

CORPORATE ENVIRONMENTAL, HEALTH AND SAFETY

PROCEDURE

CEHSP A32.00 – Rules We Live By

Revision Date: 12/31/2015

Effective Date: 01/31/2016

CONTENTS

[SECTION 1.0 – PURPOSE](#)

[SECTION 2.0 – APPLICABILITY](#)

[SECTION 3.0 – INTRODUCTION](#)

[SECTION 4.0 – COMPLIANCE REQUIREMENTS](#)

[4.1 – RULES WE LIVE BY IDENTIFICATION, TRAINING AND REPORTING](#)

[4.1.1 – IDENTIFICATION](#)

[4.1.2 – TRAINING AND COMMUNICATION](#)

[4.1.3 – REPORTING AND INVESTIGATION](#)

[4.2 – VIOLATION OF A RULE WE LIVE BY](#)

[4.3 – DEFINITIONS](#)

[RULES WE LIVE BY TABLE](#)

1.0 PURPOSE

This procedure establishes a consistent approach to communicating and reinforcing the importance of following critical safety work practices designed to protect employees, contractors, and the public.

2.0 APPLICABILITY

This Environmental, Health and Safety Procedure (CEHSP) applies to all Con Edison employees (management and union) and contractor employees working for Con Edison.

3.0 INTRODUCTION

There are safety and operational procedures specifically designed to protect against the potential for significant injury due to the energy (electricity, gas, steam, or falling from elevation) that must be controlled. Operating groups that work with these sources of energy have identified Rules We Live By. At The Learning Center, the RWLB associated with a given activity of an operating department apply. This is defined as a work procedure or safety requirement that, if not followed, could result in a severe injury or fatality, or place other individuals (employees or members of the public) at significant risk.

4.0 COMPLIANCE REQUIREMENTS

4.1 RULES WE LIVE BY IDENTIFICATION, TRAINING, AND REPORTING

4.1.1 IDENTIFICATION

Where work tasks require the safe control of electricity, gas, steam, or work at elevation, the operating organization must identify key procedures required to control the energy or mitigate the

effect or impact onto the employee, fellow employees, contractor employees or the public. Lessons learned from previous incidents must be included in the identification process.

An organization must notify Corporate EH&S of any change to a Rule.

4.1.2 TRAINING AND COMMUNICATION

An organization's Rules We Live By and associated procedures must be reinforced in applicable skills training.

Each employee in the organization must receive OJT training on the Rules We Live By identified by the organization.

Rules We Live By must be reinforced, when applicable, in job briefings.

Rules We Live By must be incorporated into the scope of safety field observations and inspections.

Where contractor work practices involve Rules We Live By, contractor employees will be trained on the applicable Rules We Live By, reporting procedure, and consequences. The operating organization must communicate the applicable Rules to contractor management and ensure the Rules are incorporated in the HASP. The contractor supervisor will be required to train their affected employees and subcontractor employees before they begin work.

4.1.3 REPORTING AND INVESTIGATION

If a supervisor observes a Rule We Live By being violated, the work must be stopped immediately.

If an employee, not a supervisor, believes a Rule We Live By may have been violated, he/she must stop the work immediately and report the situation to the supervisor of the employee who committed the alleged violation.

Resolution of the alleged violation must follow the Time Out process as defined in CEHSP A28.00 – Calling a Time Out.

4.2 VIOLATION OF A RULE WE LIVE BY

A violation of a Rule We Live By will result in significant consequences.

Any employee who witnesses a violation of a Rule We Live By and does not stop the work and report the violation will also be considered to have violated the Rule.

A violation by a contractor company or by a sub-contractor must be reported via an action line by the operating organization with contractor oversight.

The organization must notify EH&S after action has been taken as a result of the violation.

4.3 DEFINITIONS

Con Edison employee: This includes all management and union employees.

Contractor employee: This includes all per-diem contractor employees and those employees working for a contractor company hired by Con Edison.

REVISION HISTORY

| <u>Revision Date</u> | <u>Revision #</u> | <u>Summary of Change</u> | <u>Author</u> |
|----------------------|---------------------------|---|---------------|
| 1/21/14 | 2013 Annual Review | CEHSP A32.00.01 RWLB - Table: Permits, Electric Ops – Added language to clarify that entry for work in structures containing d-faulted feeders is permissible after associated source equipment has been de-energized. | G. Slintak |
| 4/23/14 | 2013, Revision 1 | CEHSP A32.00.01 RWLB - Table: Adjusted high hazard PPE rule as applied to Gas Operations in response to 4/22 request. Change clarifies the attachment point for use of PPE (previously associated with “blowing gas,” a subjective term). | G. Slintak |
| 5/16/14 | 2 | Combined ‘CEHSP A32.00 – Rules We Live By’ and ‘CEHSP A32.00.01 – Rules We Live By Table’ into one document. The table will be an attachment to the procedure. | S. Ng |
| 12/31/14 | 2014 Annual Review Rev. 3 | Edits to reflect organization changes. Minor changes to clarify rules. | W. Capune |
| 12/21/15 | 2015 Annual Review Rev. 4 | Edits to reflect organizational changes in Shared Services. Customer Operations adopted the same language as Electric Operations for High Hazard PPE. | W. Capune |

RULES WE LIVE BY 2016

| Hazard | Electric Operations | Central Operations | Gas Operations | Customer Operations | Utility Shared Services |
|--------------------------------------|---|---|---|--|---|
| Verify Dead/Lockout-Tag Out | Properly test or spear to ensure that electric equipment, cable, or wire is "dead" as required regardless of voltage, before beginning dead work activities. | Properly test or verify that equipment is de-energized, isolated and protected prior to initiating dead work activities. | | | Properly lock out/tag out equipment before beginning work on the equipment. (when not intentionally live and PPE is required) |
| Permits (Operating, D-faults) | Enter D-Fault tagged structures only when authorized by the operating authority to perform feeder processing, or to perform work after all D-faults have been identified and de-energized. | <ul style="list-style-type: none"> Only perform work that is within the authorized scope of work as listed on the work permit. Do not change the status of a piece of equipment that has a Stop Tag applied to it. Follow the sequence of an operating order. | | Do not enter a structure that has been classified and tagged as a D-fault. | Only perform work that is within the authorized scope of work as listed on the work permit |
| Atmospheric Testing | <ul style="list-style-type: none"> Perform air monitoring and ventilate as required for entry and work in an enclosed space or a permit-required confined space. For excavations greater than 4 feet in depth the atmosphere shall be tested prior to entry or when the excavation is not already occupied. | <ul style="list-style-type: none"> Perform air monitoring and ventilate as required for entry and work in an enclosed space or a permit-required confined space. For excavations greater than 4 feet in depth the atmosphere shall be tested prior to entry or when the excavation is not already occupied. | <ul style="list-style-type: none"> Perform air monitoring and ventilate as required for entry and work in an enclosed space or a permit-required confined space. For excavations greater than 4 feet in depth the atmosphere shall be tested prior to entry or when the excavation is not already occupied. | Perform air monitoring and ventilate as required for entry and work in an enclosed space or a permit-required confined space. | Perform air monitoring and ventilate as required for entry and work in an enclosed space or a permit-required confined space. |
| Rescue/Retrieval | Entrant and attendant are required to wear rescue harness when working in enclosed spaces. | Entrant and attendant are required to wear rescue harness when working in enclosed spaces. | Entrant and attendant working in enclosed spaces shall wear rescue harnesses, when required. | Entrant and attendant are required to wear rescue harness when working in enclosed spaces. | Entrant and attendant are required to wear rescue harness when working in enclosed spaces |
| High Hazard Energy PPE | <ul style="list-style-type: none"> Use fall protection equipment as required. Use appropriate rubber gloves with protective gauntlets, rubber sleeves, fire retardant clothing and eye/protection face shield as required for the electrical hazard. | <ul style="list-style-type: none"> Use fall protection equipment as required. Use appropriate rubber gloves, rubber sleeves, fire retardant clothing, and eye protection/face shield as required for the electrical hazard. In Steam Distribution, use appropriate water resistant coveralls and face shields before disconnecting any piping from the dead side of the trap valve up to and including the trap inlet valves and trap bypass valve. These coveralls and face shields must be worn until all piping is reconnected. | <ul style="list-style-type: none"> Use fall protection equipment as required. Wear airline respirator, FR coveralls, Fr hood & FR gloves or liners as required by IP-42 | <ul style="list-style-type: none"> Use fall protection equipment as required. Use appropriate rubber gloves with protective gauntlets, rubber sleeves, fire retardant clothing, and eye protection/face shield as required for electrical hazard. Do not come into contact or move a downed or low hanging utility wire while performing Site Safety or Damage Assessment work. | <ul style="list-style-type: none"> Use fall protection equipment as required Use the appropriate rubber gloves, rubber sleeves, fire retardant clothing, and eye protection/face shield as required for the electrical hazard |
| Sheeting/Shoring | | Ensure that excavations five feet or deeper are properly sheeted and shored before anyone enters. | Ensure that excavations five feet or deeper are properly sheeted and shored before anyone enters. | | |
| Gas Piping Integrity Test | | | Perform an integrity test before a customer turn-on. | Perform an integrity test before a customer turn-on. | |
| Securing Loads | | | | | Reels over 5,000lbs (individually or when bundled together) are secured per NYS Metal Coil requirements |

RULES WE LIVE BY 2016