barriers, or other effective means of isolation to prevent entry to work area.
- Each Contractor shall erect and properly maintain, at all times, all necessary safeguards for the protection of Contractor personnel, SCE’s employees, and other exposed persons, in accordance with the Pedestrian Traffic Control (PTC) Manual, which contains detailed procedures for complying with pedestrian traffic control requirements.
- Where approved signs or barricades do not provide the necessary traffic control, qualified and properly equipped flaggers shall be provided, in accordance with the MUTCD.

## 8.15 Electrical Work

Contractors conducting electrical work on behalf of Southern California Edison shall ensure all of their employees and Subcontractors have been trained in the requirements and work practices outlined in all federal, state and local regulations governing work practices associated to the work being performed. Specifically, work conducted on SCE's electrical grid (under the jurisdiction of the California Public Utilities Commission) must be compliant with Cal/OSHA's Low-Voltage Electric Safety Orders Article 3. "Work Procedures", and Cal/OSHA's High-Voltage Safety Orders Article 36. "Work Procedures and Operating Procedures". Electrical work conducted, which is not a part of SCE's electrical grid (e.g., office building electrical), must be compliant with all of Cal/OSHA's Electrical Safety Orders (Subchapter 5).

Prior to commencing work, Contractors shall:

- Require the use of safety devices and safeguards where applicable.
- Provide appropriate personal protective equipment, including Flame Resistant (FR) clothing that is appropriate for the hazards of the specific work to be performed. This includes ensuring that FR clothing is appropriately rated for the arc flash hazard of the specific work (e.g., the appropriate calorie rating).
- Furnish such safety devices and safeguards as may be necessary to make the work as free from danger as reasonably possible. Examine or test each safety device at such intervals as necessary to ensure that it is in good condition and adequate to perform the function for which it is intended.
- Instruct employees to inspect each safety device, tool, or piece of equipment each time it is used and to use only those in good condition. Devices furnished by the Contractor found to be unsafe shall be repaired or replaced.

## 8.16 Vegetation Management Work

Contractors conducting vegetation management work on behalf of Southern California Edison shall ensure all of their employees and Subcontractors have been trained in the requirements and work practices outlined in all federal, state and local regulations governing work practices associated with the work being performed. Specifically, work conducted on SCE's system is governed by Cal OSHA's High-Voltage Safety Orders Article 38 regulating Line Clearance Tree Trimming Operations, Cal OSHA's General Industry Safety Orders Article 12 regulating Tree Work Maintenance or Removal, and ANSI Standard Z133 identifying Safety Requirements for Arboricultural Operations. Additionally, vegetation management Contractors' safety programs shall integrate [SCE's Critical Observable Actions \(COAs\) for Vegetation Management Line Clearance Tree Trimming Operations](#) into their safe work practices while conducting work on behalf of SCE. These COAs were developed in collaboration with our Contractors and provide additional guidance on mitigation measures for higher-hazard activities in vegetation management work (e.g. the use of a false-crotch system while climbing palm trees; performing pre-trim/climb assessments; and clearing, marking and enforcing the fall/danger zone). If a conflict between regulations, standards, guidance documents or SCE's Critical Observable Actions for Vegetation Management Line Clearance Tree Trimming Operations are identified, the more stringent shall apply.

## 9 ENVIRONMENTAL REQUIREMENTS

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Contractors shall:

- Comply with all applicable of federal, state, and local environmental regulations, as well as the terms and conditions of the contract and SCE environmental standards.

- Inform the Edison Representative should there exist concerns about any environmental regulatory requirements, and resolve any ambiguity prior to continuing work.
- Abide by all avoidance and minimization measures contained in the written project environmental clearance issued by ESD or other environmental requirements associated with environmental review (e.g., mitigation measures, applicant-proposed measures). If the project scope changes from that originally reviewed and cleared by ESD or avoidance measures cannot be undertaken as planned, create safety hazards for the work crew, or create conflicts with project objectives, the Contractor shall immediately contact the Edison Representative.
- When undertaking new and upgraded electrical system work involving voltages of 50 kilovolts (kV) and greater, the Contractor shall obtain guidance from the Edison Representative regarding project environmental and regulatory requirements prior to starting work, as additional regulatory requirement may apply, including filing advice letters and public notification.

## 9.1 Air Quality and Air Emissions

Each Contractor shall:

- Secure all required air permits for its own equipment without encumbering SCE with compliance obligations for that equipment.
- Operate equipment and perform work in compliance with applicable air regulations and air permits.
- Prepare and maintain any repaired logs, reports, or notifications, and provide copies to the Edison Representative upon request.

## 9.2 Biological and Archaeological/Historical Sensitivities

Contractors shall:

- Refrain from driving off established roads or performing grading, blading, trenching, digging, and/or vegetation removal, except within the bounds of an environmental clearance issued by ESD.
- Comply with SCE's Avian Protection Program by immediately reporting to the Edison Representative any bird mortalities at SCE facilities (substations, distribution lines, and transmission lines), not conducting work that may disturb active nests (i.e., nests with eggs or young birds) without prior approval from ESD, and avoiding tree-trimming or other potentially disruptive maintenance or construction activities in sensitive areas (e.g., riparian habitat) during nesting season (generally February through August) without prior approval from ESD.
- Stop work and contact the Edison Representative, if archeological, paleontological, or human remains are discovered.

## 9.3 Field Work Activities

Contractors shall:

- Provide personnel appropriate environmental training, which includes information regarding those resources and required avoidance and minimization measures, if an environmental clearance identifies sensitive biological or cultural resources or other environmental resources and sensitivities.
- Verify with the Edison Representative or Delegate that the proper permits have been obtained to enter land not owned by SCE and that there are programs in place to comply with the permits.

## 9.4 Hazardous Materials, Handling, Storage, and Transport

Contractors shall:

- Maintain all required permits, approvals, authorizations, logs, reports, or notifications, and provide copies to the Edison Representative upon request.
- Notify the Edison Representative immediately of any spills (of any quantity) or DOT-Reportable Incidents.
- Within one (1) business day, the Contractor shall submit the Contractor Incident and Evaluation Report, Part 1 (see Attachment A) via email to the Edison Representative copying ESD at GOTSPILL@sce.com.
- If thresholds are exceeded, maintain required Hazardous Material Business Plan (HMBP) documentation as necessary.

## 9.5 Water Quality

Contractors shall ensure the following:

- When working with hazardous materials, Contractors shall employ Best Management Practices to prevent spills from entering a storm drain.
- Most SCE facilities have Spill Prevention, Control, and Countermeasure (SPCC) and Storm Water Management Plans (SWMPs) as required by SCE. Contractors shall comply with the requirements of the SPCC/SWMP.
- Contractors shall not discharge any material into storm drains, sewers, or waterways, unless the discharge complies with the site's SPCC/SWMP and applicable laws, regulations, and permits.
- If thresholds are exceeded, Contractors shall develop and implement an SPCC Plan related to Contractor materials.
- If any land disturbance totaling one (1) acre or more is required (including, but not limited to, temporary roads, parking areas, and material laydown areas), the Contractor shall contact the Edison Representative to determine whether a Water Quality Management Plan, Storm Water Pollution Prevention Plan (SWPPP), or other water quality compliance document needs to be developed or permit must be obtained. Additional water quality requirements by the Municipal Separate Storm Sewer System (MS4) municipality could be imposed for land disturbance of less than one (1) acre.
- If any land disturbance beyond the approved project scope of work occurs, including spill cleanup, dredging, and filling in a waterway, the Contractor shall immediately notify the Edison Representative.
- When dewatering from a utility vault or underground structure, Contractors shall adhere to SCE's EN2 document (Underground Structure Water Handling and Disposal procedure), and meet the requirements of the current General Vault Discharge Permit issued by the state.
- When commercial vehicle washing is performed at an SCE facility, Contractors shall ensure that wastewater runoff does not enter a storm water drain. The waste water must either be directed to an onsite wash rack/clarifier or be collected and disposed out of the SCE facility in accordance with applicable laws and regulations and pending approval of the Edison Representative.

## 9.6 Waste Handling, Storage, Transport, and Disposal

Contractors shall:

- Coordinate waste management resulting from an SCE project with the Edison Representative.
- Use approved hazardous waste disposal and transportation vendors, and non-hazardous waste disposal facilities, that are authorized and approved by ESD.
- Maintain any required logs, reports, or notifications and provide copies to the Edison Representative upon request.
- Deliver Generator copies of Uniform Hazardous Waste Manifests to the Edison Representative within 48 hours of hazardous waste shipments.
- Comply with the Hazardous Waste Management Standard if the job involves handling, generating, characterizing, packaging, storing and labeling hazardous waste.

## 10 DEFINITIONS

### Actual and Potential Life-Threatening/ Life-Altering Incidents

Incidents including any one of the following incident types:

- Actual Life Threatening (LT) - Requires immediate life-preserving rescue action that, if not applied, would likely result in the death of the person, and will usually require external emergency response to provide life-sustaining support. Includes fatalities.
- Actual Life Altering (LA) - Results in a permanent and significant loss of a major body part or organ function; permanent changes, long-term impairment or disability to normal life activity.
- Potential LT or LA- Had circumstances been different by one or two factors there is a high probability the outcome could have become a Life Threatening or Life Altering incident.

### Competent Person

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate the existing and predictable hazards.

### Conditional Contractors

Safety Tier 1 Contractors who, following safety performance and program review by the TPA, exhibit areas in their historic safety performance that meet SCE and/or industry standard and may have scored low in safety culture but are qualified to perform work at SCE with the condition that additional mitigation procedures contained in a [Conditional Contractor Plan](#) are in place to correct previously identified deficiencies..

### Confined Space

A space that has the following three requirements: 1) is large enough and so configured that an worker can bodily enter and perform assigned work; 2) has limited

or restricted means for entry or exit (e.g. tanks, vessels, vaults, pits); and 3) is not designed for worker occupancy.

<b>Contractor</b>	The party entering into a contract to perform work for SCE. This term also includes the Contractor' agent, person, or persons authorized to represent the Contractor, such as the Contractor's superintendent or foreman. For this Handbook, the term "Contractor" is used to denote both Prime Contractors and Subcontractors unless otherwise stated.
<b>Contractor Representative</b>	The Contractor employee named in the contract or appointed by the Contractor to act on behalf of the Contractor.
<b>Close Call</b>	Work-related incident that did not result in an unplanned event but had the potential to be an event if circumstances had been different. These are incidents where some controls may have failed (e.g., barriers, defenses, safe guards) possibly preventing the event from occurring.
<b>Contractor Safety Quality Assurance Review (CSQAR)</b>	An onsite and detailed assessment of a selected Contractor's safety program implementation and field performance. The process includes a desktop review, field observations and leadership engagement.
<b>CPUC-Reportable Incidents</b>	The CPUC defines reportable injuries as those that meet any of the following criteria: <ul style="list-style-type: none"> <li>• Fatality or personal injury rising to the level of inpatient hospitalization</li> <li>• Are the subject of significant public attention or media coverage</li> <li>• Damage to property of the utility or others estimated to exceed \$50,000 and are attributable or allegedly attributable to utility-owned facilities</li> </ul>
<b>Deliverables</b>	Documentation, material, and any other works and services or deliverables delivered by Contractor to Edison under the Agreement.
<b>Delegate (of Edison Representative)</b>	An Edison employee or Supplemental Worker designated by the Edison Representative who is familiar with the contract work being performed and trained to act as an SCE point of contact for contracted work.
<b>DOT-Reportable Incidents</b>	During the course of transportation in commerce (including loading, unloading, and temporary storage) as a direct result of a hazardous material: <ul style="list-style-type: none"> <li>• A person is killed</li> <li>• A person receives an injury requiring admittance to a hospital</li> <li>• The general public is evacuated for 1 hour or more</li> <li>• A major transportation artery or facility is closed or shut down for 1 hour or more or the operational flight pattern or aircraft routine is altered</li> <li>• Fire, breakage, spillage, or suspected radioactive contamination occurs involving a radioactive material</li> <li>• Fire, breakage, spillage, or suspected contamination occurs involving an infectious substance other than a diagnostic specimen or regulated medical waste</li> <li>• A release of a marine pollutant in a quantity exceeding 450 liters (119 gallons) for liquids of 400 kilograms (882 pounds) for solids; or a situation exists of such a nature (e.g., a continuing danger to life exists at the scene of</li> </ul>

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the incident) that, in the judgment of the person in possession of hazardous material, it should be reported to the National Response Center even though it does not meet these criteria

- An unintentional release of a hazardous material from a package (including a tank) or any quantity of hazardous waste that has been discharged during transportation

**Edison Representative**

An SCE employee responsible for managing the work performed under a contract. The Edison Representative may designate a trained SCE point of contact who is familiar with the contract work being performed.

**Environmental Incident**

Any incident involving a release of potentially hazardous material and/or unauthorized substance into the air, ground, storm drain, waterways, etc., or any action that violates federal, state, or local environmental laws and regulations. Any release that requires reporting to any federal and/or state agency is considered an environmental incident.

**Enclosed Space**

A working space, such as a manhole, vault, tunnel, or shaft, that has a limited means of egress or entry, that is designed for periodic employee entry under normal operating conditions, and that, under normal conditions, does not contain a hazardous atmosphere, but may contain a hazardous atmosphere under abnormal conditions.

**First-Aid Incident**

The definition criteria of First Aid is available at: Cal/OSHA (Chapter 7. Division of Labor Statistics and Research Subchapter 1. Occupational Injury and Illness Reports and Records Article 2. Employer Records of Occupational Injury or Illness) [§14300.7 General Recording Criteria \(b\) \(5\) \(B\). Can be described as an injury, illness, or incident requiring medical attention that is usually administered immediately after the injury occurs and at the location where it occurred, and often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; and drinking fluids to relieve heat stress.](#)

**Hazardous Material**

Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment, if released into the workplace or the environment. Hazardous materials include hazardous substances, hazardous wastes, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment, if released into the workplace or the environment. Substances that are flammable, corrosive, reactive, oxidizers, combustible, or toxic are considered hazardous. Examples are oil, fuels, paints, thinners, compressed gases (e.g., acetylene, carbon dioxide, oxygen, nitrogen), radioactive materials, and pesticides.

**Hazardous Waste**

A waste, or combination of wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or significantly contribute to an increase in serious, irreversible, or incapacitating reversible illness, or pose a substantial present or potential hazard to human health, safety, welfare or to the

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environment when improperly treated, stored, transported, used, or disposed of or otherwise managed; however, this does not include solid or dissolved materials in irrigation return flows or industrial discharges that are point sources subject to permits under section 402 of the Federal Water Pollution Control Act of 1967 as amended, or source, special nuclear, or by product material as defined by the Atomic Energy Act of 1954.

<b>Incident</b>	An event that results in an injury, illness, or close call.
<b>Injury/Illness</b>	Condition or disorder. Injuries include, but are not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, including, but not limited to, a skin disease, respiratory disorder, or poisoning.
<b>Job Hazard Analysis (JHA)</b>	A process-based document that identifies the critical steps of commonly performed tasks. In evaluating these steps, the potential hazards and recommended hazard mitigation are identified. Note: The JHA is different from the Tailboard.
<b>Minor Injury/Illness</b>	Injury, illness, or incident that is not life threatening or altering but requires more attention than just First Aid.
<b>Observation Program</b>	A workplace safety program focusing on identifying and eliminating at-risk behaviors. This type of program aims to document and record safe and at-risk behaviors and conditions accurately and objectively.
<b>Potential Life Threatening and Life Altering Incidents</b>	See Actual and Potential LT/LA Incidents definition.
<b>Prime Contractor</b>	A Contractor who has a contract for work with SCE and has the full responsibility for its completion. A Prime Contractor may employ and manage one or more Subcontractors to carry out specific parts of the contract.
<b>Property Damage</b>	Any incident involving loss and/or damage to SCE-owned or non-SCE-owned property. The reporting requirement applies only to incidents that occur in the course of performing authorized contracted work and/or services on behalf of SCE.
<b>Qualified Contractors</b>	Safety Tier 1 Contractors who, following safety performance and program review by the TPA, meet or exceed SCE-established standards for safety performance and programs and are approved to perform Safety Tier 1 work at SCE.
<b>Regulatory Agency Visit</b>	Site visit by a federal, state, or local agency that has regulatory oversight of any aspect of utility operations and initiates a visit or contract to evaluate compliance.
<b>Safety Professional</b>	A certified safety employee whose responsibility is solely that of ensuring safe work practices and compliance with safety and health regulations.
<b>Serious Injury</b>	The definition to be used for “serious work injuries” has its basis in the CCR Title 8 §330, Definitions:

*Any injury or illness (including death) occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.*

<b>Services</b>	The services and deliverables, if any, to be provided by the Contractor as described in the applicable scope of work and the corresponding purchase order.
<b>Source Contract</b>	A contract that includes long-term services and repetitive project work under an agreement that lasts for an extended period of time.
<b>Source Contractor</b>	A Contractor who performs repetitive project work under an agreement that lasts for an extended period of time.
<b>Stop Work</b>	The principle that all SCE employees and Contractor workers take personal responsibility to Stop Work when they observe hazardous conditions or unsafe actions so that the unsafe conditions/actions can be mitigated.
<b>Subcontractor</b>	A business or person hired by a Contractor to carry out specific parts of a contract for SCE as part of a larger project.
<b>Third Party Administrator (TPA)</b>	A professional service provider contracted by SCE to evaluate Contractor safety performance and programs on behalf of SCE. ISNetwork (ISN) currently serves as SCE's TPA.
<b>Safety Tier 1</b>	A designation assigned to contracted work activities that are high-risk and, without implementation of appropriate safety measures, are potentially hazardous or life threatening. Examples of these activities may include, but may not be limited to, air operations, general construction, trenching and excavation, demolition, activities requiring lockout/tagout, line-crew and energized electrical work, transportation of hazardous chemicals, Confined Space entry, hot work, working at heights, cleanup and remediation of hazardous substances or hazardous material waste, use of heavy machinery and equipment, and heavy lifting and rigging.
<b>Safety Tier 2</b>	A designation assigned to contracted work activities that are lower-risk or routine in nature and not typically considered hazardous.
<b>Tailboard</b>	A conference, pre-job briefing, tailgate meeting, job procedure discussion, or talking the job over before starting to work to ensure all supervisors and members of each crew involved thoroughly understand the job to be performed and the method of accomplishing it in a safe manner. Note: The Tailboard is different from the JHA.
<b>Unqualified Contractors</b>	Safety Tier 1 Contractors who, following safety performance and program review by the TPA, do not meet SCE and/or industry standards for safety performance and/or safety programs and cannot perform work at SCE. Contractors having TPA F grades are classified as Unqualified Contractors. Contractors having TPA C grades are also classified as Unqualified Contractors if they do not have SCE-approved Conditional Contractor Plans. Unqualified Contractors cannot perform any Tier 1 work for SCE.

## 11 REVIEW/REVISION HISTORY

Rev.	Date	Description of Revision	Contact
0	2/15/08	Initial distribution.	T. Roberts
1	6/9/08	Added discussion of the EHS Contractor Orientation Checklist and the sufficient English language comprehension requirement (2.1 h).	T. Roberts
2	6/19/08	Editorial changes, expanded definition of Edison Representative.	T. Roberts
3	10/1/09	Feedback from SCE organizations and legal review. Deleted the terms "directing and approving" from the discussion on the Edison Representatives responsibilities in Section 1.0 on Page 4. Added definition of DOT Reportable incidents.	T. Roberts
4	11/01/10	Editorial changes. Approved by: <ul style="list-style-type: none"> <li>Cecil R. House, Senior Vice President, Safety, Operations Support &amp; Chief Procurement Officer</li> <li>William Messner, Acting Director, Corporate EHS</li> <li>James P. Meyers, Director, Supply Chain Management</li> </ul>	T. Roberts
5	7/17/12	Feedback from all SCE organizations and legal review. Significant additions and/ or revisions include: <ul style="list-style-type: none"> <li>Added new content to address New Construction projects.</li> <li>Added new content to address contracted jobs that do not involve purchase orders and the responsibilities to conduct Contractor EHS Orientations.</li> <li>Provided reporting clarification for injury and environmental incidents.</li> <li>Revised the process for completing and submitting written reports for non-serious injuries and property damage incidents. Contractors will complete and submit a monthly report to Corporate Health and Safety. Added a reporting template for Contractors to use.</li> <li>Added new content involving the areas of Radio Frequency (RF) Exposures and Industrial Hygiene.</li> <li>Added new content and detail involving the Water Quality section of the handbook.</li> </ul>	Albert Chin
6	6/15/15	Editorial changes and new requirements related to the implementation of the Contractor Safety Management Standard.	S. Hart

Rev.	Date	Description of Revision	Contact
7	12/1/16	Changes to align with the 2017 Contractor Safety Management Standard enhancement, including the addition of the Handbook for Contractors Checklist. Major revision to the Incident Reporting Section and the Incident Evaluation Report.	J. Parker
8	2/14/19	Changes to align with the 2019 Contractor Safety Management Standard enhancements, including significant revisions to the Safety Qualification and TPA grading, Contractor Orientation forms, and Incident Reporting. Added new requirement for Contractor Observation Program.	C. Coker