

Changes in CONTRACTOR SAFETY MANAGEMENT

What do contractors need to know?



With an continued **focus to eliminate all serious injuries and fatalities**, SCE Contractor Safety Management is launching a few program changes, including a revised *EHS Handbook for Contractors*.

Component	Updates	Benefits
<i>EHS Handbook for Contractors (Version 8)</i>	Launching March 1, 2019, the revised <i>EHS Handbook for Contractors</i> includes various updates from 2016 version.	Improves our contractor safety oversight, increases collaboration with our contractors/subcontractors, and more effectively manages risks.
ISN Grading Criteria	SCE's initial ISN grading criteria focused heavily on contractor safety performance (DART, recordable injuries and EMR). Grading criteria are adjusted to focus more on elimination of serious injuries and fatalities. Contractors with a fatality within the last 3 years would automatically be classified as Conditional. Recent serious incidents at SCE may also impact grades.	Support SCE's mission to eliminate worker serious injuries and fatalities. This will allow for a more in-depth assessment of contractors who experience serious injuries and fatalities and ensure additional mitigations are in place to address risk.
Contractor Safety Observation Program Requirement (by June 30, 2019)	Contractors must have a safety observation program in place to electronically document, track and trend their field safety observations of their employees and subcontractors. The program shall have the ability to identify at-risk and safe work behaviors. Applies to all contractors who have worked or plan to work 25,000 hour/year for SCE.	Allows contractor leaders to conduct robust review of work activities and make adjustments <i>before</i> injuries and incidents occur. Allows Edison Representatives and Field Safety Advisors to compare observation information with contractors and collaborate to reduce risks.
ISN Qualification; Handling Grade Changes	Contractors & subcontractors are allowed 30 calendar days to rectify C or F grades impacted by expired programs, expired Conditional Plans, or non-submission of expired performance data such as EMR. If grades cannot be improved to A or B due to substandard safety performance, an approved Conditional Contractor Plan is required (within 30 days of grade drop) in order to continue work.	Provides more clear direction to Contractor and Edison Representatives if/when any grades drop to 'Unqualified Status'. Conditional Contractor Plan template is available to understand substandard safety performance and specify safety plan improvements.
Safety Professional Requirement	Maintains requirement for a dedicated safety professional requirement for projects with greater than 50 workers at one location. Adds new requirement that Safety Tier 1 contractors maintain a dedicated a Safety Professional if the number of workers across the SCE territory exceeds 50 workers.	This change broadens the requirement for Safety Professionals and allows for greater worker safety oversight. Enables contractors to provide better oversight for higher volumes of workers spread across a large area.

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Conditional Contractor Monthly Reporting and Observation Requirement	Contractors in Conditional status are required to: 1. Conduct a minimum of one field safety observation of each crew conducting work for SCE per month and 2. Submit quarterly reports on progress implementing the plan, including data such as: # of safety observations and safety team meetings/stand-downs conducted with their employees conducting SCE work	Increases accountability of Conditional Contractors to ensure they implement an effective plan to reduce incidents and improve safety performance.
Clarified Reporting Requirements for ISN Site Tracker; Updated Incident Reporting Form	<p>Specifies ISN Site Tracker requirements, deadlines, and ISN grading penalties for non-submission of data or inaccurate data.</p> <p>Updated Incident Reporting Excel-based form allows users to easily determine what information is required depending on the type of incident.</p>	Increased reporting capabilities allows SCE and business units to better track and trend incident data and share information on risks and best practices. Improved analytics will help focus on performing risk-based observations and identifying precursors to serious injuries and fatalities.
ISN Qualification – SCE Manual Grade Changes using SCE-Specific Modifier	Adds SCE process to perform a more immediate review of contractors' safety performance, including adding/deducting points in ISN.	Allows for more immediate grade impacts instead of waiting for annual safety performance numbers to be collected by ISN.
Forms and Orientation Documents (Contractor Safety Documents are available on the web at: www.sce.com/partners/buying-selling/supply-chain-management)	New templates simplify forms four old forms. Now only two orientation forms are needed: 1. <i>SCE Contractor Hazard Assessment and Safety Plan</i> and 2. <i>SCE Contractor Handbook and Orientation Checklist</i> .	Fewer documents to maintain and update. Clarifies expectations for these documents to help improve the quality and consistency. Templates included with specific step-by-step instructions.
Definitions	Added and updated multiple definitions, including: Close Call, Actual and Potential Life-Threatening/ Life-Altering Incidents.	Provides more clarity on specific items, including the incident classification types, the difference between Job Hazard Assessment (JHA) and Tailboards, and the difference between Confined and Enclosed spaces.