

Contractor Safety Management



STANDARD	Effective Date	February 5, 2019		
	Supersedes	Contractor Safety Management Standard (v.6, effective Jan. 3, 2017)		
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1.0 STANDARD STATEMENT

Southern California Edison (SCE) is committed to the safety and health of its employees, Contractors, and the public. The purpose of this standard is to establish SCE safety-related requirements for SCE personnel conducting company business with Contractors and Subcontractors. This standard sets the expectation that all stakeholders ensure tasks/activities with potential for serious injuries and fatalities are properly identified and mitigated.

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.

2.0 APPLICABILITY

This standard applies to all SCE employees performing Contractor management functions including Contractor qualification, monitoring, and evaluation. This standard establishes minimum Contractor safety requirements and clear responsibilities for SCE employees engaged in Contractor management. Employees supervising or directing Supplemental Workers who perform Contractor Management functions must ensure the Supplemental Workers adhere to the applicable provisions of this standard when performing work for the company.

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

- Section 1.0 Standard Statement ("Safety Performance Policy")
- Section 3.3.2 Safety Tier 2 Orientation
- Section 3.6.1 Incident Reporting
- Section 3.7 Training
- Section 3.8 Recordkeeping, Item e

In addition to following this standard, you must follow the [Use of Company-Owned, Contract and Chartered Aircraft Policy](#) for all contracted, subcontracted, and chartered aircraft operations performed for SCE.

For this standard, the term "Contractor" is used to denote both Prime Contractors (Contractor who has a contract with SCE for a scope of work/project and has the full responsibility for its completion) and Subcontractors (Contractor who has a contract with the Prime Contractor to perform a portion of the work/project) unless otherwise stated.

Note that section 3.2.5 (Safety Observation Program Requirement) becomes effective on June 30, 2019.

3.0 STANDARD DETAIL

3.1 Safety Qualification Requirements for Safety Tier 1 Contractors

3.1.1 Tier Determination

Compliance with this standard requires differentiating between contracted work classified as Safety Tier 1 or Tier 2. SCE classifies Safety Tier 1 work as activities that, without implementing appropriate safety measures, are potentially hazardous or life-threatening. SCE classifies Tier 2 work as routine contractual work 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. For the purposes of this standard, Contractors conducting any Safety Tier 1 work will be referred

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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 [Appendix A: Tier Classification](#) and must include the Tier on the initial purchase requisition submitted to Supply Management. The Edison Representative can contact Edison Safety for additional guidance on appropriate Tier classification as needed.

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

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

3.1.2.1 TPA Registration and Information Submittal

The Edison Representative must ensure Safety Tier 1 Contractors 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 (except for 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 Safety Tier 1 Subcontractors.

3.1.2.2 TPA Safety Tier 1 Safety Performance and Programs Review

The TPA reviews and scores Safety Tier 1 Contractors on safety performance, programs and culture. The actual grading criteria details can be found within the TPA system. SCE has designed the TPA grading criteria to emphasize the elimination of all serious injuries and fatalities. As such, any Contractor who experienced a fatality within the last three years automatically receives a TPA grade of C and must have an SCE-approved [Conditional Contractor Plan](#) to reach Conditional Status (as outlined in section 3.1.2.7 below). Details on the three major areas reviewed by the TPA follow:

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

3.1.2.3 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 BB 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. Conditional Contractors must have an SCE-approved [Conditional Contractor Plan](#) (Refer to Section 3.1.2.7 for details). These Contractors' historic safety performance may be below SCE and/or industry standard and may have scored low in safety culture, but they are qualified to perform work at SCE under the condition that additional

mitigation procedures contained in., a Conditional Contractor Plan are in place to correct previously identified deficiencies

- c. **Unqualified Contractors** have an F grade as they do not meet SCE and/or industry standards for safety programs and/or safety performance. Contractors having C grades are classified as an Unqualified Contractor if they do not have SCE-approved Conditional Contractor Plans. Unqualified Contractors cannot perform any Tier 1 work for SCE

3.1.2.4 TPA Monitoring and Grade Changes

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

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

3.1.2.5 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 Contractor [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:

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

Grades may be raised for:

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

3.1.2.6 Expedited Safety Review

The [Expedited Safety Review](#) is used when Safety Tier 1 Contractors are needed for emergency purposes, such as an asset failure. In these cases, SCE may use the Expedited Safety Review process for qualifying the Contractor. This will occur in parallel with the normal process of the TPA's review of the Contractor. This process will not be used to circumvent or replace existing processes or for scopes of work other than for an emergency condition that requires expedited onboarding. The 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 form for Contractors. 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 review is necessary should a catastrophic or significant incident occur that requires mutual aid and the emergency sharing of resources across service territory boundaries.

3.1.2.7 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 using the [Conditional Contractor Plan Form](#). The Conditional Contractor Plan must be submitted to Edison Safety for initial review. Once reviewed, the Edison Representative must request approval from the Operating Unit (their OU) OU Director. Upon OU Director approval, the Edison Representative must submit the plan to Edison Safety for review and approval by submits the Director of Edison Safety.

Conditional Contractors conducting Safety Tier 1 work for more than one OU must have Conditional Contractor Plans approved for each line of work. Approval of Conditional Contractor Plans will be for one calendar year. Prior to expiration, the Edison Representative must ensure that the Contractor has updated their Conditional Contractor Plan prior to submitting the updated Conditional Contractor Plan for approval. Edison Representatives or Delegates must ensure Conditional Contractors:

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

3.2 Additional Contractor Requirements

3.2.1 Use of Subcontractors

Prime Contractors are responsible for their Subcontractors' work performance at all times when carrying out work for SCE. Safety Tier 1 Subcontractors must undergo the same qualification process as Safety Tier 1 Prime Contractors and achieve Qualified Contractor or Conditional Contractor status prior to conducting Safety Tier 1 work, regardless of the work duration. Edison Representatives must ensure:

- a. Safety Tier 1 Prime Contractors notify SCE of their intention to use Safety Tier 1 Subcontractors. Notification shall occur prior to commencement of Tier 1 work by a Subcontractor during the, which must be documented in the SCE as part of the Hazard Assessment and Safety Plan Form in the SCE EHS Handbook for Contractors. Orientation process (Refer to Section 3.3.1 for details). Failure to notify the Edison Representative of the use of a Subcontractor could result in the immediate dismissal of the Prime Contractor from a project.
- b. Prime Contractors use only Qualified or Conditional Subcontractors to conduct Safety Tier 1 work.
- c. Prime Contractors register their use of Tier 1 Subcontractors in the TPA system (ISN SubTracker)

3.2.2 Onsite Supervisor Requirement

Safety Tier 1 Contractors must provide a Competent Person 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 Competent Person 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 Edison Representative or Delegate must review this requirement with the Contractor, who must verify this requirement will be met. During Field Safety Observations, the Edison Representative must verify compliance with this requirement.

3.2.3 Safety Professional Requirement

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

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

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

3.2.4 New Employee Supervision and Training Requirement

During the Contractor Orientation, the Edison Representative or Delegate must verify that the Contractor has a plan to train and must provide additional supervisory oversight for newly hired workers conducting Safety Tier 1 work during their first 6 months of employment and for workers during the first 6 months following assignment to a new role (e.g. newly promoted lineman, supervisor, etc.). This plan must include an orientation training and periodic ongoing formal training in relevant topics for all employees.

3.2.5 Safety Observation Program Requirement

By June 30, 2019, all Safety Tier 1 Contractors who have worked or plan to work at least 25,000 hours/year for SCE must implement a Safety Observation Program. The program must be designed for the Contractor to conduct regular field observations of their employees conducting SCE work. Contractors must develop and implement processes for their leadership to review their observation data and address adverse conditions/observation trends. The program must include the ability to electronically track and trend observation data. These data must 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. The Edison Representatives or Delegates must verify Contractors meet this requirement during the Contractor Orientation process.

3.2.6 Tailboard Requirement

Prior to the start of work, Contractors must conduct a Tailboard meeting. A Tailboard means, Tailboard conference, pre-job briefing, tailgate meeting, job procedure discussion, or talking the job over before starting to work to ensure all supervisors and members of each crew involved thoroughly

understand the job to be performed and the method of accomplishing it safely. Before the start of each job, after lunch or other breaks, and if 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 must be documented in a written Tailboard form that is signed by all workers onsite and posted at the work location. Visitors, before entering the work site, and new workers, prior to the start of their work, must be briefed by Contractors on the content of the Tailboard to make them aware of the hazards and mitigations associated with the work. Edison Representatives or Delegates must verify the Tailboard Requirement is met during Field Safety Observations (Refer to Section 3.4.1 for details).

3.3 Contractor Orientation

3.3.1 Safety Tier 1 Orientation

Prior to Safety Tier 1 Prime Contractor's start of work, the Edison Representative or Delegate must ensure a Contractor Orientation is performed in collaboration with the Prime Contractor 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, and any new employees/Subcontractors that begin work on the project after the original Contractor Orientation. A signed copy of the SCE Contractor Hazard Assessment and Safety Plan and the SCE Contractor Handbook and Orientation Checklist must be retained by all crews while conducting Safety Tier 1 work for SCE. Additionally, for each scope of work, the Edison Representative must ensure the Prime Contractor Representative uploads copies of the completed/signed SCE Contractor Hazard Assessment and Safety Plan and the SCE Contractor Handbook and Orientation Checklist into the TPA system within 10 business days of the Contractor Orientation.

3.3.2 Safety Tier 2 Orientation

Prior to a Safety Tier 2 Prime Contractor's start of work, the Edison Representative or Delegate must ensure a Contractor Orientation is performed in collaboration with the Prime Contractor by ensuring the development/review of the [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 must conduct a Contractor Orientation for their crews including Subcontractors, and any new employees/Subcontractors that begin work on the project after conducting the original Contractor Orientation. The Prime Contractor must maintain a signed copy of the SCE Contractor Handbook and Orientation Checklist at the Contractor's office or job site.

3.3.3 SCE Contractor Hazard Assessment and Safety Plan

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

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

- a. introducing new work activities
- b. change in key personnel or
- c. change in subcontractors

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

- d. the plan applies to the work scope being performed
- e. associated hazards/mitigations are the same and
- f. key personnel remain consistent

If any elements of the SCE Contractor Hazard Assessment and Safety Plan 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 Hazard Assessment and Safety Plan into the TPA system.

3.3.4 SCE Contractor Handbook and Orientation Checklist

During the Orientation process, Safety Tier 1 and Tier 2 Edison Representatives or Delegates must review the [SCE Contractor Handbook and Orientation Checklist](#) with the Prime Contractor Representative covering requirements in the EHS Handbook for Contractors. The checklist 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 Contractor Handbook and Orientation Checklist is signed by the Prime Contractor Representative and Subcontractor Representatives. The Edison Representative must sign the Checklist after conducting Contractor Orientation.

3.4 Field Monitoring

3.4.1 Field Safety Observations

The Edison Representative or Delegate must perform Field Safety Observations for Safety Tier 1 Contractors to confirm that work is carried out safely. The [SCE Contractor Hazard Assessment and Safety Plan](#) should be referenced to review the risks and hazards associated with the work and guide appropriate safety behaviors based on work being performed. Delegates conducting observations may be SCE employees or Supplemental Workers. The Edison Representative must ensure each Delegate is knowledgeable of the Contractor's work scope and hazards/mitigation measures associated with the work. The Edison Representative or Delegate performing the observation must document their findings in the SCE Safety Observation Tool within five (5) business days of completion.

3.4.1.1 Frequency

The Edison Representative must ensure Field Safety Observations are completed at least once per month for all active Qualified Safety Tier 1 Contractors per scope of work.

Observations must be performed at least twice 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 an Actual or Potential Life Threatening/Life Altering incident
- c. After a regulatory visit that resulted in a safety violation

The twice monthly Field Safety Observations must be performed for at least 6 months. If additional Actual or Potential Life Threatening/Life Altering incidents or safety violations occur during this period, twice monthly observations must be continued for an additional 6 months.

No observations are required if Contractors are not actively working for SCE. For Contractors intermittently working for SCE on a non-consistent basis or conducting short-term work, the Edison Representative or Delegate must consult with Edison Safety on the appropriate frequency of observation. Edison Representatives or Delegates must share observation results with contractors and reinforce the Contractor's responsibility to ensure corrective actions are taken to correct at-risk observations.

3.4.1.2 At-Risk Observations

Unmitigated hazards must be addressed immediately, and Stop Work shall be invoked if an imminent risk to workers or the public is present. The Edison Representative or Delegate must immediately 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, Edison Safety, OU leadership, and Supply Management must determine whether the contract should be suspended or terminated, per the Safety Performance Policy.

3.4.1.3 Multiple At-Risk Observations/Safety Issues

If a Contractor has multiple at-risk observations or safety issues, a review team consisting of Edison Safety, Supply Management, and the OU can be formed to review the observations/issues and to determine appropriate actions including placing the Contractor on Conditional Status or suspending/terminating the Contractor per the Safety Performance Policy. The review can be initiated by Edison Safety, Supply Management or the OU.

3.4.2 Contractor Safety Quality Assurance Review

Edison Safety shall direct Contractor Safety Quality Assurance Reviews (CSQARs) to be performed on a sampling of Safety Tier 1 Contractors. A CSQAR is an onsite and detailed assessment of the Contractor's safety program implementation and field performance. The process includes a desktop review, field observations and leadership engagement. Any observed unmitigated 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 of any concerns or issues. Each year the number of CSQARs to be performed that year will be determined by the Director of Edison Safety. Contractors conducting higher-risk work, having higher worker hours, and experiencing recent safety performance issues (e.g. Conditional Contractors) are prioritized to undergo a CSQAR. Edison Safety maintains all documentation associated with performing CSQARs.

3.5 Contractor Safety Forums

OUs with active Safety Tier 1 Contractors must ensure Contractor Safety Forums with SCE personnel and active Safety Tier 1 Contractors are held at least once per year and must maintain documentation (e.g. attendance sheets, agendas) of each forum. 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 must organize the forums, with OU Directors or Principal Managers facilitating the discussion, which must cover, at minimum:

- 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

3.6 Incident Management

3.6.1 Incident Reporting

The Edison Representative must ensure all Contractor safety incidents are reported and evaluated as stipulated in the EHS Handbook for Contractors including all injuries (including low-level incidents such as those that require first aid and sprains and strains), crew-caused circuit interruptions, close calls, and property damage incidents.

3.6.2 Contractor Significant Safety Event Communication

OU leadership will determine whether a Contractor incident is a Significant Safety Event that should be shared with SCE employees and Contractors. Within two business days of a Contractor Significant Safety Event, the OU distributes an internal communication to its employees with preliminary details and key takeaways. As soon as possible but within two business days of the OU communication, Edison Safety must email this information to Safety Tier 1 Contractors expecting Contractors will share it with their personnel to prevent the same incident/injury from repeating.

3.6.3 Monthly Safety Data Reporting

The Edison Representative or Delegate must ensure Safety Tier 1 Prime Contractors report summary safety data for the previous month into the TPA system (ISN Site Tracker) by 15th of the month as stipulated in the EHS Handbook for Contractors. Data required to be submitted includes, but is not limited to:

- a. hours worked and
- b. number of OSHA Recordable and DART incidents for both Prime Contractors and their Subcontractors while working on SCE projects

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

3.6.4 Fatality and Actual or Potential Life-Threatening/Life-Altering Incident Review

3.6.4.1 Incident Review Team

Following a fatality or Actual Life Threatening/Life Altering (LT/LA) incident, the OU must convene an Incident Review Team with leadership from the OU, Supply Management, and Edison Safety to:

- a. review the incident
- b. review the Contractor's response to the incident (e.g. cause evaluation, corrective actions, etc.) and the Contractor's general safety performance and
- c. determine appropriate actions including immediate assignment of Conditional Contractor Status, conducting a CSQAR or potentially off-boarding the Contractor

Based on the details of each incident, Edison Safety may require an Incident Review Team be formed to review Potential LT/LA incidents. The Incident Review Team must include the following participants:

- d. For an incident involving a fatality: Directors from the OU, Supply Management, and Edison Safety along with representatives from these groups
- e. Actual and select Potential LT/LA Incidents: Principal or senior managers from the OU, Supply Management, and Edison Safety along with representatives from these groups

The OU must hold initial and follow-up meetings with OU leadership, Supply Management, and Edison Safety leadership to review the incident, associated incident cause evaluations and to determine next steps/actions including:

- f. Initial Incident Review Call: Within 24 hours of a Contractor fatality or two business days of incident classification as an Actual LT/LA incident (and selected Potential LT/LA incidents), the OU must hold an Initial Incident Review call
- g. Five-Day Follow-up Report Call: Within five business days of receipt of the 5 day follow-up report, the OU must hold a call to review the 5-day report
- h. 60-Day Follow-up Report Call: Within five business days of receipt of the 60 day follow-up report, the OU must hold a call to review the 60-day report
- i. Incident Status Check: At approximately six months from the incident, the OU must reconvene the Incident Review Team to assess the status of the Contractor and determine if any additional actions are needed to ensure the Contractor has taken adequate steps to improve their safety performance

3.6.4.2 Contractor Management Review Committee

Edison Safety convenes a Contractor Management Review Committee (MRC) to review the cause evaluation provide Contractor reports associated with Actual and select Potential LT/LA 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 are expected to address all feedback from the Contractor MRC. The Edison Representative or Delegate is responsible for engaging the Contractor, sharing information related to the specific incidents under review, and ensuring Contractor action items are completed.

3.7 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 Safety Tier 1 contracts, must take the Contractor Safety Management Standard CBT course within 30 calendar days of their placement date. After initial implementation of this standard, Edison Representatives who manage Safety Tier 1 contracts and Supply Management staff must be trained to this standard on a biennial basis in conjunction with the Principles of Contract Management CBT schedule.

3.8 Recordkeeping

All Contractor Safety Management records must be kept in accordance with the [SCE's Record Retention Schedule](#).

The TPA retains the following:

- a. Contractor safety performance and program data and information
- b. Contractor grade and classification information
- c. [Conditional Contractor Plans](#)
- d. Signed copies of Contractor Orientation Forms for Safety Tier 1 Prime Contractors

Supply Management retains documentation and approval from [Expedited Safety Reviews](#).

Edison Safety retains documentation associated with CSQARs and the MRC.

Edison Representatives retain the following documents in the project records in accordance with existing contract documentation requirements:

- e. Signed copies of the Contractor Orientation Forms
- f. [Conditional Contractor Plans](#)
- g. [Expedited Safety Reviews](#)

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 OU Leadership

- Ensures the requirements of this standard are fully implemented in their OU
- (OU Director) Approves/denies [Conditional Contractor Plans](#)
- (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 Edison Safety Director and VP over Edison Safety to review and approve/deny requests for Expedited Safety Review SCE Contractor and Safety Plan is developed
- Ensures that the Contractor Orientation for Safety 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 Safety 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 to successfully carry out their roles and responsibilities as described in this standard
- Participates in a team to review and assess Contractors having multiple at-risk observations or safety issues
- Participates in SCE cause evaluations of Contractor incidents and the Management Review Team as needed to review and provide feedback on Contractor cause evaluation reports
- Distributes an internal communication to its employees with details on Contractor Significant Safety Events and lessons learned within 2 business days of the incident
- Convenes an Incident Review Team with leadership from the OU, Supply Management and Edison Safety 1) to review Actual and Potential LT/LA incidents, the Contractor's response to the incident (e.g. cause evaluation, corrective actions, etc.) and the Contractor's general safety performance and 2) to determine appropriate actions including potentially off-boarding the Contractor

4.2 Edison Representatives of Safety Tier 1 Contractors

Qualification Requirements for Safety Tier 1 Contractors/Subcontractors

- Identify Tier level of work to be performed on the initial purchase requisition
- Ensure that an [SCE Contractor Hazard Assessment and Safety Plan](#) of Safety Tier 1 project work is initiated and included in the request for proposal (RFP) so the hazards associated with the work known to SCE at the time the RFP is issued are clear to the bidders
- Ensure Safety Tier 1 Contractors establish an account with SCE's TPA and furnish all necessary information to meet safety qualification requirements prior to conducting Safety Tier 1 work
- Ensure Safety Tier 1 Prime Contractors notify SCE of their intention to use Safety Tier 1 Subcontractors
- Ensure Prime Contractors utilize only Qualified or Conditional Subcontractors to conduct Safety Tier 1 work
- Ensure Prime Contractors register their use of Safety Tier 1 Subcontractors in the TPA system (ISN SubTracker)
- Ensure Safety Tier 1 Contractors with TPA C grades develop [Conditional Contractor Plans](#) and collaborate with Supply Management and Edison Safety to receive approval of the plans from the OU Director and the Edison Safety Director
- Review and approve Contractor TPA program review exemption requests in conjunction with the Edison Safety

- Collaborate with the Contractor Representative, during an [Expedited Safety Review](#), to develop an SCE Contractor Hazard Assessment and Safety Plan 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
- Ensure Conditional Contractors conduct a minimum of 1 field safety observation of each crew conducting work for SCE per month and submit quarterly reports to SCE on progress implementing the plan, the number of safety observations, safety team meetings and safety stand-downs conducted with their employees conducting SCE work

Contractor Orientation for Safety Tier 1 Contractors

- Ensure a Contractor Orientation is performed prior to the start of work on a project by a Safety Tier 1 Contractor
- Ensure that an [SCE Contractor Hazard Assessment and Safety Plan](#) of the Safety Tier 1 project work is completed and conduct an annual review of the SCE Contractor Hazard Assessment and Safety Plan
- Ensure a review of the [SCE Contractor Handbook and Orientation Checklist](#) is completed
- Ensure that Contractors identify whether a Tier 1 Subcontractor will be needed to complete a project during the orientation process
- Ensure the Onsite Supervisor Requirement is reviewed with the Safety Tier 1 Contractor during the orientation process
- Ensure that the Safety Professional Requirement is reviewed with the Safety Tier 1 Contractor Representative during the orientation process and monitored for compliance during Field Safety Observations
- Ensure the SCE Contractor Hazard Assessment and Safety Plan, and the SCE Contractor Handbook and Orientation Checklist are archived in project records
- Ensure Safety Tier 1 Contractor uploads 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

Contractor Orientation for Safety Tier 2 Contractors

- Ensure a Contractor Orientation is performed prior to the start of work on a project by a Safety Tier 2 Contractor
- Ensure the Prime Contractor conducts 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.
- Ensure the development/review of the SCE Contractor Handbook and Orientation Checklist

Field Monitoring

- Ensure that Field Safety Observations are performed for Safety Tier 1 Contractors following the frequency stipulated in Section 3.4.1.1
- Ensure that Field Safety Observations are documented and submitted within five business days of completion in the SCESCE Safety Observation Tool
- Ensure that during Field Safety Observations, safety concerns are communicated to the Contractor Representative and addressed or escalated as needed
- Share Field Safety Observation results with Contractors and reinforce the Contractor's responsibility to ensure corrective actions are taken to correct at-risk observations

Incident Reporting and Cause Evaluation Requirements

- Ensure that Contractor safety incidents are submitted as well as any additionally required documentation as stipulated in the EHS Handbook for Contractors
- Ensure Safety Tier 1 Prime Contractors report summary safety data for the previous month into the TPA system (ISN Site Tracker) by 15th of the month 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 documents in the project records in accordance with Section 3.8 of this standard and with existing contract documentation requirements

4.3 Safety Tier 1 Contractors

Qualification Requirements for Safety Tier 1 Contractors/Subcontractors

- Establish an account with SCE's TPA (ISN) and furnish all necessary information to meet safety qualification requirements prior to conducting Safety Tier 1 work
- Develop a safety improvement plan in collaboration with the Edison Representative using [Conditional Contractor Plan](#) form found in SCE's EHS Handbook for Contractors when receiving a TPA grade of C and obtain SCE approval of the plan
- Comply with all applicable local, state, and federal regulations as well as any additional requirements stipulated by SCE such as those in SCE's safety standards and programs
- Ensure 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
- Submit necessary items to TPA for review and achieve Qualified Contractor or Conditional status as soon as possible but no later than 30 calendar days of grade change if the TPA grade of Contractor changes to a C or an F due to expired programs, expired program exemption requests, expired Conditional Contractor Plans, or non-submission of expired performance data such as EMR
- Develop and submit to the Edison Representative an acceptable Conditional Contractor Plan so that it may be approved as soon as possible but no later than 30 calendar days of a grade change to "C" due to safety performance
- Implement a Safety Observation Program (with the ability to track and trend observation data) by June 30, 2019

Contractor Orientation for Safety Tier 1 Contractors

- (Prime Contractors) Conduct a Contractor Orientation for their employees and any Subcontractors at the start of a project and for other employees and Subcontractors that begin work on the project subsequent to the original Contractor Orientation
- (Contractor Representatives) Collaborate with Edison Representatives to develop an [SCE Contractor Hazard Assessment and Safety Plan](#) to identify and ensure mitigation of the hazards associated with the work to be performed
- (Source Contractors) Develop and submit an SCE Contractor Hazard Assessment and Safety Plan for Source Contractors at the start of the contract, and review and update the SCE Contractor Hazard Assessment and Safety Plan annually as needed.
- Upload copies of the completed/signed SCE Contractor Hazard Assessment and Safety Plan, The SCE Contractor Handbook and The [SCE Contractor Handbook and Orientation Checklist](#) into the TPA system within 10 business days of the Contractor Orientation
- Upload the updated SCE Contractor Hazard Assessment and Safety Plan in the TPA system after the annual review for Source Contractors
- Provide management and supervisory oversight of Contractor employees
- Provide safety oversight of the work being performed
- (Prime Contractors) Ensure a signed copy of the SCE Contractor Hazard Assessment and Safety Plan and the SCE Contractor Handbook and Orientation Checklist is retained by all crews while conducting Safety Tier 1 work for SCE

- Provide notice to the Edison Representative of intention to use a Subcontractor prior to commencement of work by the Subcontractor
- Register their use of Subcontractors in the TPA system (ISN SubTracker)
- Utilize only Qualified or Conditional Subcontractors to conduct Safety Tier 1 work
- Ensure the Onsite Supervisor Requirement that Safety Tier 1 Contractors provide an onsite supervisor/person responsible for all Safety Tier 1 work is met
- Provide a dedicated, competent Safety Professional when the number of their Contractor employees conducting Safety Tier 1 work for SCE exceeds 50 personnel
- Ensure that where Safety Tier 1 projects exceed 50 employees at one general work location, 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 Safety Tier 1 projects exceeding 100 employees
- Ensure 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.).
- Develop and maintain a formal training program which at a minimum includes orientation training for newly hired employees and periodic continuing training in relevant topics for all employees.
- Conduct Tailboard meetings with all workers at job sites

Field Monitoring

- Take action to mitigate any hazards, risks, or safety concerns identified and communicated by SCE during Field Safety Observations or by any other method to ensure safe work practices of the Contractor
- Collaborate with SCE personnel by providing requested documentation and answering relevant questions during CSQARs
- (Conditional Contractors) Conduct at least one field safety observation of each crew conducting Safety Tier 1 work for SCE per month
- (Conditional Contractors) Submit quarterly reports to SCE by the 15th of the month after the end of a quarter using the [Conditional Contractor Quarterly Report Form](#)

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 safety incidents are reported and evaluated as well as complete additionally required documentation as stipulated in the EHS Handbook for Contractors or by SCE
- Report summary safety data for the previous month into the TPA system (ISN Site Tracker) by 15th of the month
- Address all feedback on Contractor incident cause evaluations from the Contractor MRC

4.4 Edison Safety – Contractor Safety Management

- 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
- (Edison Safety Director) Approves/denies [Conditional Contractor plans](#)
- Provides expertise in the event of an [Expedited Safety Review](#)
- (Edison Safety Director and VP over Edison Safety) Collaborate with OU Director and OU VP to review and approve/deny requests for Expedited Safety Reviews and the associated Hazard Assessment and Safety Plan
- 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 Safety Tier 1 Contractors

- Ensures that CSQARs are performed
- Maintains documentation associated with the performance of CSQARs
- Reviews and approves Contractor TPA program review exemption requests in conjunction with the Edison Representative
- Reviews this standard and its components at least once every three years per the program review schedule and updates this standard as necessary
- Participates in a team to review and assess Contractors having multiple at-risk observations or safety issues
- Distributes an email communication to Safety Tier 1 Contractors with details and lessons learned from Contractor Significant Safety Events within 2 business days of OU communication
- Participates in a team to review and assess Contractors having multiple at-risk observations or safety issues
- Participates in the Management Review Committee and reviews and provides feedback on Contractor performed cause evaluations
- Participates in Incident Review Team 1) to review Actual and Potential LT/LA incidents, the Contractor's response to the incident (e.g. cause evaluation, corrective actions, etc.) and the Contractor's general safety performance and 2) to determine appropriate actions including potentially off-boarding the Contractor

4.5 Supply Management

- Provides oversight of Contractor safety performance data and information collected for and in collaboration with the TPA
- Provides oversight of the Contractor qualification and classification processes
- Works with the Edison Representatives to ensure Contractors are compliant with TPA requirements.
- Oversees the collaboration with the Edison Representative and Contractor Representative to develop a [Conditional Contractor Plan](#) for Contractors with a TPA C grade
- 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
- Participates in a team to review and assess Contractors having multiple at-risk observations or safety issues
- Participates in Incident Review Team 1) to review Actual and Potential LT/LA incidents, the Contractor's response to the incident (e.g. cause evaluation, corrective actions, etc.) and the Contractor's general safety performance and 2) to determine appropriate actions including potentially off-boarding the Contractor
- Administer Contractor monthly safety data reporting processes in the TPA system (ISN Site Tracker)

4.6 Third Party Administrator (TPA)

- Collects relevant Safety Tier 1 Contractor safety data and programs
- Reviews Safety Tier 1 Contractor safety data and programs and grades the Contractor based on the review
- Maintains the Safety Tier 1 Contractor qualification information
- Monitors the Safety Tier 1 Contractor classifications on an ongoing basis and communicates changes to SCE and the Contractor
- Provides results of the review to Contractor
- Retains Contractor safety performance and program data and information
- Retains Contractor classification information
- Retains [Conditional Contractor Plans](#)

5.0 DEFINITIONS

Definitions of important terms used in this Standard are listed below. These terms are capitalized in this standard.

Actual and Potential LT/LA Incidents: Incidents including any one of the following incident types:

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

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them (as defined by CalOSHA Section 1504-(a)).

Contractor: The party entering into a contract to perform work for SCE. This term also includes the Contractor's agent, person, or persons authorized to represent the Contractor, such as the Contractor's superintendent or foreman. For this standard, the term "Contractor" is used to denote both Prime Contractors and Subcontractors unless otherwise stated. Additionally, the term "Contractor" excludes other types of Supplemental Workers such as Contingent Workers, Consultants, and Professional Services.

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

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

Delegate (of Edison Representative): An Edison employee or Supplemental Worker designated by the Edison Representative who is familiar with the contract work being performed and trained to act as an SCE point of contact for the contracted work.

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 as a Delegate Edison Representative who is familiar with the contract work being performed.

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.

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.

Prime Contractor: The Contractor who has a contract with SCE for a scope of work/project 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.

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

Significant Safety Event: An incident determined by the OU that should be communicated to its employees for lessons learned and can be any one of the following:

- 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
- 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

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 employees and Contractors take personal responsibility to Stop Work when they observe hazardous conditions or unsafe actions so that the unsafe conditions/actions can be mitigated.

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

Supplemental Workers: Refer to the [Supplemental Workers Policy](#) for the definition.

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.

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

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.

Unqualified Contractors: A Safety 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. Unqualified Contractors include those with a TPA grade of F and those with a grade of C without an SCE-approved [Conditional Contractor Plan](#).

6.0 REFERENCES

External References

None

Internal References

[EHS Handbook for Contractors](#)

[Use of Company-Owned, Contracted, and Chartered Aircraft Policy](#)

[SCE Safety Incident Management Standard](#)

[SCE Cause Evaluation Standard](#)

7.0 KEY CONTACTS

Edison Health and Safety: [Chris Coker](#) or ContractorSafety@sce.com

Edison
HelpLine
Seek advice | Report concerns

1-800-877-7089

www.EdisonHelpLine.com

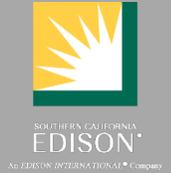
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Southern California Edison

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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 Safety 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 **Safety 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 air operations (e.g. aircraft utilized for LiDAR and unmanned drones)
- 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 Edison Safety for additional guidance as needed.