

Contractor Safety Guide

for SDG&E® and SoCalGas® Suppliers

What you need to know before prequalification, mobilization or fieldwork begins.

SDG&E® and SoCalGas® use structured safety management systems to identify risk early, prevent incidents, and continuously improve performance. Contractors, subcontractors, and suppliers are essential safety partners and are expected to protect employees, the public, infrastructure, the environment, and project stakeholders.

This guide is for informational purposes only and does not modify, replace, or supersede any insurance requirements contained in the applicable contract, purchase order, statement of work, solicitation, or insurance exhibit. In the event of any conflict, the contract controls.

Safety at a glance

SDG&E: Uses a proactive, preventive Safety Management System that covers employee and contractor safety, public and environmental safety, asset, system and cyber safety, and psychological safety.

SoCalGas: Applies the EPIC principles – Employee, Public, Infrastructure, and Contractor Safety – and emphasizes controls for known hazards, readiness for unknown hazards, and continuous improvement.

Shared expectation: Safety is part of every task, every day. Contractors must recognize hazards, apply effective controls, communicate concerns, and stop work when conditions are unsafe.

Contractor Classification and Prequalification

REQUIREMENT	WHAT SUPPLIERS NEED TO KNOW
Contractor Class	Class 1 work can reasonably expose contractor or subcontractor employees to hazards with the potential for serious injury or illness. Class 2 covers other work.
ISNetworld (ISN)	Class 1 prime contractors and subcontractors must complete third-party prequalification. SDG&E and SoCalGas maintain separate ISN accounts and have distinct safety management processes. Suppliers must meet the specific requirements of each company they work with and comply with both if working for both.
Review Criteria	Typically includes three years of Total Recordable Incident Rate (TRIR) and Days Away, Restricted, or Transferred (DART) data, OSHA citations, fatalities, serious safety incidents, written programs, Health, Safety and Environment (HSE) culture responses, experience modifier documentation, and acknowledgment of the Contractor Safety Manual.
Variance Process	If criteria are not met, Operations, Supply Management, and Safety may conduct an additional review to determine whether added controls are needed. Variances, if approved, are typically limited to one year and require an appropriate business or prime contractor sponsor.

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Contractor Safety Manual and Field Expectations

The Contractor Safety Manual identifies requirements for contractors and subcontractors working for SDG&E or SoCalGas or on company property. It covers safety procedures, incident reporting, pre-construction meetings, work-specific requirements, and safety oversight as well as other key oversight criteria. Class 1 contractors receive the manual during prequalification. A contractor safety Professional may be required when 35 or more contractor employees are assigned.

Field safety observations verify that work is being completed safely and without unnecessary exposure. Reviews may examine the tailgate or Job Safety Analysis (JSA), personal protective equipment, hazard recognition, the work environment, and public or customer safety. Safe and at-risk observations are discussed with contractor supervision, documented, and followed through corrective action when needed. SoCalGas business units conduct field observations and construction inspections; SDG&E Contractor Safety field observers conduct SDG&E observations.



Supplier Readiness Checklist

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| ☐ Confirm whether the work is classified as Class 1 or Class 2. | ☐ Cooperate with field observations and promptly close corrective actions. |
| ☐ Complete ISN registration and maintain compliance for each utility account that applies. | ☐ Immediately report incidents, near misses, hazardous conditions, and stop-the-job or stop-the-task events. |
| ☐ Upload accurate OSHA data, written programs, experience modifier documentation, and other requested records. | ☐ Ensure subcontractors meet applicable prequalification, reporting, and safety requirements. |
| ☐ Review and acknowledge the Contractor Safety Manual before work begins. | ☐ Monitor ISN bulletins, safety newsletters, distribution lists, and contractor safety meetings for updates. |
| ☐ Prepare a JSA for the work; keep it onsite and ensure it covers subcontractors and visitors. | |
| ☐ Conduct tailgates, verify PPE, recognize changing hazards, and apply effective controls. | |

Incident Notification and Investigation

Immediately notify the designated SDG&E or SoCalGas business contact of any incident or near miss. Reportable events include serious near misses or serious-injury-and-fatality potential events, injuries beyond first aid, fires, hazardous conditions, spills or releases, environmental events, significant adverse chemical reactions, electric or gas incidents, property damage, and stop-the-job or stop-the-task situations.

When an investigation report is required, the prime contractor is responsible for completing it, including for subcontractor incidents. Reports are generally due within 10 calendar days; additional time may be requested. Serious incidents may also be investigated by an internal SDG&E or SoCalGas team. Closeout documentation should be detailed and include supporting reports and photographs.

Safety Performance and Scorecards

SoCalGas uses the ISN scorecard for bids. SDG&E calculates the total safety score using contractor incident rates, field observations, and ISN performance. The SDG&E weighting is 50% incident rate, 40% observations, and 10% ISN. When all components are not available, the ISN numerical score may be used to calculate the safety score.

Additional Field Readiness

SDG&E fire prevention: Follow the applicable Wildland Fire Prevention Plan, required fire-tool guidance, daily Fire Potential Index communications, and fire-mitigation tailgates in High Fire Threat District areas. Separate requirements may apply in the Cleveland National Forest.

Safety communications: Sign up for available contractor safety distribution lists, quarterly or periodic meetings, incident alerts, newsletters, and ISN bulletins.

Onsite readiness: Keep the JSA current and accessible, communicate it to everyone affected, and update controls when the scope, crew, conditions, or hazards change.

Frequently Asked Questions (FAQs)

1. Do subcontractors need to be prequalified?

For Class 1 work, prime contractors and subcontractors must be in ISN and compliant. A prime contractor's responsibility for subcontractor safety compliance does not diminish or replace the prime contractor's own direct safety and contractual obligations.

2. What happens if my company does not meet ISN criteria?

A variance review may be available. The review evaluates the circumstances and whether additional safety controls are needed. Class 1 contractors require BU sponsorship and approval. Class 1 subcontractors require prime sponsorship and BU approval.

3. What should I expect during a field observation?

A company representative may observe active work, review the JSA, PPE, hazard controls, work area, and

public or customer exposure, then discuss findings with contractor supervision. Corrective actions may require follow-up.

4. When should an incident be reported?

Immediately. Notify the designated business contact even for near misses and hazardous situations; do not wait for an investigation to be completed. For SDGE the event needs to be reported in Smartsheet.

5. How can my company avoid safety-related delays?

Start prequalification early, keep ISN records current, review the Contractor Safety Manual, prepare complete written programs and JSAs, train crews on reporting expectations, and promptly address corrective actions.