Hampton Tedder Electric's
Southern California Edison – Charge Ready
Site Specific Safety Plan

SAFETY POLICY STATEMENT

Institutionalizing safety through programmatic methods & procedures ensuring accountability, fostering commitment and involvement that cultivates culture improvements.

At Hampton Tedder Electric Company our commitment to safety is demonstrated on a daily basis by continuous workplace evaluations, crew work observations, assessing the highest risk factors, establishing safe work procedures to effectively control and minimize risk to ensure an injury and incident free work environment. Our **ZERO TOLERANCE** approach to safety infractions ensures that we create a safety culture that serves as a model in the electric utility industry. Our strategy is to continue culture improvements. Maintain compliance, skill & knowledge based training, fostering an injury free work environment.

Project Personnel Contact List

Hampton Tedder Electric Vice President	**Ken Peterson** **(626) 278-4049**
Director of Safety Hampton Tedder Electric	**Clifford Ryan** **(909) 247-8253**
Project Manager	**William Yeager** **(909) 217-0952**

Charge Ready EMERGENCY CONTACT NUMBERS; DIAL 911

Avg. response times are 6-8 minutes

Jobsite Locations

Various locations within the Southern California Edison grid for substations.

Fire Dept. Dispatch (if confine space rescue, please indicate to dispatch)

To be determined based on specific job location and will be identified in the tailboard onsite.

Law Enforcement, Non-emergency

To be determined based on specific job location and will be identified in the tailboard onsite.

Highway Patrol

To be determined based on specific job location and will be identified in the tailboard onsite.

Hospitals and Emergency Care Locations

To be determined based on specific job location and will be identified in the tailboard onsite.

Purpose:

A Site-Specific Safety Plan is a requirement of the OSHA Standard for Construction 29 CFR 1926. This plan is designed to identify, evaluate, and control health and safety hazards for the purpose of protecting employees. The plan provides for emergency response activities at the jobsite as well as covering site hazard analysis, training requirements, engineering controls, materials handling, and safe construction operations.

This Site-Specific Plan is intended to provide guidance and information in dealing with the hazards that may be faced on the job by Hampton Tedder Electric (HTE) employees. This plan is a site specific document. Managers and Supervisors are responsible for ensuring all aspects of employee safety are addressed in this plan. The Safety Department is available to assist management with the contents of the plan. The Safety Department will ensure the plan complies with all applicable federal, state, and corporate regulations and policy. The Safety Department has final authority for this plan's contents and provisions.

Subcontractor Management Plan

Pre-qualification:

Hampton Tedder Electric (HTE) requires that all new subcontractors be pre-qualified by Master Subcontract Agreement. Subcontractor's safety program, safety training documents, and safety

statistics such as EMR and OSHA logs will be reviewed prior to awarding contract. EMR must be below 1.0

On-site subcontractor rules:

Subcontractor must abide by all state and federal safety regulations, where there is a discrepancy between the two; the more stringent rule will be enforced. Subcontractor is responsible for conducting a pre-job safety analysis and pre-task safety meetings. Subcontractors working alongside HTE personnel will participate in HTE safety meetings and follow the direction of the HTE foreman onsite. A post-work self-inspection shall be performed along with standard housekeeping before work is finished.

Safety Performance Reviews:

After HTE employees have finished a job requiring them to work alongside subcontractors, the HTE Foreman shall write a post job safety performance review of the subcontractors. This review will be used to help determine future work allotment for said subcontractor.

Subcontractor List:

T&T Truck and Crane
1375 N Olive Street Suite A, Ventura, CA 93001
(661) 343--1732

Alcoa Traffic Control – Traffic Control Services
11865 Foster Road, Norwalk, CA 90650
(714) 793-7374

StreetCal Traffic Control
4882 McGrath Street, Suite 120, Ventura, CA 93003
(805) 758-5082

California Traffic Control
3333 Cherry Ave., Long Beach, CA 90807
(562) 595-6031

Bragg Crane
13188 Dahlia St., Fontana, CA 92337
(909)350-3738

Hazard Assessment:

Description of daily Tailboard/ Job Hazard Analysis Protocol:

Before starting any work period, the foreman or employee in charge will call the entire crew for a conference or a daily ''Tailboard Meeting" to complete the Hampton Tedder Electric Tailboard. This conference should accomplish the following:

1) Each worker will understand the purpose of the job.
2) Each worker will understand what he/she is to do.
3) Each worker will understand what the other members of the crew are to do.
4) Each worker will understand the foreman's manner of executing the work.
5) Each worker will understand the hazards or trouble spots involved and will know how the employee in charge is proposing to overcome such problems.
6) Each worker will understand existing hazards involved with the job.
7) Ensure that all employees on jobsite are included in tailboard, to include but limited to HTE employees, subcontractors, etc.
8) Reference Cal-rating for the job.
9) Confirmation that an AED is onsite.

The foreman or employee in charge will encourage questions, comments, and suggestions by the crew members and fill out the tailboard, which will be turned in and documented daily.

Emergency Response Plan

g. While in the field working between various work locations, it is paramount to accurately log your crew's location in case of emergency. Ensure emergency instructions are on your tailboard forms. Also delegate individuals responsible for calling first responders (911), ensure the first aid kit locations on vehicles are known to all members of the crew.

Accident, Incident and First Aid Reporting

Reporting all accidents, incidents including minor injuries requiring first aid is your responsibility. Notify your immediate supervisor and safety specialist immediately for serious accidents, incidents and for first aid incidents. Please fill out an incident report form and turn into the office. An investigation will be required to determine root cause and to develop corrective actions to prevent reoccurrences.

Serious Incident

1) **Hospitalization overnight for more than observation**
2) **Fatality**
3) **Fracture(s)**
4) **Amputations**
5) **Loss of consciousness**

Planned method of job site communications

Hampton Tedder's overall theme at our safety meetings is that safety always takes priority over productivity, every member of the crew has the right and obligation to stop a job any time they have a safety concern.

Hampton Tedder Electric performs weekly documented safety meetings. Our safety meetings are comprehensive, informative and, interactive with all on site employees. We provide handouts covering current events within the Transmission and Distribution Electric industry, which include recent accidents, close calls, tool news, as well as a year-to-date performance report for HTE.

Additionally, at each week's Wednesday morning 6:00 AM safety meeting a crew member reads from the safety manual a pre-selected topic for all to hear. HTE installed a public address system so all safety meeting speakers' voices are amplified for all to easily hear the safety meeting.

Safety stand-downs are immediately enacted following any significant safety events.

In addition to HTE's weekly safety meetings, we have mandatory all-day safety stand-downs semi-annually. Hampton Tedder takes one full eight (8) hour day, and we conduct specific hands on training such as overhead grounding, underground grounding, pole top rescue, bucket truck rescue, defensive driving, and adequate protective cover techniques as well as a substantial amount of other safety related training.

Yard Safety Meeting Effectiveness: Hampton Tedder Electric has added a custom public address system to amplify the voice of our Safety Director as he addresses the crews every week during our Wednesday morning 6AM all-hands safety meeting. This system has a remote microphone which allows all questions from safety meeting participants to be amplified and well heard by the entire group.

Work Site Safety Orientation

All employees and subcontractors of Hampton Tedder Electric shall comply with all related policies and procedures. Prior to beginning work on this site, each employee new to the job site shall be given an orientation of the site by the foreman. This orientation shall include PPE requirements, and review of hazards existing at the site. The foreman shall review task for the day and familiarize the new employee of procedures and hazards.

Training

Hampton Tedder Electric's Employee Training Includes:

Adequate Cover Techniques

Asbestos Awareness

Defensive Driving

Environmental Awareness

First Aid / CPR	Site Specific Safety Training
Hazard Communication	START Training
Job Safety Analysis Training	Underground Cable Splicer
New Employee Orientation	Certification
Overhead Grounding	Underground Grounding
Pole Top Rescue / Bucket Rescue	WIIPP Training
Radio Frequency Awareness	Work Area Protection

Supervisor Training In Accident Reduction Techniques (START)

Module One:	Why Improve Your Safety Culture
Module Two:	What Makes an Effective Safety Culture
Module Three:	How to Engage and Involve Employees

Hampton Tedder Electric Co. provides all employees training. Hampton Tedder also conducts semi-annual safety stand down training days. All General Foreman and managers shall have completed HTE's Supervisor Training In Accident Reduction Techniques (START) before engaging in supervisor responsibilities. During these training days, Hampton Tedder utilizes corrective action items identified through work observation data to design and conduct specific hands-on, skill-based training on topics such as overhead grounding, underground grounding, pole top rescue, bucket truck rescue, defensive driving, and adequate cover up techniques as well as other safety related training.

Safety audit data, collected during thousands of crew observations, is analyzed by management to proactively identify training needs and develop a training curriculum. Training shall be coordinated with the Safety Dept.

General Safety Rules and Requirements

S – STOP T – THINK O – OBSERVE P – PERFORM

High Voltage Work

The term "energized lines," is defined as any conductor energized above 300 Volts. Neutral conductors of such circuits, series street light conductors, and all current-carrying parts thereof shall also be considered "energized lines." De-energized conductors which have been grounded to the neutral conductor are not considered "energized lines."

When work is to be done on or near “energized lines,” all energized conductors, grounded conductors, or guy wires within reach of any part of the body shall be covered with protective equipment, except that part of the conductor or apparatus on which the employee is to work.

When working on de-energized lines or equipment, all energized lines and normally energized equipment within reach of any part of the body shall be covered.

In applying protective equipment, an employee shall always protect the nearest and lowest wires first, insuring personal protection at all times. In removing protective equipment, the reverse order shall be maintained. Protective equipment shall be applied from a position underneath the conductor when possible.

Work shall not be performed on downed overhead lines until they have been proven de-energized and grounded as, unless they are being cut in the clear, with live line tools, to protect from personal injury.

Working Distance: No employee shall approach or take any conductive object, except with approved devices, closer to unprotected energized parts than shown in the following table:

Nominal Voltage Range (Phase to Phase) Kilovolts	Minimum Working and Clear Live Line Tool Distance Phase to Ground Exposure
above 0.6 to 15	2 feet 1 inch
above 15 to 36	2 feet 4 inches
above 36 to 46	2 feet 7 inches
above 46 to 72.5	3 feet 0 inches
above 72.5 to 121	3 feet 4 inches
above 121 to 145	3 feet 7 inches
above 145 to 169	4 feet 0 inches
above 169 to 242	5 feet 3 inches
above 242 to 362	8 feet 6 inches
above 362 to 552	11 feet 3 inches
above 552 to 765	15 feet 0 inches

Approach distances may be reduced, provided adequate approved protective devices are used. Such protection shall be applied and removed with approved insulating devices. Contact shall not be made with protective devices on conductors energized above 7,500 volts except with live line tools.

EXCEPTION: Employees certified in rubber gloving of conductors energized between 7,500 volts to 17 kV may contact protective devices up to 17 kV while wearing rubber gloves rated for the voltage and while utilizing “insulate and isolate” work practices.

Confined Space Entry and Permit Required Confined Space

Confined Space — A confined space is defined as a space that has all three of the following:

- Is large enough that an employee can bodily enter; and,
- Has limited openings for entry or exit; and,
- Is not designed for continuous employee occupancy.

Permit Required Confined Space (PRCS) — A PRCS is a confined space that meets any of the following:

- Contains or has a potential to contain a hazardous atmosphere; or,
- Contains a material with the potential to engulf an entrant; or,
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor that slopes downward and tapers to a smaller cross section; or,
- Contains any other serious safety or health hazard.

Atmospheric Testing and Monitoring

1) Test for the presence of combustible gases, toxic gases, and oxygen deficiency and/or enrichment shall be made with approved testing devices immediately prior to an employee entering these space(s). Where practical, initial tests shall be made before access doors are opened or covers removed.

2) During the time such space is occupied atmospheric monitoring shall be at intervals not to exceed 4 hours. Continuous monitoring is a best practice. Re-logging of atmospheric monitoring results shall be made at intervals frequent enough to assure a safe atmosphere, but are not to exceed four hours. Where normal ventilation is not adequate to provide a safe atmosphere, suitable temporary ventilation to ensure employee safety shall be provided.

   Ensure that:

   - The intake is away from traffic to avoid vehicle exhaust fumes.
   - If the ventilating equipment is gas powered, the motor exhaust is not being drawn into the air intake.
   - The ventilation equipment's intake is at least 5 feet away from the space entry.

3) All test results shall be recorded in an approved inspection log and retained by the work location for one (1) year

4) Written, understandable operating and rescue procedures shall be developed and provided to affected employees by each work location requiring employees to enter into and work in a confined space. If entry into a confined space in which a dangerous air contamination and/or oxygen deficiency exists, the following shall be done prior to entry:

   a) Appropriate approved protective equipment shall be provided and worn.

   b) Rescue procedures and equipment shall be developed and provided.

   c) At each location, a qualified employee shall evaluate the workplace to determine if any confined spaces are permit required confined spaces (permit spaces).

   d) Employees exposed to a permit space shall be informed of the existence and location of the danger posed by the permit spaces.

e) If employees will not be allowed to enter permit spaces, effective measures shall be taken to prevent employees from entering the permit space.

f) If employees will enter permit spaces, a written permit program shall be developed and implemented by each location which contains permit space(s).

NOTE: If the development of dangerous air is imminent or should atmospheric monitoring test results indicate the development of dangerous air, evacuate the space, permit no one to enter the space, and notify Corporate or Business Unit Safety.

Other Confined Spaces (Underground Utility Vaults)

Other confined space is a space that meets both of the following conditions:
Existing ventilation is insufficient to remove dangerous air contamination; oxygen enrichment or deficiency that may exist or develop, and, Ready access to or exit from the space for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).

Underground Utility Vault is defined as a room of fire resistant construction primarily used to house electrical equipment. The underground vaults entry requirements apply to:

1) Underground electrical vaults
2) Underground electrical manholes
3) Telecommunications manholes and unvented vaults

Atmospheric Testing and Monitoring

1) Test for the presence of combustible gases, toxic gases, and oxygen deficiency and/or enrichment shall be made with approved testing devices immediately prior to an employee entering these space(s). Where practical, initial tests shall be made before access doors are opened or covers removed.
2) During the time such space is occupied atmospheric monitoring shall be continuous. Re-logging of atmospheric monitoring results shall be made at intervals frequent enough (not to exceed four hours). Where normal ventilation is not adequate to provide a safe atmosphere, suitable temporary ventilation to ensure employee safety shall be provided.

Ensure that:

1) The intake is away from traffic to avoid vehicle exhaust fumes.
2) If the ventilating equipment is gas powered, the motor exhaust is not being drawn into the air intake.
3) The ventilation equipment's intake is at least 5 feet away from the space entry.
    - All test results shall be recorded in an approved inspection log and retained by the work location for one (1) year.

Fall Protection

Appropriate fall protection shall be used when working in bucket trucks, climbing wood or steel structures. Three points of contact shall be maintained when entering and exited vehicles and

walking along the cat walks on bucket trucks. When working on and from ladders, ensure ladders are safe and in good repair. Maintain three points of contact, use fall protection as required. Make sure ladder is made secure from sliding, falling or otherwise unable to be used safely

Fire Prevention

The purpose of the fire prevention plan is to eliminate the causes of fire and prevent loss of life and property by fire. It provides faculty and staff with information and guidelines which will assist them recognizing, reporting and controlling fire hazards.

Good housekeeping is one of the most effective aids to fire prevention. Waste paper, rags and other combustible material should not be allowed to accumulate.

Flammable liquids shall be kept in approved safety cans and identified by proper labels.

Open flames and smoking are prohibited in all areas where flammable liquids or gases are stored or being used. Such areas shall be posted with appropriate warning signs.

Avoid use of matches or open flame. Prevent electric sparks in areas where combustible gas may exist. (Such conditions may exist around gas filled electrical equipment or in manholes, vaults, battery rooms, transformer or oil circuit breaker tanks, regulator stations, odorant stations, meter sets, etc.)

Flame or excessive heat shall not be used in close proximity to fire detecting devices or automatic sprinkler heads.

An 18” clearance shall be maintained from all fire sprinklers.

Firefighting equipment shall not be removed from fire stations or used for purposes other than firefighting.

All employees should be familiar with the location and proper use of fire extinguishers in their work areas. Fire Extinguisher training classes will be available through the Safety Department.

Fire Extinguishers

Type of Fires: Fires are classified into four general categories depending on the type of materials or fuels involved. The type of fire determines the type of extinguisher used in the emergency. Fire extinguishers are rated by their effectiveness to extinguish different types of fires.

Accordingly, all fire extinguishers are identified with common symbols to indicate on which fire are most effective.

> **Class A fires** involve ordinary combustible materials such as wood, paper, rags, rubbish and other solids.

Class B fires occur in the vapor/air mixture over the surface of flammable and combustible liquids such as gasoline, fuel oil, paint thinner, hydraulic fluids, flammable cleaning solvents and other hydrocarbon fuels.

Class C fires involve energized electrical equipment.

Class D fires involve combustible metals such as magnesium.

All Fire Extinguishers have an annual maintenance check and are visually inspected monthly.

Heat Illness Prevention Program Requirements

Heat Illness Prevention Program procedures shall be made available to all employees

Hampton Tedder Employees shall have access to drinking water and shade. Water must be "fresh, pure and suitably cool" and located as close as practicable to where employees are working. The amount of shade that will be provided shall be enough to accommodate the number of employees on recovery or rest periods. The shade shall be located as close as practicable to the areas employees are working.

Note: Staying inside your vehicle is a suitable substitute for shade, provided that your vehicle air conditioning is turned on while you are inside.

Hampton Tedder Employees shall be allowed and encouraged to take a preventative cool down rest in the shade then they feel the need to do so to protect them from overheating.

An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

At 80 degrees Fahrenheit and greater Hampton Tedder employees will have access to shade (as defined in section IV),1 quart of drinking water per employee per hour and will be allowed and encouraged to take 5 min cool down rest in the shade when they feel they need to so to protect themselves from overheating.

At 95 degrees Fahrenheit and greater Hampton Tedder employees will also keep effective communication by voice, observation (check for alertness and signs of heat illness), or electronic means (cell phone or text messages may be used for this purpose only if reception is reliable). Purpose of Communication will be used to contact supervisor in the case of emergency and for reminding employees to stay hydrated through-out the day. Close supervision for any new employee(s) by a supervisor or designee for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at

least 10 of the past 30 days for 4 or more hours a day. All company supervisors will be trained in the company heat related illness program prior to supervision of employees

Hot Work

Federal and state regulations require that Hampton Tedder evaluate all Hot Work activities that are capable of initiating fires or explosion and to develop safe measures to prevent and control such hazards.

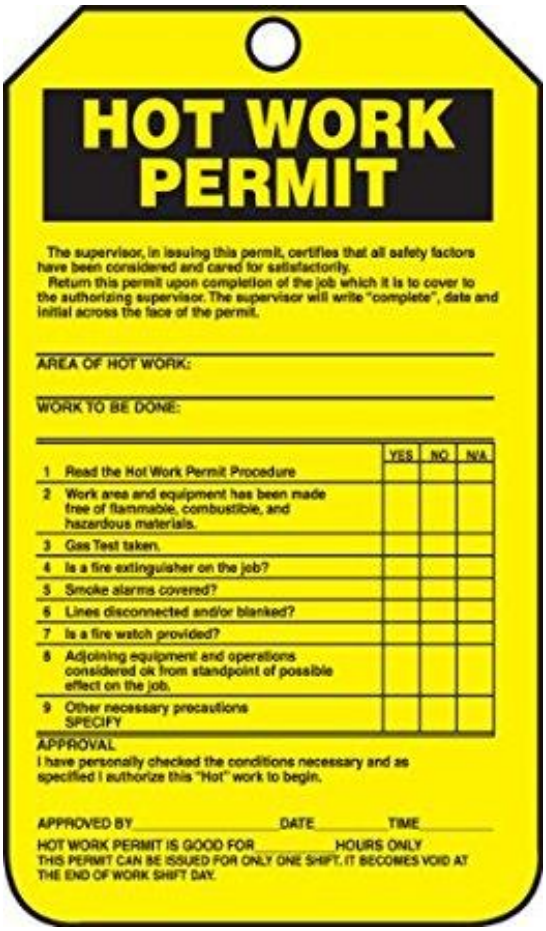
Hot Work Authorization (Hot Work Permit) Process:

Hot Work in non-designated areas

A site Hot Work Plan shall describe the Hot Work Authorization process used to issue a Hot Work Authorization and to control fire hazards in non-designated Hot Work locations.

The site Hot Work Plan shall include the names and/or the job titles of those individuals at the site who are responsible for implementing and issuing the Hot Work Authorization.

Sample Hot Work Authorization Permit:



HOT WORK PERMIT

The supervisor, in issuing this permit, certifies that all safety factors have been considered and cared for satisfactorily.
Return this permit upon completion of the job which it is to cover to the authorizing supervisor. The supervisor will write "complete", date and initial across the face of the permit.

AREA OF HOT WORK:

WORK TO BE DONE:

		YES	NO	N/A
1	Read the Hot Work Permit Procedure			
2	Work area and equipment has been made free of flammable, combustible, and hazardous materials.			
3	Gas Test taken.			
4	Is a fire extinguisher on the job?			
5	Smoke alarms covered?			
6	Lines disconnected and/or blanked?			
7	Is a fire watch provided?			
8	Adjoining equipment and operations considered ok from standpoint of possible effect on the job.			
9	Other necessary precautions SPECIFY			

APPROVAL
I have personally checked the conditions necessary and as specified I authorize this "Hot" work to begin.

APPROVED BY_____ DATE_____ TIME_____

HOT WORK PERMIT IS GOOD FOR_____HOURS ONLY
THIS PERMIT CAN BE ISSUED FOR ONLY ONE SHIFT. IT BECOMES VOID AT THE END OF WORK SHIFT DAY.

Fire Watch Posting Requirement

Determine and designate Fire Watch if needed. A fire watch is needed where Hot Work is performed in a location where other than a minor fire might develop or where the following conditions exist:

1) Combustible materials in building construction or contents are closer than 11 m (35 ft.) to the point of operation.
2) Combustible materials are more than 11 m (35 ft.) away from the point of operation but are easily ignited by sparks.
3) Wall or floor openings within an 11-m (35-ft) radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors.
4) Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

Note: More than one fire watch may be required if combustible materials that could be ignited by Hot Work operation cannot be directly observed by the initial fire watch or hidden from view (other side of the partitions, walls, ceilings, etc.,).

Once the Hot Work has been approved in non-designated area and prior to any work commencing, the Hot Work Operator shall:

1) Visually inspect the Hot Work area and equipment (e.g. welding equipment, shields, personal protective equipment, fire extinguishers) to determine any hazards, review procedures, and identify special precautions.
2) Ensure a valid Hot Work Authorization is available at the Hot Work location.

Note: The precaution checklist noted on the Hot Work Authorization must be in effect prior to starting Hot Work.

Post Hot Work and Closeout

After the completion of Hot Work operation, the Hot Work Operator shall:

1) Terminate the Hot Work Authorization when the assigned Hot Work is completed and Hot Work area is rendered safe.
2) Return the terminated or expired Hot Work Authorization to the Employee in Charge.

The Fire Watch, when assigned, shall continue to monitor the Hot Work area ½ hour after the completion of Hot Work operation to detect and extinguish smoldering fires.

Note: The Employee in Charge can extend the duration of the fire watch if the fire hazards warrant this extension.

The Employee in Charge shall:

1) Re-inspect the Hot Work area ½ hour after the completion of Hot Work operation to detect and extinguish smoldering fires, where fire watch is not required.
2) Ensure that the Hot Work area is clean and all Hot Work materials are stowed away properly including any special precautions taken (e.g., when working in close proximity to sprinkler head) are removed and system restored back to normal operating condition.

3) Ensure the terminated or expired Hot Work Authorization is properly filed to the HTE Safety Department

Radio Frequency

Each organization having employees who may potentially be exposed to radio frequency (300 kHz to 100 GHz) energy exceeding the Federal Communications Commission (FCC) occupational exposure limits shall develop training programs and minimum working procedures, for the purpose of preventing such exposures.

1) Only employees trained on RF safety procedures (qualified employees) shall be allowed to work in posted, or known, areas where radio frequency energy may exceed public exposure limits, or on towers, poles or other structures where telecommunication antennas have been installed.
2) Employees shall not work beyond posted signs that say, "Caution — Beyond This Point: Radio frequency fields at this site may exceed FCC rules for human exposure", unless it has been determined, through monitoring or calculations, that it is safe to do so.
3) Employees shall not work beyond posted signs that say "Warning — Beyond this point: Radio frequency fields at this site exceed the FCC rules for human" or "Danger" unless RF sources have been de-energized and it has been determined, through monitoring, that it is safe to do so.
4) Qualified employees must follow business unit work procedures while working near AM/FM/TV broadcast sites, near third party RF antennas, and beyond posted RF areas.
5) Employees shall not approach energized antennas that are attached to SCE poles, towers, or other structures such as the top of buildings, closer than shown in the following table, unless additional safety measure have been taken, per business unit procedures.

Work Location	Closest Horizontal Approach Distance
Passing by at the same level as omni-directional antennas	3 feet
Working at the same level near omni-directional antennas	10 feet
Working within 2 feet above or below omni-directional antennas	3 feet
Passing by at the same level in front of directional and microwave antennas	3 feet
Passing by at the same level behind directional and microwave antennas	1 foot
Working at the same level behind directional and microwave antennas	3 foot
Working at the same level in front of directional and microwave antennas	10 feet
Working within 2 feet above or below in front of directional and microwave antennas	4 feet

6) All antennas are to be considered energized unless confirmation has been obtained that they have been de-energized, and will remain de-energized, in accordance with appropriate procedures.

Lock Out/Tag Out:

This procedure applies to employees engaged in the cleaning, repairing, servicing, setting up, and adjusting of prime movers, machinery and equipment. The procedure shall clearly outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy and the means to enforce compliance and shall, at a minimum, include the following components:

1) A statement of the intended use of the procedure.
2) The procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
3) The procedural steps for the placement, removal and transfer of lockout devices and tagout devices and responsibilities.
4) The requirements for testing a machine or equipment, to determine and verify the effectiveness of lockout devices, tagout devices and other hazardous energy control devices.
5) The hazardous energy control procedures shall be documented in writing.
6) The hazardous energy control procedure shall include separate procedural steps for the safe lockout/tagout of each machine or piece of equipment affected by the hazardous energy control procedure.
7) Machinery or equipment capable of movement shall be deactivated, de-energized or disengaged to prevent inadvertent movement during cleaning, servicing, and adjusting operations, and the movable parts shall be mechanically blocked, locked out and/or tagged out.
8) Prime movers, equipment, or power driven machines equipped with lockable controls shall be locked out and/or tagged out during, repairing and setting up operations.
9) Signs, tags, locks, seals or other similar attachment devices shall be secured to the controls or power source of the prime movers, machinery, and equipment.
10) When utilizing a seal or other similar attachment device on a lockable control, the device(s) shall be of a non-reusable type, attachable by hand, self-locking and non-releasable with a minimum unlocking or breaking strength of no less than 50 pounds. When a seal or other attachment device is used on an energy isolating device, which is capable of accepting a lock, the seal or attachment device shall be attached at the same location the lock would have been attached, and provide the same equivalent of safety to employees.
11) Inspections:
    - Inspection of the energy control procedure shall be conducted at least annually to evaluate its effectiveness and determine the necessity for updating the written procedure.

- The inspection shall be performed by an authorized person other than the one(s) utilizing the energy control procedure and shall be documented in writing.
- The inspection documentation shall identify the machine or equipment, the date of the inspection, the name(s) of the employee(s) included in the inspection, and the person conducting the inspection.

12) Training:

- Authorized employees shall be trained on hazardous energy control procedures and on the hazards related to performing activities required for cleaning, repairing, servicing, setting up, and adjusting prime movers, machinery and equipment.
- Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- All other employees whose work operations may be in an area where energy control procedures may be utilized shall be instructed about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

13) Whenever non-Edison personnel are used to perform work on company machinery or equipment, they must follow the on-site Edison lockout/tagout procedure.

Trenching and Excavations:

Pre-inspection requirements:

Before entering any trench or excavation, an examination by a qualified person shall be conducted to determine that no hazardous conditions exist which could expose employees to injuries from possible ground movement during such time that the trench or excavation is occupied.

Employee protection, Guarding:

No trench or excavation five feet or more in depth shall be entered until it has been effectively guarded by a:

1) Shoring system, or,
2) Benching or sloping of the ground (3/4 horizontal to 1 vertical) or,
3) Other equivalent means

Employee protection, Excavated material or equipment:

Excavated material or equipment shall not be placed closer than two feet from the edge of trenches or excavations.

Protection from hazardous ground movement:

Protection for employees who work in trenches or excavations less than five feet in depth shall also be provided when examination by a qualified person indicates that hazardous ground movement may occur.

Trench or excavation egress:

All trenches or excavations four feet or more in depth shall be ascended and descended with ladders unless it is sloped or stepped. There shall be a ladder no more than 25 feet away from any employee occupying the trench or excavation, and it shall extend at least three feet out of the trench or excavation.

Hazard Communication:

The purpose of the Hazard Communication program is to ensure that all of our employees have had adequate training about the hazardous substances they use and the control of those hazards, before they use the products. This is accomplished through employee training on container labeling, Safety Data Sheets (SDS) and the written Hazard Communication program. The goal of the program is to eliminate the possibility of illnesses and injuries caused by exposure to chemicals.

Our written program, which includes SDS, will be available at the main office, jobsite trailer or office. Other contractors at the jobsite have submitted their individual Hazard Communication programs and SDS to the general contractor. These are also available for your review during normal working hours.

All Hazard Communication programs and notification of how to review an SDS are available to any employee on site, the general contractor, or any OSHA compliance staff during an inspection.

Basic Requirements

1) **Chemical Inventory**
   An up to date inventory or list of chemicals and hazardous substances will be maintained at each site in the job trailer or office where these materials are used or stored. The master Chemical Product Inventory list will be kept at the main office with all current product SDS sheets.

2) **Hazard Evaluation**
   Periodically, the foreman, safety committee, or both will conduct periodic evaluations of the methods used on a jobsite to control hazardous substances and chemicals.
   The following points should be covered as part of the evaluation:
   1. Hazard class (flammable, combustible, explosive, corrosive, etc.)
   2. Compatibility of chemicals in storage
   3. Secondary Containment (catch trays under barrels)
   4. Labeling
   5. First aid equipment such as deluge eye wash stations.
   6. Spill clean-up supplies

7. Fire protection
8. Grounding and bonding
9. Protective clothing and equipment.

Labeling

1) **PRIMARY CONTAINER LABELING: Container as received.**

OSHA requires that all chemical manufacturers, importers, and distributors properly label all shipments of hazardous chemicals with:

- Product identifier and signal words (Danger or Warning) hazard and precautionary statements
- pictograms and manufacturer or importer contact information

No container of hazardous chemicals will be released for use until the label information is verified by site staff.

All employees are to be aware that the label must be maintained on the chemical container and will notify their supervisor or environmental services representatives if any unlabeled container(s) are discovered in their work area.

2) **SECONDARY CONTAINER LABELING:**

Containers that hold transferred hazardous materials from the original to a secondary use container are required to be labeled.

The employee in charge of the transfer must ensure that a hazard warning label is placed on the container. Portable containers which only one employee use and are transferring chemical to be completely used during his or her shift (immediate use) are not required to be labeled. But if more than one employee uses the containers or material is stored over to the next shifts it must be labeled.

The hazard warnings must be legible, in English and prominently displayed. This includes labeling the product name and hazard warning. If a label becomes torn or not legible it must be relabeled by the employee using the product or the designated person.

Safety Data Sheets (SDS)

Chemical manufacturers and importers are required by OSHA to develop a standardized, 16 section, SDS for each hazardous chemical product. These contain detailed information about the health and physical hazards associated with the product. It is the responsibility of the individual ordering the chemical to ensure that we receive an SDS with the shipment of new chemicals or provide the SDS where there has been a change. To ensure that we receive the SDS our purchasing department has the following notification added to all chemical purchase orders:

- "Safety Data Sheets will be sent to Safety Department for each new chemical product purchase and updated SDS will be sent when the manufacturers or importer changes the SDS."

If SDS are not given to Receiving, they will notify the individual who ordered the chemical and the product will not be released for use until the SDS is available.

- When SDS are received by Purchasing, or the User, they are to be forwarded to the Safety Department who will see that they are entered into the system and copies are sent to the appropriate user.
- Copies of SDS for all hazardous chemicals are kept in a master files and maintained by the Safety Department.
- SDS for products no longer in use will be maintenance in the Central Office.
- SDS are available to our employees for review during each work shift. If SDS are not available, or new chemicals in use do not have SDS, immediately contact your supervisor.
- A list of Hazardous Chemicals will be kept as part of the SDS index - table of contents. The lists (index) will be updated as new chemicals are purchased. The Safety Department is responsible to maintain the current inventory list of chemicals.

Clothing and PPE:

Employees shall wear suitable clothing at all times to minimize work hazards and under any conditions as the supervisor in charge shall direct.

Employees shall wear approved head protection when working:

1) In locations where there is a risk of receiving head injuries from flying or falling objects, electrical shock and burns, or substances are inherent in the work environment.
2) On poles or structure, in an aerial device. In proximity of elevated booms, fork lifts etc.
3) As directed
4) In switch yards.

Employees who enter underground vaults, manholes, power cable trenches, CST/SOE or BURD enclosures containing cable or equipment energized above 300 Volts (AC/nominal) shall wear approved flame retardant/flame resistant coveralls or rainwear with full length sleeves rolled down

Rubber Gloves

Rubber Gloves & Sleeves shall be worn at all times in an energized primary zone. Approved rubber gloves shall be worn at all times when working on exposed energized conductors rated from 120 Volts to 17 kV (a/c nominal) unless performing work with live line or other approved insulated tools.

1) When working with rubber gloves on overhead primary conductors or equipment energized in excess of 7,500 Volts, insulate/isolate practices shall be used in accordance with approved business unit procedures.
2) When this work is performed from an aerial lift/digger derrick, a qualified person trained in first aid/CPR, radio procedures, aerial lift controls and rescue procedures shall be present on the ground. The qualified person shall have access to the lower horizontal and vertical positioning controls for the aerial lift/ digger derrick in case of an emergency

Rubber gloves are not approved for use in lieu of applying personal grounds on de-energized and ungrounded high voltage overhead conductors while working at ground level

All Rules Applicable include the California Safety Manual Accident Prevention Manual Rules (NECA), SCE Accident Prevention Manual (APM), HTE Accident Prevention Manual On site, the most stringent rules will be followed to provide the highest level of safety to employees.

Working Gloves and Hand Protection

When working on wood poles, cross arms, framing or applying hardware, and any other task that a risk of hand injury is involved employees shall wear approved cut resistant working gloves.

Smoking

Employees shall not smoke in proximity to flammable liquids, explosives, or gases or where “No Smoking” signs are displayed, either on property occupied by the Company or on the premises of other persons.

No smoking in areas marked “No Smoking”. No Smoking while working aloft. Smoking in enclosed facilities is strictly prohibited! Smoking shall not be permitted in areas indicated as danger zones or areas closed by federal, state county or city officers. All designated and approved smoking areas must be, at minimum, twenty feet away from a facilities entrance, window or ventilation system. Smoking in any company vehicle is prohibited at all times.

Sight Protection

Approved safety glasses shall be worn during work activities that require eye protection. Face shields can be worn in conjunction with safety glasses as needed. Face shields are not designed as eye protection.

Approved eye-protective devices are provided on jobs that require eye protection. Such devices should fit properly, be kept clean at all times, and shall be worn when an employee is engaged in, or in the vicinity of work involving jobs where there is danger of eye injury. ANSI Z87.1

Forklifts

Only personnel, who have been trained, certified to operate shall operate forklifts on site. Only certified drivers wearing a seatbelt should ride on motor-driven lift trucks.

Lift trucks shall be operated at speeds which are safe for existing conditions.

Approach blind corners, doors and intersections cautiously and sound the horn.

Loads should be picked up near the center of their weight.

Loose material should be secured to prevent shifting or toppling while in motion.

Employees shall not be lifted from one elevation to another by a forklift truck unless it is equipped with an approved platform with railing and toe boards securely fastened to the forks.

When not in use, the forks or platform should be in the lowered position.

Cell Phone Use

All employees will comply with local and State laws regarding cell phone use while driving. Employee use of all company-provided hand-held portable electronic devices is prohibited while driving. In addition, personal hand-held portable electronic devices are prohibited while driving on company business and property.

Seat Belts

Employees operating or riding in Company vehicles or personal vehicles while on Company business shall use restraint devices where provided. Employees operating vehicles on Company business shall require all passengers to use restraint devices.

Defensive Driving

Employees are expected to follow all applicable traffic laws, and drive defensively. Allow for proper stopping distances, follow posted speed limit signs at all times. Complete a pre- trip vehicle inspection daily before moving vehicle to start shift. All defects shall be reported immediately for repairs to be made.

Work Area Protection and Traffic Control

Approved warning signs, barriers, guards, flags, alternate pathways, and lights at night shall be installed and properly maintained wherever hazards exist due to: Moving or stationary vehicles, pedestrians, exposed energized parts, open excavations, construction operations, open walk-in vaults or open underground structures. Refer to Business Unit procedures for work area protection, pedestrian and traffic control.

Where approved signs or barricades do not provide the necessary traffic control, flaggers shall be provided. Only properly instructed personnel shall be used as flaggers. Flaggers shall wear approved vests and they shall be reflectorized when worn at night. During the hours of darkness, flaggers shall be illuminated and clearly visible to approaching traffic.

Where flaggers are utilized, the stop/slow paddle shall be used. However, where paddles are not available and a danger to the traveling public or employees exists, red flags may be temporarily used. Employees on foot, exposed to the hazard of vehicular traffic, shall wear traffic vests. Once traffic control has been established these vests are no longer required.

Flashing amber warning lights shall be used on Personnel Aerial Lift Equipment in use. When proper traffic control has been established, the use of flashing amber lights is no longer required

Housekeeping/Cleanup

Supervisors shall conduct or cause to be conducted, periodic inspections of work locations under their area of responsibility for the purpose of identifying and correcting unsafe conditions and work practices. A written report of such inspection shall be kept at the work location and shall include:

- Name of person conducting the inspection
- Any unsafe condition or work practice identified
- Corrective action taken

Combustible materials, such as oil-soaked and paint-covered rags, waste, shavings, packing, and rubbish shall not be allowed to accumulate on benches, floors, or yards, except in areas provided therefore.

Permanent floors and platforms shall be reasonably free of dangerous projections or obstructions and shall be maintained in good repair, and reasonably free from oil, grease, or water. Where the type of operation necessitates working on slippery floor areas, such surfaces shall be protected against slipping by the use of mats, grates, cleats, or other methods employed to provide equivalent protection. Floors and platforms shall be constructed and maintained to safely support the loads to which they are subjected.

Stairways, aisles, exits, roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

Material and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

Environmental Requirements:

Hampton Tedder Electric Co. shall comply with all applicable provisions of Federal, State, and local environmental regulations. Furthermore, HTE shall use reasonable efforts to implement environmental responsibility concerning its products and processes including, where applicable, pollution prevention and waste reduction programs.

Air Quality and Air Emissions:

Hampton Tedder Electric Co. shall:

1) Secure all required air permits as applicable.
2) Maintain any required logs, reports, or notifications.
3) Comply with all applicable rules and regulations of the Environmental Protection Agency, the California Air Resources Board and the appropriate local Air Quality Management or Air Pollution Control Districts.

Biological and Archaeologist/Historical Sensitivities:

1) HTE shall maintain compliance with SCE's Directive (EHS-EP-DR-003) for an environmental evaluation of new and upgraded electrical system work involving voltages of 50 kV and greater by undertaking work only with written evidence that the project is GO-131D compliant.

2) HTE shall maintain compliance with SCE's Directive (EHS-EP-DR-002) for environmental compliance during ground-disturbing activities, which include, but are not limited, to driving off established roads, grading, blading, trenching, digging, and vegetation removal, by undertaking work only with written evidence that an HTE Environmental Screening Form has been submitted to CEH&S, and with written evidence that the project has been cleared to proceed by CEH&S. The HTE shall abide by all avoidance and minimization measures contained in the written project clearance from CEH&S. If the project scope changes from that originally reviewed and cleared by CEH&S or avoidance measures create conflicts with project objectives, the Contractor shall immediately contact the Southern California Edison Representative, who will contact CEH&S, for consultation to ensure that the project activities are in compliance with environmental laws.

3) HTE shall comply with SCE's avian protection program by immediately reporting any raptor (e.g., hawks, eagles, owls) mortalities at SCE substation, distribution or transmission facilities, not conducting any work activities that may potentially disturb active nests (i.e., nests with eggs or young birds) without clearance from CEH&S, and avoiding tree-trimming or other 58 potentially disruptive maintenance or construction activities in sensitive areas (e.g., riparian habitat) during nesting season (generally February through August) without clearance from CEH&S.

4) HTE shall comply with all Federal, State, and local environmental biological and archaeological/historical resource protection regulation, including but not limited to, the Federal and State Endangered Species Acts, California Environmental Quality Act, Clean Water Act, California Fish and Game Code, Migratory Bird Treaty Act, National Historic Preservation Act, and California Health & Safety Code Section 7050.5. Contractors shall commence work on Federal and State lands only with written evidence that applicable approvals and permits have been obtained from the appropriate public land manager.

Field Work Activities:

HTE employees performing fieldwork shall adhere to all applicable Federal, State, and local regulations and contractual obligations related to working in sensitive areas

1) HTE shall ensure that personnel have appropriate training to protect biologically, culturally, and historically sensitive areas.
2) HTE shall obtain all applicable permits.
3) HTE shall undertake ground disturbing activities (including vegetation removal or trimming or off-road driving) only with written evidence that the project has been cleared to do so.
4) HTE shall abide by all avoidance and minimization measures contained in the written project clearance.

Hazardous Materials Handling, Storage, and Transport:

HTE shall transport all U. S. Department of Transportation (DOT) regulated hazardous materials in accordance with all applicable Federal, State, and local regulations.

HTE shall maintain all required transportation permits, approvals, authorizations, logs, reports, or notifications, and provide copies to the Site Representative upon request.

HTE shall notify the Site Representative of any DOT reportable incidents.

Storm Water Quality:

When working with hazardous materials, HTE shall make every attempt to prevent spills of any kind from entering a storm drain. For instance, use of spill containment is a best management practice to meet this goal.

HTE shall be familiar with the requirements of any site specific facility plan as they apply to any work being done at the facility.

HTE shall not discharge any material into storm drains, sewers, or waterways unless specifically allowed by the Site's specific management plan.

Waste Handling, Storage, Transport and Disposal:

HTE shall handle all wastes in accordance with Federal, State, and local regulations and contractual obligations.

HTE shall have all wastes transported and disposed of in accordance with Federal, State and Local regulations

Contractors shall coordinate all non-hazardous and hazardous waste disposals resulting from an HTE project with the Site Representative.

HTE shall maintain any required logs, reports, or notifications, and provide copies to the Site Representative upon request.

Hazardous Materials Release, Spill Containment, Environmental Event Reporting.

All oil spills of any kind are to be contained, reported and cleaned up accordingly. All trucks shall be stocked with emergency spill Kits. In the event of a spill please notify your immediate supervisor and safety immediately.

Industrial Hygiene:

Asbestos:

No employee shall be assigned any task involving dry asbestos where processing, handling, or utilization procedures would cause or create airborne asbestos fibers. All asbestos shall be worked in a wet state and cut or sized with scissors or shearing type tools that will preclude the generation or emission of fiber particles.

All employees must be thoroughly indoctrinated in avoiding the use of asbestos wherever and whenever possible. When the handling of asbestos is considered necessary, all requirements as directed by OSHA, Federal Register, 1910.93A must be met.

Employees are further cautioned to be aware of the hazardous conditions that exist where asbestos dust particles or airborne fibers may be present such as contract sites, buildings under construction, repair, or trans-duct installation is in progress. Unless approved type respirators are worn and caution exercised to prevent contamination of clothing, employees should avoid such areas of exposure.

Lead:

Supervisors assigning work for projects, work orders, or tasks that involve the potential for lead exposure shall ensure that our lead compliance plan is used on site, employees are following proper work practices, and the completed plan is filed.

This involves:

1) Identification of potential lead hazards.
2) Safe work practices (lead warning signs, barrier tape if indoors or where pedestrians could be exposed).
3) Control of lead chips/dust. Use a drop cloth, poly tent, source ventilation, etc.
4) Use of respiratory protection and personal protective equipment (coveralls).
5) Proper hygiene prior to all breaks (hand and face washing) and proper cleaning of work clothing.
6) Proper cleanup of lead dust/paint chips (wet clean/HEPA vacuum).

Noise:

Employees shall wear hearing protection in areas where required or where the noise level and the time involved exceeds the levels established by the state or federal OSHA.

Employees shall be aware of areas with high noise levels where hearing protection is required. When in doubt — hearing protection shall be worn.

Only approved hearing protection shall be used. The employee shall use protection provided and exercise due care to keep protection in a sanitary condition.

Reference Documents:

California Safety Manual Accident Prevention Rules (NECA)

Southern California Edison's Accident Prevention Manual

Southern California Edison's Corporate Health & Safety Corporate Program: Hot Work (SCE-CHS-SO-PG-7)

Southern California Edison's Environmental Policies and Procedures (EN)

Hampton Tedder Electric Safety Manual Guide

Hampton Tedder Electric Hazard Communication Policy