

# EEl Contractor Safety Program

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## **SUMMARY**

The EEl Contractor Safety Program is based on the Contractor Safety Guidelines developed and approved by the *EEl Executive Committee*. The elements of this program are specifically identified in the published documents. Based on the approval and adoption of the guidelines by the Executive Committee, the participation of all member companies is anticipated.

### **Background**

In January 2007, the Contractor's Safety Initiative was introduced by Jim Rogers, Chairman and CEO of Duke Energy, to the EEl Executive Committee. The initiative received unanimous support from the board and a senior level task force was established. The primary focus of the task force was the development of industry-wide principles/guidelines to address contractor safety. At the EEl Annual Convention, the Board approved and adopted the Model Contractor Safety Program Guidelines.

In 2009 EEl conducted a Contractor Safety Summit to introduce and distribute the program to the industry. In 2011 a Contractor Safety Task Force comprised of contractor and utility representatives was assembled to garner feedback on the use of the program to assist EEl in its ongoing effort to improve contractor safety. In keeping with the Initiative, ongoing communication will be maintained with EEl's Executive Committee on the progress of the industry in adopting the Model Contractor Safety Program Guidelines and the current state of contractor safety in our industry.

### **Purpose**

The overall goal of the EEl Contractor Safety Initiative is to define and align utility industry expectations for contractor safety. The Model Contractor Safety Program was developed to be used by EEl member companies to provide contractors with clear expectations and practices across all companies and enable the contractor to meet the goal of improved safety performance.

### **Program Implementation**

While EEl recognizes the optimum circumstance for contractors would be the immediate adoption of the guidelines as a whole by all EEl members, it also acknowledges the unique individuality of each utility and the need to assimilate the basic principles into their program. Consistent with the Task Force recommendations, EEl's next step is to help member companies incorporate the guidelines into their program by focusing on fundamental metrics and development of an interactive website for utility contractors.

The fundamental metrics will be collected in an annual contractor safety survey. The survey will not only provide baseline data to be used by all utilities as exhibited in Appendix A of the Model Contractor Safety Program Guidelines, it will establish benchmarks for contractors serving the utility industry. In addition, it will enable individual utilities to view the data from companies that work for them.

The website will offer a pool of model safety programs resources. These resources will offer "best" practices addressing the program elements as referenced in Appendix A of the Model Contractor Safety Program Guidelines.

Intec, Inc. has been enlisted by EEl to assist with program development and implementation.

# EI Contractor Safety Program

## ACTION ITEM 1 - CONTRACTOR SAFETY SURVEY

To assess contractor safety, data will be collected from *all* contractors working for *all* member companies. This includes, contractors working in generation, transmission and distribution, and administrative areas. The scope of the data to be collected includes OSHA 300 data. The survey will be conducted annually. The initial survey will collect a three-year history to identify incident and severity trends. Additional survey content may be added based on Task Force recommendations. The survey will be modeled after the current EEI Safety Survey offering traditional reports identifying incident/severity rates, historical trends, etc. Benchmarking reports will be available to all participating utilities and contractors.

### Role of the Utility

Utilities will encourage and/or mandate contractor participation. Please consider the greater the number of participant contractors, the more useful the data.

### Contractor Registration

Formatted spreadsheets will be provided to participating members. Members can complete (or generate) the spreadsheets providing contact information for their contractors. Data from the spreadsheets will be used to register survey participants. Contractors will be emailed the web address, username and password needed to access the online survey. Alternatively, registration can be performed by contractors. A link will be provided to an online Registration Form where contractors can register and receive the information required to access the survey.

### Data Collection

Survey data will be collected through an online survey. However, an Excel spreadsheet will also be made available to contractors as an alternative in submitting their data.

### Confidentiality

The confidentiality of survey participants will be maintained. Data will be reported using participant codes. Participating contractors will determine the utilities that may access their data by company name.

### Supporting Services

Intec will work with each member company to determine the best way to manage contractor registration and data collection. Assistance services will be provided to both utility and contractor. Services include flash presentations, email support, a toll free phone line and more.

### Contractor Safety Survey Reports

- Online Database and Reports  
Participating member companies can access the data through an online report generator. The report interface allows users to filter and sort the reports as needed. Utilities may also access specific company data if authorized by the contractor.
  - Online Database & Reports - \$1,500/year      *Includes Printed Report, CD, and Website Access*
- Printed Report & CD  
A Printed Report and CD containing spreadsheets and pdf will be available to participating member companies and contractors.
  - Printed Reports and CD - \$250      *Only Available to Participating Organizations*

*The participation in the survey is **FREE** to any contractors who do not desire a copy of the report.  
**Purchase of Reports and Services is Not Required.***

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## **ACTION ITEM 2 - CONTRACTOR SAFETY WEBSITE**

The practices referenced in the guidelines are not only part of the model program they are tools to effect outcome improvement as part of the original initiative of the EEI Executive Committee. Safety outcome improvements can only be accomplished through a collaborative effort between participating member companies and contractors. The process must target deficiencies, collect compliant and effective models, make this information and practices accessible to participants, and communicate the procedures for effective implementation of these models.

A contractor safety website will be created to promote interactive communication between utilities and their contractors, share effective industry safety practices, and provide training in the implementation of effective practices. This web-based service will be available through a subscription to the Contractor's eSafetyLine Website. The website is supported through help files, email, and a toll free assistance line. Planning, content and website oversight will be managed through with support from the Contractor Safety Task Force. Task Force membership is comprised of utilities and contractors. All member companies are invited and encouraged to join and actively participate on the Task Force.

### **Features**

Features found on the website include:

- Survey reports, spreadsheets and an interactive report generator
- Email discussion list and archive
- Library of model documents and training materials
- Searchable Online Database
- Monthly Safety Talks and Calendar
- Webinar Registration and Archive
- Online Recordkeeping Application

### **Role of the Utility**

Member companies are asked to promote the use of the website. This site will serve as an effective communication tool and resource for all contractors. Consider using it as a remediation tool for under-performing contractors.

### **Supporting Services**

Intec will work with each member company to determine the best way to promote and incorporate the Contractor eSafetyLine website into their contractor safety program.

### **Subscription Cost**

The projected cost of

- \$450/Year

*Price structure will be determined.*

# EEI Contractor Safety Program

## Questionnaire

**Instructions:** Please place a check before each item that identifies the efforts you plan to support or the number of contractors you expect will participate as requested. *Return the completed questionnaire by fax to (800) 949-1930. You may also complete this questionnaire on-line by visiting the EEI eSafetyLine Website ([www.esafetyline.com/eei](http://www.esafetyline.com/eei))*

**Utility** \_\_\_\_\_

### Contractor Safety Contact

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Contractor Safety Survey

Estimated number of participating contractors [ \_\_\_\_\_ ]

✓ Registration of Contractors

\_\_\_\_\_ A spreadsheet containing contractor contact information will be provided by the Utility

\_\_\_\_\_ Contractor's will manage their registration using an online form or uploaded spreadsheet

✓ Collection of Survey Data

\_\_\_\_\_ Contractors will submit data using an online form or uploaded spreadsheet

\_\_\_\_\_ Utility will provide all contractor safety data using a formatted spreadsheet

✓ Online Report Generator

\_\_\_\_\_ Our organization will be using the online report generator

\_\_\_\_\_ Undecided

### Contractor Safety Website

✓ Contractor eSafetyLine Website

Estimated number of participating contractors [ \_\_\_\_\_ ]

\_\_\_\_\_ Contractors will be mandated to use the website as part of compliance with Appendix A

\_\_\_\_\_ Contractors will be encouraged to use the website as part of compliance with Appendix A