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# **Purpose and Welcome Statement**

The Safety Manual for Employees (“Manual”) describes SoCalGas® (Company) strategy to advance safety and the Company’s culture by highlighting important safety requirements and expectations for all employees working for SoCalGas.

This manual encourages a questioning and learning environment and a comprehensive view of safety including the EPIC principles (**E**mployee safety, **P**ublic safety, **I**nfrastructure safety, and **C**ontractor safety) and other elements such as environmental, process safety, cyber security, and asset security.

The ”EPIC” acronym reminds all employees executives, managers, supervisors, represented and management employees, to think beyond personal safety, beyond “accidents,” and take a broader look at what “Safety” means.

Safety is what we do every day and is the foundation of who we are. This commitment is reflected in everything we do from initial employee training to the installation, operation, and maintenance of our utility infrastructure, and in how we provide safe and reliable service to our 22 million customers.

The Company and employees must comply with all applicable federal, state, regional, municipal, and local laws, ordinances, rules, codes, regulations, and executive orders as well as SoCalGas policies and standards.

# Message from Leadership

We are ***Safer Together*** advancing a culture that empowers communication, curiosity, commitment, and collaboration.

SoCalGas is fully committed to safety as a core value. SoCalGas’s leadership is responsible for overseeing reported safety concerns and promoting a strong, healthy safety culture and an environment of trust that includes empowering all employees to identify and mitigate risks and hazards and to “Stop-the-Job” if they cannot be sufficiently mitigated.

# Use Instructions

The Safety Manual for Employees provides an overview of SoCalGas’ safety culture, policies, and procedures. It is intended as a reference guide and does not replace official company standards or procedures. Many sections are summarized, with links to more detailed documentation for specific processes and procedures.

As an employee of SoCalGas, you are expected to be curious and ask questions, collaborate on improving our safety manual, field guides, resources, policies, and procedures, and communicate any safety suggestions or issues, and commit to safety for everyone.

* Some links in this manual depend on having access to the internet and internal SoCalGas resources. Review all relevant safety information before going into the field where access to the internet may be unreliable.

The key to continuous improvement is receiving your feedback. Your input is valuable in ensuring your safety, your coworkers’ safety, and the safety of our communities.

Click the link to share your ideas: [Safety Suggestion Submission Form](https://forms.office.com/Pages/ResponsePage.aspx?id=DJjnouoROEiPGi9JfYxAcnxvXahpy9hCm1mYDN2TJtxUQkZBRjNINDdKMEg4Mzg0QlBNRVNLV09KMS4u). Suggestions are assigned to a responsible person who will follow-up with the submitter.

The Safety Organization updates the Manual and associated safety guidelines and policies **annually**.

Questions about the content of this manual should be directed to: [SafetyMgmt@SoCalGas.com](mailto:SafetyMgmt@SoCalGas.com?subject=Question%20-%20Safety%20Manual%20for%20Employees)

# 1. SoCalGas’ Approach to Safety

*Communication team will add Executive Messaging.*

*Example:***At SoCalGas, comprehensive safety means being relentless about identifying and mitigating risk. It also means protecting you, the communities we serve, our infrastructure, and our contractor partners.**

**- Cedric Williams, Chief Safety Officer**

The following sections define and clarify SoCalGas’s approach to Safety, a combination of policies, programs, documentation, and training that work together to help every employee focus on a new and expanded view of Safety.

## Definition of Safety

SoCalGas defines safety as the presence of controls for known hazards, actions to anticipate and guard against unknown hazards, and the commitment to continuously improve our ability to recognize and mitigate hazards."

SoCalGas’ strives to view safety comprehensively, and takes a broad, proactive approach, reaching beyond ‘compliance only’ thinking.

While compliance is important, safety is more than blindly following the rules. We look at safety holistically. Including the EPIC principles (**E**mployee safety, **P**ublic safety, **I**nfrastructure safety, and **C**ontractor safety) and other elements such as environmental, process safety, cyber security, and asset security.

We do not achieve safety by simply removing a short-term risk or implementing an immediate corrective action focused on a specific situation. We assess and respond to each and every situation and use that assessment to strengthen systems, processes, planning, and operations to prevent future incidents.

We understand that true safety comes from continuously building capacity, resilience, and adding positive elements that make us ready for tomorrow.

## Safety Culture

A company's culture refers to the shared values, beliefs, behaviors, and norms that shape how employees interact, make decisions, and work together within an organization. It’s often described as “how things are done around here.”

Our Culture North Star – We are **Safer Together** when we know the system, know our roles and know when to act.

Safer Together represents the **“how”** - our values, beliefs, norms, and behaviors.

Together, the Safety Management System (SMS) and our culture support our commitment to safety and shape how we communicate, collaborate, and show curiosity by asking “why.” It is essential that our guiding documents and our culture work in tandem to drive meaningful safety outcomes.

A blue and white poster with text and images of people

AI-generated content may be incorrect.

### Employee, Public, Infrastructure, Contractor Safety (EPIC)

Safety is everything we do across the enterprise. From office support roles to work in the field, we seek to recognize and mitigate hazards and keep our **E**mployees, the **P**ublic, our **I**nfrastructure, and our **C**ontractors safe. The focus of many safety programs is on the personal safety of employees. However, there are multiple facets to safety that are foundational to our ability to deliver energy SAFELY to California. When we shift our meaning of safety to, ***everything we do, every day***, it reflects that we all have a role in safety and safety outcomes.

### Psychological Safety

Psychological Safety is the belief that your voice, and every person’s voice, is welcomed and valued, and thatwork-related concerns, ideas, or questions can be raised without fear of embarrassment, punishment, or other negative outcomes*.*

At SoCalGas, we promote a ***Speak-Up*** culture where everyone is encouraged to share ideas, call out unsafe conditions, such as Stop-the-Job actions, and contribute to improvement efforts. *We encourage employees to speak up when in meetings or town halls. The concerns of our employees need to be heard to promote a culture of safety where every voice matters.*

A curious and collaborative environment is supported by our safety champions and local safety committees and reinforced during planning, training, and staff meetings as well as safety-focused meetings such as Tailgate Safety Briefings.

Psychological safety boosts engagement, strengthens collaboration, and encourages open communication. When employees feel safe to speak up and ask questions, creativity and productivity thrive -leading to more innovative and effective teams.

### Stop-the-Job (STJ) Policy

The Stop-The-Job policy requires a culture of psychological safety and ethical standards and empowers employees to speak up about potential hazards by stopping the job when a hazardous condition or unsafe action is observed.

All Company employees have the responsibility to respect and adhere to any decision to Stop-the-Job. No one should fear reprisal simply for stopping a job in good faith. Under no circumstances will retaliation of any kind be directed toward any employee who in good faith exercises their authority to Stop-the-Job. The company recognizes that people are fallible and blame fixes nothing.

All Company employees, contractors, and visitors have the authority and responsibility to stop any work activity that poses a risk (encountering a hazardous condition or unsafe act) that could endanger **E**mployees, the **P**ublic, our gas **I**nfrastructure including equipment and facilities, or **C**ontractors (EPIC).

Click the link for additional information: [Stop-the-Job (SharePoint)](https://sempra.sharepoint.com/:u:/r/sites/safety/Safety/SitePages/Stop-Job.aspx?csf=1&web=1&e=MXGLOd)

### Human and Organizational Performance (HOP)

At SoCalGas, our comprehensive view of safety incorporates the Human and Organizational Performance Principles (HOP). HOP is not about placing blame; it is about understanding why an incident or event happened in the first place. HOP looks at the whole system, the team, the tools, the environment, to figure out how to prevent unsafe situations. By examining all the factors involved, we aim to create safer and more efficient processes.

The five basic principles of HOP are:

**Error is normal:** People make mistakes, and it is a normal part of the human condition to forget things or lose focus. Instead of trying to be “error free” we should strive to create better conditions for work and systems that allow us to fail safely without causing a catastrophe.

**Blame fixes nothing:** Blaming or judging an employee for an error gets in the way of learning and developing as an organization. People will not be forthcoming with details that we can learn from if they are blamed for the error.

**Context drives behavior:** When we talk about context driving behavior, we mean that people’s actions make sense in the environment and conditions under which they work. If we ask the right questions and are curious enough, we will see why an error occurred and how choices made led to the actions taken. So instead of placing blame, let’s ask questions to learn the “why” of the situation.

**Learning is vital:** Learning is vital and goes hand in hand with context driving behavior and blame fixing nothing. Instead of looking for someone to blame, ask questions to find out about the context of the situation and discover the reason behind the behavior so we learn from and share this with others. We cannot change the system if we don’t learn from past behaviors.

**Response matters:** We often react to a situation in an automatic fashion by looking for someone or something to blame, or by not giving the situation the attention it deserves. This blocks us from really learning from experiences. Responding to errors by asking questions and looking into the context of the situation allows us to learn more about how to improve conditions and make things safer for everyone.

**Black Line/Blue Line Analysis**

In the context of **operational safety in the gas industry**, the **Black Line / Blue Line graph** is a conceptual tool used to illustrate the difference between **"Work as Planned"** and **"Work as Done.”**

Here's a working definition tailored for your domain:

**Black Line / Blue Line Graph – Working Definition**

**The Black Line** represents **"Work as Planned**,” the procedures, policies, and expectations laid out by management, safety protocols, and engineering designs.

**The Blue Line** represents **"Work as Done"**, the actual practices and adaptations made by frontline workers in real-world conditions, often in response to dynamic environments, constraints, or unforeseen challenges.

* + **Adaptation due to constraint**: Workers adjust due to limited resources or environmental factors.
  + **Improvisation under pressure**: Quick decisions made to maintain safety or productivity under stress.

**Red Line**: **Cumulative Risk**, increases as deviations from the Black Line accumulate, highlighting areas of operational vulnerability.

**Purpose in Operational Safety**

This graph is used to:

* **Identify gaps** between planned procedures and actual execution.
* **Understand operational realities** that may not be captured in formal documentation.
* **Improve safety culture** by acknowledging and learning from frontline adaptations.
* **Support continuous improvement** by aligning procedures with practical realities.

## Safety Management System (SMS)

The Safety Management System (SMS) is a structured framework with established roles and responsibilities used to manage safety comprehensively, systematically, and in an integrated manner. The SMS is a system that helps everyone -from top management to front-line employees -working together to prevent incidents and keep people and our infrastructure safe. It includes clear policies, procedures, and tools for identifying hazards, reporting issues, and continuously improving safety practices. SMS also defines roles and responsibilities and promotes collaboration across the enterprise by breaking down silos. Simply put, the SMS is everything we do to keep everyone and everything safe.

The ***Safety Manual for Employees*** support operational controls as discussed in the SMS.

When it comes to safety, SMS is the **“what”** - our procedures, processes, programs, and policies.

Link to SMS Manual when published.

## Safety Governance and Committees

### Executive Safety Council

The Executive Safety Council (ESC) provides leadership guidance in fostering a proactive safety culture where risk identification and mitigation, management review, and continuous improvement are considered in support of SoCalGas’ Safety Management System (SMS).

The ESC monitors safety performance, promotes alignment with API RP 1173, and oversees the Safety Management System (SMS) to sustain implementation, improve risk management, and drive continuous improvement.

### Local and Regional Safety Committees

Safety Committees are made up of team members from different departments within a facility, district, or organization, who work together to help strengthen the company’s safety culture. They are close to the work being performed and are professionals in what they do. As your peers, they care about doing the job safely and helping others do the same.

They lead by example, speak up about safety, and encourage others to do the right thing.

They help identify areas for improvement and share ideas that can make work safer and more efficient.

They work closely with local leadership, safety advocates, and safety champions to share feedback from their workgroups and spread important safety messages.

Members of the Safety Committees aren’t responsible for making all the changes themselves, but they are go-to people in their area who keep safety as a priority and make sure voices are heard.

Safety Committees are established to promote a safe and healthy work environment by identifying and addressing safety concerns, fostering communication between employees and leadership, and ensuring compliance with safety regulations and best practices.

Safety Committees promote the idea that employee, public, infrastructure, and contractor safety (EPIC) is everyone’s responsibility.

* + Click the link for additional information: [Guidelines for Establishing District and Department Safety Committees](#_Guidelines_for_Establishing)

### Safety Champion Network

Safety Champions are a diverse selection of key and influential management employees from across the Company that enhance the development and enterprise-wide adoption and integration of safety fundamentals, culture, and initiatives.

Safety Champions represent various operational and functional departments and are ambassadors for safety, influence by example, identify opportunities for improvement, and inspire others to make positive changes. Safety Champions serve a vital role in the development, implementation, and enhancement of organizational safety processes.

These individuals are not necessarily responsible for the changes themselves but serve as points of contact from around the organization to partner with the SMS Organization in cultivating engagement within their specific group or function.

# 2. Safety Programs/Procedures

# Section 2.1: All Environments (Office/Field)

## IIPP (Cal/OSHA Program)

The Injury Illness Prevention Program and Manuals are for managers, supervisors, and employees to assist in establishing and sustaining a safe and healthful work environment. The manual outlines responsibilities and tells where to find the information needed to prevent/reduce employee injuries and motor vehicle incidents.

Included is the Injury and Illness Prevention Program which outlines the eight key elements required by Cal-OSHA. Refer to the Injury and Illness Prevention Program, (IIPP.1) for more detail.

IIPP training is mandatory for all new employees and employees who are given new job assignments where training has not been previously received, or when substantial changes are made to the IIPP as determined by Safety and Wellness. On-line IIPP training is available in the Learning Module (SFUGN031).

|  |  |
| --- | --- |
| Element 1 | Authority and Responsibility for the Program |
| Element 2 | Promoting compliance with safe and healthy work practices |
| Element 3 | Communicating with employees in a readily understandable form |
| Element 4 | Identifying and evaluating work hazards |
| Element 5 | Investigating occupational injuries, illnesses |
| Element 6 | Correcting at-risk or unhealthy conditions, work practices and procedures in a timely manner |
| Element 7 | Training and Instruction |
| Element 8 | Access to the injury and illness program |

SoCalGas’s Injury and Illness Prevention Program ([IIPP.1](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.1)) outlines these important safety requirements and expectations for all employees.

The IIPP is one element of the Gas Company’s Safety program. Other documents are required:

|  |  |
| --- | --- |
| A.1. | Policies, Standards, and Procedures |
| A.2. | Training |
| A.3. | The Safety Manual for Employees |
| A.4. | Stop-the-Job Policy |

These documents are equivalent in providing required training and information to employees, as outlined in federal, state, and local regulations as well as company policy.

Click the link for additional information: [Injury and Illness Prevention Program](https://sempra.sharepoint.com/:u:/r/sites/safety/Safety/SitePages/iipp.aspx?csf=1&web=1&e=YGFsQF) (SharePoint)

Click the link for additional information: [SEU Safety Policy](https://sempra.sharepoint.com/sites/sempranet/policies/Shared%20Documents/SafetyPolicy.pdf?xsdata=&sdata=azJGcEYyR3hkUnNFYVVvTGc1Ui9idk9MQmtuL2hEckpvc2ZkWmhEaU42MD0%3D&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2CJHall7%40scgcontractor.com&OR=Teams-HL&CT=1753395569578&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA3MDMxODgwOSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D#search=Safety%20Policy)

## Code of Business Conduct

The Code of Business Conduct is a valuable reference tool. Keep it accessible and refer to it when ethics and compliance questions arise. If you become aware of an unsafe or unethical situation, or if you have a question and need guidance, start by talking to your supervisor. If further support is needed, you can always contact the Ethics & Compliance Helpline.

Anyone can raise questions or concerns about compliance or ethics issues through our anonymous Sempra Ethics & Compliance Helpline at [www.SempraEthics.com](http://www.sempraethics.com/).

* United States: 800-793-7723
* Mexico: 001-770-582-5249
* The Sempra Ethics and Compliance Helpline is available to employees at Corporate Center, SDG&E, SoCalGas and Sempra Infrastructure in the US and Mexico.

The Ethics & Compliance Helpline and SI Contigo Hotline are available 24 hours a day, 7 days a week. All reported items are treated confidentially.

Click the link for more information: [Code of Business Conduct](https://sempra.sharepoint.com/sites/sempranet/Legal/SitePages/CodeofBusinessConduct.aspx)

## Right Of Reporting Is Guaranteed by The California Public Utilities Commission

Employees and contractors have the option to report a safety breach to the California Public Utilities Commission (CPUC). The Commission guarantees confidentiality for those who report, provided the submission includes designation: “Safety Breach Notification from gas System Operator Employee - Confidentiality Requested.”

California Public Utilities Commission

505 Van Ness Ave.

San Francisco, C. 94102

Alternatively, as set forth in a recent CPUC decision, you may report unsafe conditions as follows: Report unsafe conditions to the Public Utilities Commission by calling the whistleblower hotline at 1‑800-649-7570 or by e-mail to [safetyhotline@cpuc.ca.gov](mailto:safetyhotline@cpuc.ca.gov?subject=Safety%20Concern).

## Ready to Work

The Company expects employees to be ready to work and conduct their work in a safe manner. Employees should evaluate themselves on several factors that impact their readiness, including, but not limited to the list below.

Your inability to work safely not only impacts your safety but that of your co-workers, potentially the public, the company’s assets and contractors that may be working with you.

If you do not feel that you can work and complete your shift in a safe and effective manner, please notify your supervisor immediately. If any impairment surfaces during the workday, contact your supervisor immediately.

Supervisors must not permit or require any employee to work while their ability or alertness is so impaired by fatigue, illness, or other causes that they might expose themselves or others to injury.

Click the link for additional information: [Ready to Work](#_Ready_to_Work)

|  |  |  |
| --- | --- | --- |
| Illness | Do I have any symptoms?  Do my symptoms impact my ability to work safely? Am I contagious and a danger to others? | Consult with your doctor about your ability to work safely. |
| Medication | Have I been taking any prescription or over-the-counter drugs? | Consult with your doctor or pharmacist on the impact of your medication to work safely.  Notify wellness regarding any prescription or impairing effects medication prior to performing work.  Complete medication clearance review |
| Stress | Am I under psychological pressure from the job? Worried about financial matters, health problems or family discord? | Tell your supervisor you cannot perform your job safely and effectively.  Consider consulting with Employee Assistance Program (EAP) services |
| Alcohol | Have I been drinking within eight hours? 24 hours? | If under the influence of drugs/alcohol do not report to work, if already at work, advise supervision immediately. |
| Fatigue | Am I tired and not adequately rested? | Report fatigue or inability to work safely to a supervisor immediately. |
| Eating | Am I adequately nourished? | Eat a diet that gives you the strength and endurance to work safely through the workday. |

For additional information on support programs, please refer to the following pages:

* [Drug & Alcohol Misuse Prevention Plan/Drug and Alcohol-Free Workplace Policy](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.12)
* [Wellness Programs](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Home.aspx?e=1:b2c1fc6d51104f4e835ca0fe2b8362a4&OR=Teams-HL&CT=1704317901860&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzExMDIyNDcwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)
* [SupportLinc](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Supportlinc.aspx) (our Employee Assistance Program)
* [Fatigue Page](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Fighting-Fatigue.aspx) on Wellness SharePoint
* [Omada Health Program](https://sempra.sharepoint.com/sites/sempranet/HR/corp/benefits/SitePages/Omada-Weight-Management-wellbeing-program.aspx)
* [Weight Watchers](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Weight%20Watchers.aspx)
* [Gym Corporate Discounts](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Corporate-Fitness-Discount-Rates.aspx)
* [Fitness Subsidy Program](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Fitness.aspx)

## Occupational Health Nurse and Telemedicine

Occupational health nursing is a specialty practice that delivers health and safety programs and services to employees. The practice focuses on promotion and restoration of health, prevention of illnesses and injuries, and protection from work related and environmental hazards.

**OHN Services include:**

* Care - Treatment, follow up, referrals, and first aid for work-related and non-work-related injuries and illnesses.
* Advocacy - Liaisons for health services, rehabilitation, return-to-work and medical care issues.
* Safety - Detecting worker and workplace hazards.
* Education - On employee health and wellness issues, encouraging workers to take responsibility for their own health.

A screen shot of a computer screen

AI-generated content may be incorrect.

Click the link for additional information: [Occupational Health Nurse and Telemedicine](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/OHN-and-Telemedicine.aspx?xsdata=%3D&sdata=TVNDcHRzaVVGazMxY2kxR0pncktCaWVyTW9oZnNNaExKVkxMNlNkeGZyZz0%3D&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2CJHall7%40scgcontractor.com&OR=Teams-HL&CT=1757623844124&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA4MTUwMDcxNyIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

## Safety Training and Safety Meetings

Safety education and training for all employees commence at the time of employment. Before employees begin their duties, supervisors or designated instructors must train them on Company safety policies and how to perform their job properly, recognize the job hazards and that they are prepared to work safely.

Safety information can be communicated through 1:1 training, job shadowing, coaching sessions, workgroup discussions, job observations and instructions on Good Catch, Near Miss and Stop-the-Job reporting.

All employees must attend/complete safety training as assigned.

Minimum Meeting Schedules:

|  |  |
| --- | --- |
| Every 10 days | Employees engaged in field construction or construction associated activities. |
| Monthly | Employees involved in operations, maintenance, or other manual work (Employees who spend at least 50% of their time in the field). |

Click the link for more information: [Employee Safety Training and Safety meetings (Supervisor)](#_Employee_Safety_Training)

## Observations

### Job Safety Observation and Coaching

Job Safety Observations help employees identify and measure safe and at-risk work site conditions and employee actions compared to established criteria. The Safety organization recommends that Supervisors perform a minimum of two Job Safety Observations with every frontline employee per year. The goal is to provide effective coaching techniques to sustain safe behaviors and encourage positive adjustments.

Job Safety Observations should be performed in a manner to build a feeling of psychological safety and trust between the supervisor and employees. Supervisor Job Safety Observations provide an opportunity for employees to receive feedback regarding hazard identification, employee actions, and coaching as to how to perform work tasks safely.

Supervisors are responsible for regularly inspecting employee work practices and taking action to correct any at-risk conditions or behaviors. Job Safety Observation checklists can be used to document supervisor observations, conditions or actions requiring modification, and corrective actions.

Observations should be conducted as often as the supervisor deems necessary to be confident hazardous conditions are identified and controls are in place.

This program is not a “gotcha” moment, it is an opportunity for the supervisor and observed employee to have open, two-way communication.

Click the link for additional information: [Job Safety Observations and Coaching](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Job-Safety-Observations.aspx)

## Hazard Recognition

### Hazard Identification & Mitigation Management

* Hazard recognition is the process of identifying potential sources of harm or danger in a workplace or work environment. It involves:

1. Identifying hazards by spotting anything that could potentially cause injury, illness, or damage.
2. Assessing risks by evaluating the likelihood and severity of harm that could result from the hazards.
3. Implementing direct controls or safeguards by taking steps to eliminate or reduce the risks associated with the hazards.

* Recognizing hazards effectively is crucial for maintaining a safe and healthy environment, whether you’re working in the field or in an office. It is a dynamic and proactive activity as we are always identifying and addressing potential dangers to help prevent accidents and injuries.
* Hazard Recognition tools include the following: Hazard Recognition Energy Wheel, The Winning 7 Habits for Injury Prevention, Tailgate Safety Briefings, Job Hazard Analysis (In development - 2026).
* Energy Wheel

|  |  |  |
| --- | --- | --- |
| * Radiation |  | A circular blue and white diagram  AI-generated content may be incorrect. |
| * Chemical |  |
| * Temperature |  |
| * Gravity |  |
| * Motion |  |
| * Mechanical |  |
| * Electrical |  |
| * Pressure |  |

* Click the link to get more information: [Hazard Recognition](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Hazard-Recognition-(In-Progress).aspx?email=ADelgado%40socalgas.com&e=YgXKbB) - In Development

### Tailgate Safety Briefings

Tailgate Safety Briefings (TSBs) are collaborative, in-depth discussions at a job site with all individuals involved with the job.

TSBs can be led by the person-in-charge (e.g., crew lead, foreman) or a designated employee.

TSBs are intended to communicate and reinforce safety awareness and immediate job-site hazards, make sure the scope of work is understood, and the job site is safe (for employees, the public, our infrastructure, and our contractors)

TSBs are conducted immediately before the job starts, daily or per shift, especially before high-risk tasks or when conditions change.

A site to support the TSB program will be available at the conclusion of the first pilot:

Click the link to get more information: [Tailgate Safety Briefing (TSB) - Work in Progress](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Tailgate-Safety-Briefing-(TSB).aspx?csf=1&web=1&e=pDcJyp&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2cJHall7%40scgcontractor.com&OR=Teams-HL&CT=1757970543485&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA4MTUwMDcxNyIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3d%3d&CID=2716c6a1-d03c-9000-cb98-8b33fe3e9539&cidOR=SPO)

### Tailgate Safety Briefing Observation

A process to assess if Tailgate Safety Briefings increases a team’s focus on hazards, supports a more comprehensive understanding of safety, and advances a questioning and learning environment.

For example, a positive Tailgate Safety Briefing would include dialogue on the work, risks, and potential hazards; consider comprehensive safety impacts (e.g., specifically non-occupation safety aspects like potential impacts to the public); and show psychological safety.

Tailgate Safety Briefings (TSB) include hazard recognition/energy wheel hazards. Eight of the ten energy wheel items fall under the high-energy classification.

Click the link for additional information: [Tailgate Safety Briefing Observation Form](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FK6JxatrGFh%3Forigin%3DlprLink&data=05%7C02%7C%7C64c663367d604318353808ddd6cf82d9%7Ca2e7980c11ea48388f1a2f497d8c4072%7C0%7C0%7C638902908924429696%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=stiR6T8iYl7W6w52TxwxHpYBJMHHiu9z%2FKjN5yot%2F0E%3D&reserved=0)

### High-Energy Control Assessment (HECA) Observation

The HECA observation standard is in development and will be released in 2026.

The High-Energy Control Assessment (HECA) is a new leading metric that aligns with the industry ‘s best practices utilizing a standard methodology to conduct High-Energy Control Assessments (HECA).

High-Energy Control Assessments (HECAs) are structured evaluations designed to identify, assess, and mitigate risks associated with high-energy systems and processes within construction. These systems include, but are not limited to, high-pressure gas lines, rotating equipment, electrical systems, and thermal processes. HECA is a critical component of a comprehensive safety management system, ensuring that energy sources are effectively controlled to prevent harm to personnel, assets, and the environment.

Sound and Biological energies are not considered high-energy, however, they have associated hazards and should be considered.

### Job Hazard Analysis (In Development)

The Job Hazard Analysis project is in development and will be released in 2026.

A Job Hazard Analysis (JHA) is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

A JHA is a structured, detailed approach that outlines each task step in a procedure along with the associated hazards and corresponding mitigation measures/controls.

This tool is used as a training and discussion tool during TSB meetings to reinforce procedural awareness.

Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

JHA documentation is developed by a subject matter expert, procedure owner, competent person, or designated employees.

* + Click the link to get more information: [Job Hazard Analysis (In Progress)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Job-Hazard-Analysis.aspx?Mode=Edit)

### Job Site Safety Plan

A Job Site Safety Plan (JSSP) serves as a comprehensive safety framework designed to guide all operations on a jobsite throughout the duration of a project. It is particularly essential for large-scale or long-term projects where multiple teams and contractors are involved. The JSSP ensures that safety practices are consistent, thorough, and aligned with regulatory standards, providing a centralized reference for all safety-related procedures and expectations.

The plan promotes a coordinated and compliant approach to safety by incorporating structured processes such as Task Safety Briefings (TSBs) and Job Hazard or Safety Analyses (JHA/JSA). These tools help identify and mitigate risks associated with specific tasks and ensure that all personnel are aware of potential hazards before work begins. The JSSP is a living document that evolves with the project and must be formally documented and signed by leadership, including general contractors and safety managers, to demonstrate accountability and commitment to a safe work environment.

Key components of the JSSP include the identification of site-specific hazards, clearly defined roles and responsibilities, and detailed emergency response procedures. It also outlines training requirements and communication protocols to ensure that all workers are informed, prepared, and engaged in maintaining a safe job site. These elements work together to create a proactive safety culture that minimizes risk and enhances overall project efficiency.

* + Click the link to get more information: [Contractor Safety Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Contractor-Safety.aspx)

### Hazard Communication Program (HazCom) and Safety Data Sheets (SDS)

A Hazard Communication Program (HazCom) is a formal program designed to ensure information about chemical hazards in the workplace is effectively communicated to employees.

Its primary purpose is to protect workers from chemical-related injuries or illnesses by making them aware of the hazardous substances they may encounter, how to handle them safely, and what to do in case of exposure or emergency.

Additionally, chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import and prepare labels and safety data sheets (SDS) to convey the hazard information to their downstream customers.

A Safety Data Sheet (SDS) is a standardized document that provides detailed information about hazardous chemicals.

Within a Hazard Communication Program, the SDS serves as the primary source of detailed safety information for each chemical.

Employers are required to:

Use only company approved products.

Maintain an accessible SDS for every hazardous chemical in the workplace.

Ensure SDSs are readily available to all employees during their work shifts.

Use SDSs to inform training programs, emergency response planning, and risk assessments.

* + Click the link to get more information: [Hazard Communication Program (HazCom)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Hazard-Communication-Program.aspx).
  + Click here for the [Product Approval Process](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Product-Approval.aspx).

### Safe Driving Practices

#### Vehicle Operation Safety Rules

The following rules apply to any and all employees who operate Company vehicles or who operate non-Company vehicles on company business.

Only authorized people are to operate Company vehicles.

Operate all vehicles in compliance with the California Motor Vehicle Code, Motor Carrier Safety Regulations and Company procedures. Obey all traffic laws.

* + Wear seat and shoulder belts whenever the vehicle is in motion.
  + Operators (drivers) are responsible for any and all citations resulting from the operation of motor vehicles. Additionally, operators are responsible for securing all materials and tools stored on or in the vehicle prior to operation.
  + Citations for defects or registration of Company-owned or leased vehicles are the responsibility of the Company. Promptly report all citations and vehicle defects to your supervisor.

Promptly report all motor vehicle incidents to your supervisor.

Avoid any activity that takes your eyes off the road. This includes but is not limited to phones (any), maps, work orders, or computers. For detailed information, see [Using Devices While Driving](https://sempra.sharepoint.com/sites/sempranet/policies/Shared%20Documents/Forms/AllDepartmentPolicies.aspx?id=%2Fsites%2Fsempranet%2Fpolicies%2FShared%20Documents%2FUsingDevicesWhileDrivingPolicy%2Epdf&parent=%2Fsites%2Fsempranet%2Fpolicies%2FShared%20Documents).

Verify that all vehicle safety features are working properly and are correctly adjusted before operation. Periodically inspect tires, lights, brakes, and signals. Promptly report all Company vehicle defects to [Fleet Services](https://apps.powerapps.com/play/e/728e7214-5011-4cc1-9fa2-7c839cd093d3/a/fa065204-e714-49b9-afaf-1d86c427c1f3?tenantId=a2e7980c-11ea-4838-8f1a-2f497d8c4072) and your supervisor.

Ensure that vehicles are loaded safely, and that all equipment is secured before the vehicle is placed in motion.

Keep windows, dash, and instrument areas clear. Keep the vehicle interior, including the dash and truck bed, neat and orderly when the vehicle is in motion.

Do not exit a vehicle when the engine is running.   
If the driver is not in the driver’s seat, the vehicle engine may be running only when:

* + It is necessary to leave the vehicle running to perform work.
  + The vehicle transmission is in Park or Neutral
  + The vehicle’s parking brake has been set.
  + When wheel chocks have been placed as described below:
    - On level ground wheel chocks are placed in front and behind a wheel or wheels.
    - On non-level ground wheel chocks are placed on the down-hill side of at least two wheels.
    - Chocks are placed as close to tires as possible and directly in line with the tire.
    - Chocks are removed immediately prior to beginning the Circle of Safety.
    - All vehicles with dual rear wheels require wheel chocks when unattended or parked. The duration of parking is not considered.

Motor vehicle keys are not to be left in an unattended vehicle unless the vehicle is being used to perform work.

Park vehicles in locations that prevent possible damage. Avoid parking opposite a driveway, curved road, or blind corner. Avoid parking in mini-mall stalls and drive‑through restaurant stalls.

* + Exception: When a vehicle is used as a physical barrier. See [Vehicle Intrusion](#_Vehicle_Intrusion).

Always place the vehicle transmission in “Park” and set the parking brake before exiting the vehicle.

Do not hang anything on the above-bed exhaust systems of construction vehicles.

Keep natural gas emergency shut off-valves accessible and clear.

Drive company vehicles with headlights or running lights on. While on company business, operate personal vehicles with headlights or running lights on, unless this reduces the visibility of safety-critical dashboard displays.

Avoid backing vehicles if possible. Use pull-through parking to avoid backing when it’s available. When backing is necessary or otherwise required, do it upon arrival, unless it is at risk to do so or otherwise prohibited. Backing guides are required to be used anytime full rear visibility cannot be obtained and there are multiple crew members.

While refueling vehicles with gasoline, diesel, or natural gas quick-fill, employees shall remain outside of the vehicle within arm’s reach of the fueling nozzle. Natural gas slow-fill vehicles are exempt. If the fueling nozzle has a built-in latching mechanism to hold it in the open (flow) position it may be used. Fueling nozzles without built-in latching mechanisms may not be held in the open position by any means other than the employee’s hand.

A Circle of Safety must be completed immediately prior to departure from all fueling areas (Gasoline/Diesel fuel islands, natural gas quick-fill, natural gas slow-fill etc.).

Lock vehicle bin doors before putting the vehicle in motion, whenever the vehicle is left unattended, or when it is parked in the yard at the end of a work shift. Promptly report to your supervisor and to Fleet if there are broken or inoperable bin door locks.

Each frequent driver must be enrolled in the “Defensive Driving” program. (See [IIPP.2](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.2) Supervisor Responsibilities, [Defensive Driving](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/AlertDriving.aspx), for training requirements.)

**Who is Required to take** Training? Training is mandatory for all "frequent" Company drivers per the IIPP. A "frequent" driver is an employee who: drives a Company or personal vehicle as a requirement of their job, OR drives more than 3,000 business miles per year, documented in expense report mileage records, OR assigned by leadership.

Drive defensively in accordance with the Smith System eLearning program.  
[Smith System®Driving](https://sempra.sharepoint.com/sites/sdge-powerup/safety/SitePages/SmithSystems.aspx)

Refer to [SoCalGas Vehicle Policy](https://sempra.sharepoint.com/sites/socalgaspolicies/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fsocalgaspolicies%2FShared%20Documents%2FSoCalGas%20Vehicle%20Policy%2Epdf&parent=%2Fsites%2Fsocalgaspolicies%2FShared%20Documents) for more information.

#### SMITH 5 Keys

1. Aim High in Steering: Look ahead for a minimum of 15 seconds.

2. Get the Big Picture: Check at least one of your mirrors every five to eight seconds and while scanning ahead, do not forget the sides and rear.

3. Keep Your Eyes Moving: Focusing on any object for too long diminishes your peripheral vision.

4. Leave Yourself an Out: When possible, surround your vehicle with space and if you lose part of the cushion, work to keep at least the front and one side open.

5. Make Sure They See You: Seek eye contact by using the warning devices on your vehicle.

For more information, please visit the [Defensive Driving SharePoint site](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/AlertDriving.aspx)

#### Circle of Safety

Immediately before moving the vehicle, walk around the vehicle (i.e., perform the “Circle of Safety”) to ensure no hazards exist.

The Circle of Safety is an independent, single-focused task required to be completed by all employees who operate Company vehicles and those employees who use their personal vehicles for Company business. It takes about 20 seconds to complete.

Loss of focus after completing the Circle of Safety may be a factor in collisions with stationary objects. This may result from doing other tasks such as viewing a cell phone during the Circle or doing other tasks between completing the circle and driving off.

Checking for locked bins, correctly secured loads, trailer hitch attachments, etc. are completed prior to beginning the Circle, not during. This will keep the focus on recognizing possible hazards and allow the driver to eliminate or avoid them.

The Circle of Safety applies to every stop, every place, every day. This includes, but is not limited to, the yard at a base, parking lots at headquarters locations, job sites, customer’s homes, or businesses, and if you take a Company vehicle home, there as well.

* + Walk completely around vehicle.
  + Walk counterclockwise (against traffic) if parked on a traveled roadway so that you can see oncoming traffic.
  + Make a complete circle including looking under the vehicle, searching for things that you could hit or run over.
  + Get in the vehicle.
  + Fasten seat belt.
  + Start vehicle.
  + Check your mirrors.
  + Look over your shoulder.
  + Look forward.
  + Put gear shift in drive and go within 15-20 seconds.

Your surroundings can change quickly - If you do not leave the location within 15-20 seconds after performing a Circle of Safety, an additional Circle of Safety is required prior to departing to ensure the environment has not changed.

Safety indicators like traffic cones and steering wheel covers can serve as reminders to perform a Circle of Safety. If you need a Circle of Safety reminder, order a vehicle steering wheel cover thorough your local storeroom [N656319].

#### Get out and Look (GOAL)

To eliminate blind spots when backing or pulling forward, Get Out-and-Look (GOAL). This safety practice prevents controllable motor vehicle incidents (CMVIs). This safety practice helps to minimize blind spots and reduce the risk of collisions.

### We Value Safe Driving / Telematics / Advanced Safety Analytics

Click here for more information on [Vehicle Operation Safety Rules](#_Vehicle_Operation_Safety)

"We Value Safe Driving" is a program designed to enable supervisors to reinforce safe driving habits and correct at-risk habits. All Company vehicles must display the 1-800-GAS-SAFE bumper sticker in a conspicuous location on the rear of the vehicle.

The public may call 1-800-GAS-SAFE to provide feedback on observed driving habits. Supervisors are to evaluate all comments and communicate findings with employees.

We Value Safe Driving

How am I Driving?

1-(800)-GAS-SAFE

Safety provides bumper stickers for all current company vehicles. Fleet provides and affixes the stickers to all new vehicles. The 1-800-Gas-Safe number is monitored by Dispatch. Dispatch summarizes caller feedback and forwards it via e-mail to Safety. Safety routes the report to the employee's supervisor for evaluation and action. Copies are sent to two levels of management above the supervisor and the appropriate Field Safety Advisor.

Types of Incident reports

Emergency Reports require an immediate response. These calls involve dangerous conditions or an emergency situation such as a motor vehicle incident, item falling from a Company vehicle, etc.

Driver Performance Reports require supervisory action and possible correction.

Click the link to get more information: [Incident Reporting](#_Safety_Incident_Reporting)

Supervisors’ Responsibilities

Communicate the program with employees.

Ensure that all Company motor vehicles have the "We Value Safe Driving" bumper sticker conspicuously visible on the rear of the vehicle.

Perform periodic inspections to ensure that bumper stickers have not been concealed or removed.

Conduct a thorough analysis of the We Value Safe Driving reports. To the extent possible, validate whether the callers report is accurate and named employee was operating the vehicle at the time of the report.

Provide employees with feedback regarding reported driving habits.

Prepare a brief description documenting the analysis and follow-up action(s) and send via e-mail to the Safety department.

## Types of Safety Incidents and Events

Safety Incidents are employee injuries, illnesses, and motor vehicle incidents (MVI). Types of injuries and illnesses include doctor visits, first aid incident, report only. Motor vehicles incidents include controllable, non-controllable, or de minimis, Other Events include Good Catches, Near Misses, and Stop-the-Jobs.

Supervisors are responsible for evaluating every employee injury/illness or hazardous materials exposure and Motor Vehicle Incidents (MVI). Other events may also trigger an evaluation and follow-up such as a Good Catch, Near Miss or Stop-The-Job. Some minor incidents may not merit an incident evaluation, consult with your Field Safety Advisor.

To review safety statistics, refer to the [Safety Dashboard Directory](https://sempra.sharepoint.com/sites/safety/TAG/SitePages/Dashboard-Directory.aspx?xsdata=&sdata=ZUZlazB0ZGdPOHQxbUhoNnRNaXpHRDBpUmZKQXQ2VklKbVBhZDUrS2p0OD0%3D&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2CJHall7%40scgcontractor.com&OR=Teams-HL&CT=1753397963059&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA3MDMxODgwOSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

### Safety Incidents

All workplace injuries and safety incidents must be reported and documented. The **S**afety **I**nformation **M**anagements **S**ystem (**SIMS**) is the primary system of record:

Supervisors document incident details in SIMS within 24 hours. [Click here](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SIMS.aspx) for the instructions.

Supervisors must immediately notify their Field Safety Advisor (FSA) of the employee injury/illness:

* Requires in-patient hospitalization.
* Results in the loss of any member or partial member of the body.
* Results in any serious degree of permanent disfigurement.
* Causes death.

Cal-OSHA must be notified by the Safety department within 8 hours of the Company's knowledge.

When work related injuries, illnesses, or discomfort need to be reported:

* A work-related injury or illness occurs when an employee is injured performing work, aggravates a pre-existing condition while performing work or becomes ill due to workplace exposure.
* Any time an employee reports an injury/ illness or discomfort, supervisors must offer the employee the opportunity to receive first aid care by an occupational health nurse [(OHN)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/OHN-and-Telemedicine.aspx) or medical care under Workers' Compensation.

Contact your Employee Care Services representative [(ECS)](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-ContactUs.aspx).

For more information regarding Workers Compensation, visit the ECS [Supervisors Tips](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-WorkersCompReportInjuryISupv.aspx?xsdata=MDV8MDJ8fDY1ZWQzM2M3MGZiYzQzOGI5ZWMxMDhkY2RlNjUyYjNifGEyZTc5ODBjMTFlYTQ4Mzg4ZjFhMmY0OTdkOGM0MDcyfDB8MHw2Mzg2Mjk3NzMyNzgxNTg1Mjl8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbVkzTWpjM1lUWmpNR1E0TXpSaVpqUTRNR1F3WldFNU5XTTVabU0zWmpSaVFIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOekkzTXpnd05USTNNVFk0fGE1OTBmMDMyM2Y1MzQ2MzA5ZWMxMDhkY2RlNjUyYjNifDU0Njk0NDIyZjg4ZjQ2NjBhNDI0YWU3YTdmMjY0ZTUz&sdata=eGZiSkFydDY3R2FqRkhYcWdwUWRDYW1sRUNGYWlVdFg5S0VRb3l2OVltMD0%3D&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2CRJauregu%40socalgas.com&OR=Teams-HL&CT=1727381704989&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDA4MTcwMDQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) SharePoint site.

Discomfort refers to any physical pain or soreness caused by work related tasks.

Some medical situations ALWAYS require IMMEDIATE professional attention, including but not limited to:

* Uncontrolled bleeding or hemorrhaging - Call 911
* Fainting or seizures - Call 911
* Vomiting when working outdoors in hot weather - Call 911

Injuries that MAY require IMMEDIATE attention by a medical professional, depending on severity, include but not limited to:

* Eye injury
* Blow to the head
* Fall from height
* Adverse reaction to medication
* Animal bite that breaks the skin
* Second-degree or third-degree burn; or
* Puncture wound

#### Major Incidents

Contact your [Field Safety Advisor](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/about-us.aspx), [Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-AboutUs.aspx) (ECS) and the [Legal and Claims](https://sempra.sharepoint.com/sites/socalgaslegal/SitePages/About-the-Claims-Department.aspx) Department for guidance regarding incidents that result in death, injuries requiring hospitalization, (for other than observation) or significant property or environmental damage. These incidents may require resources beyond that of a local incident evaluation.

Refer to the Event Learning Process (ELP) [GS 223.0032](https://doclibrary-prod.azurewebsites.net/api/Documents/223.0032), Event Learning Process (ELP), for additional information regarding root cause analysis methods for major incidents.

#### Doctor Visit Incidents

* Doctor visit is when an employee receives any level of treatment from an external medical source (e.g., external industrial clinic, urgent care, hospital, or paramedics). If an employee with a previously reported first-aid injury requests medical attention due to the same incident or states they cannot work or perform their job; treat the injury as a "Doctor Visit," update SIMS as appropriate, and contact [Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-ContactUs.aspx) (ECS). ECS will determine if the injury is "OSHA Recordable".

#### First Aid Incidents

First Aid is an injury or illness that is minor in nature or could require a doctor's care in the future. The affected employee, another trained employee, or internal OHN service provider can render first aid care. Supervisors must evaluate minor injuries to identify actions that can be taken to prevent a more serious injury from occurring in the future. This is done through a Safety Review Period where OHN, Supervisor and the affected employees work together to ensure successful first aid care and use of administrative control to prevent discomfort or injury from becoming more severe.

Supervisors must follow up with an injured employee to see if they require further medical treatment regularly. Ask if the employee would like to: see an OHN, go to an industrial clinic, see their personal doctor, or if they have already been evaluated by a doctor. Immediately notify [Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-ContactUs.aspx) (ECS) if the injured employee has seen, or plans to see, an industrial clinic or personal doctor.

#### Report Only Incidents

An incident occurrence where the employee made direct contact with object and could have sustained an injury or illness but does not currently require First Aid (minor injury) or medical treatment. If an employee declines medical treatment, document the injury or illness in SIMS as "Report Only".

#### Lost Time Incidents

Injuries that prevent employees from reporting to work for their next scheduled shift (the workday after the day the injury occurred) are classified as "Lost Time Incidents." All Lost Time Incidents are also OSHA Recordable incidents.

#### OSHA Recordable Incidents

[Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-ContactUs.aspx) (ECS) will determine if an injury that resulted in a Doctor Visit is OSHA Recordable based upon standards established by the California Occupational Safety and Health Administration (Cal-OSHA).

#### California Public Utility Commission (CPUC) / Pipeline and Hazardous Materials Safety Administration (PHMSA) Incidents

For incidents involving pipeline related emergencies, refer to [GS 183.07](https://doclibrary-prod.azurewebsites.net/api/Documents/183.07), Pipeline Incident Reports to CPUC and PHMSA; National Transportation Safety Board (NTSB) Accident Investigation.

#### Motor Vehicle Incident (MVI)

A motor vehicle incident (MVI) is an event involving a Company owned or leased/rental motor vehicle that results in death, injury, or property damage.

Reporting exceptions for an MVI as determined by local management, supervisor, and Field Safety Advisor (FSA):

* + A vehicle that is properly and legally parked.
  + No damage to Company property, Company vehicle or 3rd parties.
  + The use of a Company owned or leased/rental vehicle was for personal use during the incident.

All motor vehicle incidents are initially categorized as MVIs until the incident evaluation is complete and the Field Safety Advisor and Supervisor agree on a classification which will be one of the following:

Controllable Motor Vehicle Incident (CMVI) - is a motor vehicle incident over which the driver had control (could have prevented). Any employee contribution to the incident causes the incident to be "controllable.”

If the driver did not do everything reasonably possible to prevent the incident, it is defined as "controllable" and should have been prevented.

De Minimis - is a classification that includes CMVIs. This classification was developed to provide "statistical relief" from incidents over which there is no injury, no 3rd party property damage and damage to Company property is less than $1,000.

The $1,000 value is consistent with California Vehicle Code (CVC) requiring traffic accidents on a California street/highway or private property to be reported to the Department of Motor Vehicles (DMV) if there was an injury, death, or property damage in excess of $1,000.

Non-Controllable Motor Vehicle Incident (NC-MVI) - is an incident involving a motor vehicle that is deemed beyond the control of the driver (the driver could not prevent it).

Legal liability or "fault" is not a primary consideration in determining controllability.

The possibility that other causes for an incident exist is not considered proof an employee could not have prevented an incident.

Incidents that occur at drive-thru establishments are considered "controllable."

Vehicles involved in incidents that occur in parking lots and on private property must have been there for Company business. Lunch (other than approved business lunches) and breaks are not considered Company business.

* + EXCEPTION: In areas where there is no available street parking within 100 yards (about a ninety-second walk), at supervisor discretion employees may park Company owned or leased/rental vehicles in remote parking lot areas.

Any damage to, or caused by, a Company vehicle or personal vehicle being used for company business must be documented on [Form 439](https://doclibrary-prod.azurewebsites.net/api/Documents/439) and submitted to the Claims department. The incident evaluation results must be documented in SIMS.

Reference: American National Standards Institute [ANSI D.16-2017](https://www.atsip.org/wp-content/uploads/2022/07/ANSI_2017_D16_8th_Ed.pdf): Manual on Classification of Motor Vehicle Traffic Crashes.

#### Serious Injury or Fatality (SIF) Potential Program

SoCalGas adopted the Edison Electric Institute (EEI) Safety Classification and Learning (SCL) Model to help in the identification and classification of potential serious injuries and fatalities. This model supports a common understanding of safety learning opportunities.

Incidents classified as Potential Serious Injury or Fatality (PSIF) are further evaluated by trained PSIF Subject Matter Experts (SMEs). Safety Management make the final PSIF determination. When PSIFs have been identified they are reviewed for learning prioritization.

Suggested edits: PSIFs event will be evaluated through the Incident Evaluation Process, refer to IIPP.7, Appendices, Appendix D. If a deep dive is warranted, they will proceed through the Event Learning Process, refer to OS 223.0032 for details.

The identification and enhanced evaluation process allows for PSIF prioritization of incident causal factors to determine corrective actions that significantly mitigate employee exposure to SIFs.

The following four questions must be answered to determine PSIF classification.

* + Which high-energy was present?
  + Was there a high-energy event?
  + Was a serious injury sustained?
  + Was a direct control present?

PSIF training is available for Supervisors through My Learning.

#### Incident Evaluation

Safety Incidents are employee injuries and illnesses and motor vehicle incidents. Types of injuries and illnesses include doctor visits, first aid incident, report only. Motor vehicles incidents include controllable, non-controllable, de minimis. Other Events also include Good Catches, Near Misses, Stop-the-Jobs.

Supervisors are responsible for thoroughly evaluating incidents and identifying all contributing factors. Supervisors together with the other incident evaluation team members determine the corrective actions that will be implemented to prevent similar incidents from reoccurring.

* + Supervisors are responsible for evaluating every employee injury/illness or hazardous materials exposure and Motor Vehicle Incidents (MVIs). Other events may also trigger an evaluation and follow-up such as a Good Catch, Near Miss or Stop-The-Job. Some minor incidents may not merit an incident evaluation, consult with your Field Safety Advisor.

Supervisors are responsible for establishing an incident evaluation team, minimally comprised of the immediate supervisor, the supervisor's manager, the involved employee, another employee (preferably from the local Safety Committee or Union), and a Safety department representative. The department head must be invited to participate when the incident resulted in lost time, restricted duty, or significant property damage.

Supervisors refer to [IIPP.7, Appendices, Appendix D](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.7), and the “Incident Evaluation Guide" for more detailed information.

#### Incident Evaluation Tree

An incident evaluation must be completed for each safety incident (injury/illness, MVI). Other events may also trigger an evaluation such as a Good Catch, Near Miss or Stop-the-Job. This includes creating a Cause Analysis Tree and uploading the report in SIMS.

Some minor incidents may merit an incident evaluation, consult with your Field Safety Advisor.

Conduct the evaluation as soon as possible, while the facts are still fresh in people’s minds and the incident site is relatively unchanged. Prompt evaluations demonstrate that you place a high value on safety,

For more information on the incident evaluation process refer to: [IIPP.7, Appendices, Appendix D Incident Evaluation Guide.](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.7)

Training for Incident evaluation is available through [My Learning](https://sempra.csod.com/samldefault.aspx?ouid=5).

#### Drug or Alcohol Abuse

If there is a reasonable suspicion of substance abuse, employees ~~supervisors~~ must contact a [Wellness Programs](https://sempra.sharepoint.com/sites/sempranet/HR/socal/wellness/SitePages/Home.aspx) representative.

### Good Catch

There are many benefits to reporting Good Catches or Near Misses and sharing them with others. Understanding the causes of these events and, more importantly, the actions that can be taken to prevent them from recurring, provide the opportunity to prevent injuries and incidents.

These events can be shared by entering them into the Safety Information Management System (SIMS).

Good Catch: A Good Catch is an observation, event or situation that has the potential to cause injury, illness, or property damage, but did not occur thanks to timely intervention by an engaged individual or the presence of an effective control.

A Good Catch is when you see something and correct it immediately.

A Good Catch can prevent a Near Miss or Stop-The-Job.

Click the link to get more information: [Submit a Good Catch or Near Miss](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Near-Miss.aspx)

### Near Miss

A Near Miss is an unplanned event that happened but did not result in an injury, illness or property damage but had the potential to do so.

A Near Miss reported today enables learning and prevents an incident tomorrow.

The Near Miss reporting process may also be used to report damage to, or failure of equipment or facilities where neither injuries nor motor vehicle damage occurred.

Click the link to get more information: [Submit a Good Catch or Near Miss](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Near-Miss.aspx)

### Stop-the-Job Policy

A Stop-the-Job is when an individual encounters an unsafe condition, action or behavior that cannot be immediately corrected and “Stop-the-Job” until effective controls are put in place.

Any employee can Stop-the-Job. Under no circumstances will retribution of any kind be directed toward any employee who, in good faith, exercises their authority to Stop-the-Job.

* The Stop-the-Job process is here: [Stop-the-Job Process](https://sempra.sharepoint.com/sites/safety/Safety/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fsafety%2FSafety%2FShared%20Documents%2FStop%20the%20Job%2Epdf&parent=%2Fsites%2Fsafety%2FSafety%2FShared%20Documents)
* For more information on Stop-the-Job, click here: [Stop-the-Job](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Stop-Job.aspx?csf=1&web=1&e=MXGLOd&CID=8bb7fd15-20d1-4886-9799-10657914c5ee)

## Identifying and Correcting Workplace Hazards

* All employees should be involved with identifying and mitigating ~~correcting~~ workplace hazards whether it is the office, at home, or on-site.
* Supervisors must conduct workplace inspections to ensure employees are provided with a hazard-free work environment. This requires that Supervisors understand the work being performed and proactively and thoroughly identify potential hazards or unsafe action and take action to correct them.
* While Supervisors have specific responsibilities in the field, all on-site employees should understand the work being performed and proactively and thoroughly identify potential hazards or unsafe action and take action to correct them.
* Building and grounds inspections, tool and equipment inspections, vehicle inspections, and worksite job observations all provide opportunities for Supervisors and field teams to identify, assess, and resolve potential hazards and implement controls.
* Hazard Identification and mitigation should be reviewed during the on-site Tailgate Safety Briefings ([TSB](#_Tailgate_Safety_Briefings)) before each day’s work.
* Eliminate all hazardous conditions or unsafe actions as quickly and thoroughly as possible. Hazardous conditions or unsafe actions pose an imminent threat to employees, the public, infrastructure, and contractors (EPIC). Stop-the-Job until the hazardous conditions are corrected.
* If an employee identifies a hazardous condition or unsafe action, they cannot resolve safely themselves, it is their responsibility to Stop-the-Job.
* Refer to the [Stop-the-Job Pol](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Stop-Job.aspx)icy for more details.
* Click the link to get more information: [Hazard Recognition Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Hazard-Recognition-(In-Progress).aspx)
* For more information on supervisor responsibilities,   
  refer to: [Identifying and Correcting Workplace Hazards - Supervisor](#_Identifying_and_Correcting)

## Programs

### Cyber Security

The mission of the Cyber Security team is to share cyber knowledge and promote the responsible use of technology through open dialogue, protecting our infrastructure and helping ensure resilience for a cyber safe future for you and our company.

**Cybersecurity** means protecting computers, networks, and data from being accessed or damaged by unauthorized people. It helps keep important information safe, ensures systems work properly, and prevents disruptions to daily operations.

Click the link to get more information: [Cyber Safety](https://sempra.sharepoint.com/sites/CyberSafety)

### Emergency Action and Fire Prevention Plan (EAP)

An Emergency Action and Fire Prevention Plan is a critical component of workplace safety whether in the office or field and are designed to protect employees and property during emergencies. It outlines procedures for reporting fires and other emergencies, evacuation routes, and designated assembly areas.

Click below for more information:

For information on ***fire safety in the office***, refer to the ESCMP Office Safety Self-Assessment Checklist Category 6.0 - Fire Safety: [2025 ESCMP Office Safety Self-Assessment Checklist.xlsx](https://sempra.sharepoint.com/:x:/r/sites/safety/Safety/Shared%20Documents/2025%20ESCMP%20Office%20Safety%20Self-Assessment%20Checklist.xlsx?d=wefb7548097834ea0a79955711b6f80fe&csf=1&web=1&e=m1KOdB)

Emergency Management Preparedness and Response Policy: [ER-1](https://doclibrary-prod.azurewebsites.net/api/Documents/ER-1)

[SFUGN020 - Emergency Action and Fire Prevention Plan (Non-GCT)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SFUGN020.aspx)

[SFUGN20E - Emergency Action and Fire Prevention Plan (GCT Only)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SFUGN20E.aspx)

### Ergonomics

Ergonomic interventions aim to eliminate unnecessary stress on the body through changes to tools and equipment, redesigning work processes, and/or training in correct body mechanics.

Safety administers the Company ergonomics program. The goal of the program is to reduce Repetitive Motion Injuries (RMI), while providing a work environment that meets workforce needs.

Click the link for more information: [Ergonomics Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Ergonomics.aspx?csf=1&web=1&e=NKv48B&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2cJHall7%40scgcontractor.com&OR=Teams-HL&CT=1748452743264&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA0MTcxOTMxNiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3d%3d&CID=4ea1a2a1-40c5-8000-feb0-501924b1c405&cidOR=SPO) (Repetitive Motion Injury (RMI) Prevention Program)

The elements of the ergonomics program include Office and Field Ergonomics

#### Office Ergonomics

Training

* + The company offers web-based Office Ergonomics Training. Training includes self-assessments and training tools to help participants identify risk factors associated with computer use, workstation set-up, body positioning, and stretching. Supervisors must review risk factors identified via self-assessments with subordinates and coach them regarding preventing Repetitive Motion Injuries. If additional equipment is needed, Supervisors should contact a Field Safety Advisor.

In-Person Ergonomic Evaluations

* + Job Safety Observation forms and Office Worker Observation forms have elements of ergonomics principles included within them. Supervisors must use these tools to reinforce proper ergonomics principles with employees and make changes to work tasks or workstation set-up when necessary.

Controls

* + Supervisors must provide employees with the proper training, equipment, and work environment to perform their jobs safely and efficiently. Supervisors must also see that employees adhere to ergonomic principles in adjusting workstations to fit themselves. Supervisors may request support from a Field Safety Advisor.
  + New equipment, facilities, or workplace designs are to be presented to the Safety department for evaluation prior to implementation.
  + When appropriate, Supervisors are to request Safety and [Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS-ContactUs.aspx) (ECS) jointly determine the appropriate accommodations for employees who have had a Repetitive Motion Injury (RMI).

#### Field Ergonomics

Field ergonomics program training is designed to equip each employee with a consistent process for approaching each job safely by enhancing knowledge, skills, and abilities on how to identify and use proper body mechanics.

Use proper body mechanics and lifting techniques. When lifting heavy objects, use the large leg muscles instead of back muscles. See Ergonomics for additional details and resources for Field and Office Ergonomics.

Supervisors can obtain field ergonomics training to support the reduction of sprains and strains by implementing proper ergonomic principles. Contact a Field Safety Advisor for training support.

### CPR/AED and First Aid

The Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) and First Aid program provides first aid kits and AEDs for SoCalGas facilities, and CPR training to designated emergency responders. First aid kits and AED units are inspected and updated monthly.

SoCalGas is required to have an adequate number of employees trained on crews and in occupied facilities to render first aid and provide CPR/AED in the absence of an infirmary, clinic, or hospital, in proximity to the workplace.

Policy

* For more information about the AED, CPR, and First Aid, and Bloodborne Pathogen program: [Click HERE](https://doclibrary-prod.azurewebsites.net/api/Documents/166.08)

Training

* [First Aid/CPR/AED/Bloodborne Pathogens training](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SFUGN001.aspx) is facilitated through Pico Rivera training.

AED Program

* Click the link to get more information: [AED Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/AED-Program.aspx?e=mh5LQI)

### First Aid Kits

First aid kits are to be readily available to employees at every jobsite. The first aid kit contents and instructions are approved by the Company's consulting physician and are to be listed on the label. First aid kit contents are to be inspected monthly and replenished as needed.

Company first aid kits are available through Logistics Storerooms (N655278-Complete First Aid Kit). A burn first aid kit is also available through Ariba, Total Safety Supplies & Solutions (search: Burn Kit). If a supervisor believes additional first aid content not listed below is required, contact the Safety department for approval.

Click the link for more information: [First Aid Kits](#_First_Aid_Kits_1)

Click the link for more information: [Burn Kits](#_Burn_Kit_Contents)

### Occupational Exposure to Bloodborne Pathogens

General

* Cal-OSHA regulations establish requirements to limit on-the-job exposure to blood and other body fluids and the prevention of transmission of pathogens (organisms which can cause disease or death) from one employee to another.
* Exposure is actual contact with skin, eyes, etc. Blood-borne pathogens are not transmitted through the air.

When Exposure Occurs

* Employees immediately notify their supervisor or next-line Company representative when they have on-the-job exposure to another's blood or body fluids.
* Supervisors must immediately offer the Hepatitis B vaccine to the exposed employee and notify Employee Care Services (ECS) and a Company Occupational Health Nurse (OHN). If the exposed employee opts to take the vaccine, the supervisor ensures the employee is taken or goes to the nearest Industrial Clinic or OHN office within 24 hours of the Incident. Employees who decline the vaccine must fill out the form entitled Hepatitis B Vaccine Declination and return to ECS.
* If an employee initially declines the vaccination and subsequently requests it, the supervisor arranges for the employee to receive it as soon as possible.
* Contaminated Clothing
* Immediately remove clothing contaminated by blood or other body fluids using plastic gloves provided in first aid kits. Put contaminated clothing in a plastic bag and seal.
* Contact your Environmental Compliance Specialist for specific instructions on decontamination or disposal of the contaminated clothing.

Payment for Vaccines

* Contact Employee Care Services (ECS) for review, documentation of the incident and payment of services to clinic.

Training on blood borne pathogens is done as part of employee first aid training.

[166.08 - CPR/AED, Bloodborne Pathogens and First Aid Standard](https://doclibrary-prod.azurewebsites.net/api/Documents/166.08)

### Heat Illness Protection Program (Indoor and Outdoor)

Protect employees from heat illnesses while performing outdoor work by providing heat illness training, specifying drinking water and shade requirements, and providing emergency procedures as needed.

Click the link for more information: [Heat Illness Prevention Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Heat-Illness.aspx?csf=1&web=1&e=44hfMm&CID=ce51afd5-4664-41b2-8440-022d85f54acf)

### Wildfire Smoke

The purpose of the Wildfire Smoke Protection Program is to protect employees from wildfire smoke when the Air Quality Index (AQI) for PM2.5 is 151 or greater.

Click the link for more information: [Wildfire Smoke Protection Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Wildfire-Smoke-Protection-Program.aspx)

Click the link to get more information: [Wildfire Smoke Protection Standard - 104.03](https://doclibrary-prod.azurewebsites.net/api/Documents/104.03)

### Workplace Violence Prevention Program

For additional information on supervisor and employee responsibilities, refer to GS 104.0251, Workplace Violence Prevention Plan.

Click the link for more information: [Workplace Violence Prevention Plan - 104.0251](https://doclibrary-prod.azurewebsites.net/api/Documents/104.0251)

## General Office Safety Rules

### Slips, Trips, and Falls

Falls are the leading cause of injuries in the construction industry. While the most catastrophic falls are those which occur from heights, most fall injuries occur at ground level; and most of these accidents occur when walking across uneven ground, ground which is too soft, wet, or muddy. Twisted ankles, knee strains and back injuries are the most common injuries followed closely by fractured wrists and muscle tears.

To avoid injury, eliminate distractions as much as possible. Take your time and be methodical with your movements when ascending and descending.

Click the link for more information: [The Winning 7 Eyes on Path Module](https://sempra.sharepoint.com/:p:/s/safety/Safety/EXeDkOyUE_dKrxie0ZBqg8QBT6ZcGBjCQfEE0PLCg41EuQ?e=xLqWKF)

Click the link for a safety video: [Eyes on Your Path.mp4](https://sempra.sharepoint.com/sites/safety/Safety/_layouts/15/stream.aspx?id=%2Fsites%2Fsafety%2FSafety%2FSafety%20Videos%2FEyes%20on%20Your%20Path%20%2Emp4&ga=1&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2Ef53842ff%2D2157%2D4b07%2Dafa0%2D134540a78a8c)

### Storage and Material Handling

For information on ***proper storage and handling of materials***, refer to the ESCMP Office Safety Self-Assessment Checklist here: [2025 ESCMP Office Safety Self-Assessment Checklist.xlsx](https://sempra.sharepoint.com/:x:/r/sites/safety/Safety/Shared%20Documents/2025%20ESCMP%20Office%20Safety%20Self-Assessment%20Checklist.xlsx?d=wefb7548097834ea0a79955711b6f80fe&csf=1&web=1&e=m1KOdB)

### Electrical Safety

For information on ***electrical safety in the office***, refer to the

* ESCMP Office Safety Self-Assessment Checklist Category 4.0 Electrical: [2025 ESCMP Office Safety Self-Assessment Checklist.xlsx](https://sempra.sharepoint.com/:x:/r/sites/safety/Safety/Shared%20Documents/2025%20ESCMP%20Office%20Safety%20Self-Assessment%20Checklist.xlsx?d=wefb7548097834ea0a79955711b6f80fe&csf=1&web=1&e=m1KOdB)
* Electrical Panel Clearance: [California Code of Regulations, Title 8, Section 2340.16. Work Space About Electric Equipment.](https://www.dir.ca.gov/Title8/2340_16.html)

Space Heaters are not permitted. Refer to row 29 of the Self-Assessment: [2025 ESCMP Office Safety Self-Assessment Checklist.xlsx](https://sempra.sharepoint.com/:x:/r/sites/safety/Safety/Shared%20Documents/2025%20ESCMP%20Office%20Safety%20Self-Assessment%20Checklist.xlsx?d=wefb7548097834ea0a79955711b6f80fe&csf=1&web=1&e=m1KOdB)

### Postings and Records

For information on ***Posting and Records***, refer to the ESCMP Office Safety Self-Assessment Checklist Category 11.0 - Postings and Records: [2025 ESCMP Office Safety Self-Assessment Checklist.xlsx](https://sempra.sharepoint.com/:x:/r/sites/safety/Safety/Shared%20Documents/2025%20ESCMP%20Office%20Safety%20Self-Assessment%20Checklist.xlsx?d=wefb7548097834ea0a79955711b6f80fe&csf=1&web=1&e=m1KOdB)

### Visiting a Jobsite

All visitors to the job site must also wear the appropriate clothing, PPE (e.g., reflective safety vest, hard hat, safety glasses, etc.) and footwear. Failure to comply may result in their removal from the job site to ensure safety.

Refer to: [Personal Protective Equipment (PPE)](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/PPE.aspx)

Foot Protection and Footwear Policy - [G8343](https://doclibrary-prod.azurewebsites.net/api/Documents/G8343)

### Required Safety Posting

Supervisors must ensure the following Cal-OSHA documents are to be prominently posted at each Company work location.

**Safety Protection on the Job:** This document contains information regarding safety laws, regulations, and certain employee rights under the California Labor Code (OSHA).

**Emergency Telephone Numbers:** This document provides fill-in space for the required phone numbers: Ambulance; Fire - Rescue; Hospital; Physician and alternate; Police; and Cal-OSHA.

**Access to Medical and Exposure Records:** This document lists the medical documents that employees have the right to see, copy, and space to record the location and responsible party.

**Article 105, Control of Noise Exposure:** This document provides the Cal-OSHA Title 8 noise exposure regulations. Post if employees at the work location participate in the Hearing Conservation Program.

**Operating Rules for Industrial Trucks:** States excerpt from Title 8, Article 25, "Powered Industrial Trucks, Tractors, Haulage Vehicles, and Earth Moving Equipment". Post in those areas where employees operate powered industrial trucks (forklifts).

**Cal-OSHA Form #300A:** Annual Summary of Work-Related Injuries and Illnesses

The Year-end summary page lists all entries for the year. You must post the annual summary no later than February 1st of the year following the year covered by the records and keep the posting in place until April 30th at a place accessible to all employees.

Do not post the pages that contain employee names. The year-end OSHA 300 logs and Annual Summary Form #300A are retained by the Safety department for five years.

### Management of Change (MOC)

Management of Change (MOC) is a process to systematically review a change, including the identification, assessment and mitigation of risks associated with the change. SoCalGas's MOC framework is used to confirm that risks are identified and evaluated and mitigated prior to changes of a technical, physical, procedural, or organizational nature.

Click the link for additional information or to initiate an MOC process: [MOC](https://sempra.sharepoint.com/teams/moc/SitePages/eMOC.aspx)

### Change Management

A robust change management process is critical to ensure improvements to our business are broadly adopted and “stick.” SoCalGas encourages change management practices by supporting methods that enable people to successfully adopt and sustain change to deliver business results.

The Change Management Community of Practice (CoP), of Certificated Practitioners, promotes change management with the best practices.

Click the link for additional information: [Change Management Community of Practice](https://sempra.sharepoint.com/sites/ECMCommunityofPractice/SitePages/Home.aspx?xsdata=%3D%3D&sdata=OUlmemdXTU5BME81VHN6UEVaZFZKTWpRbko1UkhHcjJHcXN6U1hNNkYwZz0%3D&ovuser=a2e7980c-11ea-4838-8f1a-2f497d8c4072%2CJHall7%40scgcontractor.com&OR=Teams-HL&CT=1747933215393&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTA0MTcxOTMxNCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

# Section 2.2: Field Environments (Worksite)

### Safety at Customer Premises

#### Customer Interaction

Identification: When contacting a customer is necessary to complete work, employees must clearly identify themselves as representatives of SoCalGas.

Scope Of Work: Employees should clearly explain the specific nature of the work being performed. This includes:

Detailing the tasks to be carried out and the reasons for the visit.

Approximate time to complete work. (Keep customers up to date on any changes that occur such as extended time, new employees called to location, etc.)

When finished, the customer should be notified that the work is complete prior to vacating the property. Briefly explain any forms left and if any follow-up work will be necessary.

Electronic Camera Doorbells: When available, use electronic camera doorbells for enhanced visibility and safety instead of solely knocking on the door.

Cell Phone Use: Cell phone use on customer premises is strictly for company business only.

#### Access and Use

Authorized Areas: Employees must only access areas of the customer’s premises necessary to perform the requested service. Unauthorized use of customer property and/or facilities is strictly prohibited.

Pathways: Utilize walkways or driveways for access whenever available.

Safe Entry -Employees should decline to enter any residence or other structure under the following circumstances:

Threat of Violence: If there is any indication of a threat of violence.

Health or Safety Hazard: If a potential health or safety hazard exists and appropriate Personal Protective Equipment (PPE) is not available.

Influence of Substances: If the person permitting entry appears to be under the influence of drugs or alcohol.

Age Restriction: If the person permitting entry is under 18 years of age and is not the head of household.

Lack of Authority: If the person permitting entry does not have the authority to permit entry.

#### Uniform and Identification

Dress Code: Employees must wear company-approved uniforms and hats while working in the field. This includes properly displaying a company badge, featuring the employee’s photo and company identification. Uniforms are worn to present a professional and consistent appearance.

#### Employee Verification

Employees are authorized to direct customers to the Customer Contact Center (CCC) for verification of company personnel working in the area for any reason, some examples are:

* + Customer Doubts: When the customer expresses doubt or concern about the legitimacy of the employee’s presence or activities.
  + Suspicious Behavior: If the employee observes behavior from the customer that suggests they are suspicious or uneasy.
  + Verification Request: When a customer directly requests verification of the employee’s identity or authorization.
  + Safety Concerns: In situations where verifying the employee’s legitimacy could help ensure the safety and security of both the customer and the employee.

#### No Order at Address

If there is not an existing order at the address related to a customer inquiry regarding employee verification:

* + Refer the customer to the Customer Call Center
  + Contact dispatch and request a memo to be placed on the address of the customer who requested verification. The memo should include:
    - The statement: “Customer requests verification of Company activities.”
    - Your employee ID, workgroup, and/or work type (e.g., Leak survey, Meter Inspections, etc.)
  + The Customer Contact Center can use this memo to quickly verify if an employee is on-site or in the area.

#### Pre-Arrival Preparation

* Preview Information: Before arriving on site or entering premises, review the meter/MTU location and any Z-code special message information provided to ensure safe access. This information can also be obtained by contacting dispatch.

#### Z-Code Special Messages

Content: Z-code special messages may include:

* + Safety hazards
  + Needed precautions prior to entry
  + Directions to obtain access to the meter area
  + Specific meter/MTU location descriptions

#### Dog Safety

Refer to [GS 142.08, Dog Safety Policy](https://doclibrary-prod.azurewebsites.net/api/Documents/142.08).

### Personal Protective Equipment (PPE)

PPE must be inspected daily prior to use to ensure it is in good condition and ready for immediate use. Promptly replace damaged or faulty PPE.

PPE must adhere to the standards set by the American National Standards Institute (ANSI) to ensure compliance with established safety regulations.

All company employees must wear the appropriate PPE required for the specific tasks they are performing.

All visitors to the job site must also wear the appropriate PPE. Failure to comply may result in their removal from the job site to ensure safety.

#### Eye Protection

Prescription glasses or sunglasses must meet or exceed ANSI standards to substitute for safety glasses.

Approved cover goggles are used over prescription glasses if needed. See MANUAL IIPP.2, Supervisor Responsibilities, section R for details.

Wear Company-approved safety glasses or goggles when:

* + There is a danger of flying objects entering the eye.
  + Working near bushes or plants.
  + Working near appliances.
  + Removing, opening, or replacing overhead access panels.
  + Performing hot tie-in work while outside of an excavation.
  + Wearing a face shield.
  + Wear company approved foam lined safety glasses in high wind conditions.
  + Wear when signage in work area indicates that safety glasses are required.

Wear Company-approved chipping goggles when:

* + Controlling blowing gas.
  + Crawling under houses or working in attics.
  + Grinding, chipping, filing, or scraping.
  + Hot squeezing and re-opening pipe.
  + Performing hot tie-in work.
  + Using pneumatic tools or blowing compressed air.
  + Performing hot tie-in work while in an excavation.
  + Face shields are also required.
  + Performing pressure control operations.
  + Using a power saw.
  + Spray painting.
  + Wearing a face shield. Safety glasses may also be worn under face shields.

Wear Company-approved lab-style splash goggles when:

* + When there is potential for eye exposure to chemicals
  + Performing lab work
  + Spray painting.

Wear prescription Smoke Specs (available from Safety) when wearing a full-face respirator (air filtration panel, SCBA, or air- line), and you cannot see well enough to do your job without prescription glasses.

* + Wear face shields when exposed to flying objects from impact, heat or chemical hazard as “secondary” protection over chipping or splash goggles or safety glasses.
  + Wear welding goggles with the correct lens shades. Consult Pico Welding Training for further information.
  + Secondary protection is needed with a welding hood. Wear either approved safety glasses or chipping goggles under the welding hood. Pancake style welding hoods are exempt.
  + A welder’s helper must use the same safety equipment as the welder if directly exposed to the same hazards.

#### Head Protection

Bump Caps: Wear Bump Caps when:

* + Crawling under houses.
  + Climbing in attics.
  + Working under overhead pipes or structures; or
  + You are in danger of bumping your head.
  + Bump caps (N651886) may not be substituted for hard hats.

Hard Hats: Wear Company (N654525) /Supervisor-approved hard hats when:

* + It is posted that hard hats are required.
  + Working around stationery or mobile heavy equipment such as backhoes, cranes, crew trucks, or other machinery.
  + Working in excavations where objects can fall or fly.
  + Working in excavations with shoring.
  + Structural damage to buildings is present.
  + Overhead construction work is being performed.
  + Overhead construction equipment is in use; or
  + Performing traffic control.

Inspect hard hats and suspension prior to use each day and promptly replace them when necessary.

When inspecting your hard hat look for cracks, dents, and cuts/gauges in the shell.

Check the suspension for cut or frayed straps, cracks, or tears in the plastic.

Follow the manufacturer’s recommendations for replacement.

For hard hats exposed to heat, sunlight, or chemicals, the shell may become chalky, dull, or have a crazing pattern or be less flexible (compare a new and used hard hat by flexing the brim).

Prolonged exposure to sunlight will degrade most plastic shells. Do not store them in direct sunlight when not in use.

If any of these characteristics are exhibited, replace the hard hat shell and/or suspension immediately.

Hard hats struck by an object must be replaced immediately (both shell and suspension) and disposed of immediately, even if the damage is not visible.

* + Prior to disposal of defective or expired hard hat, remove SoCalGas logo sticker.

Pressure sensitive, non-metallic stickers or tape with self-adhesive backing are acceptable on most of today’s hard hats. However, there are some general requirements to follow:

* + Do not use stickers to cover up hard hat damage, and place stickers at least ½ inch from the helmets edge.
  + Hard hat shells must not be painted unless you receive specific approval by the manufacturer.
  + Do not use paints, solvents, chemicals, adhesives, gasoline, or similar substances on this hard hat.

Bandanas, bandanas, skullcaps, hoods, or welder’s caps that do not contain metal parts should be used only if they are worn smoothly on the top of the head. Care should be taken to avoid pressure points because the suspension should still be adjusted to provide a snug and comfortable fit.

* + Baseball-style caps may not be worn; they will interfere with the ability of the suspension to work properly during an impact. Winter liners can be worn but should be inspected to ensure they do not adversely affect the proper fit or function of the hard hat.
  + Do not store objects between the suspension and the shell of the hard hat because they may affect the protection capabilities of the unit.
  + To provide maximum protection, the hard hat must fit securely on the head and the suspension should be adjusted to a snug fit.
  + Never alter, puncture, modify, or engrave the shell or suspension of a hard hat.

Additional Hard Hat Requirements:

* + Company standard-issue (N654525) hard hats are rated:
    - Type 1, that provides top impact protection only,
    - Class E provides 20,000-volt protection,
    - For storage in temperatures up to 120 degrees Fahrenheit (F),
    - Are white in color.
    - A logo decal (N252351 from the storeroom) must be placed on the front.

#### Respiratory Protection

Employees in job classifications listed as “Mandatory Respirator User” in Appendix A of the Respirator Protection Standard [104.06](https://doclibrary-prod.azurewebsites.net/api/Documents/104.06) must be medically cleared, trained, and fit tested prior to wearing a respirator.

Employees in job classifications listed as “Voluntary Users” in Appendix B of the [Standard](https://doclibrary-prod.azurewebsites.net/api/Documents/104.06) must also be medically cleared, trained, and fit tested, except for use of filtering facepieces. Voluntary users of filtering facepiece respirators (i.e., N95/P95) must be provided with a copy of Appendix D to review.

Employees must be clean shaven at the area of the face-to-facepiece seal during fit testing and respirator use.

Maintain current medical approval. Inform your supervisor if you can no longer wear a respirator.

Refer to the [Respiratory Protection Program](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Respiratory.aspx) for training on respirator’s use, fitting, cleaning, and maintenance requirements.

Wear an N95/P95 filtering facepiece respirator when exposed to:

* + Nuisance dusts
  + Wildfire smoke
  + Valley Fever spores from soil disturbance
  + Click the link to get more information: [Valley Fever](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Valley-Fever(1).aspx?source=https%3a//sempra.sharepoint.com/sites/safety/Safety/SitePages/Forms/ByAuthor.aspx)

When the AQI is over 151, a N95 must be provided but may be worn voluntarily

* + When the AQI is over 500, respirators are required.

Wear an Air Purifying Respirator (APR) when exposed to:

* + Dust, mists, or NORM (Naturally Occurring Radioactive Material)
  + Asbestos or fiberglass
  + Welding fumes
  + Organic vapors or paint spray
  + Blowing drips
  + Pesticides
  + Potentially infectious materials/waste
  + Wildfire smoke above an AQI for PM2.5 of 500.

Wear an Airline Respirator with filter panel or SCBA when:

* + Exposed to blowing gas.
  + Performing standby rescue duties.
  + There is an oxygen-deficient atmosphere (less than 19.5% oxygen in air).
  + Concentrations of chemicals are known to be IDLH (Immediately Dangerous to Life or Health)
  + Working with unknown concentrations of toxic chemicals.
* Wear an Escape-Only Respirator for emergency escape from oxygen deficient, IDLH, or highly toxic chemicals.

#### Hearing Protection

Wear company approved hearing protection when:

* + Exposed to noise above 85 dBA or higher for extended period of time.
  + Rule of Thumb: You must shout to be heard within 3 feet.
  + Posted signs or labels indicate there is a hazardous noise level or that hearing protection is required.
  + Exposed to blowing gas.
  + Performing or working near overhead welding or cutting
  + Performing or working near pneumatic tools, compactors, grinders, chainsaws, abrasive blast equipment, backhoes, loaders, and working at operating units in power plants, gas turbines and compressor plants.

### Body Protection

#### Coveralls/Uniforms (FR)

Job classifications issued flame resistant (FR), NFPA 2112, 70E, CAT 2 compliant, pants and shirts, must be worn together with the FR shirt buttoned at the neck, tucked in, sleeves rolled down with cuffs buttoned. If belts are worn, the belt strap material must be leather or 100% cotton to avoid injuries caused by materials easily affected by heat.

Company-furnished FR pants and shirts, FR coveralls or 100% cotton coveralls (buttoned at the neck, tucked in, sleeves rolled down with cuffs buttoned) must be worn during the following activities:

* + Performing leak repair work from when bar-hole drilling begins to when the excavation is backfilled.
  + Hazardous leaking gas is present or may be present.
  + Refer to [GS 223.0126, Above Ground Leakage Classification and Mitigation Schedules](https://doclibrary-prod.azurewebsites.net/api/Documents/223.0126), for the definition of hazardous leak and refer to [GS 166.0076, Working in a Hazardous Atmosphere](https://doclibrary-prod.azurewebsites.net/api/Documents/166.0076), for guidelines and requirements when exposed to hazardous atmospheres.
  + Hot squeezing or reopening pipe.
  + Performing pipeline fire control operations.
  + Performing pressure control work (tapping, stopping, stop-cock changing, etc.) or any other gas handling procedure.
  + Welding, soldering, or brazing.
  + Entering an industrial site (e.g., refineries) when that site owner requires FR clothing.

It is strongly recommended that employees wear undergarments made of 100% cotton to avoid injuries caused by materials easily affected by heat.

Use disposable type coveralls such as Tyvek if 100% cotton or FR coveralls are not available, for the following activities:

* + Crawling under buildings; or
  + There is a high likelihood of other exposure such as insects or other substances.

#### Chemical Resistant Coveralls

Wear Chemical Coveralls when handling PCBs, unknown or suspect solids, liquids, or when handling contaminated soils.

#### Gas Extraction Suits (Gaseous Atmosphere)

Wear Gas Extraction Suits (GES) when in gaseous atmospheres with airline equipment or self-contained breathing apparatus (SCBA). Company-issued, 100% cotton coveralls or FR garments must be worn underneath the GES. Refer to [GS 166.0076, Working in Hazardous Atmospheres](https://doclibrary-prod.azurewebsites.net/api/Documents/166.0076) for details.

#### Safety Harness and Lifeline (Gaseous Atmosphere)

Use a Safety Harness and Lifeline when entering a gaseous atmosphere with the Gas Extraction Suit and fresh air gear.

The harness may also be worn when helping someone enter or exit a non-permit required confined space or a Utility Vault Confined Space (UVCS).

The lifeline must always be monitored by another employee and tied off to a stationary object (other than a vehicle).

#### Traffic Safety Garments

Wear Company-approved reflective Traffic Safety Garments (reflective vests M-XL: N658908, 2XL-4XL: N658912 and 5X-6X: N658916) when exposed to vehicular traffic or when working at night. This includes, but is not limited to public and private streets, parking lots, driveways, or construction areas where construction vehicles or equipment are present.

For proper disposal of Company issued garments ensure SoCalGas logo is removed and destroyed. This can be done by simply cutting garments prior to disposal.

#### Leather Caps and Jackets

Wear protective leather garments such as caps, gloves, and jackets when welding.

#### Knee Protection

Wear knee protection when kneeling or crawling.

#### Footwear

Wear the appropriate foot protection in the following conditions:

Construction boots - When working in constructions areas but not limited to work areas where foot hazards may be present. Construction boots are defined as a construction quality boot that provides ankle protection.

Company-approved foot guards - When using pavement breakers, rock drills, clay spades, tampers, etc.

Company-supplied non-conductive boots when hand digging around suspect electrical exposure such as when there are no USA markings.

Employees must wear footwear that is appropriate for the work performed.

Click the link to get more information: Hazard Recognition Program

Click the link to get more information: [Employee Conduct & Responsibility Policy](https://sempra.sharepoint.com/sites/sempranet/HR/socal/Shared%20Documents/Employee%20Conduct%20and%20Responsibilities%20d.2022-03.pdf#search=Employee%20Conduct%20%26%20Responsibility%20Policy).

#### Hand Protection

Wear the appropriate hand protection in the following conditions:

Work gloves - When fusing, repairing leaks, or pipefitting

Leather or leather palm gloves - General work, handling rough or sharp materials or using a wire brush.

Heat resistant gloves - When working with hot equipment

Welding gloves - When welding or cutting

Chemical resistant gloves - When handling drips, cleaners, and other chemicals

Fire-Dex gloves - When using Gas Extraction Suits.

Armored gloves - When handling wire rope slings, hand-operated cranes, or wire rope cables on power winches (cable is not to be handled while in motion)

Anti-vibration gloves - Optional when operating pneumatic tools.

Approved gloves can be found in [GS 107.0187 Approved Gloves](https://doclibrary-prod.azurewebsites.net/api/Documents/107.0187)

Boring Glove Inspection and Maintenance [107.0182](https://doclibrary-prod.azurewebsites.net/api/Documents/107.0182)

Dielectric Glove Inspection and Maintenance: [INFO-2498](https://doclibrary-prod.azurewebsites.net/api/Documents/INFO-2498)

#### Electrical Hazards

Wear appropriate body protection in the following electrical hazard situations:

Wear dielectric rubber insulating gloves and boots when:

* + Performing horizontal boring operations.
  + Performing leak survey work using a rock drill within 6 feet of marked power or when the underground power has not been verified by USA or a substructure sweep.
  + Performing leak survey work using an Impacto bar and the condition of the dielectric handle is in question.
  + Potholing to locate power lines.
  + Excavating a joint trench.
  + Electrical power lines are indicated to be within 6 feet of an excavation.
  + The locations of electric power lines have not been marked via USA; or
  + A substructure sweep has not been made with approved equipment.

Use the appropriate equipment and safeguards when performing work on machines, equipment, or appliances and there is exposure to energized electrical parts of 0 to 600 volts AC. Refer to [GS 166.0032, Low-Voltage Electrical Safety Program](https://doclibrary-prod.azurewebsites.net/api/Documents/166.0032) for PPE requirements.

* + Use insulated tools rated above the voltage present.
  + Use disposable insulating cover-up wrap.
  + Excavating telecommunication lines using an insulated hand-held Impacto Bar does not require use of dielectric rubber insulating gloves and boots.

#### Tool Bags

Use tool bags or tool pouches to carry tools and to keep hands free when climbing or crawling.

### Worksite Safety

#### Line of Fire

Remain out of the “Line-of-Fire.” The “Line-of-Fire” is being in harm’s way. "Line-of-Fire" refers to situations where workers are at risk of being directly in the path of moving objects, hazardous energy, or equipment that could cause injury.

There are three main categories of “Line-of-Fire”:

* + Released Energy - This involves the unexpected release of energy, such as an explosion or electric shock. (For types of energy see: Energy Wheel, Link to Safety SharePoint site).
  + Caught-in or Between - This occurs when a worker is caught in machinery or between two objects.
  + Struck-By - This happens when a worker is hit by a moving object, such as a piece of equipment or debris.

For more information: [Line of Fire](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Line-of-Fire-(Work-in-Progress).aspx)

* + Gas Handling
    - Do not allow or cause gas to blow uncontrolled (a.k.a. “bucking”) inside a structure. Control must be made only by mechanical means such as line valves, pilot adjusting screws, range controls, appliance controls, or by closing the service valve at the meter. This prohibition includes, but is not limited to, changing valve cores, and installing, removing, or replacing line valves or connectors.
    - Remove all sources of ignition prior to venting or working in proximity to blowing gas.
    - During operations where gas is released to the atmosphere or has the potential to be released, umbrellas, easy-ups, tents, or any type of shade cover that when deployed in a manner that might cause or allow gas to accumulate or be re-directed into the excavation, must not be used. Shade covers may be used until such time that the activity would allow the release of gas. At that time, they must be moved/repositioned until the potential has been eliminated. This includes but is not limited to:
      * leak repair.
      * pressure control operations including tapping and stopping (all sizes).
      * M&R work in vaults.
      * work in curb meter vaults.
      * hot tie-ins.
      * purging - at the point of gas release.
      * work in well cellars.
      * work in utility vault confined spaces.

#### Lockout/Tagout (LOTO)

Lockout and/or tagout of energy isolating devices are used to ensure that machines, equipment, or appliances, whether company or customers are isolated from potentially hazardous energy. Locks and tags shall be used whenever possible.

Use Lockout/Tagout procedures when required.

[Refer to GS 167.35, Lockout/Tagout - Hazardous Energy Control Program.](https://doclibrary-prod.azurewebsites.net/api/Documents/167.35)

#### Confined Space

Do not enter manholes, underground vaults, chambers, tanks, silos, or similar confined spaces that have limited ventilation unless it has been determined that it is safe to do so.

Refer to [GS 166.0077, Confined Space Operations.](https://doclibrary-prod.azurewebsites.net/api/Documents/166.0077)

#### Fall Protection

Fall protection requirements apply to all Company walking and working surfaces and when employees are working aloft. Guard rails, safety nets, or personal fall arrest systems must be provided to Company employees whenever employees are potentially exposed to falls to lower levels from heights. This includes work near and around excavations.

Refer to the Fall Protection standard: [GS 166.02, Fall Protection Plan](https://doclibrary-prod.azurewebsites.net/api/Documents/166.02)

#### Scaffolding

Use proper scaffolding or shoring when required. Do not use damaged scaffolds, shoring, or other supporting structures. Promptly report to your supervisor these conditions for repair prior to their use. For additional fall protection and scaffolding requirements.

Do not work under vehicles supported by jacks or chain hoists; Use protective blocking that will prevent injury if jacks or hoists fail.

Refer to section 2.4 of the [GS 166.02, Fall Protection Plan](https://doclibrary-prod.azurewebsites.net/api/Documents/166.02).

#### Suspended/Lifted Load

Whenever you are working with or around cranes you are always responsible for protecting both yourself and others from suspended loads. Have all personnel stand clear before moving a load. Do not allow anyone to stand or pass under a suspended load. Loads must be kept as close to the ground as possible to prevent damage if rigging should fail. Street plates should be raised just high enough to clear obstacles. No one must ride the hook or any suspended load for any reason.

Refer to [Cranes and Hoist Operation & Maintenance 100.0154](https://doclibrary-prod.azurewebsites.net/api/Documents/100.0154).

Keep all portions of the human body away from the sling and the load being supported. Always stand clear of suspended loads, refer to [Wire Rope/Synthetic Web Sling/Wire Rope Multiple Bridle Sling/Hook Maintenance and Use100.0155](https://doclibrary-prod.azurewebsites.net/api/Documents/100.0155)

Do not work under vehicles supported by jacks or chain hoists; Use protective blocking that will prevent injury if jacks or hoists should fail.

#### Excavation, Shoring, and Sloping

Place spoil a minimum of two feet from the edges of excavations to prevent it from falling into excavations. Refer to [GS 223.0140, Excavating, Shoring and Sloping](https://doclibrary-prod.azurewebsites.net/api/Documents/223.0140).

Take adequate precautions to protect the public when vaults (curb meters, regulators, etc.) are open and present a hazard.

#### Operators of Mobile Heavy Equipment

“Mobile Heavy Equipment” Includes, but not limited to backhoe, grader, skid loaders, dump trucks, crew trucks, water trucks, etc.

Be trained in the safe operations of mobile heavy equipment they are operating.

Be aware of workers on foot, overhead power lines, storm drains, or bodies of water.

Move equipment only after positive visual contact has been made and confirmed with spotter or signal person and workers on foot.

Always observe jobsite speed limits and reduce speed when workers on foot are nearby.

Contact your supervisor to request backhoe loader training. Supervisors submit the request via Pico Training Waiting List.

Remain out of the swing-reach or radius area of backhoes during excavation and backfill operations until the backhoe operator places the bucket on the ground and removes their hands and feet from the controls. Operators are not to place their hands and/or feet on the controls until they verify all employees are out of the swing-reach area.

Exception: Employees acting as a “spotter or signal person” who are providing bucket placement guidance to the backhoe operator, may enter the swing-reach or radius area once the bucket has entered the excavation, and may remain in the area until bucket placement is satisfactory or clear of all substructures in conflict.

#### Spotter/Signal Person

Utilize a spotter or signal person when:

* + Excavating around underground, aboveground, and overhead utilities and structures.
  + Mobile heavy equipment (backhoe, grader, skid loaders, dump trucks, crew trucks, water trucks etc.) operators’ vision is obstructed.
  + Working in tight/congested areas.
  + Navigating with materials.
  + Traffic and/or people are present.
  + Unfamiliar worksites.

A spotter or signal person is a competent person assigned as the designated individual to communicate with the mobile heavy equipment operator prior to excavation activities.

* + For “Excavation Spotters and Stand-By” refer to [GS 184.0175, Company and Company-Contractor Damage Prevention Excavation Requirements](https://doclibrary-prod.azurewebsites.net/api/Documents/184.0175).
  + For more information about excavation activities, refer to [GS 184.09, Prevention of 3rd Party Excavator and Company Contractor Excavation Damage to Company Subsurface Installations](https://doclibrary-prod.azurewebsites.net/api/Documents/184.09).

Spotter and signal person tasks include but are not limited to:

* + Establish clear communication (verbal or non-verbal) with equipment operator.
  + Guide equipment operator while mobile heavy equipment is in use.
  + Guide operator to ensure proper clearance is maintained between mobile heavy equipment and other obstacles such as stationary objects, or other vehicles.
  + Ensure a clear path for mobile heavy equipment to move safely. This includes ensuring foot traffic is kept clear from the area where equipment is in motion by appropriate means possible.
  + Prevent unauthorized site access.
  + Install barricades or other barriers to clearly delineate traffic routes.
  + Provide alternative routes for workers on foot to access the work area, if possible.
  + Stop excavation activities when required.
  + Notify a supervisor if damage occurs.
* For training: [Spotter/Signal Person SFUGN059.](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SFUGN059.aspx?csf=1&web=1&share=EXsXcjGOwyhLsjfKxkzRRfQBMRaUhvyMowTr8CHQK8VzZg&e=dyor5V&CID=e4a054ac-e995-4734-b74e-846b2373d55d)
  + Refer to [IIP 4, Section H, subsection G.](https://doclibrary-prod.azurewebsites.net/api/Documents/IIPP.4)

#### Workers on Foot

Workers on foot at construction areas, which are designated areas for installing, repairing, or maintaining utility infrastructure, shall:

* + Be aware of mobile heavy equipment in use.
  + Follow spotter instructions for access to work site.
  + Adhere to barriers and designated walking paths.
  + Wear required PPE for work being performed in the area.

#### Hot Work

Whenever hot work is performed at Company locations not designated as permanent hot work areas, a Hot Work Permit must be completed.

Upon completion of the hot work, the permit must be retained at the Company location for a period of one year. It is the responsibility of the department overseeing the hot work to implement the requirements outlined in this Safety Standard.

This does not apply to those departments where written programs have already been established and meet the requirements of this document. Refer to the [Hot Work Permit Program - 167.5](https://doclibrary-prod.azurewebsites.net/api/Documents/167.15).

#### Vehicle Intrusion

If a vehicle intrusion may potentially pose a risk of striking employees, use a physical barrier (crash cushion) such as the work truck, crew truck, backhoe, or welding rig in front of the workers to protect them from vehicles entering the work zone, including the MSA area. [Refer to GS 166.0080, Traffic Control Devices](https://doclibrary-prod.azurewebsites.net/api/Documents/166.0080).

### Forklifts & Power Industrial Trucks (PIT)

All powered industrial truck operators must be trained and evaluated before they can operate the equipment. This includes but is not limited to forklifts.

Each new operator must receive training consisting of the following:

Formal Instruction - lecture, discussion, video, written material.

Training - (required once for each type of truck) demonstrations performed by the trainer with practical maneuvering/lifting exercises performed by the trainee.

Operator Evaluation - A written operator evaluation with each different type of powered industrial truck must be conducted to assure training effectiveness as well as the operator knowledge and skill. The “Operator Evaluation” is a test where the operator must drive the industrial truck while being observed. Evaluations must be conducted once every three years or after refresher training.

Experienced forklift operators are not required to go through formal instruction unless refresher training is required.

Classroom training can be conducted using the Instructor's Training Guide. The guide was developed to assist field instructors in qualifying forklift/PIT operators.

Contact Field Training to schedule a Train-the-Trainer Class.

Use the [Powered Industrial Truck (PIT) Operator Evaluation Form](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/SFUGN025.aspx) to record the operator's knowledge and skill in operating a powered industrial truck.

Inspection

* Before operating any Powered Industrial Truck (PIT), such as a forklift, drivers must either perform a pre-use inspection or confirm that an inspection has already been completed during the current shift by reviewing the PIT inspection form for that day.
* If the PIT has not been inspected, or the form cannot be reviewed, it must be inspected before use regardless of the time of day or proposed length of use and the results recorded.
* In multi-shift operations, the PIT shall be inspected prior to use in each shift where it is to be used, regardless of the time of day or proposed length of use, and the results recorded.
* If defects are discovered, they shall be reported immediately to a supervisor or mechanic and the PIT shall not be operated until it has been made safe.
* If a previously uninspected PIT needs to be used later in a shift, see #1, above.
* If a PIT is not used during a particular day or shift, inspection is not necessary.
* All inspections must be documented on the DAILY CHECKLIST. Checklists are kept locally for one year.

### Mobile Cranes and Crane Operators

Refer to [GS 100.0154](https://doclibrary-prod.azurewebsites.net/api/Documents/100.0154), Cranes and Hoist Operation & Maintenance Program for guidelines and requirements for inspecting, maintaining, and operating cranes and hoists in accordance with manufacturer recommendations and Cal/OSHA Title 8 and ANSI standards.

Supervisors to request NCCCO Crane Certification Training Request.

Click the link for more information: [Cranes and Hoist Operation & Maintenance](https://doclibrary-prod.azurewebsites.net/api/Documents/100.0154)

### Gas Handling Safety Rules

Gas Handling Safety Rules provide guidelines and requirements for gas handling, shutdown and pressure control operations that involve introducing or interrupting gas flow. This includes the operation of valves, pressure control fittings, and procedures to prevent over pressurization of pipelines beyond the Maximum Allowable Operating Pressure (MAOP).

Click the link for more information: [Gas Handling and Pressure Control](https://doclibrary-prod.azurewebsites.net/api/Documents/184.06)

### Tools and Equipment Safety Rules

Operate all equipment and machinery safely. Only authorized people are permitted to operate equipment or machinery.

Maintain all tools and equipment in good condition. Never use defective tools or equipment. Remove damaged tools or equipment from service immediately and tag them as "DEFECTIVE". Promptly report defective tools or equipment to your supervisor.

Do not handle or tamper with any electrical equipment, machinery, or air or water lines if not within the scope of your responsibilities unless instructed to do so by your supervisor.

Do not use customer electrical outlets to power company tools and equipment. Use company provided power sources (i.e., generators).

Ensure all protective guards are in place and adjusted properly. Do not remove protective guards from machines or equipment. Promptly report to your supervisor tool or machine guard deficiencies

Use only the proper tool for the job being performed (i.e., do not use a screwdriver as a chisel or a file as a punch or pry). If the proper tool is not available, ask for help from your supervisor before performing the job.

Obtain instruction from your supervisor before operating a new machine or performing a task you do not understand.

Do not alter wrenches by adding handle-extensions or "cheaters".

When ascending, or descending a ladder, maintain three points of contact and face the ladder.

Do not push wheelbarrows with handles in an upright position.

Do not raise or lower a portable electric tool by means of the power cord or a pneumatic tool by the air hose line. Use ropes or another means to safely raise or lower portable electric tools. When working in locations where tools could fall and injure someone below, secure the tools with a rope or by other means.

Bleed air hose lines before disconnecting them from the compressor.

Wear seat belts when operating self-propelled construction equipment such as trenchers, loaders, backhoes, dozers, etc.

Do not wear loose or frayed clothing, long hair, dangling ties, finger rings, etc., near equipment or machinery where entanglement is possible.

Do not service, repair, or adjust equipment while in operation. Do not oil moving parts while equipment is in operation except on equipment that is designed or fitted with safeguards to protect the person performing the work.

Do not operate excavating equipment near the top of cuts, banks, and cliffs if people are working below.

Do not operate tractors, bulldozers, and heavy equipment where there is a possibility of overturning or cave-in (i.e., near the edges of deep fills, cut banks and steep slopes).

Do not expose electric cords to damage from vehicles.

Only use power tools or other portable electrical equipment that have a ground fault protector (the third prong).

To submit a new tool, equipment, and material for Company approval: Use the [New Tools, Equipment, and Material Request](https://forms.office.com/Pages/ResponsePage.aspx?id=DJjnouoROEiPGi9JfYxAcnhOmiGi0z5DlM8LzD3oHzRUQ0UzUkVENzhWQUNMVEdNWUtZUlk0R1BYTy4u) form.

### Hearing Conservation Program

Supervisors are responsible for ensuring all employees in the Hearing Conservation Program have their annual audiometric test and receive training to reduce their risk of occupational hearing loss.

Specific job classifications exposed to noise levels at or above 85 decibels for an 8-hour time-weighted average are enrolled in the program. If a supervisor suspects noise levels are at these levels (general rule of thumb you need to shout at a distance of 3 feet to be heard), and the job classification is not in the program, contact your Field Safety Advisor to request an evaluation.

Additional information including the job classification list in the program can be found on the Safety SharePoint site: Programs/Hearing Conservation and [GS 166.04,](https://doclibrary-prod.azurewebsites.net/api/Documents/166.04) Hearing Conservation Program.

### Respiratory Protection Program

Supervisors are responsible for ensuring all employees in the Respiratory Protection Program complete their medical pre-screening (which includes a medical questionnaire and spirometry testing), receive respirator training, and are fit-tested to wear a respirator. Respirators are worn to control exposure to airborne hazards which can include dusts, fibers, fumes, mists, gases, vapors, biological material, and oxygen deficient atmospheres.

Additional information including a list of job classification in the program and operations where respirators are required can be found on the Safety SharePoint site: Respirator Program and in [GS 104.06](https://doclibrary-prod.azurewebsites.net/api/Documents/104.06), Respiratory Protection Program.

### Asbestos and Lead Exposure

Supervisors are responsible for prohibiting employees from removing or disturbing asbestos materials.

**Exception**: Employees with proper training and equipment may remove brake shoes, brake clutches, gaskets, and less than 100 square feet of asbestos coal tar pipe wrap. See Environmental & Safety [GS 104.05](https://doclibrary-prod.azurewebsites.net/api/Documents/104.05), Asbestos Management.

When asbestos materials are encountered, supervisors are to contact Environmental Services for the removal of asbestos or lead. Environmental Services has blanket contracts with abatement contractors and industrial hygiene consultants whose services will be used for this purpose.

Supervisors are responsible for prohibiting employees from removing or disturbing paint containing lead or other metals. Assume all paint contains lead or other metals.

**Exception**: Employees with proper training and equipment may remove less than 100 sq. ft. of paint containing lead or other metals using specific work controls and methods, or use lead-containing materials such as packing, sealants, and anti-seize compounds. See [Safety GS 167.30](https://doclibrary-prod.azurewebsites.net/api/Documents/167.30), Lead and Metals in Surface Coatings and Other Sources: Hazard Compliance Program.

### Infectious Materials

Employees must avoid contact with potentially infectious materials such as animal carcasses, sewage, bio-solids, syringes, and liquids or surfaces contaminated by human or animal blood, waste or fluids, or respiratory aerosols/droplets.

Requirements for protection against infectious agents transmitted in respiratory aerosols/droplets are outlined in the appendix, [Infectious Materials](#_Infectious_Materials).

### Public Safety

At SoCalGas, we have a critical responsibility to protect the communities we serve. Every employee plays a vital role in ensuring public safety by adhering to established safety protocols, promptly reporting hazards, and maintaining clear communication with both internal teams and the public. Whether responding to a gas leak, performing routine maintenance, or working near populated areas, employees must remain vigilant and prioritize the well-being of the public at all times.

Employees are expected to follow all safety signage, secure work zones, and use appropriate personal protective equipment (PPE) to prevent accidents and minimize risk. In the event of an emergency, such as a suspected gas leak or fire, employees must follow emergency response procedures, notify the appropriate authorities, and assist in evacuating the area if necessary.

Public trust is built on our commitment to safety, and every action we take reflects our dedication to protecting lives and property.

**NOTE: Inconvenience to the Public must not be given priority and/or precedence over Employee and/or Public Safety**

#### Fall Hazards

Fall hazards pose a serious risk not only to employees but also to the public, especially in areas where utility work is conducted near sidewalks, streets, or other accessible locations. All employees must take proactive steps to prevent slips, trips, and falls by maintaining clean, organized work areas and securing tools and materials. When working at heights or near open trenches, proper fall protection equipment must be used, and barriers or warning signs should be clearly placed to keep the public at a safe distance.

Any unsafe conditions, such as uneven surfaces or unsecured ladders, must be addressed immediately. By staying alert and following fall prevention protocols, we help ensure a safe environment for everyone in the vicinity of our operations.

#### Job Site Intrusion

Jobsite intrusions present a significant safety risk to both employees and the public. Unauthorized individuals entering active work zones can be exposed to hazardous conditions such as open trenches, pressurized gas lines, heavy equipment, and other dangers.

To prevent intrusions, all job sites must be clearly marked with appropriate signage, barriers, and, when necessary, flaggers or security personnel. Employees should remain alert and report any unauthorized entry immediately to a supervisor. Engaging with intruders should be done calmly and professionally, prioritizing safety and de-escalation. Maintaining a secure perimeter not only protects the public but also ensures that work can proceed safely and without interruption.

# 3. People Leaders

## Employee Safety Training and Safety meetings (Supervisor)

**Conducting Employee Safety Training and Safety Meetings**

Supervisors must ensure each employee under their supervision are well trained, able to recognize job hazards, implement appropriate controls, and understand how to perform assigned tasks safely. Employee training must be documented in our system of record: Learning Management System (LMS)

**1. General Safety Training**

The law requires the Company to provide safety training for its employees. This training includes explaining safe work practices and instruction regarding hazards specific to each employee's job assignment.

This required training is provided:

a) To all new employees.

b) To all employees given new job assignments for which training has not previously been received.

c) Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard.

d) For supervisors, to familiarize them with the Safety hazards to which employees under their immediate direction and control may be exposed to and how to communicate information about those hazards effectively and implement appropriate controls.

When employees know how to perform their job properly, recognize the job hazards, and understand their supervisor's expectations, they are prepared to work safely.

**2. Training for New Employees**

Safety education and training for employees commence at the time of employment. Before employees begin an assigned task, supervisors or designated instructors must train them on Company safety policies.

This training must include:

a) An explanation of the Company Safety Policy.

b) Familiarization with the Company's general safety rules and enforcement policies, including any specific requirements of the department where the employee will work.

c) The requirement for immediately reporting all injuries, including information regarding available medical treatment.

d) The requirement is that they report to supervision all at-risk practices and conditions encountered when working for the Company.

e) Information concerning safety training specific to their job duties.

f) A clear statement that "Employees shall not attempt to perform a job they believe to be unsafe or that puts their safety or that of others at risk" (see [Stop-the-Job](#_Stop-the-Job_(STJ)_Policy)).

g) Instruction on any hazards associated with the employee's job; and

h) The requirement is that employees ensure all guards and other protective devices are in place and properly adjusted, and any deficiencies must be promptly reported to their supervisor.

For example, if personal protective equipment (PPE) is required on the job, it must be issued, and instructions provided in its use. It is best to follow up with a complete review and/or job observation within a week or two after assignment to the job. This will help verify the new employee fully understands the information provided at the time of employment and at the time of job assignment.

Find the full list of safety training courses at: [Safety Training Site](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Training.aspx)

**3. Safety Meetings**

Supervisors must effectively communicate safety information during job observations, coaching sessions, and workgroup discussions (reference newsletters, Safety Bulletins, Safety Lesson Plans, Gas Standards, and training videos for this purpose).

All safety meetings must be of sufficient duration to cover the safety and injury prevention needs of the workgroup. The meeting topics must be relevant to the issues of the particular workgroup. It is recommended that the meeting size be such that the material covered is clear to, and understood by, every employee in attendance.

Make-up meetings must be held for employees who are not in attendance when employee safety training material is provided. [Refer to GS 166.004, Employee Safety Training.](https://doclibrary-prod.azurewebsites.net/api/Documents/166.004)

Minimum Meeting Schedules:

|  |  |
| --- | --- |
| Every 10 days | Field Construction |
| Monthly | Field and non-construction (employees who spend 50% or less of their time in the field) |

Supervisors should hold as many safety meetings as necessary to ensure employees are fully trained and understand how to perform their jobs safely.

## Identifying and Correcting Workplace Hazards - Supervisor

For general information, refer to [Identifying and Correcting Workplace Hazards](#_Identifying_and_Correcting_1)

By way of training or experience, a supervisor must be knowledgeable of applicable policies, standards, and procedures. Supervisors must readily use their knowledge and authority to correct at-risk conditions or actions. At-risk conditions or actions refer to behaviors or events that increase the likelihood of accidents, injuries, or negative outcomes.

Supervisors must understand gas standards and safety regulations and stay informed of changes affecting the operations they supervise.

Supervisors are responsible for regularly inspecting employee work practices and taking action to correct any at-risk conditions or behaviors. [Job Safety Observation](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Job-Safety-Observations.aspx) checklists can be used to document Supervisor observations, conditions or actions requiring modification, and corrective actions.

Job Safety Observations help Supervisors identify and measure safe and at-risk work site conditions and employee actions compared to established criteria. Safety recommends that Supervisors perform a minimum of two Job Safety Observations on every frontline employee a year. However, Job Safety Observations should be performed as often as the Supervisor deems necessary to be confident hazardous conditions are identified and controls are in place. Supervisor Job Safety Observations provide an opportunity for employees to receive feedback regarding hazard identification, employee actions, and coaching as to how to perform work tasks safely.

## Environmental Safety Compliance Management Program (ESCMP)

The State of California requires regularly scheduled workplace inspections. Some tools and equipment such as cranes, hoists and certain machine guards must be inspected at specified intervals. Refer to GS 167.33, Safety Inspections and Environmental Safety Compliance Management Program (ESCMP) Safety Self-Assessments, Safety Inspections and ESCMP Safety Self-Assessments for guidance.

## Recommended Safety Training for Supervisors

* Job Safety Observation & Coaching Training Course
* Incident Evaluation Training Course
* New Supervisor Onboarding Program (NSOP)

Employees who transition into supervisory roles with direct reports are automatically enrolled in the NSOP curriculum through the LMS.

* Leadership Training Camp (LTC)

Leadership Training Camp (LTC) is the second phase of the LEAD series. To be placed in the LTC queue, leaders must first complete the New Supervisor Onboarding Program (NSOP).

* Leadership Challenge (LC)

Leadership Challenge is the third phase of the LEAD series. This course is nomination-based and available to leaders who have completed both NSOP and LTC.

* Safety Essentials for Leaders Course is a required course within NSOP.

Click the link for more information: [SoCalGas University - Home](https://sempra.sharepoint.com/sites/socalgasu/SitePages/Home.aspx?CT=1758065946272&OR=OWA-NT-Mail&CID=e9a8d9de-2ea5-8865-364d-ee563411cb31)

## Facility Renovations

Facility renovations may lead to employee injuries and illnesses unless effective planning is performed.

Facility Supervisors and Construction Project Manager Responsibilities:

* Notify all local supervisors of the schedule of any construction as soon as practical prior to facility renovations that may involve odors, dusts, noise, or vibration.
* Send Safety Data Sheets (SDSs) to Safety for review before products are brought onto Company premises.
* Consider isolating employees' air supply from sources of potential air contaminants.
* Arrange for asbestos/lead/dust air monitoring as required or necessary in areas where employees will be working during construction.
* Consider the impact on normal operations when deciding whether to schedule construction during night-time or weekends; and
* Refer to GS 167.04, Contractor Safety Program for more information.

Supervisor Responsibilities:

* Request Safety department assistance in determining if Company work can safely continue during construction. If not, supervisors have to make alternative arrangements.
* Notify employees of proposed construction dates and the scope of work.
* Notify employees of what they may expect to occur concerning odors, dusts, etc.
* Determine if any affected employees have special health needs that require attention during construction activities.

## Additional Resources for People Leaders

Click the link for more information: [Supervisor Resources](https://sempra.sharepoint.com/sites/sdge-powerup/srs/SitePages/Home.aspx)

# 4. Appendices and References

## Guidelines for Establishing District and Department Safety Committees

***Note:*** *These guidelines, which were developed by Union and Management, are intended to facilitate the* ***formation*** *of Safety Committees in organizations that do not currently have one and to promote consistency in committee make-up and function. It is agreed that upon execution of the present Agreement, Safety Committees may be established.*

**Company/Union Agreement:** [Collective Bargaining Agreement (sharepoint.com)](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/Collective%20Bargaining%20Agreements.aspx?csf=1&e=QDK5jT&cid=e1d12efe-feef-4b46-a433-c35789c32fc3)

**Purpose of the Guideline**

The purpose of this document is to provide an operating framework for Safety Committees. This framework will include, but is not limited to, the following:

* Committee Structure,
* Principal Committee Member Responsibilities,
* Meeting Framework and Ground Rules, and
* Safety Committee Membership.

**Goal of a Safety Committee**

* Involving front line employees to promote and maintain a safe and healthy work environment by identifying and addressing potential hazards, implementing safety measures, and fostering a culture of safety among employees.

**Management and Union Commitment**

* Provide meaningful support to Safety Committee members and other safety advocates.
* Work to strengthen the impact, maximize the value, elevate the effectiveness of Safety Committees, and encourage Safety Committee participation. Foster collaboration by building trust and facilitating healthy relationships; and reinforce the [Company’s Fundamental Safety Principles](https://sempra.sharepoint.com/sites/safety/SitePages/SoCalGas-Safety-Values.aspx).

**Safety Committee Structures**

1. **Region and Headquarters Department Safety Committee**

Safety Committees established within the Joint Certification shall be composed of three representatives designated by the Union, two from the majority Union and one from the minority Union. (These numbers shall be increased to three and two for the Inland Empire Region, Redlands Committee and for the Northern Region, Chatsworth Committee.) Safety Committees established outside the Joint Certification shall be composed of two representatives designated by the Union.

Two representatives will be designated by the Company plus a representative of Safety Management’s Staff. By mutual agreement, a greater number of regular representatives, not to exceed the number necessary to represent affected work groups, may be established. The Union representatives shall be selected from the employees of the departments or Region represented by the committee on which they are to serve. The Company representatives shall be members of, or have jurisdiction over, departments represented by the committee on which they are to serve. Whenever practicable, other Company employees who are knowledgeable about particular topics may attend committee meetings.

The Safety Committees shall hold meetings quarterly or upon request of either party or according to any regular schedule mutually agreed upon by Union representatives and local management to permit inspection, discussion, and review of local health and safety conditions and practices.

**Membership Length of Term**

The length of term will be twelve (12) months on a rotating basis or the end of project (not to exceed eighteen (18) months). To maximize education, all employees at the location should have an opportunity to serve on the committee. People selected to serve on the committee should be those who support the Company and the Union’s efforts in safety and incident prevention.

**Responsibilities**

The responsibilities of the Safety Committee will be varied based on the needs and requirements of each work location. Some general duties are listed below:

* 1. By consensus, the committee will agree on a meeting schedule and assign a lead member/facilitator, note taker and timekeeper. Refer to the [Safety Leader Skill-Up Guide](https://sempra.sharepoint.com/sites/safety/Safety/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fsafety%2FSafety%2FSiteAssets%2FSitePages%2FSafety%2DCommittee%2DResource%2DCenter%2FSoCalGas%2DSafety%2DCommittee%2D%2D%2DSafety%2DLeader%2DSkill%2DUp%2DGuide%5FFinal%2Epdf&parent=%2Fsites%2Fsafety%2FSafety%2FSiteAssets%2FSitePages%2FSafety%2DCommittee%2DResource%2DCenter).
  2. Assist in planning and conducting local safety meetings including Safety Stand Downs.
  3. Take personal responsibility for the safety of yourself, co-workers, contractors, the public and our infrastructure.
  4. Be an active leader in helping to achieve and reinforce the Company’s Fundamental Safety Principles and Safety Vision.
  5. Provide meaningful support to other safety committee members and other safety advocates; work to strengthen the impact, maximize the value, elevate the effectiveness of Safety Committees, and encourage Safety Committee participation.
  6. Foster learning, collaboration, and psychological safety by building trust and facilitating healthy relationships. Review suggestions from employees pertaining to changes in safety programs, safety equipment, have ownership on resolving challenges, make recommendations, track action items, communicate and involve stakeholders/owners as appropriate.
  7. Be familiar with the contents of the Company’s Injury and Illness Prevention Program (IIPP) and the Safety Manual for Employees, and be prepared to make recommendations for changes to local management, region Safety Champion and/or Field Safety Advisor.
  8. Be alert to any hazards or hazardous conditions and report as soon as possible to appropriate personnel.
  9. Frequently promote the submission of Good Catches, Near Misses and Stop-the-Jobs.
  10. On a weekly basis review and share Good Catches, Near Misses, Stop-the-Jobs, injuries/illnesses, and motor vehicle incident (MVI) reports and make recommendations on methods of prevention and protection to prevent a similar recurrence.
  11. Participate in and support local incident evaluations and learning teams to minimize work-related safety events or concerns when deemed necessary.
  12. Communicate and coordinate safety issues between work groups, all shifts, and other Safety Committees.
  13. Review Safety Committee duties every calendar year or if a new revision is published.

Suggestions and recommendations for the prevention and elimination of unhealthful and unsafe conditions and practices shall be promptly investigated and acted upon by the appropriate staff. Participating representatives, as far as practicable, shall be furnished, at least 24 hours prior to the time of the meeting, with a written agenda of all matters to be discussed at the meeting.

If safety matters are not resolved to the satisfaction of represented committee members, they may be referred to the grievance procedure under Section 6.8 (Grievance/ Arbitration Procedure) or, in the case of safety matters having system-wide implications, to an Interim Meeting as set forth in Section 2.5 hereof. If the matter is sufficiently urgent, the meeting may be scheduled prior to the next planned Interim Meeting.

**Meeting Framework and Ground Rules**

The outline presented below will be used as a meeting agenda or framework for the Safety Committee meetings.

* Meeting frequency:
  + Expectation is once every two weeks for one hour for regional committees if meetings take place quarterly shall be 6 hours in duration.
  + Time limits may be extended by management/supervisor approval and based on committee support for safety projects, Safety Stand Downs and Safety Congress.
* The Lead Member/Facilitator shall lead the discussion and report on unfinished business (action items) from previous meetings.
* Review incidents, Good Catches, Near Misses and Stop-the-Jobs and discuss corrective actions.
* Discuss new business.
* Roundtable discussion.

Safety Committee meetings will be conducted in order to foster a productive work environment. The principal goal is to be able to determine efficient and effective solutions to safety issues affecting employees.

* Meeting Agenda - Have a written agenda with a list of topics to be covered in the meeting. Lead Member/Facilitator shares the final agenda with committee members.
* Meeting Minutes - The Lead Member will be responsible for facilitating the meeting. They may also delegate facilitation and/or notetaking responsibilities to another present committee member.
* Discussion Time Limits - To ensure all agenda items are addressed, the Safety Committee members should allot time limits for each item including roundtable discussions at the meeting’s outset. During the meeting, the Timekeeper monitors the time and alerts the Facilitator when time is running out on an item. Members may extend the time limit if it feels an item requires additional discussion. Or the committee members can decide to postpone items to future meetings.
* Tracking Acton Items - Action Items will be tracked to resolution. Issues will be resolved as soon as possible. Where action items carry beyond a reasonable amount of time, the Facilitator may escalate them to management for resolution.
* Meeting Attendance - If the Safety Committee representative for a specific group is unable to attend the monthly meeting, the representative will nominate another employee from the same group to attend on their behalf after consulting with their manager/supervisor.
* Refer to Safety Leader Skill-Up Guide for the role of a Lead Person/Facilitator, Note Taker, and Timekeeper.

**Metrics:**

* Having meeting objectives and committee charter
* Good Catch/Near Miss and Stop-the-Jobs submissions by frontline employees.
* All work groups are represented in the Safety Committee.
* Participation and sharing materials in Safety Leaders Teams Channel.
* Regular meeting cadence and attendance.
* Regularly present to local work group(s) (i.e.: Quarterly Safety Stand Downs)
* Completed projects and action items.

Click the link for more information: [Local and Regional Committees](#_Local_and_Regional)

### 10 Attributes of a High Performing Safety Committee

1. A majority of the work groups in a facility are represented on the Safety Committee.

Example: Customer Service and Gas Operations in a district.

1. Hold at least one meeting per month.
2. Member(s) of Safety Committee present a Safety Topic at least once a month.
3. Work on at least one Safety Project a year and follow through with it.

A Safety Project can include but not limited to implementing a safety recommendation, improving a current work practice, follow-up on good catch (CG), near miss (NM) or Stop-the-Job (STJ) corrective action. Reviewed and approved by a Safety Champion and local leadership.

1. Participate and help put together the Quarterly Safety Stand Downs.
2. Safety Committee members lead by example by promoting the submission and sharing of Good Catch (CG), Near Miss (NM) or Stop-the-Job (STJ) with their work group. Twenty-five percent of the workgroup must participate and submit at least one GC/NM or STJ a year using the Safety Information Management System (SIMS).
3. Actively review and share materials on the “[Safety Leaders” Team Channel](https://teams.microsoft.com/l/channel/19%3AERv3I2AcEwkZ5MGhQNSt9KqWIlqtbi9YyNLq1MVNAxU1%40thread.tacv2/General?groupId=c31f4ec1-70da-4cff-8f6e-eef6352893d3&tenantId=a2e7980c-11ea-4838-8f1a-2f497d8c4072). This includes but is not limited to PowerPoint presentations containing safety information shared at the local level, posting safety questions to start active dialogs with members, or review lessons learned from incidents. For access to [Teams Channel](https://teams.microsoft.com/l/channel/19%3AERv3I2AcEwkZ5MGhQNSt9KqWIlqtbi9YyNLq1MVNAxU1%40thread.tacv2/General?groupId=c31f4ec1-70da-4cff-8f6e-eef6352893d3&tenantId=a2e7980c-11ea-4838-8f1a-2f497d8c4072), please contact your Field Safety Advisor.
4. Develop/update and conduct Safety Orientations for new employees at the Safety Committees district.
5. Have a committee charter in place and update as needed.
6. Safety Committee issues and reviews the annual survey completed by their peers to evaluate the Committees performance.

Safety Committees will operate consistently with the [Collaborative Bargaining Agreement (CBA](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/Labor%20Relations.aspx)).

**Resources:**

* [Safety Committee Resource Center](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/Safety-Committee-Resource-Center.aspx)
* [Safety Leader Skill-Up Guide](https://sempra.sharepoint.com/:b:/r/sites/safety/Safety/SiteAssets/SitePages/Safety-Committee-Resource-Center/SoCalGas-Safety-Committee---Safety-Leader-Skill-Up-Guide_Final.pdf?csf=1&web=1&e=PFVlu8)
* [Safety Leaders Team Channel](https://teams.microsoft.com/l/channel/19%3AERv3I2AcEwkZ5MGhQNSt9KqWIlqtbi9YyNLq1MVNAxU1%40thread.tacv2/General?groupId=c31f4ec1-70da-4cff-8f6e-eef6352893d3&tenantId=a2e7980c-11ea-4838-8f1a-2f497d8c4072) - A Community to relay information, share presentations, ask questions, and create dialogue amongst the Safety Team and Safety Committee Members.

## Gas Standards

The Document Library is the system of record for the operations policies and procedures for SoCalGas. Refer to [Document Library](https://sempra.sharepoint.com/Sites/DocLibrary-Prod) for applicable gas standards.

## Safety Services SharePoint Site

SoCalGas defines safety as the presence of controls for known hazards, actions to anticipate and guard against unknown hazards, and the commitment to continuously improve our ability to recognize and mitigate hazards.

Whether you are looking for information on preventing injuries or motor vehicle incidents, Safety policies, or Safety trainings, you can start [here](https://sempra.sharepoint.com/sites/safety/Safety/SitePages/LearningTeamHome.aspx). Review this site regularly to stay informed and updated on all things Safety.

Click the link for more information: [Safety Services - Home](https://sempra.sharepoint.com/sites/safety/Safety)

## Cal/OSHA + National Safety Council (NSC) & American Gas Association (AGA)

The Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA, protects and improves the health and safety of working men and women in California and the safety of passengers riding on elevators, amusement rides, and tramways - through the following activities: Setting and enforcing standards, providing outreach, education, and assistance, Issuing permits, licenses, certifications, registrations, and approvals. For more information, refer to <https://www.dir.ca.gov/dosh/>.

The National Safety Council (NSC) is a nonprofit, public service organization dedicated to promoting health and safety across the United States. Founded in 1913 and chartered by Congress in 1953, the NSC works to eliminate the leading causes of preventable injuries and deaths through education, research, advocacy, and training. Headquartered in Itasca, Illinois, the NSC focuses on key areas such as workplace safety, roadway safety, and community well-being. As a trusted authority in safety, the NSC provides resources, training programs, and expert guidance to help organizations foster a culture of safety and protect their employees, customers, and communities. For more information, refer to <https://www.nsc.org/>.

The American Gas Association (AGA) is a national trade organization founded in 1918 that represents more than 200 local energy companies delivering natural gas across the United States. AGA members provide natural gas to over 74 million customers, accounting for more than 90% of the residential, commercial, and industrial natural gas market. The AGA advocates for the safe, reliable, and environmentally responsible delivery of natural gas. It supports its members through policy development, safety standards, technical guidance, and public education. The organization plays a key role in promoting best practices and advancing innovations that enhance the safety and efficiency of natural gas systems. For more information, refer to [https://www.aga.org/.](https://www.aga.org/)

SoCalGas is fully committed to maintaining the highest standards of safety and regulatory compliance. In alignment with the requirements set forth by Cal/OSHA and the safety standards promoted by the American Gas Association (AGA), SoCalGas continuously evaluates and enhances its safety practices to protect employees, customers, and the communities it serves. With the support of the National Safety Council (NSC), SoCalGas integrates industry-leading safety principles and training into its operations.

## Infectious Materials

1. Employees must avoid contact with potentially infectious materials such as animal carcasses, sewage, bio-solids, syringes, and liquids or surfaces contaminated by human or animal blood, waste or fluids, or respiratory aerosols/droplets.

Requirements for protection against infectious agents transmitted in respiratory aerosols/droplets are outlined in section 13.

2. Look before working in areas where potentially infectious materials may be found or abandoned, such as in or around remote building sites, equipment, meters, vaults, or bushes.

3. Protective gloves and eye protection must be used to prevent skin/eye contact where contaminated materials cannot be avoided, and work must be conducted. Additional protective garments and equipment, such as a half face air purifying respirator with a P100 filter, must be used if ingestion and/or inhalation are possible routes of exposure (refer to [GS 104.06 Respiratory Protection Program](https://doclibrary-prod.azurewebsites.net/api/Documents/104.06)). Additional protective measures may also be needed in the event of a declared public health emergency regarding animal disposal.

4. Scoop or place contaminated material in suitable containers. Animal carcasses should be wetted with a bleach solution (1 ½ cup of household bleach per gallon of water) and placed in double-layered 6-mil plastic bags. IMPORTANT: DO NOT TOUCH, MOVE, OR BLEACH AN EAGLE CARCASS! Instead, immediately contact [Environmental Services](https://sempra.sharepoint.com/sites/sdgeenvserv/SitePages/EnvironmentalHome.aspx) Natural Resources staff.

5. Contaminated work surfaces and tools must be disinfected with chlorine bleach solution (1 ½ cups of household bleach per gallon of water) or other disinfectants before work continues by unprotected employees. Disinfectants must be adequately removed or rinsed to prevent skin irritation.

6. Employees must use good personal hygiene, including washing hands with soap and water before eating, drinking, smoking, or leaving the work area.

7. Contaminated clothes should be machine washed separately in hot water, detergent, and household bleach.

8. If an employee is just near sewage, there is no exposure. If an employee is exposed to sewage through eyes, skin, or cut, follow these procedures:

a) Notify the supervisor as soon as practical

b) Immediately remove contaminated clothing.

c) Do not take clothing home; put it in a plastic bag for routine laundering.

d) Soak clothing in (1½ cups of bleach per gallon of water) for 30 minutes before sending it to the laundry.

e) Wash boots with soap and water as soon as possible.

f) Wash hands and affected area with soap and water as soon as possible. In the field, use the waterless hand cleaner ("Scrub in a Bucket") immediately.

g) Wash with soap and water as soon as possible. Avoid touching mouth, eyes, or food until washing.

9. Sewage Treatment Plant bio-solids are usually the dry-treated solids from the plants that have been spread on the soil. During routine work activities around bio-solids, follow these guidelines:

a) Never eat, drink, or smoke between handling bio-solid and washing hands

b) Don't smoke, chew tobacco or gum while working in the area

c) Avoid touching the face or eyes before washing hands

d) Keep cuts covered

10. If direct contact with biosolids occurs, follow these rules:

a) Notify supervisor immediately

b) Remove contaminated clothing

c) Wash affected areas with soap and water as soon as possible (In the field, use a waterless hand cleaner immediately)

d) Wash boots with soap and water as soon as possible.

11. Look before reaching into areas where used syringes may be abandoned, such as in or around equipment, meters, or bushes.

12. Needle Sticks/Syringes

Do not move or remove syringes/needles found at worksites. Contact your Field Environmental Representative to arrange with an approved Environmental Company or third-party vendor for collection and disposal. During an emergency response where syringes/needles must be moved or removed to effect repairs for public Safety, contact your Safety Advisor or the Safety Manager.

Needle sticks, infectious material exposure to non-intact skin or symptoms after exposure must be reported immediately to the employee's supervisor and [Employee Care Services](https://sempra.sharepoint.com/sites/sempranet/HR/socal/SitePages/ECS.aspx). Symptoms may include fever, nausea, cramps, or localized redness, swelling, heat, pain, and drainage.

13. To prevent the spread of potentially infectious agents in respiratory droplets or aerosols (e.g., Coronavirus, influenza virus, Mycobacterium tuberculosis) during public health outbreaks, the following procedures are required.

Employees must follow all applicable health and safety protocols and procedures, including but not limited to the following protective measures:

a) Physical distancing of at least six feet whenever possible.

b) Frequent handwashing or use of alcohol-based hand sanitizer if soap and water are unavailable.

c) Disinfecting surfaces, equipment, tools, and reusable PPE that multiple people have contacted.

d) Using disposable and reusable PPE such as face coverings, respirators, gloves, and eye protection as directed.

e) Conducting self-screening at home, including temperature and symptom checks when warranted.

f) Staying away from work and notifying the supervisor if experiencing symptoms, diagnosed with an infectious illness, or exposed to someone with symptoms or who was diagnosed with the illness.

g) Seeking medical attention for serious symptoms/illness.

h) Complying with the Company's travel policy during the outbreak.

Additional measures will be implemented as appropriate, including:

a) Developing worksite plans to assess risks and protective measures.

b) Training employees to address the potentially infectious agent, associated illness and symptoms, protective measures, and responses consistent with CDC and other governmental guidelines.

c) Disinfecting/cleaning facilities, vehicles, and equipment at appropriate intervals and in response to employee illness.

d) Modifications to enhance facility air filtration and ventilation.

e) Measures to physically separate employees from each other and the public (e.g., floor markings, signs, barriers, processes to reduce in person contact with infected customers by using screening questions).

f) Separating groups of employees (e.g., crews) to prevent cross-contamination of larger work groups.

g) Limiting outside visitors.

h) Screening employees, contractors, and vendors (e.g., health questionnaire, temperature check).

i) Signage for employees and customers about protective measures.

j) Investigating illnesses, identifying/isolating coworkers contacted by infected employees, and reporting as required to the local health department.

k) Incorporating infection precautions in emergency planning.

l) Monitoring compliance with and effectiveness of protective measures and identifying corrective actions.

For detailed guidance on COVID-19 infection prevention measures, refer to [COVID-19 Prevention Program](file://corp.se.sempra.com/corpdata/GasCADMapData/OTCSP/SoCalGas-OT/SoCalGas_Docs/STAND/PDF/166.0029.pdf).

## First Aid Kits

Supervisors are to ensure first aid kits are readily available to employees at every jobsite. The first aid kit contents and instructions are approved by the Company's consulting physician and are to be listed on the label.

The first aid kit contents are to be inspected monthly and replenished as needed. Inspections are to be documented. [SoCalGas\_First\_Aid\_Inspection\_Checklist.pdf](https://sempra.sharepoint.com/sites/safety/Safety/Shared%20Documents/SoCalGas_First_Aid_Inspection_Checklist.pdf)

Company first aid kits are available through Logistics Storerooms (N655278-Complete First Aid Kit). If a supervisor believes additional first aid content not listed below is required, contact the Safety department for approval.

[First Aid Kit - Approved Contents](https://sempra.sharepoint.com/sites/safety/Safety/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fsafety%2FSafety%2FShared%20Documents%2FSoCalGas%5FApprovedFirstAidKitSupplies%2Epdf&parent=%2Fsites%2Fsafety%2FSafety%2FShared%20Documents):

|  |  |
| --- | --- |
| **SoCalGas First Aid Kit (Complete with contents)** | **N665278** |
| Adhesive Bandages, Vinyl, 1" x 3" | N631555 |
| Adhesive Bandages, Vinyl, 2" x 3" | N631556 |
| Adhesive Bandages, Woven Fingertip | N631576 |
| Adhesive Bandages, Woven Knuckle | N631581 |
| Adhesive Tape, (2 rolls/pk) | N639300 |
| Antiseptic BZK Towelettes | N639200 |
| Bandage Compress, 2" | N632430 |
| Bandage Compress, 4" | N632435 |
| CPR Barrier | N631550 |
| Gauze Compress, 24" x 72" | N632450 |
| Gloves, Nitrile, (2 pairs/pk) | N634000 |
| Trauma Pad, 8" x 10" | N632405 |

* + Optional Approved First Aid Supplies:

|  |  |
| --- | --- |
| Rescue Blanket | N632460 |
| Eye Irrigation Solution | N637051 |
| Cold Pack, Disposable Instant Ice Pack | N632730 |
| Kit, First Aid Pocket Packages | N635890 |
| Sun Protection Lotion (Min. 15 SPF) | N636300 |
| Insect Repellent | N468000 |
| Sting Relief Wipes | N632718 |

## Burn Kit Contents

The Burn Kit, available through Ariba Procurement Includes

6 Burn Gels

First Aid Facts Guide

First Aid Tape

Gause Bandage Compress

Instant Ice Pack

2 Nitrile Gloves

4 Non-Stick Pads

16 1x3” plastic bandages,

6 2x3” plastic bandages

Rescue Blanket

2 4x4” Water-Jel Burn Dressing

1 4x16” Water-Jel Burn Dressing

Order the Burn Kit through Ariba Procurement - $71.05

Quick Catalog Purchase>Total Safety Supplies & Solutions> Buy from supplier>So Cal Gas Co Coupa Sempra> and then search "MSA Storage."

### Conducting a Meeting with Safety in Mind

Each meeting, whether in the office or field, in-person, or on-line, is an opportunity for sharing and strengthening the safety culture at SoCalGas. Incorporating the safety-focused elements below can bring curiosity, collaboration, and safety into each meeting. These ideas increase communication and reflect our commitment to doing the right thing every day.

Use techniques that are appropriate for the purpose of the meeting, the needs of the participants, and the allotted time.

**Opening a Meeting with Safety in Mind**

Each meeting should incorporate a review of emergency procedures including emergency exits, the location of AED and First Aid Kits, and the role of each person in case of an emergency.

**Safety Moments**

[A Safety Moment Is a brief, focused discussion that highlights a safety topic, a specific workplace hazard or best practice for working safely](https://www.bing.com/ck/a?!&&p=2a78a1892c5b3a8c6a62fa0baa1a2b99da19dd8b929e6961ce56f7d747f906efJmltdHM9MTc1MjcxMDQwMA&ptn=3&ver=2&hsh=4&fclid=02da1d4c-5bac-6a04-23fd-08955a3e6b80&u=a1aHR0cHM6Ly93d3cuYWxlcnQtc29mdHdhcmUuY29tL2Jsb2cvc2FmZXR5LW1vbWVudHMtZm9yLXdvcms&ntb=1). It aims to improve communication, increase knowledge, reinforce safety procedures, and motivate employees to prioritize safety.

**The Culture Contrarian/Devil’s Advocate**

A devil's advocate or “Culture Contrarian” is someone assigned to intentionally challenge ideas, assumptions, and decisions, during a meeting, to foster critical thinking and ensure all potential risks and alternatives are considered.

**The Plus/Delta Meeting Summaries**

The Plus/Delta technique is a powerful feedback tool used to promote continuous improvement by reflecting on what went well and what could be improved in a given activity, meeting, or process. It involves capturing meeting feedback in two columns: the **“Plus”** side captures successes, strengths, or positive outcomes, while the **“Delta”** side identifies areas for improvement, or refinement.

Click the link for more information: [Conducting a Meeting with Safety in Mind](https://sempra.sharepoint.com/sites/IIPPUpdates/Shared%20Documents/SM%20-%20General/Conducting%20a%20Meeting%20with%20Safety%20in%20Mind.docx?web=1)

**Example in the Gas Industry**

Imagine a pipeline maintenance procedure that assumes ideal weather, full staffing, and all tools available (Black Line). In reality, workers may face rain, missing equipment, or time pressure, leading them to improvise or skip steps (Blue Line). The graph helps visualize and analyze these deviations to enhance safety and reliability.

* This visualization helps safety professionals identify where and why deviations occur, enabling better alignment between planning and execution.
* This visualization is especially useful for safety reviews, incident investigations, and proactive risk management in gas operations.