

 California ISO Shaping a Renewed Future	Version No.	1.0
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Consultant Safety Handbook		

PURPOSE

This handbook has been established to familiarize Consultant Personnel(s) and/or Consultant(s) (“Consultants”) of the ISO with the safety policies and procedures of the company. The information in this handbook is designed to protect ISO Consulting Companies and Consultants. However, the information in this handbook is not all-inclusive.

CONSULTANT RESPONSIBILITIES

All Consultants working for the ISO are required to comply with the written policies and procedures of the ISO Consultant Safety Handbook as well as local, state and federal safety standards. All Consultants must read this material and sign the acknowledgment form on an annual basis during the terms of engagement of any Services. A copy of the Consultant Safety Handbook will be made available before services are performed on any property of the ISO. If the Consultants are providing services not covered by the Consultant Safety Handbook, the Consultants must furnish paperwork indicating how services will be provided safely and how hazards are abated on ISO facilities. Failure to comply with the Safety policies and procedures could result in the Consultants access to ISO property to be terminated and ISO’s shall request from Consulting Company for a new Consultant to fulfill the terms of the Work Order or Agreement. Except in the case of an individual consultant, failure to comply with the Safety policies and procedures could result in the termination of the Agreement and Work Order(s). Consultants are responsible for all visitors, guests, and Consultants working under them or visiting ISO facilities. All questions pertaining to the Consultant Safety Handbook are to be directed to the ISO Safety Coordinator.

FLOORS, DOORS AND HALLWAYS

- Walk, do not run while on ISO property
- Look where you are going and be aware of your surroundings
- Floors that have been waxed or mopped must have a caution sign placed where all Personnel can see it until the floor is dry
- If water or other substances are found on the floor, remove it or report it to facilities at once
- Pick up small objects, such as rubber bands, paper clips, pencils, etc. These objects can create tripping hazards
- When approaching an intersecting hall, look at the dome mirrors on the ceiling to avoid a collision with other personnel
- Chairs, footstools, wastebaskets, file cabinets and other articles are not to be placed in aisles that are exit paths
- There must be a minimum of 36 inches walkway clearance through all exit hallways
- All main corridors and hallways 36 inches and greater are considered large volume egress pathways and must be kept clear from “wall to wall” at all times, no exceptions
- Telephones, office machines and computers are to be placed so that the cord will not obstruct aisles and passageways.

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- Do not use hallways to store materials of any kind
- Approach doors with caution and open slowly. Someone may be on the other side
- Hallways are to be kept clear to prevent injury and obstructions during emergency evacuation.

OFFICE FURNITURE

- Drawers and doors on cabinets or other office furniture must not be left open.
- Place objects on desks and tables in such a manner that they will not fall.
- Do not place objects on top of overhead cabinets.
- Place materials in cabinets so that when doors are opened the contents will not fall out.
- Chairs should be inspected periodically to be sure there are no broken rollers, nuts, bolts, supports, etc.
- Office furniture is to be kept free of splinters, rough edges, loose and defective parts at all times.
- Office furniture such as chairs, wastebaskets, books, etc., are not to be used as ladders. Obtain a ladder that meets the needs of your operation.
- Do not open more than one file drawer at a time, particularly the top drawer.
- Distribute materials evenly through files with heavier material in the bottom drawers.
- Do not store food, flammable liquids or chemicals in file cabinets or drawers.
- All electrical fans must have guards with openings no greater than ½ inch.
- Where temporary electric heaters are allowed, they must be placed on the floor and have a clearance of at least 36 inches on all sides. These heaters must also have an automatic shut-off device in case the unit is ever tipped over.
- Mechanical guards on office equipment shall not be removed, except for maintenance purposes, and will be replaced before the equipment is put back into operation.

OFFICE ELECTRICAL SAFETY

- Household type extension cords are not to be used.
- Extension cords are not to be run through doorways or openings in the ceiling, floor or walls for permanent use and will be removed at the end of the day.
- All extension bars must have a circuit breaker within the bar.
- An extension bar may not be plugged into another extension bar (daisy chain) at any time.
- Electrical cords that have become frayed and plugs that are broken are to be replaced immediately.
- Spliced extension cords are unacceptable.
- Keep liquids away from keyboards and any other sensitive electronic equipment.
- Do not use “zip ties” to hold cords together. If you need cables and wires tied together, call facilities.
- Place equipment near an outlet to avoid cords running across the floor, aisles and through doorways.
- If it is necessary to have a cord running across a walkway, tape the cord in place and mark area with cones or provide a cord enclosure guard to avoid creating a tripping hazard.

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- Do not alter plugs to eliminate the grounding connection.
- Defective outlets are to be repaired immediately.
- If repair is needed for an outlet, outlets are to be isolated or covered so they cannot be used.
- Floor outlets flush with the floor and not in use must have a protective cover in place at all times.
- All sockets, wall, floor or otherwise, must have a cover plate.
- Portable equipment such as fans and heaters are to be equipped with three wire grounding connections.

OFFICE DECORATIONS

- All decorations must be clear of aisles, walkways and exits.
- Overhead decorations must be arranged to maintain an overhead clearance of 7'. Decorations must not impede or be attached to fire suppression sprinkler heads.
- Decorations must be flame retardant. Only artificial flame retardant trees and garland are allowed unless the tree has been sprayed with flame retardant and certified. All flame retardant certification tags will be left in place or attached to the decoration or tree while in use on ISO property.
- Electrical decorations must be turned off each night.
- Warning labels must remain on the wires.
- The burning of candles is prohibited.

EMERGENCY PROCEDURES

The ISO has first aid supplies and fire extinguishers mounted on the walls at various locations throughout the ISO facilities. The ISO also keeps an Automatic External Defibrillator (AED) at both Folsom and Alhambra sites. There are staff members at both sites that are trained to use the AED. Only trained personnel may use the AED. To notify ISO security of an emergency event, **dial: 2303 for Folsom site security or ext. 2700 for Alhambra site security** However, never hesitate to call 9-911 in the event of an emergency.

MEDICAL EMERGENCIES

If an emergency requires more than just first aid, it is recommended that you dial 9-911 from an ISO phone. Security is notified through the computer system when 9-911 is dialed. They will send appropriate ISO staff to help while waiting for the ambulance to arrive. All injuries must be reported to the injured person's supervisor and the Safety Coordinator. If warranted, the Safety Coordinator will conduct an investigation. However, all work-related accidents require a Supervisor's report to be filled out. A Supervisor's Report can be obtained through the Safety Coordinator or found in the Health and Safety Process Manual.

FIRE EMERGENCIES

To report a fire, dial 9-911 from an ISO phone. If the fire is small, try to extinguish the fire using a fire extinguisher. However, do not hesitate to evacuate the building. Evacuate all personnel from the area to a safe distance and wait for the fire department. For any fire, the Safety Coordinator **must** be notified and a Supervisor's report must be filled out.

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EVACUATIONS

In the event of an evacuation, all Consultants must evacuate to the designated evacuation areas and report to the Floor Warden in their area or their onsite supervisor. Evacuation maps should be attached to this booklet. If no maps are attached to this booklet, please contact the Safety Coordinator and maps will be made available.

PERSONAL PROTECTIVE EQUIPMENT

The Consulting Company and individual Consultant shall provide all applicable Personal Protective Equipment (PPE) for their employees, guests and visitors. All safety equipment used must meet or exceed ANZI standards and be stamped. If the Safety Coordinator determines that additional PPE is required at a Consultants' work site, the Consulting Company or Consultant must provide the additional equipment. Failure by a Consulting Company to provide safety equipment to their employees may be considered a violation of contract between the Consulting Company or individual Consultant and the ISO. It is Consultants responsibility to request equipment from Consulting Company or provide it themselves if an individual Consultant when additional equipment is needed in order to meet the needs of ISO's Safety policy. Equipment that may be required includes (but is not limited to):

- Safety glasses
- Steel toe safety shoes
- Hearing protection
- Fall prevention/protection equipment
- Hard hat

HAZARDOUS MATERIALS

It is the Consultants' responsibility to comply with state and federal Hazard Communication and Hazardous Material Regulations. The Consultants must submit to the Safety Department an MSDS for all hazardous chemicals as defined by OSHA, 29 CFR 1910.1200, and Safety Section 4 of the ISO Health and Safety Process that are located on ISO property. All hazardous chemicals must be stored in appropriate containers while on site and removed at the end of the day. If a hazardous chemical spill, exposure or incident occurs that potentially could cause harm to any or all persons on or in the vicinity of ISO property, a Supervisor Report must be filled out and the Safety Coordinator notified immediately.

LOCKOUT/TAGOUT

All Consultants are required to meet all OSHA regulations that apply to lockout/tagout, as well as comply with the ISO lockout/tagout procedures in Safety Section 7 of the Health and Safety Process Manual. The Contractors shall contact the ISO Maintenance Department for specific information on putting the applicable equipment in a zero energy state when necessary. The Consultants must provide lockout and tagout devices for all Consultants Personnel working in an area that needs to be locked out. If the Consultants do not have appropriate photo lockout equipment or an ID tag, the ISO will issue one. Consultants who are escorted shall not be allowed to lockout/tagout equipment, their escort shall be required to complete the lockout/tagout of the equipment.

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GENERAL LADDER SAFETY

When any ladder is used, there are generalized safety precautions that should be taken before and during ladder use. The following are general safety precautions that should be followed by Consultants to help prevent accidents that may occur as a result of ladder use.

- When portable extension ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface. All ladders used for this purpose must be secured to the structure during climbing or working from the ladder.
- Ladders will be maintained free of oil, grease, and other slipping hazards.
- Ladders will not be loaded beyond the maximum load capacity set by the manufacturer
- Ladders will be used only for the purpose for which they were designed.
- Extension ladders will be used at a 75-80 degree angle (or) one foot away from the structure for every four feet of elevation (ref. 29 CFR 1926.1053).
- Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. However, slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.
- Ladders placed in areas such as passageways, doorways, or driveways, or where they can be displaced by workplace activities or traffic must be secured to prevent accidental movement or a barricade must be used to keep traffic or activities away from the ladder.
- Areas around the bottom of the ladders must be kept clear and should be marked with cones.
- Ladders must not be moved, shifted, or extended while in use.
- Ladders must have nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.
- The top or top step of a stepladder must not be used as a step (unless it is intended for that use such as a stepladder).
- Crossbracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- When ascending or descending a ladder, the worker must face the ladder.
- Consultants will use at least one hand to grasp the ladder when climbing or descending.
- A worker on a ladder will not carry any object or load that could cause him/her to lose balance and fall.

INSPECTIONS AND VIOLATIONS

Inspections on the job site may be done by the Safety Coordinator to assure Consultants compliance with this policy and procedure. Any deficiencies noted by the Safety Coordinator must be remedied immediately. If the Consultants are repeatedly notified of

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safety violations, the Consultants will be required to attend a meeting with the Safety/Security Department. After three violations are recorded by the Safety Department, the Safety Department will recommend immediate termination of the Consultants access to ISO property.

Any Consultants or individuals under Consultants supervision committing violations of theft, purposeful destruction and trespassing will be immediately removed from ISO property and/or may be held by Security and may be prosecuted for the crime.