

Safety Message – November 28, 2012



LEADERSHIP MESSAGE:

NOTE: Safety is a Company value that each of us as leaders and employees are accountable and responsible for. Area Leadership is expected to cover the Safety Message with their respective crews prior to the crews performing work during storms.

Remember to: Stop the job if required, watch out for one another and remind one another of the work guidance, rules and procedures we have to protect us.

Service Territory Weather Conditions: Heavy rain, wind, possible local flooding and a slight chance of thunderstorms.

A wave of winter storms is expected to move through the service territory over the next several days. Conditions call for heavy rain and wind gusting to 40-45 miles per hour. Local flooding and soil instability are possible, especially in the northern regions and the Santa Cruz mountains. There is a slight chance of thunderstorms. Snow is expected to remain above 5,000 feet. As this is the first significant winter storm, please take extra care to make sure you are prepared before leaving the yard: Bring rain gear, water, lighting and food; check your windshield wipers, lights, blinkers and tire treads. Please make sure to cover the tailboards attached below, as appropriate for conditions in your area:



When you arrive at each work location, take care to look up for potential overhead or falling hazards – especially tree limbs and power lines. Before staging equipment and vehicles, inspect the site for potential soil instability, flood and traffic hazards and plan accordingly.

Human Performance Tools:

Use the Human Performance Tools found in the Safety & Performance Fundamentals Handbook in the performance of all work:

- **Tailboards:** Review the job and associated hazards before starting work and any time conditions change.
- **Situational Awareness:** Be aware of your surroundings and other activities happening around you at all times.
- **Two Minute Rule:** Take two minutes to assess and think the job through before you start. A well-planned job reduces errors and saves time.

- **Self-Checking:** Stop, Think, Act, and Review. Avoid complacency.
- **Maintain a Questioning Attitude:** This is the “think” part of self-checking. Use it to eliminate doubt and ensure both clarity and understanding.
- **Three-Way Communication:** Say what you mean, have the listener repeat it back, and confirm or correct it.
- **Placekeeping:** For complex procedures like switching, review the first step (mark it with a circle), complete the task (mark a slash through the circled step); do this for each step, in order, and initial upon completion.

Safe Driving:

Rain is expected to be heavy at times; be prepared before you leave the yard. Use the tailboard below to help ensure that you are ready.



Driving in the
Rain.doc

Use the Smith System 5 Keys and/or defensive driving at all times while operating any vehicle. Before leaving a location, walk around the vehicle/equipment to make sure all is clear before moving it. Use care when required to back a vehicle/equipment. When possible, use a backer. Employees in the area who are not driving are expected to act as backers as needed. **Never drive through standing water if you don't know how deep it is – only a few inches can move a vehicle.**

Follow established work practices and procedures including:

- Wearing proper FR clothing
- Wearing the appropriate PPE for the work
 - Hard hat, glasses, goggles; face shield, gloves (leather or other work gloves as appropriate for the task or gauntlet style gloves depending on the work performed), etc.
 - The correct traffic vest for the work
 - Any other protective equipment that may be necessary to perform the required work under the current conditions.
 - Inspect the PPE prior to use, make sure the PPE is in good working order, that it fits correctly and is worn properly. Finally, wear the PPE during the work to assure optimal protection.
- Following the PG&E Rules to Live by
- Following all clearance procedures, lockout and/or tag out
- Rubber gloving
- Grounding
- Double belting while climbing
- Wearing fall protection as required in bucket trucks or during tower work
- Proper use and set up of work area protection
- Correct use, care and inspection of chain saws (including wearing a face shield and goggles)
- Inspecting tools prior to beginning work
- Using all tools correctly, safely and for the intended purpose
- Following any other work procedures associated with the work the employee is performing