

CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.

CORPORATE ENVIRONMENTAL, HEALTH AND SAFETY

PROCEDURE

CEHSP A28.00 – Calling A Time Out

Revision 5: 11/11/2014 Effective Date: 01/01/2015

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1.0 PURPOSE

IT IS THE POLICY OF CON EDISON TO MINIMIZE ENVIRONMENTAL, HEALTH AND SAFETY (EH&S) CONCERNS WHENEVER POSSIBLE. This procedure outlines the process for calling a **Time Out** or work stoppage due to a safety, health and/or an environmental concern and resolving the Time Out before proceeding with work.

2.0 APPLICABILITY

This Environmental, Health and Safety Procedure (CEHSP) applies to all Con Edison employees and contractors.

3.0 INTRODUCTION

The company's commitment to EH&S excellence requires that all work proceed only if it is safe and environmentally sound. The responsibility for fulfilling this requirement rests with every employee and contractor. Success depends on open communication between individuals and their supervisors prior to beginning work, and – in certain cases – after EH&S issues are identified.

4.0 COMPLIANCE REQUIREMENTS

4.1 CALLING A TIME OUT

All work shifts must begin with a job briefing in which safety, health, and environmental issues are discussed. If an employee has an EH&S concern, he/she must discuss it with his/her supervisor before proceeding with the job. Work cannot not start until both supervisor and employees agree that all EH&S concerns are resolved.

When a safety, health, and/or environmental concern arises on a job, the concerned employee must stop the work in question and immediately contact his/her supervisor to provide information regarding the nature of the hazard or EH&S-related concern. The supervisor must discuss the concern with the employee, either in person or on the phone, and attempt to resolve it. If the concern is resolved to the satisfaction of the employee and the supervisor and if there is certainty that all safety, health, and environmental procedures are being followed, the work may continue. If the concern is not resolved to the satisfaction of the employee and/or supervisor, work is to remain stopped and the employee must call a Time Out. In order to call a Time Out, the employee must clearly state the words "Time Out." The employee does not need to have a Time Out card in their possession in order to call a Time Out. The Time Out applies only to the location and the work related to EH&S Concern; there are no system-wide or company-wide Time Outs.

4.2 RESOLVING A TIME OUT

Once a "Time Out" is called, the following process must be followed to resolve the concerns:

- The local EH&S representative is to be contacted to obtain assistance in resolving the concern. For support groups working in the field, their organization's contact person must also be notified. The local EH&S representative will act as the authority (expert) related to health, safety, and environmental rules, regulations, and procedures and either make a determination on the merits of the concern or contact an appropriate Subject Matter Expert (SME) from other areas of the company, including, but not limited to Engineering, Corporate EH&S, or Operations. In general, the number of people involved in the Time Out must be kept to the minimum required to resolve the issue. If the local EH&S representative understands all of the issues involved in the Time Out and all EH&S concerns are addressed, the local EH&S representative's determination is final and the Time Out is concluded.
- When the local EH&S representative determines that support is needed from a company SME, the SME will serve as the final arbiter of the Time Out. In this instance, once all EH&S concerns are addressed, the SME's decision is final and the Time Out is closed.
- In either case, whether the local EH&S representative or the SME is called, once the EH&S concern is evaluated and either it is determined that no safety, health or environmental issue exists or that the EH&S concern has been mitigated, the employees are expected to return to work.
- If the local EH&S representative cannot be reached, the job cannot continue until EH&S intervention is obtained. The EH&S Control Desk can be used either to directly resolve the issue or to reach another EH&S representative who can. Furthermore, any person listed on the **Time Out card** may be called to resolve the issue.
- Pending resolution of the Time Out, in emergency and other situations where extensive job and procedural reviews are necessary to resolve the concerns, an alternate work plan (where practical) approved by the responsible SME will be implemented to complete the job. Before proceeding with any work prior to the resolution of the "Time Out," the Operating Supervisor and the local EH&S representative must ensure that the work will be performed in full accord with EH&S procedures, that all rules and regulations will be followed, and that safety, health, and environmental risks will be minimized.

At the conclusion of all "Time Out" situations, it must be clearly stated to all those involved that the "Time Out" is over.

When an EH&S concern has been raised, the employee and supervisor have resolved the issue themselves, and work has proceeded, the supervisor must notify the local EH&S representative if the concern was significant or could recur. In all Time Out situations, the EH&S representative will review the incident in a timely manner, determine if the Time Out has implications outside the organization/area where it occurred, and take appropriate steps to prevent its recurrence.

4.3 TIME OUT SAFETY TALK

To ensure that all employees are familiar with and understand the Time Out Program, a safety talk (SAF7240) must be provided.

4.4 TIME OUT CARD

Each organization must issue a Time Out card to all of its employees. An employee does not need to have a card in their possession to call a Time Out. All cards must be green and white, approximately 3-1/2 inches by 2 inches, and include the following information, at a minimum:

SIDE 1	SIDE 2
You Can Always Call a Time Out	Operating Area Location/Organization
If you have a safety, health, and/or environmental question and/or concern, we are available 24 hours a day for assistance.	No job proceeds until it is made safe and environmentally sound
Con Edison Picture of "Referee"	List names and telephone numbers of local EH&S staff or
	Call the Control Center at (xxx) xxx-xxxx, to reach a Safety or Environmental Specialist to assist you

5.0 DEFINITIONS

Time Out: Mechanism for any company employee to stop a job if he or she is unsure of how to proceed because of a safety, health or environmental concern. A Time Out can only be called if the concern cannot be resolved to the satisfaction of the employee and supervisor.

Time Out Card: A green and white card, approximately 3-1/2 inches by 2 inches, issued to all company employees for the purpose of calling a Time Out.

6.0 RESPONSIBILITIES

Employees: Employees are responsible for discussing EH&S concerns with their operating supervisors and calling a Time Out, when appropriate.

Local EH&S Representative: The local EH&S representative is the operating department's EH&S manager or one of his/her staff members. The local EH&S representative is responsible for:

- Determining the merits of EH&S issues identified by operating supervisors and resolving Time Outs, if possible.
- Contacting the appropriate SME if additional guidance is needed.

Operating Supervisor: The operating supervisor is a supervisor in an operating department with that title or any other supervisor in another department. The operating supervisor is responsible for:

- Attempting to resolve EH&S concerns raised by employees.
- Contacting the local EH&S representative if the employee EH&S concern cannot be resolved.
- Assessing the significance of any EH&S concerns raised and notifying the local EH&S representative of concerns that are significant or are likely to recur.

Subject Matter Expert: The SME is an individual who has detailed, specific knowledge on a particular subject by the nature of his/her education, training and experience. The SME is responsible for:

- Providing assistance to the local EH&S representative in resolving Time Outs.
- Serving as final arbiter of Time Outs.
- Approving alternate work plans, where necessary

EH&S Control Desk If the local EH&S representative cannot be reached, the EH&S Control Desk is responsible for directly resolving the Time Out or reaching another EH&S representative who can.

7.0 REFERENCES

This CEHSP was developed by Con Edison as a matter of policy to ensure open communication about, and prompt resolution of EH&S issues arising on the job.

REVISION HISTORY

<u>Revision Date</u>	<u>Revision #</u>	<u>Summary of Change</u>	<u>Author</u>
11/11/2014	5	Periodic review with the following minor changes: <ul style="list-style-type: none">• Updated ERTs to EH&S Control Desk;• Added statement "Work cannot not start until both supervisor and employees agree that all EH&S concerns are resolved";• Removed 'Corporate' from Corporate Environmental Health and Safety Procedures.	W.K Capune

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