

Job Aid for Contractors: Completing the Conditional Contractor Plan

Any Contractor or Subcontractor that has a non-qualified 'C' grade with SCE in ISNetworld is classified as a Conditional Contractor.

- **Before Conditional Contractors can be qualified to complete Tier 1 work for SCE, a Conditional Contractor Plan must be completed**, reviewed by your Edison Representative, and approved by Edison Leadership.

Conditional Contractor Plan Review Checklist

Edison Representatives and Contractors – work through this checklist of commonly omitted and incomplete plan elements **BEFORE** submitting the Conditional Contractor Plan for review and approval.

EDISON REPS: Complete Part 1, then pass to your Contractor	
<input type="checkbox"/>	<p>Rationale for Using Conditional Contractor: Specify why *this* Contractor is preferred over a partner with an A or B grade. (Expertise? Experience? Site knowledge?. Can't be "because we've used them before.") The information should be specific to safety hazard exposure and/or risk of injury. How will you work to avoid future issues? How will you prevent Contractor performance from affecting SCE?</p>
<input type="checkbox"/>	<p>Field Safety Observation Schedule: The specific name of a responsible Edison Representative/delegate must be listed, and observations must occur <u>at least</u> once every two weeks. Specify how you will verify that quality observations are occurring at the required frequency.</p>

CONDITIONAL CONTRACTORS: Make sure Part 1 is complete. ** Contact your SCE Prime Contractor if you need help. **	
<input type="checkbox"/>	<p>Safety Performance Data: All fields must be complete and consistent for each year (even if a particular response is "0"). Verify information matches your OSHA logs and other data in ISNetworld.</p>
<input type="checkbox"/>	<p>Incident History: Make sure the number of incidents listed matches the Safety Performance Data.</p> <ul style="list-style-type: none"> • Include any incidents from this year (2020). • The incident descriptions must explain relevant safety hazards and any company-wide issues that contributed to the incident. • Corrective Actions must be specific. Do NOT simply focus on the injury/injured person. Think about how you will work to prevent a repeat incident. How will your field supervisors be accountable?
<input type="checkbox"/>	<p>Safety Performance: Specify SCE-related incidents, and clearly discuss incident trends and factors that are overall drivers of safety performance.</p>
<input type="checkbox"/>	<p>Safety Improvement: Focus on identifying and addressing company-wide issues, then describing how these safety challenges will be addressed. Describe any relevant plans and programs established by your company's leadership to drive overall safety improvements. Discuss any cultural issues/challenges, and be sure to address any at-risk behaviors and targeted field observations.</p>
<input type="checkbox"/>	<p>Safety Improvement Plan: Does your plan include:</p> <ul style="list-style-type: none"> • Specific mitigation measures, tied to your safety performance and improvement discussions? • The NAME of a specific person to take responsibility for each mitigation measure? • Due dates for each mitigation measure that are in the <u>future</u>? Prior mitigation efforts are not appropriate. These measures MUST be current/future targets you will work toward. • Steps to address cultural issues/challenges, company-wide issues, at-risk behaviors, and targeted field observations?
<input type="checkbox"/>	<p>Approvals & Supporting Documents: Verify all attachments are included, and you have signed approval from an authorized officer/owner in your company.</p>