

Contractor Handbook and Orientation Checklist

Contractor
Safety
Management

Version 2.3
Jun 18, 2021

Edison Representatives and Contractors are responsible for collaborating effectively to drive a common understanding of safety awareness, hazard mitigation, oversight and reporting requirements before a Contractor begins work for Southern California Edison (SCE). This supports our goal of eliminating all serious injuries and fatalities.

RFP INSTRUCTIONS

- ☒ **Step 1:** The Edison Representative shall provide a copy of the Contractor Handbook and Orientation Checklist (CHOC), the SCE Contractor Hazard Assessment and Safety Plan (HASP) and the Handbook for Contractors to all bidders in the RFP for review.
- ☒ **Step 2:** All bidders shall review the Handbook for Contractors and confirm their understanding and agreement by completely filling out the CHOC and signing it. Safety Tier 1 contractors must also follow the HASP instructions.

ORIENTATION INSTRUCTIONS:

- ☒ **Step 1:** The Edison Representative and Contractor Representative shall review each section of the Health and Safety (HS) Handbook for Contractors and confirm understanding by checking the box associated with each section.
- ☒ **Step 2:** The Edison Representative and Contractor Representative shall sign and date this form to confirm the review of each item is complete and to document a mutual understanding regarding what is required to safely perform work at SCE.
- ☒ **Step 3:** Safety Tier 1 Contractors shall upload the signed CHOC to the TPA along with the signed HASP.
- ☒ **Step 4:** Contractors shall ensure all Prime and subcontractor workers are trained to these requirements.
- ☒ **Step 5:** Safety Tier 1 Contractors shall ensure a signed copy (electronic and/or hard copy) of this CHOC is retained by all crews while conducting Safety Tier 1 work for SCE (along with the Contractor's tailboard form, HASP and reference safety documents).

SAVE FILE USING THIS NAMING CONVENTION: **CHOC_ContractorName_ProjectName_PurchasingReference**

Project Name:		Substation Construction & Maintenance Services		Edison Representative:	Aaron Borrelli
Purchasing Reference: (PO, PR, CW, C or OLA#)		Various		Project Location:	Various
Source Work? (Y/N)		Y		Higher Risk (HR) Work? (Y/N)	Y
Anticipated Start Date:	11/1/2021	Anticipated Completion Date:	10/31/2022	Contractor Company:	Hampton Tedder Electric Co.
Contractor Representative				Contractor's Safety Professional	
Name:	Ken Peterson			Name:	Clifford Ryan
Phone:	909-208-0777			Phone:	909-247-8253
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Safety Tier 1 and Tier 2 Work: Review and obtain agreement for Safety Tier 1 and Tier 2 work on the following requirements contained in the HS Handbook for Contractors. Note: **items in bold are required for Safety Tier 1 Contractors only.** All other items are required for both Safety Tier 1 and Safety Tier 2 Contractors.

<input checked="" type="checkbox"/>	<p>Introduction</p> <ul style="list-style-type: none"> The purpose of the Handbook for Contractors SCE's Environmental, Health, and Safety Policy Safety Performance Policy Principles of Operation Contractor Safety Management Standard
<input checked="" type="checkbox"/>	<p>General Expectations</p> <ul style="list-style-type: none"> Applicability Safety Qualification Requirements for Safety Tier 1 Contractors Expectations for Safety Tier 1 and Tier 2 Contractors Expectations for Safety Tier 1 Contractors Expectations for Safety Tier 1 High Risk (HR) Contractors Subcontractor Management Responsibilities and Expectations SCE Stop Work Authorization and Inspection
<input checked="" type="checkbox"/>	Procurement of Safety Tier 1 and Safety Tier 2 Contracts
<input checked="" type="checkbox"/>	Contractor Orientation
<input checked="" type="checkbox"/>	Tailboard Requirement
<input checked="" type="checkbox"/>	Emergency Response
<input checked="" type="checkbox"/>	Incident Reporting
<input checked="" type="checkbox"/>	Additional Reporting Requirements
<input checked="" type="checkbox"/>	<p>General Health and Safety Requirements</p> <ul style="list-style-type: none"> Confined Space Entry Fall Protection Fire Prevention Wildland Fire Prevention Hazard Communication Heat Illness Prevention Hot Work Housekeeping Cleanup Industrial Hygiene <ul style="list-style-type: none"> Asbestos Lead Noise Non-Ionizing Radiation Except EMF Potential Radio Frequency Energy Exposures at SCE Facilities Valley Fever Hazardous Energy Control Trenching and Excavation Use and Operation of SCE Facilities, Materials, Equipment, and Vehicles Work Area Protection and Traffic Control Electrical Work Substation Construction and Maintenance Vegetation Management Work

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LIST OF ACTIVE SUBCONTRACTORS AND ORIENTATION ACKNOWLEDGEMENT

Contractor shall maintain an active list all proposed subcontractors and their orientation dates by filling out the table below. (When filling this out in response to an RFP, leave the orientation column blank).

COMPANY NAME	SCOPE	SAFETY TIER	ISN GRADE	REPRESENTATIVE NAME / PHONE	ORIENTATION DATE
N/A					

PRIME CONTRACTOR WORKER ORIENTATION AND MANAGEMENT

Contractors shall use the spaces below to **fully** explain the onboarding, continuous training and oversight of all workers.

Question	Contractor Response
Clearly describe the key components of the Prime Contractor's worker onboarding process. Include components such as orientation duration, how workers are qualified for their assigned tasks, and how workers will be made aware of the Prime Contractor's safety requirements etc.	Hampton Tedder's New Employee Orientation is 8 hours, which includes: company orientation, history, safety culture, and safety compliance training. We train employees on identifying hazards, mitigation techniques, and risk analysis.
Clearly describe how field oversight will be provided that validates effective training and confirmation of acceptable work practices.	Hampton Tedder Electric conducts field observations daily, performed by Safety Professionals, Safety Director, General Foreman, and Senior Management, in order to validate that the training provided to employees is understood, and that safe work practices are being performed on the job. At least two safety observations shall be conducted for each crew, each month. When corrective actions are identified, corrections are made immediately. The data derived from our daily observations is analyzed for trends, and our craft employees are trained on a bi-annual basis to specifically address any deficiencies identified through the data analysis. Hampton Tedder conducts weekly safety meeting to review incidents within the industry and any lessons learned with all craft employees. Tailboards shall be completed before work begins, each day and when the scope of work changes.
Clearly describe how all workers will be made aware of SCE requirements, including orientation to the HASP, CHOC, Handbook for Contractors and SCE specified programs and procedures.	Initial training for employees to which it applies, includes covering the SCE requirements: Hazard Assessment Safety Plan (HASP), Contractor Handbook Orientation Checklist (CHOC), Environmental handbook for contractors and procedures, and SCE specified programs and procedures.

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Clearly describe how proof of orientation will be maintained by Prime Contractor and how it can be made available to SCE upon request.

Employees sign a training log for completing the orientation that covers the SCE requirements. Subcontractors also sign when their orientation is completed, and their documents are filed. All files are available upon request.

Clearly describe how copies of the HASP, CHOC and other reference documentation will be kept at the work location of each crew.

Hampton Tedder provides all Foremen with a document binder containing all required SCE and Hampton Tedder documentation, which includes the HASP, CHOC, Environmental Safety Handbook, and Site Specific Safety Plan. This document binder is to be kept on the job site, along with their tailboard.

(Attach a copy of your training policies and procedures)

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SUBCONTRACTOR WORKER ORIENTATION AND MANAGEMENT

Prime Contractors shall use the spaces below to **fully** explain the key components of their subcontractor policies, demonstrating compliance to section 2.6 of the Handbook for Contractors.

Question	Contractor Response
<p>Clearly describe the key components of the Prime Contractor's evaluation and qualification process for subcontractor companies.</p>	<p>Subcontractors must be approved through ISN to work on Edison property, have a signed MSA on file, and complete a contractor orientation prior to working for Hampton Tedder on SCE property. The contractor orientation includes the SCE CHOC and HASP documents to clearly deliver what will be required of the subcontractor while working on SCE property. During the orientation, Hampton Tedder Safety personnel use the opportunity to evaluate the subcontractor's understanding of the requirements, and what programs (such as tailboards, crew audits, lifts plans) that they currently have in place. Hampton Tedder will then decide to utilize the subcontractor, coach the subcontractor on ways that they can improve their current programs to meet requirements, or decide that the contractor does not have the necessary programs, policies, and/or management in place to safely work as a subcontractor for Hampton Tedder.</p>
<p>Clearly describe your process for initial and on-going monitoring of subcontractor TPA grades and action items.</p>	<p>Subcontractors are monitored in ISNetworld, enabling Hampton Tedder to verify that they are qualified to work on SCE property daily, weekly, monthly, and when Hampton Tedder submits their hours worked, along with their subcontractor hours worked.</p>
<p>Clearly describe the key components of the Prime Contractor's on-boarding process for subcontractor workers. Include components such as:</p> <ul style="list-style-type: none"> • how subcontractor workers are qualified for their assigned tasks • how subcontractor workers will be made aware of the Prime Contractor's safety requirements 	<p>Subcontractors are monitored in ISNetworld, enabling Hampton Tedder to verify that they are qualified to work on SCE property. Our subcontractor workers are made aware of Hampton Tedder's safety requirements through a subcontractor orientation which includes: SCE CHOC template, utilizes the HASP and Health and Safety Manual, and ensures that all topics are covered thoroughly. Additionally, Hampton Tedder requires the reporting of hours worked in a timely manner, and providing evidence of tailboards, work observations, lift plans, and joint-tailboard requirements are also covered.</p>
<p>Clearly describe how the Prime Contractor will ensure that all subcontractor workers will be made aware of SCE requirements, including orientation to the HASP, CHOC, Handbook for Contractors and SCE specified programs and procedures.</p>	<p>Hampton Tedder's subcontractor orientation includes the SCE CHOC, HASP, and Health and Safety Manual. Once the orientation is completed, subcontractors sign off, and the documents are filed.</p>
<p>Clearly describe how field oversight will be provided by the Prime Contractor to validate subcontractor compliance with rules, procedures, policies and acceptable work practices.</p>	<p>Subcontractor observations are conducted by Safety Professionals, Safety Director, General Foreman, and Senior Leadership using Electronic Field Inspection Reports, in the same manner that they are conducted for Hampton Tedder crews. The subcontractor observational data is also collected and analyzed by Hampton Tedder's weekly Safety Data report.</p>

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Clearly describe how the Prime Contractor will manage subcontractor Incidents and how they will ensure timely reporting.

Hampton Tedder explains the importance of immediate reporting of any incident on SCE property to Hampton Tedder and SCE during the subcontractor orientation. Hampton Tedder will ensure that any incident report is completed and submitted to SCE within the required timeframe.

Clearly describe how the Prime Contractor will ensure that copies of the HASP, CHOC and other reference documentation will be kept at the work location of each subcontractor crew.

During subcontractor orientations, the requirement to keep the documents readily available on job sites is communicated. Hampton Tedder verifies that the subcontractor crews have the necessary documentation readily available during their crew observations.

(Attach a copy of your subcontractor management policies and procedures)

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Contractor Representative:		
By initialing each section and signing below, the Contractor Representative affirms that they:		
1. Understand the items contained in these checklists and will ensure compliance with the requirements contained in the HS Handbook for Contractors.	Initial:	CR
2. Shall ensure work is performed in accordance with the Checklist items and the SCE Contractor Hazard Assessment and Safety Plan. (<i>Safety Tier I work only</i>)	Initial:	CR
3. Shall ensure a review of the SCE Contractor Hazard Assessment and Safety Plan is completed with all workers and any new workers and subcontractors prior to beginning work on the project. (<i>Safety Tier I work only</i>)	Initial:	CR
4. Shall ensure that the CHOC and HASP is updated as needed (e.g., when any component changes or when additional hazard mitigations are required). At minimum it must be reviewed, updated and signed annually . The most current Plan must be uploaded in the Third-Party Administrator (TPA).	Initial:	CR
5. Shall ensure that expectations for Safety Tier 1 Contractors (Handbook Section 2.4) are met and maintained for the duration of the contract period. The major requirements are itemized below: (<i>Safety Tier I work only</i>): <ul style="list-style-type: none"> a. Onsite Supervisor b. Safety Professional c. New Worker Supervision and Training d. Tailboard Requirement e. Safety Observation Program f. Leader Safety Culture Training g. Stop Work Responsibility h. Fitness For Duty i. Contractor Safety Quality Assurance Reviews j. Monthly Safety Data Reporting k. Contractor Safety Forum Participation 	Initial:	CR
6. Shall ensure that expectations for Safety Tier 1 HR Contractors (Handbook Section 2.5) are met and maintained for the duration of the contract period. The major requirements are itemized below: (<i>Safety Tier I work only</i>): <ul style="list-style-type: none"> a. Safety Observation Frequency b. Safety Professional Requirement c. Critical Observable Actions Requirements d. AED Requirements 	Initial:	CR
7. Shall ensure all Prime Contractor and subcontractor workers working on behalf of SCE know and understand that they have not only the right but the obligation to stop and report any unsafe work or work which does not meet SCE safety expectations.	Initial:	CR

