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

Edison Safety

Corporate Handbook

SCE-EHS-SAFETY-HB-1

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1 INTRODUCTION

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 Health and Safety Handbook for Contractors (HS Handbook) is an integral part of the EHS management system and may be updated as necessary to mitigate EHS issues.

PURPOSE: This HS 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. In the event anything contained in this HS 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 HS 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 HS 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 (the Contractor who has a contract with the Prime Contractor to perform a portion of the work/project) unless otherwise stated.

Nothing in this HS 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."

SCE's environmental policy is [available online](#).

1.2 Safety Performance Policy

At its sole discretion, SCE can immediately suspend or terminate a contract or 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 HS 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
- Definition of and requirements for Safety Tier 1 Higher Risk (HR) Contractors
- A Contractor Orientation performed with Safety Tier 1 Contractors that includes development and review of an [SCE Contractor Hazard Assessment and Safety Plan](#) (HASP) and an [SCE Contractor Handbook and Orientation Checklist \(CHOC\)](#)
- 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 Requirements
- Leadership safety culture training requirements
- Procurement of Safety Tier 1 and Safety Tier 2 contracts
- Operating Unit (OU) Contractor Safety Advocates
- 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

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

2.1 Applicability

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

While the entirety of this HS 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 2.7 SCE Stop Work Authorization and Inspection
- d) Section 3.1 SCE Contractor Handbook and Orientation Checklist
- e) Section 4.2 Safety Tier 2 Orientation
- f) Section 5.0 Tailboard Requirement
- g) Section 6.0 Emergency Response
- h) Section 7.0 Incident Reporting
- i) Section 8.0 Additional Reporting Requirements
- j) Section 9.0 Health and Safety 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 HS Handbook.

Implementation Timeline

- The entirety of this HS Handbook for Contractors will become effective January 1, 2021 with the exception of the following:
 - All HASP and CHOC documents shall be updated by March 31, 2021 using the revised forms which will become available January 1, 2021

- The Safety Professional Requirement for Safety Tier 1 HR Contractors becomes effective March 31, 2021
- Automated External Defibrillator (AEDs) Requirement becomes effective July 1, 2021
- Leader Safety Culture Training Requirement becomes effective on Dec. 1, 2021

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 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. 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 Restricted or Transferred (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 or their Subcontractors 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. They can be 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 safety concerns.
- c) Contractors with an F grade are Unqualified Contractors 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 and updates the Contractors' 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:

- d) 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.
- e) Contractors whose grade changes to C due to changes in safety performance or safety culture must prepare a Conditional Contractor Plan. The plan should be submitted to SCE within 15 calendar days. The Edison Rep will review the plan and obtain approval as soon as possible but no later than 30 calendar days of the grade change.
- f) 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, Serious Willful, or Repeat OSHA citations in the last three years

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- Recent Actual or Potential Life Threatening or Life Altering (LT/LA, High Energy Significant Injury or Fatality (HSIF), Low Energy Significant Injury or Fatality (LSIF), or Potential Significant Injury or Fatality (PSIF) Incidents

SCE Supply Management control stage or corrective action plans;

- 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 work hours in the last three (3) years or has had any fatalities or 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., third-party vehicle accident) or
- Other circumstances evaluated by SCE on a case-by-case basis

2.2.2 Expedited Safety Review

An Expedited Safety Review is used when a Safety Tier 1 Contractor is needed for emergency purposes, such as an asset failure or natural disasters. 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 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.

Prime Contractors are responsible for ensuring their Subcontractors who have a TPA C grade develop a Conditional Contractor Plan. Prime Contractors shall work with the Edison Representative

to obtain the approval of the plan by the OU Director and Director of Edison Safety prior to the Subcontractor with a TPA C grade performing Safety Tier 1 work.

Conditional Contractors conducting Safety Tier 1 work for more than one OU are required to have a Conditional Contractor Plan 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 two field safety observations 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 Quarterly Report

2.3 Expectations for Safety Tier 1 and Tier 2 Contractors

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

2.4.1 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.

2.4.2 Safety Professional Requirement

Safety Professionals are required for Safety Tier 1 Contractors when working on SCE property:

- a) For Safety Tier 1 Contractors, a minimum of one dedicated Safety Professional per 50 employees (including Prime and Subcontractor personnel) shall be available and actively supporting operations.
- b) For Safety Tier 1 HR Contractors (refer to Section 2.5), a minimum of one dedicated Safety Professional per 30 employees (including Prime and Subcontractor personnel) shall be available and actively supporting operations.

NOTE: SCE may require additional Safety Professionals should the size, geographic location, and complexity of the work warrant additional support. Edison and Contractor Representatives shall align on the required Safety Professionals that will be provided by the Safety Tier 1 Contractor prior to the start of work, throughout the contract period, during extended work hours, and any time additional personnel are added to the workforce to support SCE's operational needs.

Safety Professionals shall have the following experience:

- a) A minimum of five years' experience supporting or leading safety programs
- b) A minimum of two years' experience in the industry they are responsible for overseeing
- c) It is preferred that at least one Safety Professional have qualifications and credentials that directly relate to the work they are supporting (e.g., Safety Professionals supporting Vegetation Management operations should have safety certification for Vegetation Management).

Safety Professionals shall provide dedicated safety support for the work awarded within the contract scope. Expectations for Safety Professionals include:

- a) The management of work practices and procedures that directly support the elimination of Serious Injuries and Fatalities.

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- b) Coordination of efforts to ensure compliance with all applicable rules and procedures.
- c) Coordinating the execution of SCE's Handbook for Contractor expectations with a focus on:
 - a) Orientation for all employee and Subcontractors on commitments made in the executed HASP and CHOC in addition to all other company policies and procedures put in place to validate employee capabilities, training, and onboarding.
 - b) Coordinating and conducting field safety observations and subsequent corrective actions.
 - c) Managing opportunities to improve work practices and procedures.
 - d) Incident management and reporting requirements.

2.4.3 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 six months of employment and for workers during the first six 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.

2.4.4 Safety Observation Program Requirement

All Safety Tier 1 Contractors working for SCE must maintain a Safety Observation Program. Safety Tier 1 Contractors shall implement this program by July 1, 2021. This includes Safety Tier 1 Contractors who worked less than 25,000 hours/year for SCE who previously were not required to have a Safety Observation Program. The program must be designed for the Contractor to conduct regular field observations of their employees and Subcontractor 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.

Safety observation frequency:

- a) Safety Tier 1 Contractors shall conduct and document a minimum of one observation per crew each month (including Prime and Subcontractor employees).
- b) Safety Tier 1 HR Contractors (refer to section 2.5 for details) shall conduct and document a minimum of two observations per crew each month (including Prime and Subcontractor employees).

NOTE: Prime Contractors shall enter observation data into ISN's Site Tracker module as detailed in Section 3.10.3.

2.4.5 Leader Safety Culture Training Requirement

All Safety Tier 1 HR Contractors who have worked or plan to work at least 25,000 hours/year for SCE must implement a Leader Safety Culture Training course by Dec 1, 2021 for all of its leaders (including management, foremen, and supervisors) overseeing employees conducting Safety Tier 1 work for SCE. Existing leaders shall be trained by Dec. 1, 2021, and training plans to train new leadership shall be implemented by this date. New leaders shall be trained within six months of being placed in a leader role. Topics that should be included in the training are:

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- The role of a leader in building and sustaining a strong safety culture
 - Leveraging leader influence
 - Internal leadership frame and impact on team dynamics
- Personal safety ownership – Understand personal motivation for investing in safe work practices (what are we staying safe for rather than from), how to develop an attitude and mindset to take control of personal safety, and the importance of connecting personal safety value with personal why for leadership
- Personal cognitive techniques to assess and manage risk — establish a connection between personal cognitive tools and existing tools/work practices (e.g., Human Performance)
- Techniques to improve communication with peers and colleagues
- The importance of speaking up
- Understand sphere of influence and control
- Learning over blame — How to evaluate incidents with a focus on learning (not blame) and how to implement programmatic and systematic improvements to reduce the risk of the same event recurring
- Leadership tools to align attitudes, behaviors and results, including safety observations, recognition, modeling, and coaching

2.4.6 Stop Work Responsibility Requirement

Contractors shall ensure all employees and Subcontractor employees are trained that they have a responsibility to immediately stop work any time unsafe conditions or behaviors are observed until the job can be completed safely.

2.4.7 Fitness for Duty Requirement

Contractors shall have a Fitness for Duty (FFD) policy and ensure employees are trained on FFD policies. The policy shall include FFD testing following all incidents involving SIFs, an injury to a third party, significant loss of power to customers, or significant property damage. The Edison Representative shall verify Contractors meet this requirement during the Contractor Orientation process.

2.4.8 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).

2.4.9 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 by their employees and Subcontractors on SCE projects
- b) number of OSHA Recordable and DART incidents for both Prime Contractors and their Subcontractors while working on SCE projects
- c) Safety observation data.

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 three business days. Additionally, Contractors must provide information including reported hours and incident IDs 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.

2.4.10 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 Expectations for Safety Tier 1 Higher-Risk Contractors

In addition to the provisions in other sections of this HS Handbook, Safety Tier 1 (HR) Contractors shall comply with the following requirements.

Safety Tier 1 Higher-Risk (HR) Contractors are Safety Tier 1 Contractors who perform work scopes for SCE that are subject to serious injuries or fatalities if behaviors and/or work practices deviate from established safety protocols and best practices. Safety Tier 1 HR contractors are those who have historically experienced a higher volume and severity of incidents on SCE property. Safety Tier 1 HR contractors include any Contractor directly involved with the following SCE operations:

- a) High Voltage Electric Transmission and Distribution contractors, including civil and electrical scopes of work
- b) Substation Construction and Maintenance contractors
- c) Vegetation Management operations including Line Clearance Tree Trimming, Hazard Tree Removal, and other similar scopes of work
- d) All aircraft operations including helicopter operations
- e) General contractors, owner engineer, and EPC-type contractors involved with the management/oversight of Safety Tier 1 HR contractors

2.5.1 Procurement of Safety Tier 1 HR Contracts Only

Edison Representatives and Supply Management shall coordinate with Edison Safety for the lifecycle of the procurement process, including the development of the request for proposal (RFP), project specifications, job aids, and scoring criteria. Edison Safety shall support the request by providing information and feedback to support the procurement process, including providing guidance for safety requirements, supporting job walks, evaluating and scoring bidder responses, and supporting the selection process.

2.5.2 Safety Observation Frequency

Safety Tier 1 HR Contractors shall conduct and document a minimum of two observations per crew each month (including Prime and Subcontractor employees).

2.5.3 Safety Professional Requirement

For Safety Tier 1 HR Contractors, a minimum of one dedicated Safety Professional per 30 employees (including Prime and Subcontractor personnel) shall be available and actively supporting operations.

2.5.4 Critical Observable Actions Requirement

For Safety Tier 1 HR Contractors, SCE and our Contractors partnered together to identify Critical Observable Actions (COAs) in an effort to reduce serious injuries and fatalities. COAs are defined as those observable mitigation measures that protect against primary hazards that can lead to serious injuries and fatalities. COAs have been identified for the following work scopes: Vegetation Management, Bulk Transmission, Distribution Electrical, Substation Construction, and Underground Civil. COAs will continue to be developed over time. SCE has integrated COAs into Safety Tier 1 HR HASP template documents as base-level mitigation in an effort to eliminate serious injuries and fatalities. Contractors will be required to accept these COAs and train their workforce to these expectations during onboarding and orientation processes while working for Southern California Edison.

2.5.5 Automated External Defibrillators (AEDs) Requirement

Safety Tier 1 HR Contractors working on or near energized high-voltage lines or equipment (e.g., Vegetation Management Contractors conducting Line Clearance work) shall require each crew to have an automated external defibrillator (AED) onsite by July 1, 2021. Safety Tier 1 HR Contractors shall train their employees working on or near energized high-voltage lines or equipment on AED use. The Edison Representative shall verify Contractors meet this requirement.

2.6 Subcontractor Management Responsibilities and Expectations

Prime Contractors are responsible for their Subcontractors' work and safety performance at all times when carrying out work for SCE, including ensuring the completion of Safety Prequalification, Safety Orientation, safety observations, incident reporting, and cause evaluations. Prime Contractors shall meet the following Subcontractor Management requirements:

2.6.1 Safety Prequalification by TPA

Safety Tier 1 Subcontractors must undergo the same qualification process as Safety Tier 1 Prime Contractors (refer to Section 2.2 for details) and achieve Qualified Contractor status or Conditional Contractor status prior to conducting Safety Tier 1 work, regardless of the work duration.

- a) Safety Tier 1 Prime Contractors shall notify and receive approval from the Edison Representative of their intention to use Safety Tier 1 Subcontractors prior to commencement of Tier 1 work by a Subcontractor. Failure to notify the Edison Representative of the use of a Subcontractor shall constitute a material breach of contract by the Prime Contractor.
- b) Safety Tier 1 Prime Contractors shall use only Qualified or approved Conditional Subcontractors to conduct Safety Tier 1 work.

- c) Safety Tier 1 Prime Contractors shall register their use of Tier 1 Subcontractors in the TPA system (currently ISN Sub Tracker).
- d) Safety Tier 1 Prime Contractors shall monitor Subcontractor ISN grades to ensure Subcontractors maintain Qualified status or Conditional status with an approved Conditional Contractor Plan.
- e) Safety Tier 1 Prime Contractors shall maintain up-to-date Hazard Assessment and Safety Plan (HASP) and Contractor Handbook & Orientation Checklist (CHOC) to accurately reflect the list of current Subcontractors. The updated and fully executed document shall be uploaded into the TPA system (currently ISN).
- f) Safety Tier 1 Prime Contractors shall update the Worker and Subcontractor Orientation sections of the HASP & CHOC and ensure the proposed steps include the requirements stipulated by SCE and those each company employs to ensure they are training and qualifying their workforce.
- g) Safety Tier 1 Prime Contractors shall develop procedures for conducting observations and managing the performance of their Subcontractors, including incident management.
- h) For Aircraft Operations, Safety Tier 1 Prime Contractors shall use only approved Subcontractors technically qualified by SCE Aircraft Operations consistent with the Use of Company Owned, Contract and Chartered Aircraft Policy for aircraft operations performed for SCE.

2.6.2 Prime Contractor Safety Review of Subcontractors

In addition to ensuring Safety Tier 1 Subcontractors achieve qualified status in the TPA grading, Prime Contractors must conduct their own safety review of Subcontractors. The review must include a review of hazards associated with the work to be performed and of the Subcontractor's mitigation measures to address those hazards.

2.6.3 Safety Orientation

Prime Contractors shall conduct a Contractor Safety Orientation for all Subcontractors prior to the start of work.

2.6.4 Safety Observations

Safety Tier 1 Prime Contractors shall conduct monthly field observations for each of their Subcontractor crews while actively conducting SCE work on their behalf. Refer to Section 2.4.4 for additional details on this requirement.

2.6.5 Incident Reporting and Cause Evaluation

Prime Contractors must ensure all Subcontractor safety incidents are reported and evaluated as stipulated in the HS Handbook for Contractors, including all injuries (including low-level incidents such as sprains and strains and those that require First Aid), crew-caused circuit interruptions, close calls, and property damage incidents.

2.6.6 Prime Contractor TPA Grade Impacts for Subcontractor Performance

Prime Contractors will have their TPA grades/scores lowered as a result of Subcontractor incidents where the Prime Contractor has not adequately fulfilled the requirements above.

2.7 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
- 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.

3 PROCUREMENT OF SAFETY TIER 1 AND SAFETY TIER 2 CONTRACTS

3.1 SCE Contractor Handbook and Orientation Checklist (CHOC)

For all Safety Tier 1 and Tier 2 contracts, the Edison Representative shall initiate the Contractor Handbook and Orientation Checklist (CHOC) as part of the request for proposal (RFP) and provide the most current version of the SCE HS Handbook for Contractors. Bidders shall be required to review the HS Handbook for Contractors and execute the CHOC as evidence confirming that they understand SCE's expectations during the procurement process. Additionally, bidders shall be required to fully outline their planned approach to orientation, training, and management of their employees and Subcontractors to ensure they have proper orientation and understand the expectations while working on SCE property.

Upon award of a contract, the successful bidder shall participate in a Contractor Orientation and review the HS Handbook for Contractors with the Edison Representative completing the execution of the CHOC (refer to Section 4 for details). The orientation and CHOC review will provide opportunities for questions and dialogue regarding expectations of Contractors performing work for SCE. The Edison Representative or Delegate must ensure the SCE CHOC is signed by the Prime Contractor Representative as well as Subcontractor Representatives. The Edison Representative must sign the Checklist after conducting Contractor Orientation. Safety Tier 1 contractors are required to upload the fully executed CHOC into their TPA account.

3.2 SCE Contractor Hazard Assessment and Safety Plan (HASP)

For all scopes of Safety Tier 1 work, including Source Contracts, the Edison Representative must initiate the HASP by completing step 1 of the instructions and ensuring that it is provided in the request for proposal (RFP) so the hazards associated with the work and applicable SCE plans and programs are clear to bidders. The initiation of the HASP and execution of step 1 identifies the scope of work, applicable SCE plans and programs, and known hazards, and, in some cases, it will list prepopulated critical mitigation measures. All bidders shall review the HASP, confirm the hazards, and populate the mitigation measures for SCE's review per the plan instructions. The HASP also has other key elements such as a list of key personnel, safety roles and responsibilities, proposed Subcontractors, tailboard protocols, and PPE requirements, among other critical elements essential to the safe execution of the work. The HASP must be completely filled out by the bidders for SCE's review and consideration in the bidding process.

Upon award of work, successful Prime Contractors shall update the HASP as needed and submit it to the Edison Representative for review. The Contractor Representative and Edison Representative must both sign

the HASP once both representatives are fully aligned on the content of the plan. The Contractor Representative and Edison Representative must review the HASP and update (and re-sign) the plan at least annually and as needed. Examples of changes that require updates to the plan include:

- a) introducing new work activities
- b) change in key personnel
- c) change in Subcontractors
- d) addition of major plans and programs

For Source Prime Contractors, a single HASP 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.

If any elements of the HASP change, updates must be made by the Prime Contractor, reviewed, and signed by both the Prime Contractor Representative and Edison Representative. The Prime Contractor must then upload the updated SCE Contractor HASP into the TPA system.

3.3 Critical Observable Actions (COA) HASP Templates

For Safety Tier 1 HR Contractors, Edison Safety has prepared HASP documents with Critical Observable Actions embedded into the mitigation measures as base-level mitigation expectations while working on SCE property. Safety Tier 1 HR Contractors shall use these templates for all Safety Tier 1 HR projects/work scopes.

4 CONTRACTOR ORIENTATION

4.1 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 and any referenced documents shall be retained at the jobsite 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.

4.2 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. 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 jobsite.

5 TAILBOARD REQUIREMENT

Prior to the start of work each day, 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, and after 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 worksite, 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.

6 EMERGENCY RESPONSE

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 10), 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.

7 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.

7.1 Contractor Notification, Reporting, and Cause Evaluation 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, Rpeterston@ibew47.org, MHernandez@ibew47.org) for all circuit interruptions

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

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

7.1.1 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. 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 Contractor Incident and Evaluation Reports.

7.1.2 For Actual or Potential Life-Altering/ Life-Threatening (LT/LA), High Energy or Fatality (HSIF), or Low Energy Serious Injury incidents including fatalities

Contractors shall conduct a thorough cause evaluation to identify both direct and organizational causes leading to the incident along with robust corrective actions. Prime Contractors shall ensure their Subcontractor cause evaluations are completed.

7.1.2.1 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. 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.

7.1.2.2 Within Five (5) Calendar Days of the Incident

The Contractor completes and submits the 5-Day Report tab of the Contractor Incident and Evaluation Report Form.

7.1.2.3 Within 60 Calendar Days of the Incident

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.

- Contractors may request additional time to complete a thorough cause evaluation and 60-Day Report by requesting and receiving an extension from the OU Directors and the Edison Safety Director. Extension requests shall be submitted prior to the due date of the 60-Day Report. Contractors who have not received an extension will be subject to immediate stop work for not submitting 60-Day Reports by the established deadline and will not be permitted to return to work until their 60-Day report is reviewed and passed by the SCE's Management Review Committee (MRC)

Edison Safety convenes a Contractor Management Review Committee (MRC) to review the cause evaluation reports associated with Actual LT/LA incidents, select Potential LT/LA incidents, and HSIF, LSIF, and PSIF incidents. The intent of the review is to ensure that the cause evaluations adequately identify, analyze, and resolve physical and behavioral conditions that led to the incident. These may include organizational and programmatic issues that caused or contributed to an incident. The MRC also reviews associated corrective actions taken to improve the Contractor's safety and reliability performance. The MRC can include employees from Edison Safety, Supply Management, and the OU. A Contractor Representative may be requested to attend.

- Contractors shall address all feedback from the Contractor MRC, and Prime Contractors are responsible for ensuring their Subcontractors address all Contractor MRC feedback for Subcontractor Incidents. The Edison Representative or Delegate will engage the Contractor, sharing information related to the specific incidents under review, and ensuring Contractor action items are completed

7.2 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

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- 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 are reported immediately to the Watch Office by the first employee having knowledge of the incident by the fastest means of communication
- Within one business day of receipt of the Initial, 5-day and 60-day reports, the Edison Representative reviews 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 send the report to the following distribution lists:
 - SCE Contractor Safety (ContractorSafetyIncidentReporting@sce.com) (all incidents)
 - CCIIncidentReporting@sce.com (circuit interruptions only)
 - GOTSPILL@sce.com (hazardous materials spills only)
- The Edison Representative follows the instructions on the Contractor Incident and Evaluation Report
- 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 corrective action tracking system and completion is monitored periodically

8 ADDITIONAL REPORTING REQUIREMENTS

8.1 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.

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.

8.2 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 Contractor must follow Title 14 of the Code of Federal Regulations Part 830.

8.3 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 with 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

8.4 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) of any OSHA citations, pending OSHA investigations related to the contracted work, or Serious Injury/Illness or Fatality.

8.5 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 SCE employee or an SCE facility must be reported to Edison HelpLine at 1-800-877-7089.

8.6 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.

8.7 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).

9 HEALTH AND SAFETY REQUIREMENTS

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.

9.1 General Health and Safety Requirements

Contractors shall:

- Ensure its work procedures comply 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

SCE reserves the right to require contractors to furnish proof that employees with jobsite access to SCE facilities are regularly tested for COVID-19 or any other communicable illness for which public health officials have recommended widespread testing, or to perform the testing itself at SCE's cost, and to deny access to any jobsite while the contractor employee tests positive for the communicable illness. SCE also reserves the right to require proof of vaccination for COVID-19 or any other communicable illness when a vaccine is available.

9.2 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 worksite 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:

- Contractors are briefed by SCE of the hazards prior to entering the space
- 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
- 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, are 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 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
- A rescue plan is developed, including provision for trained rescue personnel and equipment, before entering the permit-required Confined Space
- Whenever the cover is removed from an underground structure, warning devices such as traffic cones or signs, are 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, are used unless 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 is 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 used 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 is from a clean source and does not increase the hazards in the Enclosed Space
- A rescue plan is developed, including provision for trained rescue personnel and equipment, before entering the enclosed space

9.3 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

9.4 Fire Prevention for SCE Facilities

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
- Ensure compliance with SCE's Hot Work Program
 - Hot work includes activities involving open flames and sparks, such as welding, torch cutting, or grinding. 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
 - SCE's Hot Work Permit form is filled out prior to the start of hot work activities

9.5 Wildland Fire Prevention

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

Contractors shall ensure:

- A fire prevention plan is in place that meets all OSHA, state, federal, and local regulations
- Employees are trained and work in compliance with SCE's High Fire Risk Areas (HFRA) Hot Work Restrictions & Mitigation Measures program
- Employees are trained and work in compliance with the Operations and Maintenance Plan Prepared for Electric Facilities on National Forest System Lands within the Pacific Southwest Region
- Employees are trained and work in compliance with Cal/OSHA's Protection from Wildfire Smoke Regulations

9.6 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](#)

9.7 Heat Illness Prevention

Cal/OSHA stipulates requirements for Heat Illness Prevention Planning. 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

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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
- Note that High Heat Procedures are required for landscaping and general construction type industries when temperatures exceed 95 degrees

9.8 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 HS Handbook
- Restoration of ground disturbance, including re-vegetation, shall be in accordance with the contract or as directed by the Edison Representative

9.9 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, concrete, tower structures, and 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 presumed asbestos-containing materials (ACM), the Edison Representative must verify that an asbestos survey has been conducted by a Certified Asbestos Consultant (CAC). 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 licensed 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 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.
- Only Contractors that are licensed by the California Department of Industrial Relations shall perform lead work. All employees who will perform lead work must have the appropriate training for the level of work performed

Noise

Non-construction contractors that perform work which can result in noise exposure at or above 85 dBA must develop and follow their Hearing Conversation Program.

Construction contractors must provide hearing protection to their employees when noise exposure levels exceed Cal/OSHA table N-1 of 8CCR5096(b).

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 requirements with specific dust control tools if required or conduct exposure monitoring to assess their employees' exposure to respirable silica
- Provide training and ensure 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, and SF6 byproduct is detected or present, Contractors shall not enter the vault. Contractors 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 underwater, do not pump out the vault or structure. Contact an SCE Environmental Specialist

- Only approved contractors can clean up the space prior to commencement of work inside the vault
- The vault must be de-energized before an environmental cleanup Contractor will enter and decontaminate the vault

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.

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 worksite 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.

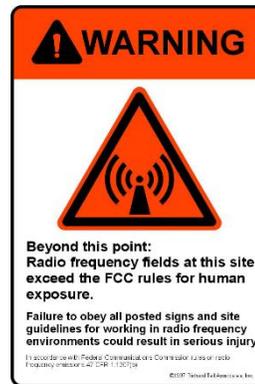
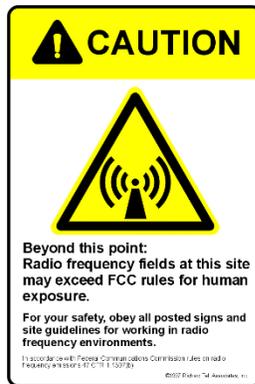
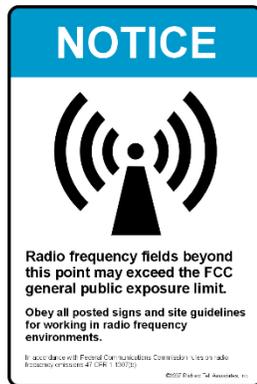
Signal Word

NOTICE

CAUTION

WARNING

DANGER



Sign Color

Blue

Yellow

Orange

Red

9.10 Valley Fever

Assembly Bill 203 requires employers with employees engaging in specified work activities or vehicle operation in counties where Valley Fever is highly endemic, as defined within Assembly Bill 203, to provide effective awareness training on Valley Fever to all employees annually and before an employee begins work that is reasonably anticipated to cause substantial dust disturbance. The training should include symptoms of Valley Fever and methods to prevent exposure.

9.11 Hazardous Energy Control

Contractors shall follow Cal/OSHA regulations for Hazardous Energy Control. Requirements for electrical work differ from general industry work. For high-voltage generation utility work, Cal/OSHA 8CCR2940.13 applies. For high voltage transmission and distribution utility work, 8CCR2940.14 applies. For low voltage

work, 8CCR2320.4, 2320.5, and 2320.6 applies. Otherwise, 8CCR3314 in the General Industry Safety Order applies.

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/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.

9.12 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
- Ensure all open holes and excavation areas are adequately covered and/or barricaded when securing the site at the end of the workday
- 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 (i.e., depths greater than five feet) a copy of the OSHA permit 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.

9.13 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.

9.14 Work Area Protection and Traffic Control

Contractors shall ensure the following:

- Compliance with all applicable regulations, including but not limited to, the California Temporary Traffic Control Handbook (CATTCH), which provides the basic standards for safe movement of traffic upon highways or streets
- Prior to commencing work, the Edison Representative is informed of any potential danger to SCE personnel, the public, or other exposed persons
- When necessary, each Contractor isolates 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 erects and properly maintains, 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 CATTCH

9.15 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:

- Ensure a qualified workforce is employed with the appropriate level of training, supervision, and safety oversight to execute the work safely
- 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

9.16 Substation Construction and Maintenance

Contractors conducting work within a Southern California Edison Substation shall ensure all their employees and Subcontractors are trained and abide by the rules set forth in the Substation Jobsite Work Rules for Contractors as well as the requirements of the Federal Occupational Safety and Health Administration and

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state equivalents, e.g., the California Division of Occupational Safety and Health (collectively, OSHA). If a conflict between regulations, standards, guidance documents, work rules, or SCE's Critical Observable Actions for Substation Construction is identified, the more stringent shall apply.

9.17 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. If a conflict between regulations, standards, guidance documents, or SCE's Critical Observable Actions for Vegetation Management Line Clearance Tree Trimming Operations is identified, the more stringent shall apply.

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

Close Call

Incidents where no personal injury was sustained, but where given a slight shift in time or position, injury easily could have occurred.

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

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. They can be 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 safety concerns.

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.
Contractor	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 HS Handbook, the term "Contractor" is used to denote both Prime Contractors and Subcontractors unless otherwise stated.
Contractor Representative	The Contractor employee named in the contract or appointed by the Contractor to act on behalf of the Contractor.
Close Call	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, safeguards) possibly preventing the event from occurring.
Contractor Safety Quality Assurance Review (CSQAR)	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.
CPUC-Reportable Incidents	The CPUC defines reportable injuries as those that meet any of the following criteria: <ul style="list-style-type: none"> • Fatality or personal injury rising to the level of inpatient hospitalization • Are the subject of significant public attention or media coverage • Damage to property of the utility or others estimated to exceed \$50,000 and are attributable or allegedly attributable to utility-owned facilities
Deliverables	Documentation, material, and any other works and services or deliverables delivered by Contractor to SCE under the Agreement.
Delegate (of Edison Representative)	An SCE 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.
DOT-Reportable Incidents	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"> • A person is killed • A person receives an injury requiring admittance to a hospital • The general public is evacuated for one hour or more • A major transportation artery or facility is closed or shut down for one hour or more, or the operational flight pattern or aircraft routine is altered • Fire, breakage, spillage, or suspected radioactive contamination occurs involving a radioactive material • Fire, breakage, spillage, or suspected contamination occurs involving an infectious substance other than a diagnostic specimen or regulated medical waste • 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

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of 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 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 byproduct material as defined by the Atomic Energy Act of 1954.
Incident	An event that results in an injury, illness, or close call.
Injury/Illness	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.
Job Hazard Analysis (JHA)	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.
Minor Injury/Illness	Injury, illness, or incident that is not life threatening or altering but requires more attention than just First Aid.
Observation Program	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.
Potential Life Threatening and Life Altering Incidents	See Actual and Potential LT/LA Incidents definition.
Prime Contractor	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.
Property Damage	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.
Qualified Contractors	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.
Regulatory Agency Visit	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.
Safety Professional	A certified safety employee whose responsibility is solely that of ensuring safe work practices and compliance with safety and health regulations.

Serious Injury	The definition to be used for “serious work injuries” has its basis in the CCR Title 8 §330, Definitions: <i>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.</i>
Services	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.
Source Contract	A contract that includes long-term services and repetitive project work under an agreement that lasts for an extended period of time.
Source Contractor	A Contractor who performs repetitive project work under an agreement that lasts for an extended period of time.
Stop Work	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.
Subcontractor	A business or person hired by a Contractor to carry out specific parts of a contract for SCE as part of a larger project.
Third Party Administrator (TPA)	A professional service provider contracted by SCE to evaluate Contractor safety performance and programs on behalf of SCE. ISNetworld (ISN) currently serves as SCE’s TPA.
Safety Tier 1	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.
Safety Tier 2	A designation assigned to contracted work activities that are lower risk or routine in nature and not typically considered hazardous.
Tailboard	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.

Unqualified Contractors

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"> • Cecil R. House, Senior Vice President, Safety, Operations Support & Chief Procurement Officer • William Messner, Acting Director, Corporate EHS • James P. Meyers, Director, Supply Chain Management 	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"> • Added new content to address New Construction projects. • Added new content to address contracted jobs that do not involve purchase orders and the responsibilities to conduct Contractor EHS Orientations. • Provided reporting clarification for injury and environmental incidents. • 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. • Added new content involving the areas of Radio Frequency (RF) Exposures and Industrial Hygiene. • Added new content and detail involving the Water Quality section of the handbook. 	Albert Chin
6	6/15/15	Editorial changes and new requirements related to the implementation of the Contractor Safety Management Standard.	S. Hart
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

Rev.	Date	Description of Revision	Contact
8	2/15/19	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
9	1/1/2021	Changes to align with the 2021 Contractor Safety Management Standard enhancements, including safety culture training and observations requirements, Safety Tier 1 scope expansion, and new requirements for documents required during RFP process. Added new requirement for Higher Risk (HR) contractors and removed environmental section (replaced by new Environmental Handbook).	R. Juarez