

Contractor Handbook and Orientation Checklist

Edison Representatives and Contractors are responsible for collaborating effectively to drive a common understanding of safety awareness, hazard mitigation, oversight and reporting requirements before a Contractor begins work for Southern California Edison (SCE). This supports our goal of eliminating all serious injuries and fatalities.

RFP INSTRUCTIONS

- ☒ **Step 1:** The Edison Representative shall provide a copy of the Contractor Handbook and Orientation Checklist (CHOC), the SCE Contractor Hazard Assessment and Safety Plan (HASP) and the Handbook for Contractors to all bidders in the RFP for review.
- ☒ **Step 2:** All bidders shall review the Handbook for Contractors and confirm their understanding and agreement by completely filling out the CHOC and signing it. Safety Tier 1 contractors must also follow the HASP instructions.

ORIENTATION INSTRUCTIONS:

- ☒ **Step 1:** The Edison Representative and Contractor Representative shall review each section of the Health and Safety (HS) Handbook for Contractors and confirm understanding by checking the box associated with each section.
- ☒ **Step 2:** The Edison Representative and Contractor Representative shall sign and date this form to confirm the review of each item is complete and to document a mutual understanding regarding what is required to safely perform work at SCE.
- ☒ **Step 3:** Safety Tier 1 Contractors shall upload the signed CHOC to the TPA along with the signed HASP.
- ☒ **Step 4:** Contractors shall ensure all Prime and subcontractor workers are trained to these requirements.
- ☒ **Step 5:** Safety Tier 1 Contractors shall ensure **a signed copy** (electronic and/or hard copy) of this CHOC is retained by all crews while conducting Safety Tier 1 work for SCE (along with the Contractor's tailboard form, HASP and reference safety documents).

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| Project Name: | | Fiber Optic Communication Projects | | Edison Representative: | Dwayne Montanye |
| Purchase Order #: | | CW2258026 - Orange 2 Sector CW2258024 – Eastern Sector | | Project Location: | Awarded Sector/Sectors |
| Source Work? (Y/N) | | Yes | | Higher Risk (HR) Work? (Y/N) | Yes |
| Anticipated Start Date: | 1/1/2021 | Anticipated Completion Date: | 12/31/2023 | Contractor Company: | SECC Corporation |
| Contractor Representative | | | | Contractor's Safety Professional | |
| Name: | Jeff Patrick | | Name: | Tony Nichols | |
| Phone: | 909-393-5419 | | Phone: | 909-393-5419 | |
| Email: | jeff@secc-corp.com | | Email: | tony@secc-corp.com | |

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Safety Tier 1 and Tier 2 Work: Review and obtain agreement for Safety Tier 1 and Tier 2 work on the following requirements contained in the HS Handbook for Contractors. Note: **items in bold are required for Safety Tier 1 Contractors only.** All other items are required for both Safety Tier 1 and Safety Tier 2 Contractors.

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| <input checked="" type="checkbox"/> | <p>Introduction</p> <ul style="list-style-type: none"> The purpose of the Handbook for Contractors SCE's Environmental, Health, and Safety Policy Safety Performance Policy Principles of Operation Contractor Safety Management Standard |
| <input checked="" type="checkbox"/> | <p>General Expectations</p> <ul style="list-style-type: none"> Applicability Safety Qualification Requirements for Safety Tier 1 Contractors Expectations for Safety Tier 1 and Tier 2 Contractors Expectations for Safety Tier 1 Contractors Expectations for Safety Tier 1 High Risk (HR) Contractors Subcontractor Management Responsibilities and Expectations SCE Stop Work Authorization and Inspection |
| <input checked="" type="checkbox"/> | Procurement of Safety Tier 1 and Safety Tier 2 Contracts |
| <input checked="" type="checkbox"/> | Contractor Orientation |
| <input checked="" type="checkbox"/> | Tailboard Requirement |
| <input checked="" type="checkbox"/> | Emergency Response |
| <input checked="" type="checkbox"/> | Incident Reporting |
| <input checked="" type="checkbox"/> | Additional Reporting Requirements |
| <input checked="" type="checkbox"/> | <p>General Health and Safety Requirements</p> <ul style="list-style-type: none"> Confined Space Entry Fall Protection Fire Prevention Wildland Fire Prevention Hazard Communication Heat Illness Prevention Hot Work Housekeeping Cleanup Industrial Hygiene <ul style="list-style-type: none"> Asbestos Lead Noise Non-Ionizing Radiation Except EMF Potential Radio Frequency Energy Exposures at SCE Facilities Valley Fever Hazardous Energy Control Trenching and Excavation Use and Operation of SCE Facilities, Materials, Equipment, and Vehicles Work Area Protection and Traffic Control Electrical Work Substation Construction and Maintenance Vegetation Management Work |

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LIST OF ACTIVE SUBCONTRACTORS AND ORIENTATION ACKNOWLEDGEMENT

Contractor shall maintain an active list all proposed subcontractors and their orientation dates by filling out the table below. (When filling this out in response to an RFP, leave the orientation column blank).

| COMPANY NAME | SCOPE | SAFETY TIER | ISN GRADE | REPRESENTATIVE NAME / PHONE | ORIENTATION DATE |
|-----------------------------------|--------------------|-------------------------------------|-----------|--------------------------------|------------------|
| Arijet Communications | Civil Construction | Subcontractor Safety Tier 1 Reserve | C | Andrew Morris 817-228-9059 | 3/5/2021 |
| Asplundh Construction | Civil Construction | Subcontractor Safety Tier 1 Reserve | A | Martin Morfin 714-822-7117 | 3/5/2021 |
| S&S Directional Drilling | Civil Construction | Subcontractor Safety Tier 1 Reserve | B | Scott Sanchez 951-279-9958 | 3/5/2021 |
| International Line Builders, Inc. | Civil Construction | Subcontractor Safety Tier 1 Reserve | C | Mike Radel 951-682-2982 | 3/5/2021 |
| Full Throttle Concrete Cutting | Concrete cutting | Subcontractor Safety Tier 1 Reserve | A | Jennifer Lauck 714-293-8029 | 3/5/2021 |
| Diversified Utility Services Inc. | QEW | Subcontractor Safety Tier 1 Reserve | C | Cody Anderson 661-325-3212 | 3/5/2021 |
| Hampton & Tedder | QEW | Subcontractor Safety Tier 1 Reserve | A | Tim Nedden 909-518-0397 | 3/5/2021 |
| Lion Communications Inc. | FO Splicing | Subcontractor Safety Tier 1 Reserve | B | Mike Flota 626-956-7749 | 3/5/2021 |
| Micom Inc. | FO Splicing | Subcontractor Safety Tier 1 Reserve | C | Amanda Kay 951-867-3100 | 3/5/2021 |

PRIME CONTRACTOR WORKER ORIENTATION AND MANAGEMENT

Contractors shall use the spaces below to **fully** explain the onboarding, continuous training and oversight of all workers.

| Question | Contractor Response |
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| Clearly describe the key components of the Prime Contractor's worker onboarding process. Include components such as orientation duration, how workers are qualified for their assigned tasks, and how workers will be made aware of the Prime Contractor's safety requirements etc. | <p>Prior to Hiring</p> <ul style="list-style-type: none"> Evaluation of employee experience, skillset & background to determine potential role Consultation between various area managers to ensure team agrees with hiring & addresses any concerns/deficiencies Thorough background check/reference interviews conducted <p>Orientation</p> |

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| | <ul style="list-style-type: none"> • Duration: 2-3 hrs depending on position (i.e. lineman vs laborer, driver vs non-driver) • 1-on-1 training conducted between new hire & safety manager, covering the following: <ul style="list-style-type: none"> ○ SECC Written Safety Programs ○ Equipment/Tools –Assessment of knowledge & execution of operations • Drivers: SECC requires all approved drivers to complete a knowledge & hands-on assessment with a passing grade <p>Post Orientation</p> <ul style="list-style-type: none"> • Each employee receives a customized annual safety training calendar mapping out deadlines/compliance reqs • Scheduling & completion is monitored by various levels of management to ensure compliance. |
| <p><i>Clearly describe how field oversight will be provided that validates effective training and confirmation of acceptable work practices.</i></p> | <p>The following are essential in validating training conducted was effective:</p> <ul style="list-style-type: none"> • Involvement of various levels & departments conducting mandatory field safety inspections (Safety, Operations, Executive Admin) • 3rd party safety consultant surprise field audits • Jobsite Hazard Analysis: review thoroughness & ability to identify high risk tasks & related mitigation efforts • Follow up in-field on recent tailgate meetings and/or safety training to verify the employees 1) remember content & 2) understand how/where/when to apply this knowledge. |
| <p><i>Clearly describe how all workers will be made aware of SCE requirements, including orientation to the HASP, CHOC, Handbook for Contractors and SCE specified programs and procedures.</i></p> | <p>The following are implemented to ensure applicable employees are not only aware of SCE requirements, but understand how they affect their daily operations:</p> <ul style="list-style-type: none"> • Email distribution indicating updates, action items/due dates emphasized, & assigned individual to ensure completion of reviewed updates. • Conduct educational session & incorporate follow up questions in field safety inspections to ensure understanding of application • Quarterly review of client-specific safety guidelines conducted by Safety Manager & Executive Team • Frequent communication with SCE key management members to ensure understanding & compliance. |
| <p><i>Clearly describe how proof of orientation will be maintained by Prime Contractor and how it can be made available to SCE upon request.</i></p> | <p>The following are implemented controls in place to ensure orientation is completed & maintained:</p> <ul style="list-style-type: none"> • SECC Safety Database managed by both Safety Manager & Human Resources Manager to ensure effective & timely scheduling. • Multi-party verifications incorporated in database management to ensure all documents are completed accurately & properly. |

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| | <ul style="list-style-type: none">• Created employee safety profiles for convenience & ease to be able to pull all training records associated with individual. |
| <p><i>Clearly describe how copies of the HASP, CHOC and other reference documentation will be kept at the work location of each crew.</i></p> | <ul style="list-style-type: none">• SECC Safety Website maintained frequently that contains all SECC safety documents AND client specific safety documents.• Monthly vehicle inspections conducted by Safety Manager to ensure client specific safety documents are available in truck.• Incorporated item in JHA template checklist to remind onsite supervisor to verify safety docs are available in case requested. |

(Attach a copy of your training policies and procedures)

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SUBCONTRACTOR WORKER ORIENTATION AND MANAGEMENT

Prime Contractors shall use the spaces below to **fully** explain the key components of their subcontractor policies, demonstrating compliance to section 2.6 of the Handbook for Contractors.

| Question | Contractor Response |
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| <p>Clearly describe the key components of the Prime Contractor's evaluation and qualification process for subcontractor companies.</p> | <p>We have built a strong rapport with a select group of subcontractors stated above that we identify as an extension of SECC. All of our SUBs meet Southern California Edison's insurance requirements and their performance is evaluated on a monthly and annual basis. When possible, we utilize minority certified subcontractors that meet the same standards we uphold here at SECC. Inspection of our subcontracted work is required to ensure quality assurance and employee satisfaction. Highly capable subcontractors that are available around the clock has been a big contributor our success. To expand on our new subcontractor authorization process & management of subcontractor operations:</p> <ol style="list-style-type: none"> 1. All Subcontractors must fill out our Subcontractor/Vendor Evaluation form and submit to our office with all attachments*. Subcontractors will be prequalified by reviewing their safety programs, safety training documents and statistics. If the Subcontractor/Vendor fails to meet the requirements, they will not be approved until all requirements are resolved. 2. The project manager and/or superintendent will review the Evaluation form and attachments and if acceptable will execute a subcontract with the subcontractor. If it is a Vendor submission, the Dispatch Supervisor will review the form and execute a service agreement if the vendor meets our requirements. Subcontractors will be required to pass certain safety metrics in order to work for SECC. If subcontractor meets criteria below, they will be approved to perform work defined in the vendor evaluation form: <ul style="list-style-type: none"> • TRIR- 5 or below • EMR- 140 or below • DART- 5 or below • FATALITY RATE- 0 3. After the job is completed the project manager and/or superintendent will review that job's Weekly Safety / Quality Observation Report and the Sub-Contractor Performance Checklist to determine if the subcontractor will be eligible to continue working as a subcontractor for our company. 4. It is mandatory that subcontractors attend/participate in pre-job or kick-off meetings, safety orientations and tailgate safety meetings. Subcontractors will also be required to |

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| | supply us with copies of weekly site safety meetings if applicable. |
| <i>Clearly describe your process for initial and on-going monitoring of subcontractor TPA grades and action items.</i> | The following is implemented by SECC to ensure compliance of subcontractor TPA grades/action items: <ol style="list-style-type: none"> 1. Assigned SECC representative to provide support, verify completion & act as liaison w/ SCE rep to ensure 100% compliance 2. Frequent evaluation of ISN status/pending/action items by SECC assigned representative 3. Continuous communication with SCE representative to ensure compliance |
| <i>Clearly describe the key components of the Prime Contractor's on-boarding process for subcontractor workers. Include components such as:</i> <ul style="list-style-type: none"> • <i>how subcontractor workers are qualified for their assigned tasks</i> • <i>how subcontractor workers will be made aware of the Prime Contractor's safety requirements</i> | At initiation of contract, SECC completes the following to ensure on-boarding is as seamless as possible: <ol style="list-style-type: none"> 1. Certification/training records requested for all subcontractor employees 2. Ensure ISN certified & grade is acceptable 3. All subcontractors receive SECC safety outline upon onboarding that addresses all related safety policies, procedures & guidelines. 4. Subcontractor workers on jobsites are evaluated (verbally/physically) & confirmed by SECC manager understanding of SECC's safety requirements |
| <i>Clearly describe how the Prime Contractor will ensure that all subcontractor workers will be made aware of SCE requirements, including orientation to the HASP, CHOC, Handbook for Contractors and SCE specified programs and procedures.</i> | SECC does the following to ensure all subcontractor workers are aware of safety documents: <ol style="list-style-type: none"> 1. Verify possession of safety documents on SCE jobsite worked by subcontractors 2. Evaluate onsite subcontractor's employee's knowledge of specific SCE guidelines (i.e. vault entry) 3. Distribute outline of SCE document updates, confirm receipt/understanding & verify execution in field by SECC PM and/or Safety Manager |
| <i>Clearly describe how field oversight will be provided by the Prime Contractor to validate subcontractor compliance with rules, procedures, policies and acceptable work practices.</i> | SECC's field oversight to ensure subcontractor compliance includes: <ol style="list-style-type: none"> 1. Required monthly subcontractor safety inspections by multiple parties (SECC OSP Manager, Safety Manager & 3rd party safety consultant) 2. Maintain sub safety performance database reflecting recurring themes/patterns & applying corrective actions when necessary 3. Assess all employee's onsite knowledge of written polices & physical execution of job tasks |
| <i>Clearly describe how the Prime Contractor will manage subcontractor Incidents and how they will ensure timely reporting.</i> | The following are implemented to manage subcontractor incidents: <ol style="list-style-type: none"> 1. Requirement stated in contract & reminded to all subs frequently: must notify SECC immediately after any incident occurs while working on SECC job; no |


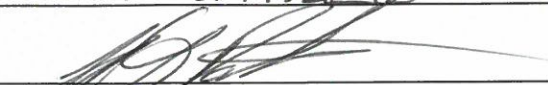
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| | <p>matter the client & type of incident (worker injury, COVID 19 positive test, utility strike, property damage, etc). Repercussions are applied if this requirement is not met (i.e. short term suspension)</p> <ol style="list-style-type: none"> 2. Based on severity, SECC may conduct internal investigation by Safety Manager and/or 3rd party consultant to complete our own RCA (root cause analysis). 3. Any subcontractors that work on SCE projects receive specific training on SCE's incident reporting requirements/procedure (i.e. incident form instructions), SECC OSP Manager provides necessary support to ensure report is submitted timely & accurately. |
| <p><i>Clearly describe how the Prime Contractor will ensure that copies of the HASP, CHOC and other reference documentation will be kept at the work location of each subcontractor crew.</i></p> | <ol style="list-style-type: none"> 1. Verify physically on jobsite for all crews 2. Included in SECC safety field inspection template: verify subcontractor on site has both SECC & SCE safety documents present at jobsite. 3. Recommended to all subcontractors use of intranet system to store digital copy of stated safety documents to eliminate possibility of documents missing/damaged/etc. |
| <p><i>(Attach a copy of your subcontractor management policies and procedures)</i></p> | |

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| Contractor Representative: | | |
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| By initialing each section and signing below, the Contractor Representative affirms that they: | | |
| 1. Understand the items contained in these checklists and will ensure compliance with the requirements contained in the HS Handbook for Contractors. | Initial: | |
| 2. Shall ensure work is performed in accordance with the Checklist items and the SCE Contractor Hazard Assessment and Safety Plan. <i>(Safety Tier 1 work only)</i> | Initial: | |
| 3. Shall ensure a review of the SCE Contractor Hazard Assessment and Safety Plan is completed with all workers and any new workers and subcontractors prior to beginning work on the project. <i>(Safety Tier 1 work only)</i> | Initial: | |
| 4. Shall ensure that the CHOC and HASP is updated as needed (e.g., when any component changes or when additional hazard mitigations are required). At minimum it must be reviewed, updated and signed annually . The most current Plan must be uploaded in the Third-Party Administrator (TPA). | Initial: | |
| 5. Shall ensure that expectations for Safety Tier 1 Contractors (Handbook Section 2.4) are met and maintained for the duration of the contract period. The major requirements are itemized below: <i>(Safety Tier 1 work only)</i> : <ul style="list-style-type: none"> a. Onsite Supervisor b. Safety Professional c. New Worker Supervision and Training d. Tailboard Requirement e. Safety Observation Program f. Leader Safety Culture Training g. Stop Work Responsibility h. Fitness For Duty i. Contractor Safety Quality Assurance Reviews j. Monthly Safety Data Reporting k. Contractor Safety Forum Participation | Initial: | |
| 6. Shall ensure that expectations for Safety Tier 1 HR Contractors (Handbook Section 2.5) are met and maintained for the duration of the contract period. The major requirements are itemized below: <i>(Safety Tier 1 work only)</i> : <ul style="list-style-type: none"> a. Safety Observation Frequency b. Safety Professional Requirement c. Critical Observable Actions Requirements d. AED Requirements | Initial: | |
| 7. Shall ensure all Prime Contractor and subcontractor workers working on behalf of SCE know and understand that they have not only the right but the obligation to stop and report any unsafe work or work which does not meet SCE safety expectations. | Initial: | |

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| 8. Shall ensure all crews maintain a signed copy of the HASP, CHOC and associated reference documents at their work location while conducting Safety Tier 1 work for SCE. <i>(Safety Tier 1 work only)</i> | | Initial: |  |
| Printed Name: | JEFF PATRICK | | Date: Click or tap to enter a date 1/25/21 |
| Signature: |  | | |

Edison Representative:
By signing this document, the Edison Representative affirms:

- Collaboration, discussion, and agreement occurred with the Contractor Representative regarding the requirements and mitigation techniques described within this checklist and the SCE Contractor Hazard Assessment and Safety Plan
- They will ensure the HASP and CHOC are reviewed, updated and re-signed as needed, but at least annually.
- They will ensure the most recent signed copy of this CHOC and associated HASP are uploaded to the TPA by the Prime Contractor as part of project records.

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| Printed Name: | Dwayne Montanye | Date: | 1/26/2021 |
| Signature: | | | |

| REVISION HISTORY AND ANNUAL REVIEW | |
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| <i>In the spaces below note the date of each revision and describe the revision made (e.g. annual review, scope change etc.)</i> | |
| Date | Revision Description |
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