1.0 STANDARD STATEMENT

The purpose of the Contractor Safety Management Standard is to define Southern California Edison (SCE) safety-related requirements for SCE personnel conducting company business with Contractors/Subcontractors. SCE is committed to the safety and health of its workers, contractors, and the public.

Definitions of important terms used in this policy are provided under the “Definitions” section below. These terms are capitalized in this policy.

2.0 APPLICABILITY

This standard applies to all SCE employees and Supplemental Workers performing contractor management functions including Contractor/Subcontractor qualification, monitoring, and evaluation. This standard is designed to establish minimum contractor safety requirements and clear responsibilities for SCE employees engaged in contractor management.

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

- Section 3.1.6 Safety Performance Policy
- Section 3.2.3 Handbook for Contractors Checklist
- Section 3.5 Incident Reporting and Cause Evaluation Requirements
- Section 3.6 Training
- Section 3.7 Recordkeeping, Item h

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 Contractor Safety Management Standard.

New contracts shall comply with this standard as of January 3, 2017. Existing contracts shall comply with this standard as of January 3, 2017 with the following exception: Existing contracts shall comply with Sections 3.1 and 3.2 (this exception does not includes Sections 3.2.4, 3.2.5, and 3.2.6 under Section 3.2) within 90 days of initiation of formal review of performance and programs by the Third Party Administrator (TPA).

3.0 STANDARD DETAIL

3.1 Safety Qualification Requirements for Tier 1 Contractors and Subcontractors

3.1.1 Tier Determination

Compliance with this standard requires identifying whether contracted work should be classified as Tier 1 or Tier 2. SCE classifies Tier 1 work as activities that, without the implementation of appropriate safety measures, are potentially hazardous or life-threatening. SCE classifies Tier 2 work as routine contractual work that is not typically considered hazardous. Distinguishing between the categories does not imply that Tier 2 contracted work is risk-free, but that the scope of work is categorized as being lower risk.
The Edison Representative must determine the Tier level of work to be contracted using Appendix A: Tier Classification and include the Tier on the initial purchase requisition when submitted to Supply Management.

3.1.2 Safety Performance and Program Review of Tier 1 Contractors/Subcontractors

3.1.2.1 Tier 1 Safety Information Submittal
With Supply Management providing oversight, Contractors/Subcontractors who currently perform or intend to perform Tier 1 work for SCE shall submit safety performance data and programs to the TPA for review, classification, and monitoring. Prior to earning contract award, the Contractors/Subcontractors must complete the Tier 1 Safety Performance and Programs Review by the TPA.

3.1.2.2 Tier 1 Safety Performance and Programs Review
The TPA reviews and scores Tier 1 Contractor/Subcontractor safety performance based on data including, but not limited to:
- Total Recordable Incident Rate (TRIR),
- Days Away
- Restrictions and Transfers Rate,
- Experience Modification Rate (EMR),
- fatality history,
- Occupational Safety and Health Administration (OSHA) repeat citation history, and
- Serious public events.

The TPA also reviews Tier 1 Contractor/Subcontractor safety programs against all applicable local, state, and federal regulations with which Contractors/Subcontractors are required to comply, including but not limited to California and Federal OSHA regulations and any additional requirements stipulated by SCE including those in SCE’s safety standards and programs. The TPA additionally assesses Contractor adherence to industry best practices such as the implementation of a safety observation program or a supervisory plan for new employees.

3.1.2.3 Monitoring
The TPA monitors the safety performance data of Tier 1 Contractors/Subcontractors to track changes in classification status. The TPA must communicate changes in classification status to Supply Management and to the Contractor/Subcontractor.

3.1.3 Classification of Tier 1 Contractors
Following the initial review and during the ongoing monitoring of Tier 1 safety performance and programs, the Contractor/Subcontractor is classified into one of three categories indicating the degree to which requirements for safety performance and programs are met: Qualified, Conditional, and Unqualified.

a. **Qualified Contractors** meet or exceed SCE established standards for safety performance and programs and are approved to perform Tier 1 work at SCE.

b. **Conditional Contractors** exhibit areas that may be below SCE and/or industry standard in their safety performance but are qualified to perform work at SCE with the condition that additional mitigation procedures are in place to ensure safe work practices are followed. Conditional Contractors must meet SCE established standards for safety programs. Qualified Contractors currently performing work at SCE may be placed on Conditional Contractor status for a period of time based on their performance specific to their SCE contract.

c. **Unqualified Contractors** do not meet SCE and/or industry standards for safety programs and/or safety performance and shall not perform work at SCE.
3.1.4 **Conditional Contractor Requirements**
When a Tier 1 Contractor/Subcontractor is categorized as Conditional, whether the Contractor/Subcontractor is currently performing work for SCE or intends to perform work for SCE, Supply Management, in collaboration with the Edison Representative or delegate and Operating Unit (OU) Safety, shall develop a mitigation plan for the Conditional Contractor/Subcontractor that includes the following elements:

a. A written explanation of the substandard safety performance by the Conditional Contractor/Subcontractor
b. A safety improvement plan that addresses the deficiencies in safety performance by the Conditional Contractor/Subcontractor
c. A field safety observation plan that minimally meets the requirements for Conditional Contractors/Subcontractors described in section 3.3.1 Field Safety Observations
d. Rationale for using the Conditional Contractor
e. Submittal of Appendix B: Conditional Contractor Plan, which summarizes items a-c (above) and includes OU and Corporate Health and Safety (CHS) Directors’ approval/denial of the mitigation plan

3.1.5 **Expedited Safety Review**
The Expedited Safety Review is used when Tier 1 Contractors/Subcontractors are needed for emergency purposes, such as an asset failure. In these cases, SCE may use the Expedited Safety Review process for qualifying the Contractor/Subcontractor. This will occur in parallel with the normal process of the TPA’s review of the Contractor/Subcontractor. This process will not be used to circumvent or replace existing processes or scopes of work other than for an emergency condition that requires expedited onboarding. The OU Director, in collaboration with the Edison Representative and OU Safety, shall initiate contact with Supply Management to invoke the Expedited Safety Review procedure detailed in Appendix C: Expedited Safety Review.

No review is necessary should a catastrophic or significant event occur that requires mutual aid and the emergency sharing of resources across jurisdictional boundaries.

3.1.6 **Safety Performance Policy**
At its sole discretion, SCE can immediately suspend or terminate a contract and/or suspend or discontinue work of a Contractor/Subcontractor due to poor or noncompliant safety performance and/or failure to adhere to SCE’s governing policies, procedures, and regulations.

3.2 **Contractor Orientation for Tier 1 Contractors**
Within 15 calendar days after receipt of notice to proceed or in advance of the Tier 1 Contractor’s start of work (whichever is sooner), the Edison Representative or delegate shall ensure a Contractor Orientation is performed in collaboration with the Contractor by ensuring the development/review of the following:

a. The Hazard Assessment (Appendix D)
b. The Project/Site-Specific EHS Plan
c. The Handbook for Contractors Checklist (Contained in the EHS Handbook for Contractors)

These documents shall be reviewed with the Contractor Representative, signed by the Edison Representative and Contractor Representative prior to start of work, and archived in project records using Appendix E: Contractor Orientation Review.

The 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, and maintain a signed copy of the Contractor Orientation Review at the job site.

3.2.1 **Hazard Assessment for Tier 1 Contract Work**
The Edison Representative, who may collaborate with OU Safety, shall complete a Hazard Assessment of Tier 1 project work using Appendix D: Hazard Assessment. The Edison
Representative must include the completed Hazard Assessment in the request for proposal (RFP) so the hazards associated with the work are clear to the bidders. The assessment identifies potential health and safety issues and hazard mitigation associated with the project and the project locations. Following contract award and prior to start of work, the Edison Representative shall ensure the Hazard Assessment includes input and a signature from the Contractor Representative.

Source Contractors are contractors who perform repetitive project work under an agreement that lasts for an extended period of time. For Tier 1 projects involving Source Contractors, the Hazard Assessment shall be included in the RFP and identify potential health and safety issues common to the type of work being performed. The Hazard Assessment may be used for multiple releases if it remains applicable to the scope of work. If not, a new Hazard Assessment shall be completed. The Edison Representative or delegate shall review the Hazard Assessment for Source Contractors on an annual basis and make updates as needed.

3.2.2 Project/Site-Specific EHS Plan
Non-Source Contractors performing Tier 1 work shall develop and submit a Project/Site-Specific EHS Plan that addresses each hazard identified in the Hazard Assessment and that minimally includes the following components:

- Identification of safety roles and responsibilities for Contractor employees
- Name and contact information of the Contractor’s safety representative(s) and key personnel
- List of Subcontractors to be used and a description of the process for managing the Subcontractors
- Description of daily tailboard/job hazard analysis protocol
- Competent/qualified person qualifications and training records (as applicable)
- Emergency Action Plan including emergency medical contact information and evacuation procedures
- Planned method of job-site communications
- Any other site specific procedures as required

Tier 1 Source Contractors shall develop and submit a Project/Site-Specific EHS Plan that addresses each hazard identified in the Hazard Assessment for Source Contractors. The Source Contractor Project/Site-Specific EHS Plan shall address items a-h (above) with the site-specific items and hazards being identified and discussed through daily tailboarding and job hazard analysis. The Source Contractor Project/Site-Specific EHS Plan shall be completed by the Contractor Representative in conjunction with the Hazard Assessment at the start of the contract, reviewed annually, and updated when changes are made to the Hazard Assessment.

3.2.3 Handbook for Contractors Checklist
Tier 1 and Tier 2 Edison Representatives or delegate shall review the Handbook for Contractors Checklist, which is found in EHS Handbook for Contractors, with the Contractor Representative outlining requirements contained in the EHS Handbook for Contractors. The checklist review will provide opportunities for questions and dialogue regarding expectations of Contractors/Subcontractors working at SCE. The Edison Representative or delegate shall ensure the Handbook for Contractors Checklist is signed by the Edison Representative and the Contractor Representative.

3.2.4 Use of Subcontractors
Contractors are responsible for the Subcontractor and their work performance at all times when carrying out work for SCE. Tier 1 Contractors shall notify SCE of their intention to use Tier 1 Subcontractors during the Hazard Assessment process and at any time prior to commencement of work by a Subcontractor, which shall be documented in Appendix D: Hazard Assessment. Failure to notify the Edison Representative of the use of a Subcontractor could result in the immediate dismissal of the Contractor from a project. The Tier 1 Subcontractors shall undergo the same qualification process as Tier 1 Contractors.
3.2.5 Onsite Supervisor Requirement
Tier 1 Contractors shall provide a supervisor/person in charge who is responsible for the general work area for Tier 1 work involving multi-employee crews or multi-employee job sites. This person shall ensure rules/policies pertaining to the job are followed, safe work practices are utilized, and that 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, employees are not required to be in the line of sight of supervisors at all times. The Contractor shall verify that this requirement will be met during the Hazard Assessment process. The Edison Representative or delegate shall review this requirement with the Contractor during the Contractor Orientation process and ensure compliance during Field Safety Observations.

3.2.6 Safety Professional Requirement
When Tier 1 projects exceed 50 employees, Contractors/Subcontractors shall provide a dedicated Safety Professional in support of the work. For larger Tier 1 projects involving 100 or more Contractor/Subcontractor employees, the Edison Representative and Contractor Representative shall determine the appropriate number of additional Safety Professionals required to support the project based on the nature of the tasks performed and the associated risks identified through the Hazard Assessment Process. SCE reserves the right to request that additional dedicated Safety Professionals support the project based on other factors associated with the scope of work such as the degree of complexity or risk associated with the project. The Edison Representative or delegate shall review this requirement with the Contractor Representative during the Contractor Orientation process and ensure compliance during Field Safety Observations.

3.3 Field Monitoring
3.3.1 Field Safety Observations
Field Safety Observations for Tier 1 Contractors, and Subcontractors if present, shall be performed by the Edison Representative or delegate to confirm that work is being carried out in a safe manner. The Contractor Orientation documents, listed a-c in Section 3.2, should be referenced to review the risks and hazards associated with the work, as well as to guide understanding of appropriate safety behaviors based on the nature of the work being performed. The Edison Representative or delegate performing observations shall document them within five (5) business days of completion using the EHSync Safety Observation Tool.

3.3.1.1 Frequency
The Edison Representative must complete the Field Safety Observations at least once per quarter for all Qualified Tier 1 Contractors/Subcontractors performing work during the contract period. The observations shall be performed at least monthly for Conditional Contractors or when one or more of the following high risk criteria are present:
   a. When a Contractor is new to SCE or is performing a type of work at SCE for the first time
   b. After a Serious Incident or a significant close call or injury
   c. After a regulatory visit resulting in a safety violation
   d. When there is evidence of potential regulatory noncompliance

Where one or more high risk criteria are present, the Field Safety Observations shall be performed for six months following the removal of criteria if there are no significant findings during that time.

3.3.1.2 At-Risk Observations
Hazards observed shall be addressed immediately and Stop Work shall be invoked if an imminent risk to workers or the public is observed. The Edison Representative or delegate shall communicate safety concerns to the Contractor and establish a timeline for compliance with the terms and conditions of the contract when necessary. If the Contractor does not remedy the situation to SCE’s satisfaction, the Edison Representative will work with OU
Leadership and Supply Management to determine whether the contract should be suspended or terminated, per the Safety Performance Policy.

3.3.2 Contractor Safety Quality Assurance Review
Contractor Safety Quality Assurance Reviews (CSQARs) shall be performed on Tier 1 Contractors on a periodic basis under the direction of CHS. A CSQAR is an onsite and detailed assessment of whether the contractual safety commitments are actually implemented in the field using field observations and a review of Contractor documentation and worker qualifications. Imminent hazards must be addressed immediately and escalated if necessary. Safety concerns or issues identified must be documented and communicated to the Contractor and the Edison Representative with an action plan for compliance and mitigation. Documentation associated with the performance of CSQARs is maintained by the TPA.

3.4 Contractor Safety Forums
OUs with active Tier 1 Contractors must conduct Contractor Safety Forums with SCE personnel and active Tier 1 Contractors at least once per year and shall maintain documentation of the forums. The purpose of the forums is to discuss relevant safety issues and maintain open lines of communication to ensure mutual safe work efforts. The OUs shall organize the forums and OU leadership shall facilitate the discussion that, at a minimum, includes the following elements:
   a. Best practices and industry challenges
   b. Contractor safety expectations and requirements, including the reinforcement of roles and responsibilities pertaining to this standard
   c. Lessons learned from incidents that have occurred

3.5 Incident Reporting and Cause Evaluation Requirements
The Edison Representative shall ensure that Contractor/Subcontractor safety incidents are reported and evaluated as stipulated in the EHS Handbook for Contractors.

3.6 Training
The Contractor Safety Management Standard computer based training (CBT) is required training for Edison Representatives and employees identified by OU Leadership as having responsibilities related to contractor safety. Edison Representatives, who are new to the role or functioning in a temporary capacity managing Tier 1 contracts, must complete the Contractor Safety Management Standard CBT within thirty calendar days of their placement date. After initial implementation of this standard, Edison Representatives who manage Tier 1 contracts and Procurement Agents must complete the Contractor Safety Management Standard CBT on a biennial basis in conjunction with the Principles of Contract Management CBT schedule.

3.7 Recordkeeping
All Contractor Safety Management records shall be kept in accordance with the SCE’s Record Retention Schedule.

The TPA shall retain the following:
   a. Contractor/Subcontractor safety performance and program data and information
   b. Contractor/Subcontractor classification information
   c. Appendix B: Conditional Contractor Plan
   d. Documentation associated with the performance of CSQARs

Supply Management shall retain the following:
   e. Documentation and approval from Expedited Safety Reviews (Appendix C)

Edison Representatives shall retain the following documents in the project records in accordance with existing contract documentation requirements:
   f. Signed copy of the Hazard Assessment (Appendix D)
   g. Contractor’s Project/Site-Specific EHS Plan
   h. Signed copy of the Handbook for Contractors Checklist
i. Signed copy of the Contractor Orientation Review Form (Appendix E)
j. Field Safety Observations
k. Contractor safety incident submittals

4.0 ROLES AND RESPONSIBILITIES

The Roles and Responsibilities Section supplements this standard and the processes described above in section 3.0 by providing a list of responsibilities by contractor safety management function. It is not intended to be referenced in place of the standard processes detailed above.

4.1 Corporate Health & Safety (CHS)

- Governs and maintains the Contractor Safety Management Standard and oversees its implementation.
- Governs and maintains the EHS Handbook for Contractors, job aids, and other documents associated with this standard.
- Serves as Edison Representative for the TPA.
- (CHS Director) approves/denies Conditional Contractor/Subcontractor plans using Appendix B: Conditional Contractor Plan.
- (CHS Director and VP over CHS) Collaborates with OU Director and OU VP to review and approve/deny requests for Expedited Safety Reviews and the associated Hazard Assessment.
- Ensures that CSQARs are performed.
- Reviews this standard and its components at least once every three years per the program review schedule and updates this standard as necessary.

4.2 Edison Representatives of Tier 1 Contractors

Qualification Requirements for Tier 1 Contractors/Subcontractors

- Identify Tier level of work to be performed on the initial purchase requisition.
- Collaborate with Supply Management and OU Safety to develop a mitigation plan for Conditional Contractors/Subcontractors.
- Collaborate with the Contractor Representative, during an Expedited Safety Review, to perform a Hazard Assessment (Appendix D) to identify and ensure mitigation of the hazards associated with the work to be performed.
- Ensure that they or a delegate are onsite at all times while the work is being performed, following an Expedited Safety Review, to ensure rules/policies pertaining to the job are followed, safe work practices are utilized, and that risks and hazards associated with the job are identified, discussed, and mitigated prior to commencing work.

Contractor Orientation for Tier 1 Contractors

- Ensure a Contractor Orientation is performed prior to the start of work on a project by a Tier 1 Contractor.
- Ensure that a Hazard Assessment of the Tier 1 project work is completed per the Contractor or Source Contractor process.
- Ensure the Contractor or Source Contractor submits a Project/Site-Specific EHS Plan as described in Section 3.2.2.
- Ensure a review of the Handbook for Contractors Checklist is completed.
- Ensure that Contractors identify whether a Subcontractor will be needed to complete a project during the Hazard Assessment process or at any other time prior to the Contractor onboarding the Subcontractor.
- Ensure the Onsite Supervisor Requirement is reviewed with the Tier 1 Contractor during the Hazard Assessment process and monitored for compliance during Field Safety Observations.
- Ensure that the Safety Professional Requirement is reviewed with the Tier 1 Contractor Representative during the Hazard Assessment process and monitored for compliance during field safety observations.
• Ensure the Hazard Assessment, Project/Site-Specific EHS Plan, Handbook for Contractors Checklist, and Contractor Orientation Review are archived in project records.

Field Monitoring
• Ensure that Field Safety Observations are performed for Tier 1 Contractors following the stipulated frequency.
• Ensure that Field Safety Observations are documented and submitted within five business days of completion in the EHSync Safety Observation Tool.
• Ensure that during Field Safety Observations, safety concerns are communicated to the Contractor Representative and addressed or escalated as needed.

Incident Reporting and Cause Evaluation Requirements
• Ensure that Contractor/Subcontractor safety incidents are submitted as well as any additionally required documentation as stipulated in the EHS Handbook for Contractors.

Training
• Complete the Contractor Safety Management Standard CBT on a biennial basis in conjunction with the Principles of Contract Management CBT schedule.
• Complete the Contractor Safety Management Standard CBT within 30 days of hire date when Edison Representatives are new to the role or assigned a temporary role.

Recordkeeping
• Retain the following documents in the project records in accordance with existing contract documentation requirements: Hazard Assessment, Contractor’s Project/Site-Specific EHS Plan, Signed copy of the Handbook for Contractors Checklist, Contractor Orientation Review, Field Safety Observations, and contractor safety incident submittals.

4.4 OU Safety
• Provides assistance to Edison Representatives in determining Tier level of work that the Contractor will perform that is to be included on the initial purchase requisition.
• Provides assistance as needed to Edison Representatives in identifying safety requirements pertaining to the scope of work that are above and beyond California OSHA, Federal OSHA, and other regulatory requirements that are to be included on the initial purchase requisition for Tier 1 Contractors.
• Works with Supply Management and the Edison Representative to develop mitigation plans for Conditional Contractors/Subcontractors.
• Provides expertise in the event of an Expedited Safety Review.
• Provides assistance to the Edison Representative in developing the Hazard Assessment for Tier 1 project work.
• Provides assistance to Edison Representatives in the review of Project/Site-Specific EHS Plans developed by Tier 1 Contractors.
• Provides assistance during the Contractor Orientation process.
• Provides assistance in the performance of Field Safety Observations.

4.5 OU Leadership
• Ensures the requirements of this standard are fully implemented in their OU.
• (OU Director) approves/denies Conditional Contractor/Subcontractor plans using Appendix B: Conditional Contractor Plan.
• (OU Director) Initiates contact with the Supply Management Director to initiate the Expedited Safety Review procedure, if necessary.
• (OU Director and OU VP) Collaborates with CHS Director and VP over CHS to review and approve/deny requests for Expedited Safety Review and the Hazard Assessment performed.
• Ensures that the Contractor Orientation for Tier 1 Contractors and Field Monitoring requirements described in the Contractor Safety Management Standard are carried out following the approval of an Expedited Safety Review.
• Ensures at least one forum for Tier 1 Contractors is held annually and leads the discussion.
• Identifies OU employees who have responsibilities related to contractor safety that are required to take the Contractor Safety Management Standard CBT.
• Provides necessary support to Edison Representatives and OU Safety to be able to successfully carry out their roles and responsibilities as described in this standard.

4.6 Supply Management
• Provides oversight of Contractor/Subcontractor safety performance data and information collected for and in collaboration with the TPA.
• Provides oversight of the Contractor/Subcontractor qualification and classification processes.
• Oversees the collaboration with the Edison Representative and OU Safety to develop a mitigation plan for Conditional Contractors/Subcontractors, which is summarized and submitted to the OU and CHS Directors for review using Appendix B: Conditional Contractor Plan.
• Assists the OU in carrying out the Safety Performance Policy, when necessary.
• (Supply Management Director) Works with the OU to carry out the Expedited Safety Review procedure.
• Maintains documentation and approval from Expedited Safety Reviews.

4.7 Third Party Administrator (TPA)
• Collects relevant Tier 1 Contractor/Subcontractor safety data and programs.
• Reviews Tier 1 Contractor/Subcontractor safety data and programs and classifies the Contractor/Subcontractor based on the review into one of three categories: Qualified, Conditional, and Unqualified.
• Maintains the Tier 1 Contractor/Subcontractor qualification information.
• Monitors the Tier 1 Contractor/Subcontractor classifications on an ongoing basis and communicates changes to SCE and the Contractor/Subcontractor.
• Provides results of the review to Contractor/Subcontractor.
• Retains Contractor/Subcontractor safety performance and program data and information.
• Maintains documentation and approval from Expedited Safety Reviews.

4.8 Tier 1 Contractors
Qualification Requirements for Tier 1 Contractors/Subcontractors
• Submit required safety performance and program information to the TPA for review and classification.
• Submit requisite explanations and mitigation plans to Supply Management when classified as Conditional and where the intent is that the Contractor will perform work or is currently performing work for SCE as part of the Conditional Contractor Plan.
• Comply with all applicable local, state, and federal regulations as well as any additional requirements stipulated by SCE including those in SCE’s safety standards and programs.
• (A Contractor Safety Professional) is onsite at all times while the work is being performed, following an Expedited Safety Review, to ensure rules/policies pertaining to the job are followed, safe work practices are utilized, and that risks and hazards associated with the job are identified, discussed, and mitigated prior to commencing work.

Contractor Orientation for Tier 1 Contractors
• Provide management and supervisory oversight of Contractor/Subcontractor employees.
• Conduct a Contractor Orientation for their employees and any Subcontractors that begin work on the project subsequent to the original Contractor Orientation and maintain a signed copy of the Contractor Orientation Review at the job site.
• (Contractor Representatives) Collaborate with Edison Representatives to perform a Hazard Assessment (Appendix D) to identify and ensure mitigation of the hazards associated with the work to be performed during an Expedited Safety Review.
• Develop and submit a Project/Site-Specific EHS Plan that addresses the hazards identified in the Hazard Assessment and that minimally contains the components listed in Section 3.2.2, a-h under Project/Site-Specific EHS Plan.
• (Source Contractors) Develop and submit a Project/Site-Specific EHS Plan that addresses each hazard identified in the Hazard Assessment for Source Contractors and that addresses items a-h with site-specific information and hazards being identified and discussed through daily tailboarding and job hazard analysis. Ensure this is completed in conjunction with the Hazard Assessment at the start of the contract, reviewed annually, and updated when changes are made to the Hazard Assessment.
• Are responsible for the Subcontractor and their work performance at all times when carrying out work for SCE.
• Provide notice to the Edison Representative of intention to use a Subcontractor during the Hazard Assessment process and prior to commencement of work by the Subcontractor.
• Ensure the Onsite Supervisor Requirement that Tier 1 Contractors provide an onsite supervisor/person responsible for all Tier 1 work is met.
• Ensure that where Tier 1 projects exceed 50 employees, a dedicated Safety Professional is maintained in support of the work and that collaboration with the Edison Representative occurs to determine the number of Safety Professionals needed to support Tier 1 projects exceeding 100 employees.
• (Contractor Representatives) Conduct a Contractor Orientation for their crews and any new employees/Subcontractors that begin work on the project subsequent to the original Contractor Orientation and maintain a signed copy of the Contractor Orientation Review at the job site.

Field Monitoring
• Take action to mitigate any hazards, risks, or safety concerns identified and communicated by SCE during Field Safety Observations or during any other method used to ensure safe work practices of the Contractor/Subcontractor.
• Collaborate with SCE personnel by providing requested documentation and answering relevant questions during CSQARs.

Contractor Safety Forums
• Attend and participate in Contractor Safety Forums as directed and organized by OU Leadership.

Incident Reporting and Cause Evaluation Requirements
• Ensure that Contractor/Subcontractor safety incidents are reported and evaluated as well as complete additionally required documentation as stipulated in the EHS Handbook for Contractors or by SCE.

5.0 DEFINITIONS

Contractor: The party entering into a contract to perform work for SCE. This term is also applicable to the Contractor's agent, person, or persons authorized to represent the Contractor, such as the Contractor's superintendent or foreman.

Conditional Contractors: Tier 1 Contractors who, following safety performance and program review by the TPA, exhibit areas that may be below SCE and/or industry standard in their safety performance but are qualified to perform work at SCE with the condition that additional mitigation procedures are in place to ensure safe work practices are followed.

Contractor Representative: The Contractor employee named in the contract or appointed by the Contractor to act on behalf of the Contractor.

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.

OU Safety: A safety group within an Operating Unit that has Safety Specialists who are safety consultants that are dedicated full time to Contractor safety.
Qualified Contractors: 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 Tier 1 work at SCE.

Safety Professional: A certified safety employee whose responsibility is solely that of ensuring safe work practices and compliance with safety and health regulations.

Serious Incident: Any injury or illness occurring in a place of employment or in connection with any employment that 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. This does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

Source Contractor: A contractor who performs repetitive project work under an agreement that lasts for an extended period of time.

Subcontractors: A business or person employed by a Contractor to carry out specific parts of a contract for SCE as part of a larger project.

Supplemental Workers: A worker, who is not an employee, used to augment or support the Company workforce to meet business needs. There are four classifications of Supplemental Workers – Contingent Workers, Consultants, Contractors, and Professional Services.

Third Party Administrator (TPA): A professional service provider contracted by SCE to evaluate contractor safety performance and programs on behalf of SCE.

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.

Tier 2: A designation assigned to contracted work activities that are lower risk or routine in nature and not typically considered hazardous.

Unqualified Contractors: A Tier 1 Contractor who, following safety performance and program review by the TPA, does not meet SCE and/or industry standards for safety performance and/or safety programs and cannot perform work at SCE.

6.0 REFERENCES

External References
None

Internal References
EHS Handbook for Contractors (SCE-EHS-SAFETY-HB-1)
Company-Owned, Contract and Chartered Aircraft Standard

7.0 KEY CONTACTS

Operational Services, Corporate Health and Safety: Johnny Parker, (909)730-4721

8.0 APPENDICES

Appendix A: Tier Classification

Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the controlled version published on the Company portal prevails.
Appendix B: Conditional Contractor Plan
Appendix C: Expedited Safety Review
Appendix D: Hazard Assessment
Appendix E: Contractor Orientation Review
Appendix A: Tier Classification

The purpose of this Appendix is to provide guidance on the Tier Classification of contract work to be performed, as compliance with this standard requires differentiating whether contracted work should be classified as Tier 1 or Tier 2.

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.

Safety Tier 2 – A designation assigned to contracted work activities that are lower risk or routine in nature and not typically considered hazardous.

If the contractual work includes any of the following, it is considered Tier 1:

- Operations above 6 feet that require the use of fall protection system(s)
- Welding and cutting operations
- Electrical work and work involving installation, operation, or maintenance of an electrical system circuit, or line, with the exception of changing light bulbs and equipment that can be serviced while unplugged
- Work requiring hazardous energy control and lockout tag-out procedures
- Work that involves cranes, hoisting, and rigging
- Helicopter operations to perform lifting and hoisting
- Work involving operation of heavy equipment
- Tree work including maintenance and removal operations that require the use of aerial lifts
- Confined space activities
- Radiographic testing or any activity that could generate ionizing radiation
- Roofing work
- Demolition work
- Excavation or other work that requires a dig permit
- Work that may require permitting from Cal/OSHA or other regulatory agencies
- Work requiring the use of explosives
- Work that may involve lead-based paint or asbestos-containing materials
- Work involving hazardous material use, transport, or disposal (to include refrigerants)
- Work involving environmental/hazardous material cleanup and decontamination
- Work that requires the installation, operation, or maintenance of the electrical system
- Work covered by the Construction Safety Orders and or Fed OSHA Construction Standards

This list is not all-inclusive. Contact your OU Safety group for additional guidance as needed.
Appendix B: Conditional Contractor Plan

The purpose of this Appendix is to provide documentation and structure to support the review and approval/denial for a Conditional Contractor/Subcontractor to perform work at SCE. When a Contractor/Subcontractor is categorized as Conditional, Supply Management collaborates with the Edison Representative or delegate and OU Safety to develop a mitigation plan, which is summarized here and submitted to the OU and CHS Director for approval.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Edison Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order #:</td>
<td>Project Location:</td>
</tr>
<tr>
<td>Anticipated Start and Completion Dates:</td>
<td>Contractor Company:</td>
</tr>
<tr>
<td>Operational Unit:</td>
<td>Contract Agent:</td>
</tr>
<tr>
<td>Scope of the Project:</td>
<td></td>
</tr>
</tbody>
</table>

1. Summary of the Explanation of Substandard Safety Performance

2. Summary of the Safety Improvement Plan

3. Field Safety Observation Schedule

4. Rationale for Using the Conditional Contractor/Subcontractor

By signing this document, the OU Director affirms that he or she has reviewed the Conditional Contractor mitigation plans and authorizes the Conditional Contractor/Subcontractor to perform work at SCE within the scope and using the mitigation measures outlined.

**OU Director:** (Printed Name): ____________________________________________

(Signature): ____________________________________________ Date: __________

By signing this document, the CHS Director affirms that he or she has reviewed the Conditional Contractor mitigation plans and authorizes the Conditional Contractor/Subcontractor to perform work at SCE within the scope and using the mitigation measures outlined.

**CHS Director:** (Printed Name): ____________________________________________

(Signature): ____________________________________________ Date: __________

Southern California Edison

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Appendix C: Expedited Safety Review

The purpose of this Appendix is to provide a procedure for utilizing the Expedited Safety Review when Tier 1 Contractors/Subcontractors are needed for emergency purposes, such as an asset failure, and where urgent timelines do not allow the contract to go through the normal qualification process.

1) The OU Director in charge of the work to be performed shall contact the Supply Management Director to initiate the procedure.

2) Supply Management shall ensure that in addition to the Expedited Safety Review, the Contractor/Subcontractor shall undergo qualification through the normal Third Party Administrator process concurrently.

3) The Edison Representative shall collaborate with the Contractor Representative to perform a Hazard Assessment (Appendix D) to identify and ensure mitigation of the hazards associated with the work to be performed.

4) The OU Director and VP in charge of the work to be performed shall collaborate with the CHS Director and the VP over CHS to review the Expedited Safety Review request and the Hazard Assessment and approve or deny the request.

5) If approved, the OU Leadership shall ensure that the Post-Award Project Management and Field Monitoring requirements described in the Contractor Safety Management Standard are carried out.

6) If approved, a dedicated Safety Professional provided by the Contractor and the Edison Representative or delegate shall be onsite at all times while the work is being performed to ensure rules/policies pertaining to the job are followed, safe work practices are utilized, and that risks and hazards associated with the job are identified, briefed, and mitigated prior to commencing work.

7) The work conditions of the Expedited Safety Review shall be in effect until work or the approval process is completed.
The purpose of this Hazard Assessment is to identify potential health and safety issues and mitigate hazards associated with the project. The successful Contractor shall develop and submit a Project/Site-Specific EHS Plan that addresses the hazards identified in this Hazard Assessment.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Potential Risk: Check if YES</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construction Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Underground Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Caissons and Cofferdams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Power Transmission/Distribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Commercial Diving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Steel Erection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Demolition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Telecom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Vegetation Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Civil Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Equipment Hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Heavy Equipment Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Highway Work Zones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Hand and Power Tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Cranes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Derricks, Hoists, Elevators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Manlifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Forklifts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3. Site (project/job) or Facility Hazard

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Confined Spaces</td>
</tr>
<tr>
<td>B.</td>
<td>Clearance Procedures (LOTO)</td>
</tr>
<tr>
<td>C.</td>
<td>Housekeeping &amp; Sanitation</td>
</tr>
<tr>
<td>D.</td>
<td>Illumination</td>
</tr>
<tr>
<td>E.</td>
<td>Air Contaminates (ventilation)</td>
</tr>
<tr>
<td>F.</td>
<td>Weather/Envir. Conditions</td>
</tr>
<tr>
<td>G.</td>
<td>Contaminated Soil</td>
</tr>
<tr>
<td>H.</td>
<td>Gas Pipeline Operations</td>
</tr>
<tr>
<td>I.</td>
<td>Communications</td>
</tr>
<tr>
<td>J.</td>
<td>Emergency Evacuation Route</td>
</tr>
<tr>
<td>K.</td>
<td>Other</td>
</tr>
</tbody>
</table>

### 4. Construction/Maintenance Hazards

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Falls</td>
</tr>
<tr>
<td>B.</td>
<td>Stairways and Ladders</td>
</tr>
<tr>
<td>C.</td>
<td>Scaffolding</td>
</tr>
<tr>
<td>D.</td>
<td>Electrical (Include Grounding)</td>
</tr>
<tr>
<td>E.</td>
<td>Electric Arc Flash/Blast</td>
</tr>
<tr>
<td>F.</td>
<td>Trenching</td>
</tr>
<tr>
<td>G.</td>
<td>Excavation</td>
</tr>
<tr>
<td>H.</td>
<td>Concrete or Masonry Work</td>
</tr>
<tr>
<td>I.</td>
<td>Welding, Cutting, or Brazing</td>
</tr>
<tr>
<td>J.</td>
<td>Flammable/Combustible Liquids</td>
</tr>
<tr>
<td>K.</td>
<td>Blasting and Explosives</td>
</tr>
<tr>
<td>L.</td>
<td>Manual Lifting</td>
</tr>
<tr>
<td>M.</td>
<td>Material Handling &amp; Rigging</td>
</tr>
<tr>
<td>N.</td>
<td>Pedestrian Traffic Control</td>
</tr>
<tr>
<td>O.</td>
<td>Vehicular Traffic Control</td>
</tr>
<tr>
<td>P.</td>
<td>Jack &amp; Bore Operations</td>
</tr>
<tr>
<td>Q.</td>
<td>Horizontal Directional Drilling</td>
</tr>
<tr>
<td>R.</td>
<td>Other</td>
</tr>
</tbody>
</table>

### 5. Health Hazards (If any of the below are marked yes, the contractor must have a written Hazard Communication program)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Asbestos</td>
</tr>
<tr>
<td>B.</td>
<td>Asphalt Fumes</td>
</tr>
<tr>
<td>C.</td>
<td>Carbon Monoxide</td>
</tr>
<tr>
<td>D.</td>
<td>Hazardous/Toxic Substances</td>
</tr>
<tr>
<td>E.</td>
<td>Toxic Metals</td>
</tr>
<tr>
<td>F.</td>
<td>Lead</td>
</tr>
<tr>
<td>G.</td>
<td>Noise</td>
</tr>
<tr>
<td>H.</td>
<td>Silica</td>
</tr>
</tbody>
</table>
I. Respiratory Hazards
J. Chromium VI
K. Heat Stress
L. Other

6. Required Permits (specify in Control Measures whether SCE or contractor permit will be used):
A. Clearance Procedures (LOTO)
B. Confined Spaces
C. Hot Work
D. OSHA Trench & Excavation
E. OSHA Scaffolding
F. Other

7. Required Personal Protective Equipment (PPE)
A. Head Protection (Hard Hats)
B. Hand Protection
C. Eye Protection
D. Arc Flash Clothing
E. Hearing Protection
F. Fall Protection
G. Personal Climbing Equipment
H. Footwear
I. Personal Flotation Devices
J. Respiratory
K. High Visibility Clothing
L. Other

8. Air Operations
A. Air Operation
B. Human External Cargo
C. External Loads
D. Hot Fueling
E. Aviation Fatigue Program
F. Aviation Rigging Inspection
G. Helicopter Use Plan
H. Aviation Handbook Provided

Items 9-14 to be completed by Contractor:

9. Other Hazards – Identify any other safety and health hazard not previously noted.

10. Subcontractors – List all Subcontractors that will be used on this project. Include an attachment that includes the following information for each Subcontractor: Company name; scope of work; and the Contractor Representative’s name, phone number, and e-mail address. Note that prior to earning a contract award, Subcontractors must complete the Tier 1 Safety Performance and Programs Review by the TPA.
11. Onsite Supervisor Requirement – Verify that the Contractor will provide a supervisor/person in charge who is responsible for the general area of Tier 1 work involving multi-employee work crews or multi-employee job sites per the Onsite Supervisor Requirement.

12. Safety Personnel Requirement – Verify that where the Tier 1 projects exceed 50 Contractor/Subcontractor employees, the Contractor will provide a dedicated Safety Professional to support the work. For larger Tier 1 projects involving 100 or more Contractors/Subcontractors, collaborate with the Edison Representative to determine the appropriate number of Safety Professionals required to support the project considering the nature of the tasks performed and the associated risks.

13. New Employee Supervision and Training – Verify the development and implementation of a plan to provide additional supervisory oversight for newly hired workers during their first 6 months of employment and for workers during the first 6 months following assignment to a new role (e.g. newly promoted lineman, supervisor, etc.). Verify that a formal training program has been developed and maintained which at a minimum includes orientation training for newly hired employees and periodic continuing training in relevant topics for all employees.

14. New to SCE/Work – Are you new to SCE or performing this type of work at SCE for the first time? Y/N

By signing this document, the Contractor Representative affirms that he or she understands the items contained in the Hazard Assessment and will ensure compliance with the requirements and mitigation of the identified hazards.

Contractor Representative: (Printed Name): __________________________________________
(Signature): __________________________________________ Date: __________

By signing this document, the Edison Representative affirms that he or she reviewed this document with the Contractor Representative.

Edison Representative: (Printed Name): __________________________________________
(Signature): __________________________________________ Date: __________
Appendix E: Contractor Orientation Review

The purpose of this Appendix is to provide a checklist that binds the documents reviewed during the Contractor Orientation and to ensure mutual understanding between SCE and the Contractor/Subcontractor regarding what is required to safely perform work at SCE. Checking the box pertaining to the Contractor Orientation item below indicates that the Edison Representative (or delegate) and the Contractor Representative completed the review of that item.

☐ Hazard Assessment

☐ Project/Site-Specific EHS Plan

☐ Handbook for Contractors Checklist

Contractor Representative: By signing this document, the Contractor Representative affirms that he or she
a. Understands all requirements and mitigation techniques described within the above documents
b. Shall ensure work is performed in accordance with the documents
c. Shall review the documents with crews and any new employees/Subcontractors that begin work on the project
d. Shall maintain a copy of the above documents with a signed copy of this form onsite

(Printed Name): _________________________________________________

(Signature): ________________________________________________ Date: _________

Edison Representative: By signing this document, the Edison Representative affirms that
a. Collaboration, discussion, and agreement occurred with the Contractor Representative regarding the requirements and mitigation techniques described within the above documents
b. A copy of the above documents with a signed copy of this form shall be maintained as part of project records and under fulfillment of the project records retention schedule

(Printed Name): _________________________________________________

(Signature): ________________________________________________ Date: _________

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