



DTE Energy - Contractor Safety Standard

**Standard Owner: Supply Chain/
Corporate Safety**

**Latest Revision Date:
November 6, 2018**

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1. PURPOSE

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DTE Energy believes that “zero accidents” is achievable.

These contractor safety requirements (these “Requirements”) included in the Contractor Safety Standard are designed to provide Contractors seeking to perform High Risk work activities (see Appendix 1) on a DTE Energy Site with qualification requirements and general expectations.

DTE Energy holds the safety and health of all personnel performing work at any DTE Energy Site as a core value. To this end, DTE Energy has adopted and implemented these Requirements to promote safe and healthy working conditions and practices. Each Contractor Party shall conduct its Work and perform Services in accordance with these Requirements.

2. SCOPE

These Requirements will be used in conjunction with the DTE Energy Safety Handbook for Contractors and Contractor Employees or Agents and with the standards and procedures set forth in the Terms and Conditions. If any conflict exists between these Requirements and the T&C’s, the T&C’s will be the controlling document. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the T&C’s.

When work is performed at Fermi these Requirements will be used in conjunction with Fermi standards and procedures, including the Fermi Safety Handbook and Fermi Business Practice (FBP) MGA31 Supplemental Personnel Control Practice (the “Fermi Standards”) or any successor document. If any conflict exists between these Requirements and the Fermi Standards, the Fermi Standards will be the controlling document.

3. DEFINITIONS

- 3.1. Company means the DTE Energy Company entity stated on the first page of the Purchase Order and/or Contract.
- 3.2. Consulting Services means companies or individuals providing expertise on equipment/processes by directing trained personnel in the service required.
- 3.3. Contractor means the person or legal entity with whom Company has entered into the Agreement.
- 3.4. Contractor Personnel means Contractor’s employees, agents, Subcontractors and Suppliers (and their respective employees and agents), and any other personnel used by Contractor in performing Work under this Agreement.
- 3.5. Designated Safety Person means the DTE Energy employee, or its designee, who is assigned as being responsible for safety communications between Contractor and DTE Energy.
- 3.6. DTE Representative means the DTE Energy employee or its designee, who oversees the work day-to-day and is assigned as the contact for the activities of Contractor Parties working at the Site.
- 3.7. Emergency means a situation in which an unexpected, unforeseeable issue has caused the immediate need for additional expertise not found within qualified Contractor Parties or DTE Energy

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employees, which shall be determined in DTE Energy’s sole discretion.

- 3.8. High Risk Work Activities means those efforts involving the physical contact with and/or entry into process equipment used for the generation or distribution of energy provided by DTE Energy. In addition, this also includes those activities where physical changes and/or modifications are made to DTE Energy infrastructure and/or facilities.
- 3.9. Near Miss means an incident where no personal injury or property damage was sustained and given a slight shift in time or position, injury or property damage easily could have occurred.
- 3.10. Safety Incident means any event that has caused an injury to person, property, or environment, or a Near Miss.
- 3.11. Safety Professional means an on-site person employed by Contractor, whose primary and full-time responsibility is the safety and health of the Contractor Parties and has the appropriate authority to make safety related decisions.
- 3.12. Site means the Company site or other specified location where the Work shall be performed.
- 3.13. Subcontractor is any person or other entity doing any portion of the Work on behalf of Contractor.

4. RESPONSIBILITY

Contractor is responsible for adhering to these Requirements and communicating its content to Contractor Parties.

5. SAFETY MANAGEMENT PROCEDURES

5.1. Contractor Party Safety Qualification

- 5.1.1. Appendix 2 (attached) sets forth the minimal submittal requirements to the DTE Energy designated organization responsible for processing Contractor Safety Qualification.
- 5.1.2. Any Contractor that is required to be qualified must submit all requested documentation and must meet all requirements prior to the commencement of any work. Contractors that are unsure of their respective classification should consult with their DTE Representative.
 - 5.1.2.1. Contractors are responsible for ensuring that all sub-contractors meeting the DTE Energy High Risk work classification are compliant with these Requirements.
- 5.1.3. Upon request, Contractors shall provide updated information to confirm that these requirements continue to be met.
- 5.1.4. DTE Energy may grant a temporary waiver of these requirements for a Contractor in an emergency. All waivers must be approved by the Corporate Safety Director or Energy Resources Safety Manager, as applicable, and the business unit's Vice President or designee. The waiver allows the non-prequalified Contractor, to perform work after receiving Site

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Specific Hazard Training. Unless otherwise specified, a temporary waiver is a one-time only waiver valid for the duration of the Emergency per current DTE Energy policy.

5.2. Contractor Employee Training

5.2.1. On-Site Contractor Orientation shall be provided to all Contractor Personnel. At its sole option, DTE Energy may allow Contractors to conduct the DTE Energy, On-Site Orientation training. DTE Energy is not responsible for any other training required for Contractors.

5.2.2. Prior to commencement of Work, Contractor personnel shall complete site orientation and must submit verification of completion of required training records to the DTE Representative upon request.

5.3. Contractor Site Expectations

5.3.1. Safety Professional Requirements

5.3.1.1. DTE Energy reserves the right to require Safety Professional(s), acceptable to DTE Energy based on the Contractor's scope and nature of work. Unless otherwise specified by DTE Energy, each Contractor performing prequalified work, shall have:

- For less than 25 employees, one (1) employee shall be designated as the safety representative. This designee shall be part of the Contractor's supervision or have appropriate authority to make safety related decisions;
- For 26 to 99 employees per shift, at least one (1) Safety Professional;
- For 100 to 199 employees per shift, at least two (2) Safety Professionals and
- For each additional one hundred employees per shift, at least one (1) additional Safety Professional.

5.3.2. Contractor shall only use Contractor personnel adequately trained and physically able to safely accomplish the identified scope of work. Training requirements are noted in Section 5.2.

5.3.3. At a minimum for each distinct phase of work or type of work, Contractor shall complete a DTE Energy Contractor Job Safety Plan (see Appendix 3), or equivalent and provide a copy to the DTE Representative prior to the commencement of work on Site. This form is to be kept with the Contractor for the duration of the distinct phase of work.

5.3.4. Each Contractor supervisor, or equivalent, shall complete a pre-shift hazard assessment, or equivalent before each shift and discuss the safety hazards and controls with the workforce prior to each shift. An additional hazard assessment may be required if conditions change, the setup changes, or other variables are altered.

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- 5.3.5. Contractors performing work activities will have an established process to conduct site compliance inspections/audits and Behavior-Based Observations (aka Safe Worker Observations). Documented audits/observations must be available for review upon request by DTE Energy personnel.
- 5.3.6. Each Site may administer different physical access control requirements based on the Site's unique characteristics. Contractors must comply with Site-specific physical access control requirements.

5.4. Site Safety Management

- 5.4.1. Contractor shall ensure that all safety procedures are understood and followed by the Contractor personnel. This would include the DTE site specific safety requirements that are applicable to the work site.
 - 5.4.1.1. Contractor personnel shall not enter any area, other than where their assigned work is being performed, without permission from the DTE Representative.

5.5. Personal Protective Equipment (PPE)

- 5.5.1. Contractor will ensure that Contractor personnel have and utilize applicable PPE, including task specific PPE, required to complete the work assigned.
 - 5.5.1.1. All training, as well as the; use, maintenance, disposal to manufacturer's recommendations are the sole responsibility of the Contractor.
 - 5.5.1.2. To the extent known, DTE Energy will communicate hazards at the site. It is the Contractor's sole responsibility to select the appropriate PPE based on their own hazard assessment; which may include industrial hygiene evaluations.
- 5.5.2. The normal dress at the Site shall be long trousers or overalls and long or short sleeve shirts/jackets. Sleeveless shirts, tank tops, and shorts are prohibited. Loose or torn clothing shall not be worn. Clothing and jackets with attached hoods may be prohibited. Additional dress code requirements may be obtained from the DTE Representative.

5.6. Enforcement

- 5.6.1. Failure of Contractor to adhere to these Requirements shall be a default under the Contract. DTE Energy may at any time inspect to confirm that Contractor is following DTE Energy's prescribed site safety regulations, policies, or procedures. Any inspection by DTE Energy regarding compliance with these Requirements are for DTE Energy's own purposes and shall not relieve Contractors of its responsibility of ensuring its compliance with these Requirements. Upon evidence of non-compliance with these Requirements, DTE Energy may immediately suspend Contractor's performance of Work or Services.

5.7. Substance Abuse Testing

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Contractors are required to have a Drug and Alcohol Policy that includes pre-employment, random, for cause and post-incident/post-accident testing (see Appendix 2). The Company will have the right to review and approve the testing program.

5.8. Reporting Injuries/Illnesses

- 5.8.1. Contractors must verbally notify their **DTE Representative** or **Designated Safety Person** whenever Contractor personnel reports a work-related injury/illness.
- 5.8.2. **Injuries/Illnesses resulting in Medical Treatment** will be reported to DTE Energy Legal Investigations at:
 - 5.8.2.1. 313.235.3604 during business hours (8:00 am – 5:00 pm), or 24-hotline at 313.235.3600, during business hours (5:00 pm 8:00 am, Monday-Friday, weekends and holidays).
- 5.9.3 Within 24 hours of a work-related injury/illness, the **DTE Representative** or **Designated Safety Person** will complete the Contractor Notification of Accident Report (found on the Quest Site, *Corporate Safety – One Stop Shop for Safety Reporting and Recordkeeping*).
- 5.9.4 Within 72 hours, a written report completed by the Contractor must be submitted to their **DTE Representative** or **Designated Safety Person** outlining:
 - 5.9.4.1 Description of event/incident which resulted in the injury/illness,
 - 5.9.4.2 Investigation report outlining Causal Analysis and Corrective Actions,
 - 5.9.4.2.1 DTE Energy does not mandate which Causal Analysis Tool will be employed, however have made available the National Safety Council – Guide for Causal Analysis and Corrective Actions. This tool can be found on the Quest Site, *Corporate Safety – One Stop Shop for Safety Reporting and Recordkeeping*).
 - 5.9.4.3 Corrective Actions are required to include a targeted Date of Completion.
- 5.9.5 The Contractor is to make available at DTE Energy’s request all reports, findings or other documents relating to the Contractor’s investigation of the incident.
- 5.9.6 DTE Energy reserves the right to conduct its own investigation on any incident/illness occurring on the DTE Energy’s property. Such an investigation may include, but not be limited to, inspection of the incident site, interviews of employees, the procurement of physical evidence, and employee statements deemed necessary by DTE Energy.
- 5.9.7 Accidents involving death or serious injury shall be cause, upon the DTE Energy’s discretion, to have the Contractor made ineligible for further work pending review by the DTE Energy’s Safety and Health Representative(s).

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6. RECORDS

- 6.1. Contractor will maintain records of all safety inspections, incident investigations, and safety audits conducted for the duration of three years after the calendar year in which the work was completed.
- 6.2. Contractor will submit training documentation to the DTE Representative upon request.

7. ATTACHMENTS

- 7.1. Appendix 1- High Risk Work
- 7.2. Appendix 2- Minimum Contractor Submittal Requirements needed for Pre-Qualification Review
- 7.3. Appendix 3- DTE Energy Contractor Job Safety Plan
- 7.4. Appendix 4- Contractor Notification of Injury Report Form

APPENDIX 1 – HIGH RISK WORK

Category Description	Type of Work	Category Description	Type of Work
AERIAL AIR SERV	Const'n, M&R	MEP FOSGEN PROJECT ¹	
ARCHITECTURAL SERVIC	Const'n, Engineering	MEP SOLAR PROJECTS ¹	
ASBESTOS REMOVAL	Environmental	MEP WIND PROJECTS ¹	
BOILER CLEANING	M&R	MOVING & STORAGE	Freight and Logistics
BOILER M&R	M&R	NUCLEAR M&R	M&R, Mech, Eng
BOILER SERVICES	M&R	NUCLEAR SYST SRVCS	M&R, Mech, Eng
BOILER TECHNICAL SER	M&R	OH CRANE-HOIST-ELEV	Const'n, M&R, Mech
BUILDING M&R	Const'n, M&R	OUTDOOR LIGHTING	Const'n, M&R, Mech
BUILDING SERVICES	M&R	OVERHEAD CONSTRUCTIO	Const'n, M&R, Mech
CHEMICAL SERV	Environmental	PAINTING SERV ¹	Const'n
CNTRL INSTRUM SRVCS	Mechanical	PAVING - GENERAL	Const'n
COMPRESSOR STAT SERV	Const'n, Mechanical	PAVING & CONCRETE -	Const'n
CONSTRUCTION - M&R	Const'n, M&R	PIPELINE CONSTRUCTIO	Const'n, M&R, Mech, Eng
CONSTRUCTION - NEW	Const'n	PIPELINE MAINT SERV	Const'n, M&R, Mech, Eng
CONVEYOR EQUIP M&R	M&R, Mechanical	PLUMBING SERV	Const'n, M&R, Mech
COOLING TOWERS	Const'n, M&R, Mech, Eng	POLE INSTALLATION	Const'n, M&R, Mech
CORPORATE SERVICES ¹		RADWASTE SERV	Environmental
DEMOLITION	Const'n	RAILROAD SERV ¹	M&R
ELECT EQPT SRVCS	Mechanical, M&R, Eng	REACTOR INTERNALS	Environ, M&R, Mech, Eng
ELECTRICAL CONSTRUCT	Mechanical, M&R, Eng	REFRACTORY SERV	
ELECTRICAL EQUIP M&R	Mechanical, M&R, Eng	SCAFFOLDING SERV	Const'n, M&R, Mech
ENGINEERING SERV ¹	Engineering	SOLAR EQUIP SERV	M&R, Mechanical
ENVIRONMENTAL SERV ¹	Environmental, Prof Svc	STEAM TURBINE MAINT	M&R, Mech, Eng
ENVIRONMENTAL STUDIE ¹	Environmental, Prof Svc	STEAM TURBINE SERV	M&R, Mech, Eng
EQUIPMENT M&R	Mechanical, M&R	SUBSTATION SERV	M&R
EXCAVATION	Const'n, M&R	T&D MAINT & REPAIR S	M&R
FENCING	Const'n	TESTING & ANALYSIS	Environmental
FREIGHT & DELIVERY	Freight and Logistics	TRANS & DISTR SERV	Const'n, Engineering, M&R
GAS TURBINE SERV	Const'n, M&R, Mech, Eng	TRANSPORTATION & DE	Freight and Logistics
GAS TURBINE SERVICES	Const'n, M&R, Mech, Eng	UNDERGROUND CONSTRUCT	Const'n, M&R, Mech, Eng
GENERAL M&R	Const'n, M&R, Mech	UNDERGROUND LOCATING	M&R
HAZARDOUS WASTE SERV	Environmental	UNDERGROUND UTILITY	Const'n, M&R, Mech, Eng
HEAT TREATING		VACCUM SERV	M&R
HVAC HEATING AIR CON	M&R, Mech, Eng	VALVE MAINT & REPAIR	M&R
INSULATION SERV	Const'n	VALVE SERVICES	M&R
JOINT USE	Const'n, M&R, Mech	VEHICLE M&R	M&R
LINE CLEARANCE	Const'n, M&R, Mech	VEHICLE SERV	Mechanical
MECH EQPT SERVICES	M&R, Mechanical	WASTE REMOVAL SERV	Environmental
MECHANICAL EQUIP M&R	M&R, Mechanical	WATER & SAND BLASTNG	Const'n, M&R, Mech
MEP DIST TECH PROJ ¹		WATER CONDITIONING	Environmental
MEP ENGINEERING PROJ ¹		WELDING SERV	Const'n, M&R, Mech
MEP ENVIRONMENT PROJ ¹		WELL DRILLING SERV	Const'n, M&R, Mech
MEP FACILITY PROJECT ¹		WIND EQUIP SERV	M&R
Note 1: Depending on Location		Note 1: Depending on Location	

APPENDIX 2- MINIMUM CONTRACTOR SUBMITTAL REQUIREMENTS NEEDED for SAFETY PRE-QUALIFICATION REVIEW

Acceptable safety qualification requirements will be met only when Contractors provide DTE Energy (or its identified third-party Safety Qualification organization) with the submittals listed below and the Company determines that the submittals meet the minimum requirements:

SAFETY QUALIFICATION SUBMITTALS	MINIMUM REQUIREMENT (Outside of the listed requirement will require mitigation discussion)
Previous 3-year Experience Modification Rates (EMR)	0.99 or less
Number of work-related fatalities in previous 36 months	0
Previous three years OSHA Recordable Rates (TRIR)	Less than Industry Average
Any Federal or State OSHA Willful, Repeat, and/or Serious citations for the last 3 calendar years along with abatement status	All "Serious" and/or "Willful" citations
Company Safety Manual for review by DTE Energy (no hard copies). A Safety Manual should address all the hazards of the work assigned (use of DTE Energy's or another party's safety program is not an acceptable substitute).	Evidence of compliance is presented in Third-Party Safety Qualification PQF
Safety training plan and any OSHA 10/30-Hour and task training records. Task Training should be commensurate with the tasks to be performed for each Contractor personnel.	Evidence of compliance is presented in Third-Party Safety Qualification "DTE Specific" criteria
Drug and Alcohol Policy for review and approval by DTE Energy (no hard copies). A Drug and Alcohol Policy is acceptable only if it contains measures (such as random, for cause, and/or pre-employment testing) to identify potential violators.	Evidence of compliance is presented in Third-Party Safety Qualification "DTE Specific" criteria
Organizations performing Excavation & Trenching activities provide evidence of Gold Shovel Certification.	Evidence of compliance is presented in Third-Party Safety Qualification "DTE Specific" criteria

APPENDIX 3- DTE ENERGY CONTRACTOR JOB SAFETY PLAN

Form must be completed by the Contractor supervisor(s) prior to the start of the assigned job. Completed forms must be maintained by the Contractor supervisor for the duration of the job scope.

Date:	DTE Energy Representative:
Contractor:	Contractor Supervisor:
Condition of Work Area: <input type="checkbox"/> All Equipment Down <input type="checkbox"/> Equipment Running	Assigned Work Area:

Project Description:

Prior To Beginning Work:

- 1. Confirm Contractor Approved For Work (and Training Requirement Review)
- 2. Review Scope of Work (Including Plant Drawings if Required)
- 3. Walk The Job- List Job Requirements and Note Designated Work Area
- 4. Estimated Number of Contractor employees Required _____
- 5. Confirm Need and Responsibility for All Contractor employees to Have Site Specific Training
- 6. Confirm Need for Contractor Vehicles in Work Area How Many? _____
- 7. Review Procedures Specific to Job:

<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Compressed Gas Storage
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Hot Material or Material Piles
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Hot Equipment and Areas
<input type="checkbox"/> Excavations	<input type="checkbox"/> Dusty Areas/Creating Dusty Conditions
<input type="checkbox"/> Emergencies	<input type="checkbox"/> Overhead Work
<input type="checkbox"/> Mobile Equipment Inspections	<input type="checkbox"/> Barricade Tape of Work Area
<input type="checkbox"/> Smoking	<input type="checkbox"/> Plant Speed Limit
<input type="checkbox"/> Ladders	<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Spill Response/Chemical Storage	<input type="checkbox"/> Waste Disposal
<input type="checkbox"/> Harbor/River Safety	<input type="checkbox"/> Other (Specify) _____
- 8. Hazardous Materials Brought to Site (SDS Required)
- 9. Reporting Procedure for Accidents, Injuries, and Unsafe Conditions
- 10. Review Pre-Shift Safety & Hazard Analysis Requirements

Permits Required:

<input type="checkbox"/> Confined Space Permit	<input type="checkbox"/> Excavation (Miss Dig #)	<input type="checkbox"/> Lift Plan
<input type="checkbox"/> Confined Space Reclassification	<input type="checkbox"/> Hot Work Permit	<input type="checkbox"/> High Voltage Permit

List Contractor Competent Persons	
Area of Competency	Name
Confined Space	
Excavation/Digging	
Fall Protection	
Lock, Tag, Try	
Scaffolding	
Workplace Examinations	

PRE-JOB HAZARD ASSESSMENT	
List Potential Hazards	List Solutions

Personal Protective Equipment Required:

<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Tyvek Suit
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Goggles (Chemical)
<input type="checkbox"/> Steel Toe Shoes	<input type="checkbox"/> Cloth/Leather Gloves	<input type="checkbox"/> Goggles (Welding)
<input type="checkbox"/> Ear Plugs	<input type="checkbox"/> Chemical Gloves	<input type="checkbox"/> Heat Resistant Clothing
<input type="checkbox"/> Harness	<input type="checkbox"/> Life Jacket/Floatation Devices	<input type="checkbox"/> Respirator

I acknowledge it is my responsibility to train all of my employees on the hazards of their work area and will review this job-specific information with all of my employees and subcontractors. I understand that violations of the safety rules covered may result in a monetary penalty, loss of future work, and/or immediate dismissal from the DTE Energy property.

Contractor Party Supervisor

Date

APPENDIX 4- CONTRACTOR NOTIFICATION OF ACCIDENT REPORT FORM



**Legal
Contractor Notification of
Accident Report**

Rev. 0

Contractor

1. Immediately contact DTE Energy Legal Investigations at 313-235-3600 during business hours (8:00a.m.-5:00 p.m.) or the Legal Investigations 24-Hour Hotline, 313-235-3604, during non-business hours (5:00 p.m.- 8:00a.m., Monday - Friday, weekends, and holidays) whenever one of your employees sustains a personal injury resulting in medical treatment or a fatality occurs.
2. Forward copy to DTE Energy, Legal investigations, 2000 2nd Avenue, 688 WCB, Detroit, MI 48226, via fax (313-235-8500) and regular mail within 24 hours.

No Badge Contractor (Indirect)

Name Address - Home City

Date Time Visibility Description of Injury

Property Type Org Unit (Leader Hierarchy) DTE Location Non-Listed Location

Business Unit Working For Sub-Business Unit Work Area Specific Work Area

What was happening before the incident?

What was happening during the incident?

What was happening after the incident?

Medical Care by: Name Address
Hospital Name: Address

Incident Type Incident Severity Disability Work Activity

Employment Category at Supplier Regular Occupation Employment Length Years in Occupation

Age Consecutive Days Working Hours on Job Back From Days Off Supervision

Work Phase How often is the task performed? Scope of Work Life Critical Task

Nature of Injury Describe

Body Part Describe

Source (Object/Substance) Describe

Event/Exposure Describe

List of Witnesses (Name and Address)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Were any other DTE Personnel affected? Yes No

Were any other DTE Assets damaged? Yes No

Was the DTE Legal Department Notified of the incident? Yes No

Workmen's Compensation Insurance Carrier

Date of Report Prepared by

Contract No. Supplier name Supplier Description

Comments

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