**Form 1 - Enterprise Contractor Project Specific Safety Plan**



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| **Enterprise Contractor Project Specific Safety Plan** |  |
| **PG&E PROJECT**  |   |  |
| **CONTRACTOR** |   |  |
| **LOCATION** |   | **DOCUMENT DATE:** |   |  |
| **CONTRACT/CWA #:** |   | **ESTIMATED START DATE:** |   |  |

***INSTRUCTIONS:***PG&E contractor project manager, safety representative, requestor etc. will complete this form and provide PG&E with a written safety plan using this attached *Project Specific Safety Plan* Form that will document how the contractor and subcontractor, at any tier, will address any anticipated and/or recognized hazards associated with their project/contract work.

This plan is an important step in the communication process to promote open communication between the contractor / subcontractors and PG&E on health and safety expectations and related issues and/or concerns. Detailed plans such as environmental protection, oil management, lift plan, spill mitigation etc. should be attached to this form separately, if applicable. This form along with its attachments, when completed, must be submitted to and approved by PG&E before starting work.

# 1.0 General Information

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| **Detailed Project Scope Summary (Be as specific as possible):**  |
| **Risk Level of Work** | [ ]  Medium [ ]  High |
|  | **Name(s)** | **Email** | **Contact #** |
| **PG&E Contacts**  | **Project Lead** |       |       |       |
| **Work Supervisor** |       |       |       |
| **Safety Representative** |       |       |       |
| **Contractor Contacts**  | **Safety Plan Author** |       |       |       |
| **Project Lead** |       |       |       |
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# 1.1 Field Leadership and Safety Oversight Plan

Clearly identify the person(s) responsible for overseeing employees and subcontractors, including a plan for conducting observations and safety meetings:

# 1.2 General Personal Protective Equipment (PPE) Requirements

Contractors are required to provide and ensure that workers use Personal Protective Equipment (PPE) as required by Cal/OSHA (California Code of Regulations [CCR], Title 8, Section 3380) regulatory requirements to perform their work activities safely and when defined in their safety plan, hazard analysis or when required to access a specific PG&E location.

Minimum Personal Protective Equipment required on a jobsite (as required and pertinent to the scope of work):

* Hard hat rated for the scope of work and conditions (ANSI Z89)
* Safety glasses with side shields (ANSI Z87)
* Class 2 or 3 high visibility traffic vest or retroreflective fabric shirt (Arc Rated if appropriate for scope of work)
* Long sleeve shirts and long pants (flame resistant as required & pertinent to scope of work)
* Appropriate footwear (ASTM F2413-05)
* Gloves (as required & pertinent to task)
* Hearing protection (as required at or above 85 Db)
* COVID-19 face protection (Flame resistant as required & pertinent to task)
* Any additional PPE as required by your company’s IIPP, PG&E contract, or pertinent industry regulations not covered in the above bullets.

Additional PPE requirements must be evaluated when performing specific tasks and must be identified in Section 2 of this document.

# 2.0 Risk Assessment and Hazard Identification

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| **HAZARD IDENTIFICATION**: |
|  | **Utilizing the Energy Wheel****1. Discuss and Document with the team any High Energy hazards associated with the project work scope.** * High Energy hazards are also known as STKY’s, or “Stuff That Kills You,” and are most likely to cause a SIF if an employee contacts the high energy.

**2. Establish Essential Controls to prevent an energy release.*** An Essential Control is a physical safeguard that is: (1) Specifically targeted to the high-energy source, (2) Effectively mitigates exposure to the high-energy source when installed, verified, and used properly, (3) Is effective even if there is unintentional human error during work that is unrelated to the installation of the control.

**3.Update the Hazard and Mitigations columns in your Safety Plan.****See the** [**PG&E Contractor Safety Handbook**](https://www.pge.com/assets/pge/docs/about/doing-business-with-pge/PGE-Contractor-Handbook.pdf) **and** [**Edison Electric Institute’s Safety Classification and Learning Model**](https://www.eei.org/-/media/Project/EEI/Documents/Issues-and-Policy/Power-to-Prevent-SIF/eeiSCLmodel.pdf?la=en&hash=4E03097C0292F52CB4FA186D0D8CE11876032836) **for additional information.** |
| **High Energy Hazard Definitions** |
| **Gravity*** Suspended loads >500 lbs.
* Fall from elevation ≥4 ft

**Motion*** Mobile Equipment
* Vehicle speeds ≥30 mph
* Traffic with workers on foot
 | **Mechanical*** Heavy Rotating Equipment

**Electrical*** Exposure ≥50 volts
* Any potential exposure to arc flash

**Pressure*** Proximity to potential for explosion
* Excavations ≥5 ft in depth
 | **Sound*** Decibel levels where permanent hearing losses can occur

**Radiation*** Exposure to radiation

**Biological*** Life threatening animal and inspect attacks
 | **Chemical*** Exposure to toxic chemicals

**Temperature*** Surfaces ≥150°F for at least 2 seconds
* Exposure to release of steam
* Fire with a sustained source of fuel
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| **Examples of other tasks and hazards that may be included in a scope of work:** |
| **GENERAL HAZARDS*** Uneven Ground/ Slips/ Trips & Falls
* Confined Spaces
* Driving
* Power Tool / Equipment Use
* Ergonomics
* Loading / Off-loading Equipment and Material
* Unstable Ground Conditions / Slopes / Uneven terrain
* Safety-At-Heights / Scaffolding / Ladders
* Cave-ins/ Excavating / Trenching / Shoring
* Suspended Loads
* Welding / Oxy Acetylene / Grinding
* Hot work
* Aggressive Animals / Dogs / Etc.
* High Crime Areas
* Access
* No Cell Service
* Night Operations
* Wildfire Safety
* Dropped Objects

**HEALTH HAZARDS*** Chemical Exposure / Burns
* Noise Exposure
* Pesticides / Fumigation
* PCB / Lead / Mercury
* Asbestos
* Other Soil Contaminants
* Hazardous Material Transportation
* Hazardous Waste Transportation
* Radioactive Exposure
 | **PUBLIC SAFETY*** Distracted, Impaired, Unsafe Motorists
* Vehicular Traffic (Work Area Protection)
* Pedestrian Traffic
* Proximity to Railroads
* Neighboring Facilities/Homeowner Issues

**EXCAVATION*** Access / Proximity to Energized Equipment Proximity to Energized Circuits
* OH/UG Energized Lines
* Overhead Objects
* Appropriate Tools & Equipment
* Equipment Certifications
* Blasting Safety / Certification
* Confined Space
* Open Excavation / Fall Restraint
* Soil Type / Conditions / Shoring / Sloping
* Slopes / Terrain
* Spoil Management
* USAs

**GAS HAZARDS*** Oxygen Deficient Atmosphere
* Explosive Atmosphere - Burns / Explosions
* Clearance Procedures / LOTO
* Dig-Ins / Line Strikes
* Unmarked or Mismarked Utilities
 | **CRANE*** Crane Capacity
* Crane Size
* Load Weight
* Lift Plans
* Traffic / Transport
* Setup/Access
* Stability / Terrain
* Rigging
* Cribbing
* Dangerous Operations
* Equipment Certification
* Operational Certification
* Electrical Hazards
* Equipment Grounding
* Clearance
* Environmental issues
* Suspended Loads
* Weather Conditions

**TRAFFIC CONTROL / FLAGGING*** Environmental Conditions
* Non-Compliant Drivers
* Pedestrian Safety
* Permits
* Public Safety
* Qualifications / Certifications
* Site Specific Hazards
* Traffic Control Plan
* Low Light Conditions
* Weather
* Work Site Protection
 | **ELECTRICAL HAZARDS*** Clearance Procedures / LOTO / Grounding
* Underground / Overhead Utilities
* Proximity to Energized Equipment
* Induction
* Energized Work

**AVIATION*** External Cargo
* Landing Zone Safety
* Rigging
* Suspended Loads
* Flying in a Wire Environment

**ENVIRONMENT HAZARDS*** Weather Conditions
* Poison Oak
* Animals / Insects
* Heat Illness
* Working Near/Over Water

**MOTOR VEHICLE SAFETY*** Driving
* Backing
* Mountain Terrain
* Rural Roads
* Traffic
* Transporting Loads/Cargo
* Trailering/Towing
* Inclement Weather Driving
* Impaired Driving
* Distracted Driving
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*HAZARD MITIGATION: Using your Injury and Illness Prevention Program (IIPP) and the above sample tasks/activity table as a guide, please complete the following JHA to capture actual hazards associated with each proposed activity. The specific hazard mitigation measures used on PG&E work will typically include: (Add task, hazard, mitigation and required training below for each medium and/or high-risk major task performed on behalf of PG&E, including tasks performed by Subcontractors):*

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| **Task/Activity Description** | **Hazard Description** | **Contractor’s Mitigation Plan** | **Required Training** |
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***New Hazards and Hazards not previously recognized must be addressed on discovery. Changes shall be added to the Change Log in Section 7 of this document.***

# 3.0 Hazard Communication/Right to Know

Conduct a complete survey to determine what hazardous substances are present on the project. Request necessary SDSs from the manufacturer and keep a current SDS on hand for each hazardous substance used.

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| **Chemical Onsite** | **Location** | **Storage Plan** |
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# 4.0 Emergency Action Plan

*Purpose:* The following information must be used to ensure an effective and swift response to all emergencies. Please verify that the location is still open, and it is closest to the job site. **An Emergency Action Plan must also be included on the daily JSSA/Tailboard for each jobsite/yard/meeting site.**

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| **Clinic (First Aid)** | **Hospital** |
| Name: **\*** |       | Name: **\*** |       |
| Address: **\*** |       | Address: **\*** |       |
| Phone #: **\***  |       | Phone #: **\*** |       |
| Hours of Service: **\*** |       | Hours of Service: **\*** |       |
|  |
| **Fire Department** | **Ambulance** |
| Name: **\*** |       | Name: **\*** |       |
| Address: |       | Address: |       |
| Phone #: **\*** |       | Phone #: **\*** |       |
| Hours of Service: |       | Hours of Service: |       |
|  |
| **Police/Sheriff** | **811 After Hours Emergency (**click <http://usanorth811.org/utility-operators/>) |
| Name: **\*** |       | PG&E (Gas/Electric) | (800) 743-5000 |
| Address: |       |       |       |
| Phone #: **\*** |       |       |       |
|  |  |
| First Aid Kit Location(s) \* |       |
| AED Location(s) \* |       |
| Fire Extinguisher Location(s) \* |       |
| SDS Location(s) \* |       |
| CPR Certified \* (names who are certified) |  |
| Cell Phone Reception? If no, provide an alternative communication method. **\*** |  |

**(\*) Denotes Required Field**

**Map View of Evacuation Plan – Print and Post**

*Show a map of the location with both primary and secondary meeting locations identified. Use Section 9 (Attachments) to provide additional maps as needed.*



**Map of A and B Meeting Location**

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| **Meeting Location A – please indicate on the map (Primary)** | **Meeting Location B – please indicate on the map (Secondary)** |
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**Map View of Evacuation to Nearest Medical Facility – Print and Post**

*Show a map with directions to the emergency center. Use Section 9 (Attachments) to provide additional maps as needed.*

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| **Directions to the Medical Facility** | **Map to Medical Facility** |
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# 5.0 Certifications and Licenses

All contract employees, including Subcontractors, covered under this Safety Plan are trained and qualified to perform the task(s) that have been assigned.

[ ]  Contractors must ensure that their personnel (including those of Subcontractors) have completed all training required by law and any required PG&E specific courses, including the Contractor Safety Program Orientation (SAFE-0101) and any specific LOB required safety orientations, before conducting work for PG&E.

[ ]  Training qualifications must be provided to PG&E for each contract employee before the start of work for PG&E.

[ ]  Workers must always carry their ISN ID cards while working for PG&E and display to PG&E on request.

All training materials must be made available to PG&E on request that must train all Contractor and Subcontractor personnel on all PG&E’s Contractor Safety Program, Contractor’s safety program, all job-related hazards, and Applicable Laws.

# 6.0 Managing Subcontractors, [ ] No Subcontractors Anticipated

The Prime contractor must ensure that all Subcontractors have an accepted hard copy of the Safety Plan on site at all times; the scope of work conducted by all Subcontractors shall be covered in this Safety Plan. All Subcontractors Writing Style and Formatting for Procedures also be added to Section 1A of the contract.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subcontractor Name** | **Subcontractor Scope** | **ISN ID #** | **Risk Level** | **Subcontractor Contact Name** | **Subcontractor Contact Phone** |
|       |       |       |       |       |            |
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# 7.0 Site Orientation

All site personnel, including subcontractors, are required to be introduced and trained on the content and hazard mitigation measures included in this Safety Plan before beginning work on the project. Contractors must document personnel who have completed a review of this Safety Plan, including each worker’s name, signature, classification, company name and date. This record must be maintained by the Prime contractor and available by request of PG&E.

# 8.0 Change Log

Indicate changes made to the Safety Plan in the table below. For each date a change is made, an additional section 8.0 will need to be completed and must be added as an additional page to the overall Safety Plan. Multiple changes may be required for each date, *please copy additional pages as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Reason for Change** | **Change Description** | **Section(s) Changed** | **PG&E Representative Who Accepted Change** |
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Once the crew has reviewed the changes above, please maintain a signed record that documents the review. This record must be maintained by the Prime contractor and available by request of PG&E.

# 9.0 Attachments

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| **INCLUDED ATTACHMENTS:** |
| [ ]  | Directions to medical facility\* |
| [ ]  | Evacuation plans\* |
| [ ]  | Parking / Laydown plans |
| [ ]  | Maps\* |
| [ ]  | Other safety submittals, please specify: |

**(\*) Denotes Required Field**