




Safety Awareness

For leaders to discuss with their team



Safety Awareness communications provide timely information about new or changing safety-related programs, technology, processes, initiatives or practices.

Topic:	Safety Week Jan. 9 – 13, 2023
 Key to Life:	1. Conduct pre-job safety briefings prior to performing work activities.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	<p>SAFETY WEEK GOALS FOR COWORKERS AND CONTRACTORS</p> <p>Safety Week reminds all of us about our essential responsibilities to work safely and to keep each other safe. It also provides an opportunity to increase our safety on the job by discussing and engaging in how we can ensure <i>Everyone and Everything is Always Safe</i>.</p> <p>We decided to align Safety Week 2023 with five of the Keys to Life that are at the core of our most serious 2022 incidents to improve safety. These discussions will prompt actions to improve safety related to five of the Keys to Life, which are the drivers for 81% of our most serious incidents in 2022. Although our discussions are on five Keys during Safety Week, all 10 Keys to Life must have our daily attention and action.</p> <p>The goal, is for the entire organization to pause each day, engage with each other on the same safety topic and take away <i>one thing</i> that will improve their safety and the safety of their teams. Following the Keys help keep us safe so, please: Know the Keys to Life and how each applies personally and the essential controls to mitigate the risk of serious injuries. Engage with your team daily to discuss the key of the day</p> <p>LEADER ROLE (frontline and office)</p> <ol style="list-style-type: none"> Attend an info session For each day of Safety Week (Jan. 9-13) schedule a 15-minute virtual or in-person meeting, or leverage your DOR, Tailboard or Huddle time to facilitate and discuss the Key of the day with your direct reports. Find opportunities to spend time on the frontline with our coworkers and our contract partners to discuss the Keys to Life and essential controls.
Actions to Take:	<p>CAPTURING IDEAS</p> <ul style="list-style-type: none"> As a best practice, assign someone as a scribe during your meeting, to take down all the ideas and actions the team comes up with. To take action on an idea or safety issue that comes up, work with your PG&E contact to use the Corrective Action Program (CAP), as a way to both make the organization aware of the issue and help with completing and tracking. <p>Daily Topics</p> <ul style="list-style-type: none"> MONDAY: Conduct pre-job safety briefings prior to performing work activities. TUESDAY: Follow safe driving principles and equipment operating procedures. WEDNESDAY: Use personal protective equipment (PPE) for the task THURSDAY: Follow electrical safety testing and grounding rules FRIDAY: Follow hazardous environment procedures.
Additional Resources:	<ul style="list-style-type: none"> Keys to Life Video Overview





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Topic:	Understanding and Owning Key to Life #1
 Relevant Key to Life:	1. Conduct pre-job safety briefings prior to performing work activities.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	 <p>The Keys to Life are PG&E’s fundamental safety tenets that every coworker and contract partner are expected to own and follow to make our Safety Stand—<i>Everyone and Everything is Always Safe</i>—a reality. The intent of this resource is to increase your awareness, understanding and ownership of Key #1: Conduct pre-job safety briefings prior to performing work activities.</p> <p>Pre-Job Safety Briefings Include:</p> <ul style="list-style-type: none"> • Covering Life Safety protocols at the start of all meetings and huddles. • Identifying hazards associated with the task(s) at hand and surrounding environment. • Discussing the KTLs that apply and associated risk mitigations • Tailboards should be documented per your functional area requirements. <p>Safety Briefings Must Be Conducted:</p> <ul style="list-style-type: none"> • Anytime the scope changes, additional hazards are identified or introduced. For example, a change in task, a new task is introduced, or abnormal operating conditions are present • After an extended delay that requires coworkers to refocus on the task. • Anytime the crew changes. (i.e., coworkers(s) arrive or depart the job site) • Anytime the person in charge (PIC) or a coworker feels another tailboard briefing is required.
Actions to Take:	<p>Discussion Questions:</p> <ol style="list-style-type: none"> 1. How do you stay curious during every pre-job safety briefing, even on routine jobs? 2. Can you think of a time you or your team came up with a nimble solution during a pre-job safety briefing after discovering a hazard or work condition? 3. Imagine you are working on an unfamiliar job type or site. What steps would you take in your safety briefing to make sure you are mitigating all the risks or hazards associated with your work project? 4. When multiple teams collaborate on one project, it can be easy to lose sight of which team (and team member) is responsible for certain risk management or hazard mitigation. How do you correct for this potential issue in your safety briefings when working with other teams? 5. Imagine that your team is in the middle of a project. A condition or hazard rapidly changes, which your pre-job safety briefing did not cover. What do you do?





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Topic:	Understanding and Owning Key to Life #2
 Relevant Key to Life:	2. Follow safe driving principles and equipment operating procedures.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	 <p>The Keys to Life are PG&E’s fundamental safety tenets that every coworker and contract partner are expected to own and follow to make our Safety Stand—<i>Everyone and Everything is Always Safe</i>—a reality. The intent of this resource is to increase your awareness, understanding and ownership of Key #2: Follow safe driving principles and equipment operating procedures. (Both in Urban and Rural driving conditions)</p> <p>Safe Driving Principles (business and personal driving):</p> <ul style="list-style-type: none"> • Inspect the vehicle prior to driving and conduct a 360° walkaround. • Assure a clear view of the path before backing. • Properly execute lane changes and turns especially when traveling with loads. • Scan for others while driving and keep eyes on path. • Maintain a safe following distance from other vehicles. • Control speed to avoid a collision involving any portion of the vehicle. • Pass other vehicles in a safe manner. • Do not allow distractions while operating the vehicle. • Use a spotter and do not rely on mirrors and back-up alarms. • Take additional precautions when driving in wet weather, at night, when sun glare affects vision and when driving on rural, steep or unmaintained roads. Be mindful in addressing these rural road driving hazards: <ul style="list-style-type: none"> ○ Speed—10 mph is often the safest maximum speed on dirt roads ○ Loss of traction traveling uphill or downhill ○ Poor braking while traveling downhill ○ Sliding on corners and sloped roads ○ Soft shoulders that are prone to give way ○ Obstacles (rocks, debris, and trees) • Beware of changing weather conditions. Check Maps+ for location data and alerts for PG&E’s access roads (currently being mapped). <p>Equipment Operating Procedures:</p> <ul style="list-style-type: none"> • Complete the necessary, required, and certified training. • Be trained on the hand signals and have a plan. • Inspect the equipment and controls before, during each job. • Know the limited access zone or swing radius of equipment. • Use a spotter and do not rely on mirrors and back-up alarms. • Be vigilant when working in the line of fire.

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Actions to Take:

1. What are some of the ways you can set aside distractions to focus only on the task of driving or operating equipment while working? (Be sure to discuss avoiding texting while driving, which can be even more dangerous than drinking and driving).
2. While driving, new safety hazards can arise quickly (e.g., precipitation on the roads, another driver swerving). How do you adapt your driving when conditions change to stay safe?
3. What can PG&E leaders do to help coworkers stay safe on the road and while operating machinery?
4. What would you do to stay safe if you were asked to operate a large piece of equipment which you were not familiar with?
5. Shared vehicles and equipment require shared responsibility to keep all users safe. What steps do you take when beginning or ending work with a shared vehicle or piece of equipment to protect yourself and others?





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Topic:	Understanding and Owning Key to Life #3
 Relevant Key to Life:	3. Use personal protective equipment (PPE) for the task being performed.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	 <p>The Keys to Life are PG&E's fundamental safety tenets that every coworker and contract partner are expected to own and follow to make our Safety Stand—<i>Everyone and Everything is Always Safe</i>—a reality. The intent of this resource is to increase your awareness, understanding and ownership of Key #3: Use personal protective equipment (PPE) for the task being performed.</p> <p>Don the minimum PPE at an active construction worksite:</p> <ul style="list-style-type: none"> • Hard Hat—Inspected & up to date • Safety Eyewear—ANSI approved • Reflective Safety Vest—Be seen with a clean, zipped up vest • Protective Clothing—Long sleeved shirts and pants, proper fit with loose clothing protected and sleeves rolled down. Wear flame-resistant (FR) per job tasks requirements. • Hearing Protection—Use in loud environments • Gloves—Wear when handling material, using tools, or cutting • Safety Footwear—Protect feet, toes & ankles <p>In the office:</p> <ul style="list-style-type: none"> • Utilize recommended, ergonomic equipment at your workstation. • Alternate between sitting and standing and move frequently throughout the day. • Vary your work tasks. • During microbreaks, look away from your screens and rest hands. Consider doing a quick stretch. • Use a step ladder to reach elevated items. When using stairs, use handrails.
Actions to Take:	<p>Discussion Questions:</p> <ol style="list-style-type: none"> 1. What are some of the reasons a coworker might not wear required PPE? (Offer suggestions like comfort, perceived lack of risk, complacency, or lack of knowledge). 2. If one of your coworkers was not wearing required PPE for one of these reasons, what would you do or say to help keep your coworker safe? 3. What can PG&E leaders do to help coworkers wear PPE consistently and appropriately? 4. PPE is our last line of defense. What are some examples of times when our first lines of defense fail and we rely on PPE to keep us safe? 5. Does anyone have a story to share about a time that PPE successfully protected you or a coworker from a serious injury?





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Topic:	Understanding and Owning Key to Life #4
 Relevant Key to Life:	4. Follow electrical safety testing and grounding rules.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	 <p>The Keys to Life are PG&E's fundamental safety tenets that every coworker and contract partner are expected to own and follow to make our Safety Stand—<i>Everyone and Everything is Always Safe</i>—a reality. The intent of this resource is to increase your awareness, understanding and ownership of Key #4: Follow electrical safety testing and grounding rules.</p> <p>Examples of work tasks where electrical testing and grounding rules must be followed:</p> <ul style="list-style-type: none"> • Accessing a sub-surface enclosure. • Accessing a Pad Mount Transformer. • Racking in breakers. • Working on electrical panels. • Digging near live electrical conductors. <p>In the Office:</p> <ul style="list-style-type: none"> • Inspect your workspace for electrical hazards. • Ensure only approved appliances are used in your workspace. • Maintain 3 feet of clearance around electrical panels. • Do not modify or repair electrical equipment but instead, replace it.
Actions to Take:	<p>Discussion Questions:</p> <ol style="list-style-type: none"> 1. How do you practice tenacity in your electrical safety testing and grounding work? 2. What would you say to a coworker who was becoming complacent in their electrical safety testing and grounding practices due to the routine nature of the electrical risks and work? 3. Image you were walking a new apprentice coworker through a worksite, highlighting the electrical hazards to be covered, insulated or isolated before beginning work. What areas would you specifically highlight as often overlooked hazards? 4. Imagine you are spotting a coworker working near a live electrical source and notice a hazard that has not been fully grounded, covered or insulated. How do you stop the job and bring your coworker back to safety? 5. Have you ever seen a coworker or contractor ground or test an electrical hazard improperly? What did you do to mitigate this hazard?


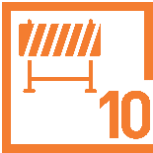


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Topic:	Understanding and Owning Key to Life #10
 Relevant Key to Life:	10. Follow hazardous environment procedures.
Date:	12/7/2022
Audience:	All PG&E coworkers and contract partners
Key Messages:	 <p>The Keys to Life are PG&E’s fundamental safety tenets that every coworker and contract partner are expected to own and follow to make our Safety Stand—<i>Everyone and Everything is Always Safe</i>—a reality. The intent of this resource is to increase your awareness, understanding and ownership of Key #10: Follow hazardous environment procedures.</p> <p>When:</p> <ul style="list-style-type: none"> • Felling a tree • Working along or on the roadway • Working near an excavator or backhoe • Working below someone on a pole • Working with line of fire hazards • Working with chemicals • Walking alone at night after work.
Actions to Take:	<p>Discussion Questions:</p> <p><u>Coworkers in the Field</u></p> <ol style="list-style-type: none"> 1. When arriving at a new job site, what steps do you take to assess the hazards associated with that area (and the task you will be performing) before beginning work? 2. How do you ensure you and your coworkers stay out of the line of fire when hazards are active? 3. When setting up a work project, how do you ensure that bystanders stay safe? 4. Imagine your team is about to take a work break, and you notice a coworker has left a hazard unmitigated that could pose a safety risk to a member of the public or your crew. How do you explain the importance of implementing safeguards to this coworker? 5. What would you do if you discovered something dangerous at a worksite that could not be mitigated with available controls? <p><u>Office Coworkers</u></p> <ol style="list-style-type: none"> 1. What are some examples of hazardous conditions or materials you might encounter at home or at the office? How do you mitigate these to keep yourself and others safe? 2. Did anything your coworkers bring up in response to question one surprise you? If yes, how will you be vigilant about this hazard going forward? 3. While out and about, how do you maintain situational awareness and stay safe around unexpected hazards?