Contractor Safety Task Force
Meeting Minutes
(Spring Conference – 2014)

Date: April 29, 2014
Time: 12:00 PM
Place: Hyatt Boston Harbor
Boston, MA

Staff Attending: Chuck Kelly - EEI
                 Joe O'Connor – Intec
                 Keith Williams – Intec

Members Attending: Bruce Bolger – Northeast Utilities
                   Joe DiPlacido – Exelon Power
                   Tom Taylor – Consumers Energy
                   Hank Schmulling – Duke Energy

Guests: Jim Tomaseski - IBEW

Recorded By: Keith Williams

Agenda Items

Managing Fatalities, Catastrophes & Critical Events
Task Force members discussed the need to have contractors report critical incidents when they occur. Reporting would be required for fatalities and catastrophes. Although these incidents are reported directly to the utility, this information is currently not shared through the industry program. Incorporating Incident Reports and Workforce Reports into the program would address this need. Intec will develop and present proposals to be discussed at upcoming meetings.

Core Elements & Leading Indicators
Task Force members discussed the inclusion of additional leading indicator criteria in the current contractor audit. The criteria would be based on the elements contained in OSHA’s Injury & Illness Prevention Program criteria that aligns with many Leading Indicators used in our industry. Intec will develop and present a proposal to adjust the audit for 2015.
Safety Webinars
EEI-CSP contractors have been invited to participate in the OSHA, EEI, and IBEW 269/Subpart V webinars. Orientation webinars will be developed and conducted this fall that address the features found on the EEI-CSP website and well as utility websites. Orientation webinars will also be conducted for the EEI-CSP Survey/Audit in late December or early January. Additional webinar topics will be discussed at upcoming meetings.

Proposed Communication Tools
To address the utility/contractor communication requirements contained in 29CFR 1901.269 the development of two applications/systems have been proposed.

- **Project Safety Information Database (PSID)**
  A Project Safety Information Database will be developed at the request of participating utilities. This searchable online database will be password protected providing approved contractors with access to programs, policies, procedures, and forms. Each application will be customized for a participating utility.

- **Project Safety Information Exchange (PSIE)**
  The Project Safety Information Exchange is a system that provides two-way communication between a contractor and a utility. A record is established for each email notice that is initiated. Correspondence and attachments between the utility and contractors are archived for each record. A record can be initiated by the Utility or Contractor. This application can also be used to track project communication outside the scope of specific 269 requirements. Each application will be customized for a participating utility.

EEI Contractor Safety Summit
A Contractor Safety Summit has been proposed for the spring of 2015. Hank Schmulling (Duke Energy) offered to host the event. A committee will be established to develop an agenda. EEI will work with Duke Energy to manage the logistics and details.
EEI Contractor Safety Management Benchmarking Project

A system is not currently in place to objectively benchmark Contractor Safety Management programs throughout the industry. Information is also not available on the details of programs and practices followed by utilities in their contractor safety management systems. A Contractor Safety Management Benchmarking project will begin this fall. This project will also determine the action utilities are currently taking to assist in the remediation of contractors who are performing work and to increase the number of qualified contractors available to do work. The recommendations resulting from this study will be used to modify the EEI Contractor Safety Program increasing industry participation, sustain these initial benchmarking efforts, and result in the sharing of and implementation of best practices. The current committee co-chairs, Frank Richard (MDU) and Tom Taylor (Consumers Energy) will work directly with EEI and Intec on this project and other Task Force members will be invited to participate.