

CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.
CORPORATE ENVIRONMENTAL, HEALTH AND SAFETY
PROCEDURE

ADMINISTRATIVE CONTROL PROCEDURES

CEHSP A12.12 – EH&S Systems

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1.0 PURPOSE

It is company policy to comply with all federal, state, and local regulations pertaining to environmental incidents, management of waste, recording injury and incidents, and Safety Data Sheets (SDS). The purpose of this procedure is to define responsibilities for the following:

- The ***Environmental Management Information System (EMIS)*** used by Con Edison operating organizations to record, report, and trend environmental incidents, hazardous waste, and ***Discharge Monitoring Report (DMR)*** samples.
- The ***Chemical Reporting System (CRS)*** used by Con Edison operating organizations to manage SDSs for compliance with OSHA and the Community Right-to-Know Act.
- The ***Safety and Health Information Management System (SHIMS)*** used by Con Edison and O&R operating organizations to record, report, and trend injury, illness, motor vehicle, close call red light camera violation cases, and respirator fit test and industrial hygiene data.

2.0 APPLICABILITY

This Corporate Environmental, Health, and Safety Procedure (CEHSP) applies to all Company employees who use EMIS, SHIMS, and CRS.

3.0 INTRODUCTION

EMIS

EMIS is a computer-based system that is used to generate and provide information to regulatory agencies that they require for spill or release response, or to monitor Con Edison's response to spills or releases. When Con Edison personnel learn of a spill or release, they must follow the notification requirements detailed in CEHSP E10.01. The release must also be recorded in EMIS as soon as possible and updated when new information on the spill or release becomes available.

CRS

The Safety and Industrial Hygiene Group maintains information on chemical products used by the Company. Currently, a list of chemical products is available in CRS. The list identifies products used in company operations as approved or for limited use. Products that have been reviewed and designated as "not approved" are listed as such in CRS.

SHIMS

SHIMS is a computer-based system designed to generate information that is used by Con Edison and O&R to record, monitor, and respond to employee illnesses, injuries, and motor vehicle accidents. SHIMS is also used to record Industrial Hygiene cases, Respirator Fit Test results, and Red Light Camera violation tickets.

4.0 COMPLIANCE REQUIREMENTS

4.1 Environmental Management Information System (EMIS)

Employees must complete the following courses before being authorized for the areas specified:

- SYS0445 (EMIS-Entry User and EHS Managers Mod 1) or OJT0445 (EMIS for Incident Entry Mod 1) – To enter and approve spill data into EMIS.
- SYS4047 (EMIS Hazwaste Handling and Transport) or OJT4047 (EMIS for Hazardous Waste – Mod 1) - To enter and manage hazardous waste manifest data and reporting into EMIS.
- No training is required to access EMIS DMR module, employees will be granted access based on the approval from the employee's manager.

4.2 Safety and Health Information Management System (SHIMS)

Employees must complete the following courses before being authorized for the areas specified:

- OJT0077 (SHIMS Health and Safety OJT) - To approve Injury-Illness Cases, Motor Vehicle Accidents (MVA) and Close Calls.
- SYS0206 (SHIMS – Enter Draft Cases) - To enter (draft only) injury-illness or motor vehicle cases.

4.2.1 User Authorization Level

Access level permissions will be granted per the following criteria:

- **Cases** – Employees will be granted user rights based on completion of the following activities:
 - Approve injury-illness cases, MVA's and Close Calls - TLC course SHIMS – Intranet - SYS0204 or OJT0077 (SHIMS Health and Safety OJT)
 - Perform administrative functions - TLC course SHIMS – Intranet SYS0204
 - View confidential information - SYS0205 – DOJT SHIMS View Only (reserved for Law Dept.)
 - Enter injury/illness cases and MVA's in draft form – DOJT SYS0206 - SHIMS – Enter Draft Cases
 - Enter Close Call cases - no formal training required
- **Fit Test** – Employees will be granted user rights based on the approval of the EH&S Industrial Hygiene Section Manager.
- **Industrial Hygiene** - Employees will be granted user rights based on the approval of the EH&S Industrial Hygiene Section Manager.
- **Red Light Camera Violation** - Employees will be granted user rights based on the approval of the CFS vehicle coordinators section manager or EH&S Section Manager.
- **Close Call Cases** – No training is required, employees will be granted access based on the approval from the employee's manager.

4.3 Chemical Reporting System (CRS)

All Con Edison employees have access to search CRS for a SDS once they log in with their Con Edison computer network User ID (domainid) and their computer network password. Employees must complete training conducted at The Learning Center or a train-the-trainer class in order to submit a new SDS or enter new chemicals into inventory.

4.3.1 User Authorizations Level:

Access level permissions will be granted per the following criteria:

- **Requestor** – Employees will be granted user rights after the completion of SYS3300 (Community RTK Law & Req's) or SYS3302 (Community RTK Law & Inv.)
- **Inventory** – Employees will be granted user rights after completion of SYS3302.
- **EH&S Manager** – Employees will be granted user rights after completion of SYS3300 or SYS3302 training.
- **IH** - Employees have user rights after the Industrial Hygiene Section Manager notifies the CRS System Administrator that the employee is designated to approve requests for the IH queue.
- **HazWaste**- Employees have user rights after the Waste and Asbestos Section Manager notifies the CRS System Administrator that the employee is designated to approve requests for the HazWaste queue.

5.0 AUTHORIZATION PROCESS

The training coordinator will notify the employee's manager/ supervisor through e-mail that the employee has successfully completed the required training. The employee's manager/ supervisor will then notify the EH&S Program System Administrator/ CRS System Administrator that the employee is approved to enter/ approve data in the respective system.

All employee access approval requests require approval from the next level of management. The only exception to this requirement is for the Vice President of Environment, Health and Safety.

Upon completion of required training and receipt of approval from the employee's manager/ supervisor, the EH&S Program System Administrator will add the employee as a user into the Authorization Administration Application (AAA) and will configure the employee's EH&S system role as per training completed and approval granted.

Upon receipt of the training session sign in sheet or DOJT course completion confirmation for inventory and submittal rights, the CRS System Administrator will assign the access level permissions to designated users in CRS user management.

6.0 AUDIT PROCESS

When an employee is no longer employed by Con Edison, Information Resources automatically removes the employee's name from the Active Directory, which automatically removes the user from AAA.

When the employee's HR status changes, (e.g. the employee changes section/ departments or organization) Information Resources automatically revokes the employee's access to all EH&S systems. It also sends an email to the employee, the employee's manager and the EH&S Programs System Administrator distribution list, providing details about the employee HR status change and the employee's EH&S system(s) access which has been revoked.

As part of an annual user access review process, the EH&S Programs System Administrator must send an e-mail to EMIS and SHIMS users' managers/ supervisors or the organization's EH&S manager requesting confirmation of the employee's continued need for system(s) access and role assignment. If there is no response from the user's manager/ supervisor to the final reminder sent by the EH&S Program's System Administrator, the employee's EH&S system(s) access will be revoked. The EH&S Programs System Administrator will restore the employee's system(s) access upon receipt of a formal approval email from their new manager.

CRS users, as well as their appropriate user access authorization, are maintained in the User Management module of the CRS system. As part of an annual user access review process, the CRS System Administrator must send an e-mail to CRS users' managers/ supervisors requesting confirmation of the employee's continued need for system(s) access and role assignment. If there is no response from the user's manager/ supervisor to the final reminder sent by the CRS System Administrator, the employee's EH&S system(s) access will be revoked. The CRS System Administrator will restore the employee's system(s) access upon receipt of a formal approval email from their new manager.

7.0 RESPONSIBILITIES

The responsibilities for the administration of EH&S systems are as follows:

- The EH&S Programs System Administrator, designated by the Corporate EH&S Program Director, is responsible for assigning the access level permissions to designated users in AAA and for tracking annual authorization/ deletion for each EMIS/SHIMS user.
- Information Resources is responsible for removing former Con Edison employees from the Active Directory and AAA. As such, former employees who lose network access will not have access to the internally hosted EH&S application systems. Information Resources is also responsible for authorizing System Administrators to use the AAA application based on a request from the Director of Corporate EH&S Programs or his/her designee.
- The CRS System Administrator, who is designated by the Corporate Safety and Industrial Hygiene Director is responsible for assigning the access level permissions to designated users in CRS and for tracking annual authorization/ deletion for each CRS user. The CRS System Administrator is responsible for removing former Con Edison employees from CRS upon an annual audit. When employee is no longer employed by Con Edison, the employees' former Manager notifies the CRS System Administrator by email. The System Administrator after receiving notification deactivates the employee from the CRS system. The

System Administrator maintains the listing of users as well as their appropriate User Access Authorization.

8.0 REFERENCES

- *CEHSP S09.02, Evaluation and Selection of New Chemical Products and Overall Management of Chemical Products in Use*
- *CEHSP E10.01, Release Reporting*
- *CEHSP E12.01, Documentation of Spill Cleanups*
- *CEHSP S08.00, Notification, Reporting and Recording of Accidents, Injuries and Property Damage*

REVISION HISTORY

| <u>Revision Date</u> | <u>Revision #</u> | <u>Summary of Change</u> | <u>Author</u> |
|----------------------|-------------------|---|---------------|
| 12/31/2013 | 5 | <p>Procedure updated to reflect changes in training required for users to receive authorization to SHIMS (training requirement changed from instructor-led course to newly developed eLearning).</p> <p>Simplified SHIMS, EMIS, and CRS system requirements, information and responsibilities.</p> <ul style="list-style-type: none">• Standardized the process across multiple EHS systems for access.• Merged redundant sections into a single Section to simplify the procedure.• Deleted the Definition Section and defined the terms when they are used in the document. | Azmi, M. |
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