

Environmental Health and Safety Handbook for Employees and Contractors

Onsite Energy Corporation
2701 Loker Ave West, Suite 107
Carlsbad, CA 92010
(760) 931-2400

Updated: November 2018

Environmental Health and Safety Handbook for Employees and Contractors

Table of Contents

- Introduction..... 4
 - Onsite Energy Corporation’s Environmental, Health and Safety Policy 4
 - Southern California Edison’s Environmental, Health and Safety Policy 4
 - Southern California Edison’s Safety Performance Policy 5
- Pre-Qualifying Subcontractors 6
- Communications..... 6
 - Job Safety Communications 6
 - Safety Representatives 7
- Inspections 8
- Training 9
 - Kick-Off Meetings 9
- Contractor Requirements 10
 - Job Hazard Analysis Worksheet 11
 - Safety Task Assignment Worksheet 12
 - Stop Work Authorization 13
- Emergency Response 14
 - Onsite’s Office Emergency Response Plan 14
 - Customer Facilities Emergency Response Plan 17
- Health and Safety Requirements 18
 - General Health and Safety Requirements..... 18
 - Confined Space Entry..... 18
 - Fall Protection 19
 - Fire Prevention 19
 - Contractor Fire Prevention 19
 - Fire Prevention Safe Practices..... 19
 - Hazard Communication 21
 - Heat Illness Prevention 21
 - Housekeeping/Cleanup 22
 - Industrial Hygiene..... 22

Environmental Health and Safety Handbook for Employees and Contractors

Post-Job Safety Performance Review 22
Incident Reporting 22

Environmental Health and Safety Handbook for Employees and Contractors

Introduction

Onsite Energy Corporation's Environmental, Health and Safety Policy

Onsite Energy Corporation (the "Company" or "Onsite") is committed to a safe and healthful work environment for our employees and contractors.

This program is intended to provide managers, supervisors, employees, and contractors with a clear and firm understanding of the Company's concern for protecting employees from job-related injuries and illnesses; preventing accidents and fires; planning for emergencies and emergency medical procedures; identifying and controlling physical, chemical, and biological hazards in the workplace; communicating potential hazards to employees; and maintaining a sanitary environment.

Onsite emphasizes an integrated systems approach, as well as safety education and training as the primary means of achieving this goal. The Environment, Health and Safety department is primarily responsible for environment, health and safety functions at Onsite, by developing EHS programs and performing various periodic inspections. Managers, and supervisors are considered directly responsible for maintaining full compliance with State and Federal regulations and Company safety policies and procedures.

Southern California Edison's Environmental, Health and Safety Policy

For Contractor's that work at Southern California Edison customer sites:

The Southern California Edison ("SCE") EHS Policy mandates compliance with SCE programs, procedures, and standards, as well as applicable EHS laws and regulations. Contractors are expected to establish similar requirements within their organizations. The policy states:

"Edison International and its subsidiaries (the "Company") are committed to assuring the safety and health of its employees and the public and protecting the environment. Southern California Edison administers and publishes Environmental, Health and Safety (EHS) programs, procedures, and standards as necessary to implement this policy in compliance with applicable EHS laws and regulations. You are required to comply with the Company's EHS programs, procedures, and standards that apply to your job to assure environmental compliance and the health and safety of one another and members of the public."

Environmental Health and Safety Handbook for Employees and Contractors

Southern California Edison's Safety Performance Policy

At its sole discretion, SCE can immediately suspend or terminate a contract and/or suspend or discontinue work of a Contractor/Subcontractor due to poor or non-compliant safety performance and/or failure to adhere to SCE's governing policies and procedures, and to applicable regulations.

Environmental Health and Safety Handbook for Employees and Contractors

Pre-Qualifying Subcontractors

Onsite requires all contractors and subcontractors to maintain a safe work environment. To ensure a safe work environment, contractors and subcontractors are subject to review of safety programs, safety training documents, and safety statistics prior to the start of any project.

In addition, Onsite may review contractors safety metrics, including EMR, DART, and/or fatality rates in the prequalification process. If Onsite finds any safety metrics or safety plans to be unsatisfactory, the contractor may become disqualified from the selection process.

Communications

The Environment, Health and Safety Manual describes environment, health and safety policies and procedures that have been approved and implemented at Onsite. These procedures are to be followed by all Onsite and Contractor employees, whether full-time, part-time, or temporary. Training sessions are provided to familiarize all personnel with Health and Safety Manual.

Onsite expects each Contractor to ensure their workers, subcontractor workers, and agents know of and comply with environmental and safety regulations and requirements.

Job Safety Communications

Job safety communications will happen via email, verbal discussions, safety manuals and handbooks, and safety training. Safety training, manuals, and handbooks require acknowledgement signatures with review from Contractors and employees. Emails and verbal communications may be documented by management and supervisors. Recorded conversations (whether verbal or through email) will be forwarded to the Human Resources Manager.

Environmental Health and Safety Handbook for Employees and Contractors

Safety Representatives

Onsite Energy Safety Representatives:

Contact Name	Role	Office Phone Number	Cell Phone	Email
Tracy Mathis	Human Resources Manager	(760) 476-4142	(425) 985-2722	tmathis@onsitenergy.com
Richard Sperberg	CEO	(760) 476-4140	(760) 505-7826	rsperberg@onsitenergy.com

Environmental Health and Safety Handbook for Employees and Contractors

Inspections

Physical facilities are to be inspected at least annually, and prior to any project work, to ensure that workplaces are free from recognized safety hazards.

Customer facilities may be inspected more often due to the nature of the work performed at customer sites. If Company or contractor is performing construction at customer facility, sites are to be inspected at least weekly during construction.

To achieve full compliance with these requirements, inspections will be performed by one or more of the following: self-inspection, i.e., inspection by the employee(s) occupying the area; supervisors or managers; Human Resources Manager; contractor foreman, supervisor or manager; or a combination of these.

Each inspection report is to include observed environment, health and safety violations, non-compliance items, and deficiencies. Inspection findings are to be forwarded to the Human Resources Manager (can be emailed to tmathis@onsitenergy.com) for preparation of a written inspection report.

The Human Resources Manager will send the written report to the person in charge of the facility or function being inspected, and the recommended corrective action, including applicable maintenance or capital improvement items.

The rights of an employee in reporting complaints of matters affecting occupation environment, health and safety shall be exercised without retaliation on the part of any other person.

The types of hazardous conditions that should be reported include, but are not limited to, the following:

- Unsafe work practices
- Suspected health hazards
- Electrical hazards
- Failure to wear required personal protective equipment (PPE)
- Failure to guard machines and cutting instruments
- Improper storage of chemicals, supplies, and other excess materials
- Presence of irritating or noxious odors
- Fire hazards
- Interference with safe egress
- Natural gas odors
- Chemical spills, mercury spills
- Petroleum or gasoline spills
- Compressed gas release
- Radiation exposure or contamination

Environmental Health and Safety Handbook for Employees and Contractors

Training

All employees are required to attend an Environment, Health and Safety Orientation program appropriate to their work environment. Orientation programs are offered in the following areas:

- Safety in the Office Environment
- Safety in the Industrial, Maintenance and Construction Environments
- Hazards Communication Standard
- Emergency Response
- Incident Reporting
- Environmental Requirements
- Injury Illness Prevention Program
- Personal Protective Equipment
- CPR/First Aid

Some employees will need to attend more than one program.

The purpose of the orientation programs is to identify hazards inherent to the job, explain hazard assessment procedures, inspection requirements, reporting procedures, availability of personal protective equipment, and availability of medical treatment in the event of an on-the-job injury or illness.

Safety training is the mechanism used to inform employees on specific regulations and the safety procedures to follow while employed at the Company.

Kick-Off Meetings

Prior to the start of all projects, Onsite holds a safety kick-off meeting. The meeting is to be attended by all contractor/subcontractor personnel that will be present on the site during the duration of the project, and any other employees that will be visiting the site on a regular basis. The safety kick-off meeting is to cover specific safety topics related to the project job-site.

Contractor Requirements

The contractor is responsible for preparing a Site Safety Plan, or Job Hazard Analysis (JHA), that they discuss with their employees and is made available to Onsite. Further, OSHA requires that general contractors have a qualified person perform a daily safety site inspection which itemizes safety deficiencies and corrective actions taken. The contractor shall provide a weekly written report of these findings and corrective actions to the Onsite Project Manager assigned to the project. Onsite is to notify OSHA of uncorrected hazards.

The contractor is to provide Onsite's Human Resources Manager, through Project Management, a list of names and quantities of chemicals to be brought into the workplace. The contractor is to maintain Safety Data Sheets (SDSs) at the work site and, upon request, provide copies to Onsite's Office. The contractor is responsible for removal of all chemicals from the work site upon completion of the project. For all Hazardous wastes, removal must be coordinated with the Project Manager and Site Manager. Disposal costs of chemicals left by the contractor will be billed to the contractor.

When the contractor is to work or have access to an area where hazardous materials are located, or have been used, the customer site manager will notify Onsite so that a clearance survey/inspection can be conducted. In the event that hazardous materials will remain in areas accessible by the contractor, the contractor's Site Safety Plan is to specify conditions and procedures for access to these areas.

Environmental Health and Safety Handbook for Employees and Contractors

Job Hazard Analysis Worksheet

JOB HAZARD ANALYSIS

Project:

Contractor:

Phase of Work:

Analysis By:

Date STAs Given to Workers:

Date of Pre-Phase Meeting:

ACTIVITY / OPERATION	UNSAFE OPERATION, ACTION OR HAZARD	PREVENTION OR CORRECTIVE ACTION
		✓
		✓
		✓
		✓
		✓
		✓
		✓

Environmental Health and Safety Handbook for Employees and Contractors

Stop Work Authorization

Compliance with safety and environmental requirements and safe practices is expected for Contractors working for Onsite. Contractors should understand that:

- Onsite may inspect the Contractor's work for compliance with the Contractor's contractual obligations at any time.
- Onsite may immediately stop work if an imminent risk to workers or the public is observed.
- Onsite's inspections in no way relieve the Contractor of the obligation to maintain its own programs or to conduct any inspections required by federal, state, and local regulations.
- Any imminent hazard shall be corrected to Onsite's satisfaction before the work is allowed to continue.

Emergency Response

Onsite's Office Emergency Response Plan

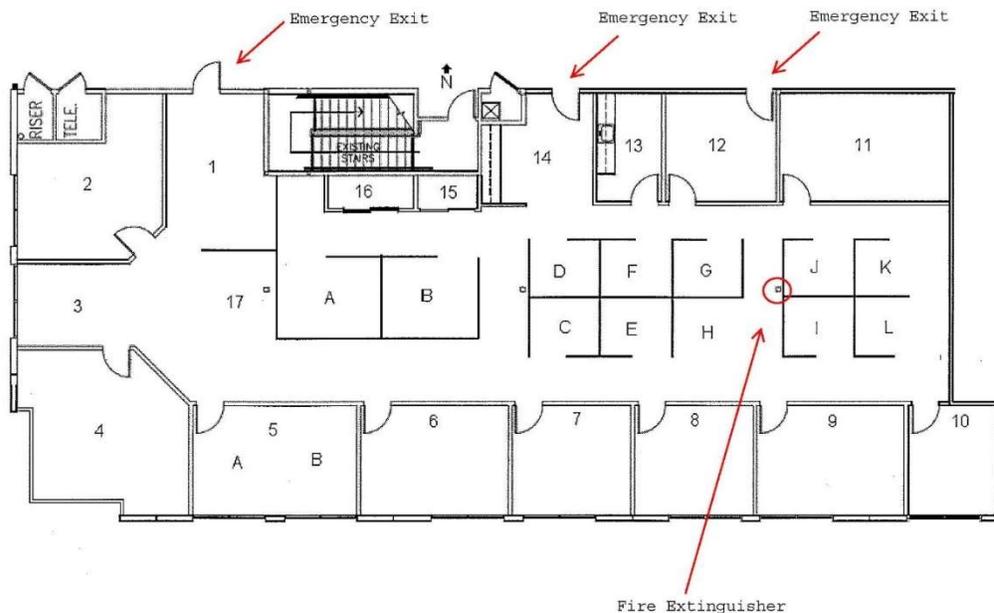
Onsite has an internal Emergency Response plan stated in our Injury Illness Prevention Program (IIPP), under 'Emergency Action Plan.' This plan is as follows:

An emergency action plan has been developed to designate the actions that must be taken to ensure employee safety from fire and other emergencies. It includes:

1. Emergency escape procedures and emergency route assignments.

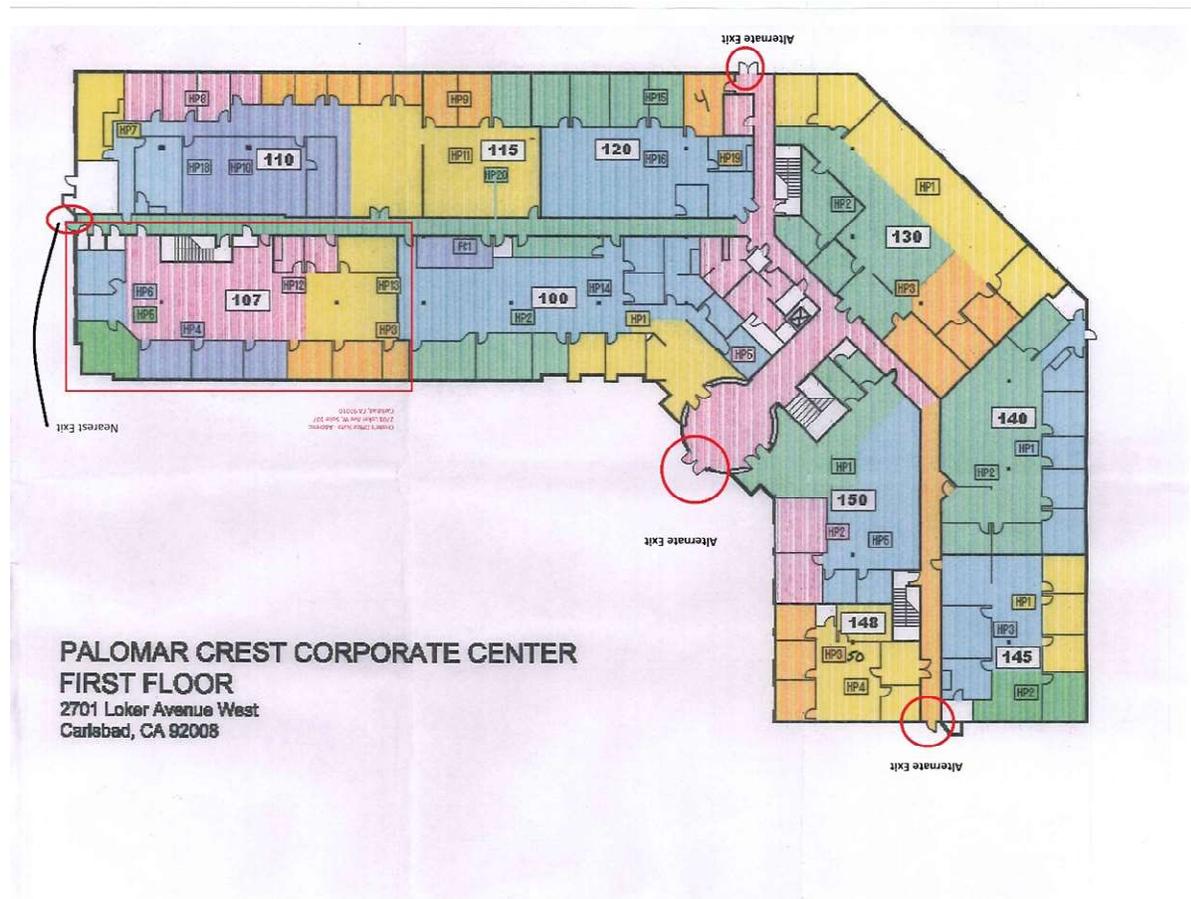
Onsite's Evacuation Route from the main office building is reviewed every year at companywide employee meetings. Evacuation maps are posted in the office as a constant reminder.

The three available emergency exits are labeled with lit EXIT signs above the interior doors. The emergency exit doors are noted below, as well as the permanent location for the fire extinguisher. For more information on the fire extinguisher, see Fire Safety section below.



Environmental Health and Safety Handbook for Employees and Contractors

The route to exit the building, once outside the suite, is shown below:



The building has four marked exits, lit by EXIT signs above the doorways. The exit door closest to Onsite's suite is the recommended emergency route, however, other exits are available (and should be taken) if the closest route is blocked.

In case of Emergency Evacuation, please call 911 and notify emergency responders of cause.

2. Procedures to be followed by employees who remain to perform critical operations before they evacuate.

In case of emergency evacuation, all personal work items are okay to be left behind. Personal work items include, computers, laptops, other electronic devices, etc.

Environmental Health and Safety Handbook for Employees and Contractors

Onsite's server is backed-up onto removeable disks. These are then transported off-site on a weekly basis. All critical work is saved to the server, and recoverable in an emergency situation.

3. Procedures to account for all employees after emergency evacuation have been completed.

The procedure to account for employees, once evacuated from the building, is to meet at the South West corner of the parking lot. From there, Onsite has identified that either the Human Resources Manager, or Office Manager will account for all personnel on-site that day, wait for emergency responders, let emergency responders know immediately if anyone is left in the building, and contact supervisors to notify them of the event. If the emergency evacuation was caused within Onsite's suite, a thorough safety inspection and evaluation will be performed as a follow-up to the event.

All employee's that evacuate the building are required to check-in with their supervisor and/or Human Resources Manager before leaving the meeting site. It is asked that all personnel stay on-site until supervisors give the okay to leave. All employees are to be accounted for, and any that are missing are presumed still in the building.

4. Rescue and medical duties for employees who are to perform them.

In case of emergency, please call 911!

Rescue and medical procedures are, first to identify an emergency, assess the situation, call for immediate help, and respond as necessary. Once the emergency has been resolved, the event must be reported to the Human Resources Manager and Supervisor. The event will then be recorded, reported, and a safety investigation will take place.

For non-emergency accidents and injuries, a first-aid kit is located in the office break room.

In case of cardiac arrest an AED (Automatic External Defibrillator), is located in the break room. If the AED is needed, use instructions located in the case, and follow the voice prompts.

While using the AED, have someone else call 911.

Please do not use the AED if you are not familiar with this piece of equipment, and/or do not feel confident in using it.

In the event that someone is found unconscious, over half of Onsite personnel are CPR trained, and may use their training to assist someone in this condition.

Environmental Health and Safety Handbook for Employees and Contractors

Onsite personnel have the option of attending company sponsored CPR and First Aid training every two years. CPR and First Aid Training coincide with Onsite's quarterly safety meetings, which allows for most employees to be in attendance.

5. The preferred means of reporting fires and other emergencies.

Call 911 for any serious emergency.

Once the emergency or incident has been taken care of, notify your supervisor and the Human Resources Manager. An accident investigation report will need to be completed.

6. Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Contact the Human Resources Manager with any questions regarding the Emergency Action Plan.

Customer Facilities Emergency Response Plan

Each Customer facility should have an Emergency Action Plan that describes the alarms and emergency notification system, evacuation routes, assembly areas, and emergency contacts. Contractors are responsible for understanding the requirements of the Emergency Action Plans where they perform work, prior to starting any work.

Environmental Health and Safety Handbook for Employees and Contractors

Health and Safety Requirements

The following health and safety requirements are not intended to cover all aspects of a safety program. The following information is intended to assist Contractors in the development of safe work practices and safety plans.

General Health and Safety Requirements

Contractors shall:

- Ensure its work procedures do not conflict with the health and safety requirements of Onsite policies, standards, and programs
- Take precautions for the protection of the health and safety of Contractor personnel, Onsite's employees, or other exposed persons, including the public
- Ensure that all specialized equipment (e.g., aerial lifts, cranes, man-lifts, fork trucks) are operated and maintained in accordance with manufacturer's specifications and as required by applicable regulations.

Confined Space Entry

Contractors are responsible for evaluating their work site to determine if confined spaces exist. The Contractor performing work within a confined space (permit required, non-permit, or other confined space) shall comply with applicable confined space regulations.

In addition, all employees and Contractors shall:

- Before entry, confined spaces must be thoroughly emptied of any corrosive, toxic, hazardous, or flammable substances or gasses.
- All lines to a confined space containing inert, toxic, flammable or corrosive materials must be valved off and blanked or disconnected and separated before entry.
- All impellers, agitators or other moving equipment inside confined spaces must be locked-out if they present a hazard.
- Either natural or mechanical ventilation must be provided prior to confined space entry. There must be adequate illumination when working inside a confined space.
- When required, there must be an appropriately trained safety standby employee outside of the confined space whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance.
- All portable electrical equipment used inside confined spaces must be both grounded and insulated, or equipped with ground fault protection.

Environmental Health and Safety Handbook for Employees and Contractors

- Before gas welding or burning is started in a confined space, hoses must be checked for leaks (compressed gas bottles must be kept outside of the confined space) and the confined area tested for an explosive atmosphere. Torches must be lighted outside of the confined area and then taken into the confined space.
- When oxygen consuming equipment such as torches, furnaces, etc., are used in a confined space, sufficient air must be provided to assure combustion without reducing the oxygen concentration of the atmosphere below approved levels.

Fall Protection

Contractors shall:

- Conduct evaluations of all elevated workplaces to determine the appropriate level of fall protection for their employees.
- Use 100% fall protection, unless exempted by the OSHA standard. Where conventional fall protection is not possible or feasible, the Contractor shall develop a written Fall Protection Plan, following applicable OSHA regulations.
- Ensure all workers are instructed in the fall protection system to be used and the procedures to be followed where there is a risk of fall hazard.

Fire Prevention

Contractor Fire Prevention

A site-specific fire prevention should be available at customer facilities. This plan should help identify potential fire hazards and methods to prevent and to properly respond to fires when at Customer sites. Contractors are to be familiar with and comply with these site-specific requirements.

Each Contractor shall:

- Report all fires extinguished by the Contractor to Onsite's Project Manager and customer liaison. If a Contractor uses a Customer fire extinguisher, they shall report such usage to customer liaison.
- Ensure that employees and subcontractors do not smoke in any non-smoking areas, including inside all buildings.

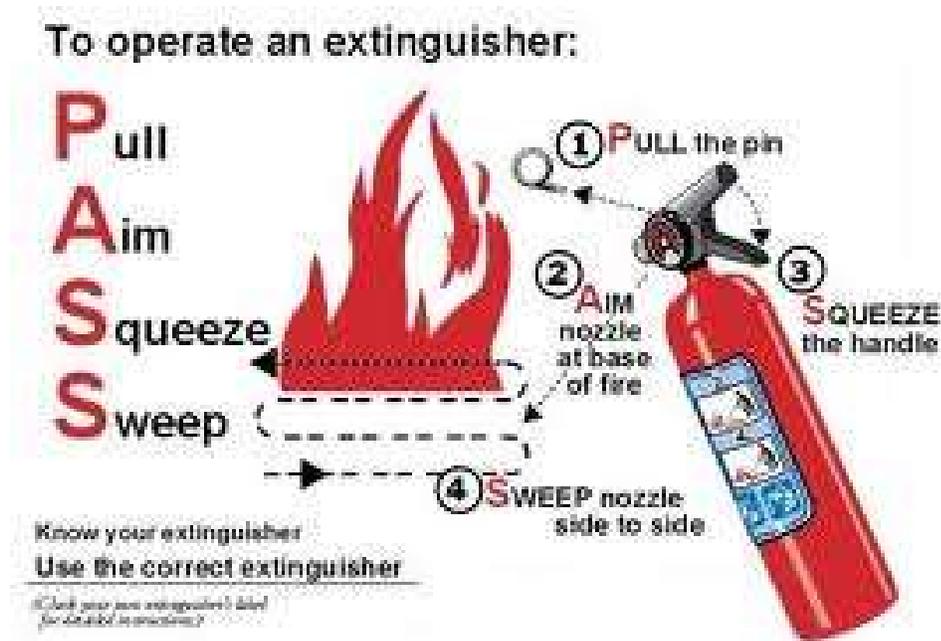
Fire Prevention Safe Practices

Onsite's office is equipped to meet current building and fire codes. The building is fully sprinklered. Fire extinguishers are located throughout the building in common areas, as well as inside the office suite (back column in the back of the office). Should a minor fire

Environmental Health and Safety Handbook for Employees and Contractors

occur, an immediate attempt to put it out, (i.e. smothering a wastebasket fire) usually will prevent it from getting out of control.

To use a Fire Extinguisher:



Immediately notify your supervisor who will, in turn, notify the Building Management Office.

SMOKING is not allowed in areas involving the storage and/or use of hazardous, flammable or combustible materials. Smoking is not permitted indoors.

Fire extinguishers must be used as directed by the manufacturers' instructions. Standard classes are as follows:

- Class A: Ordinary combustible material fires.
- Class B: Flammable liquid, gas or grease fires.
- Class C: Energized-electrical equipment fires.

Environmental Health and Safety Handbook for Employees and Contractors

However, if you do not feel comfortable using a fire extinguisher and/or have not received training on how to properly engage an extinguisher, please evacuate the building and call 911 for the fire department. For evacuation, please see current evacuation plan.

Fire doors and shutters must be unobstructed. Proper clearance must be maintained below sprinkler heads and they must be protected by metal guards when exposed to physical damage.

Combustible scrap, debris, and waste must be stored safely and removed from the work site promptly. Covered metal waste cans must be used for oil and paint-soaked waste. Accumulations of combustible dust must be routinely removed from elevated surfaces.

Hazard Communication

Before starting a new job, each Contractor shall advise the Onsite Representative of all hazardous substances to be used in the workplace. Safety Data Sheets (SDSs) on such hazardous substances shall be readily available to the workers, Onsite, or a regulatory agency.

The Onsite Representative shall inform the Contractor of any known hazardous substances used in the work area where the Contractor will be working. An SDS for such substances shall be readily available upon request by the Contractor.

Heat Illness Prevention

A Heat Illness Prevention Program is required when employees are engaged in outdoor operations where the environmental risk factors for heat illness may exist during the work period. The Contractor shall comply with Onsite's Heat Illness Prevention Program.

Prior to commencing work, Contractors shall:

- Evaluate work conditions or a work environment that present the risk of heat illness or heat stress.
- Ensure a Heat IPP has been prepared in accordance with regulatory requirements, and all personnel are trained on the plan, and comply accordingly.
- Ensure controls, such as providing sufficient potable water and providing a shaded recovery area, are in place per regulation.
- Ensure the Contractor's specific acclimatization procedure is implemented when applicable.

Environmental Health and Safety Handbook for Employees and Contractors

Housekeeping/Cleanup

Each Contractor shall maintain a clean and orderly work area at all times. When the work is completed, each Contractor shall remove any Contractor-owned materials from the site or dispose of them in accordance with the Waste Handling, Storage, Transport, and Disposal section of this EHS Handbook.

Contractor shall remove all trash and debris from the job site before leaving each workday.

Industrial Hygiene

The Onsite Representative will inform Contractors of known chemical and physical hazards. Each Contractor or Subcontractor shall inform the Onsite Representative of chemical and physical hazards that the Contractor's work creates.

Post-Job Safety Performance Review

Onsite may perform post-job safety performance reviews. The reviews may be completed informally through discussions with the customer, the contractor, and Onsite employees. A formal survey may be mailed to the customer and/or the contractor to provide feedback.

If safety concerns arise during the post-job safety review, an Incident Report may be completed after the fact. A safety investigation will also proceed after such concerns arise.

Incident Reporting

In case of any accident, injury, incident, or emergency, an Incident Report Form is required to be completed and returned to Onsite Energy's Human Resources Manager. This form may be emailed to tmathis@onsitenergy.com. This form should be received within eight hours of the incident, however, reporting the incident should happen immediately. The Incident Report Form to be used is below:

Environmental Health and Safety Handbook for Employees and Contractors

INCIDENT REPORT FORM

This form is to be completed for all incidents involving personal injury or property damage. Provide a legible copy to the Safety and Health Manager within eight (8) hours of the incident. Include photos and/or diagram of the location of the incident. Information gathered is intended to prevent possible recurrences of the incident and not to assign blame.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of the employee to the fullest extent possible while being used for occupational safety and health purposes.

Section 1: Injured Employee

Name of Employee: _____

Last 4 digits of SSN: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____

Date of birth: _____ Marital Status: _____

Craft: _____ Position: _____

Section 2: Equipment or Material Damage

Equipment or Material Damaged: _____

Estimated \$ Amount: _____

Third Party Information: _____

Estimated \$ Amount: _____

Section 3: Employer

Employer: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____

Supervisor: _____

Date of Hire: _____

Section 4:

Date of incident _____ Time of incident _____ AM / PM

Date reported _____ Time reported _____ AM / PM

Person reported to _____

Location of Incident _____

Witness _____ Phone # _____

Witness _____ Phone # _____

Environmental Health and Safety Handbook for Employees and Contractors

Witness _____ Phone # _____

Section 5:

What activity was being performed prior to the incident? Describe the activity, as well as any tools, equipment, or materials the employee was using. Be specific. *Example: Standing on 8' ladder changing light bulb. Digging a footing excavation with backhoe.*

What happened? Tell how incident happened. *Example: Ladder slipped on wet floor. Employee fell to ground level. Digging a footing excavation with backhoe and struck unmarked 6" water line breaking the line in two.*

Part of body injured? Tell what part of body and extent of injury. *Be more specific than "hurt, pain, or sore."*

What object or substance directly harmed the employee, equipment, or material? *Examples: concrete floor; radial arm saw; flying debris (concrete, metal shaving)*

Section 6:

Contributing Causes: _____

Root Causes: _____

Corrective Actions: What corrective actions have been taken to prevent a reoccurrence? _____

Person responsible for implementing corrective actions: _____

Title: _____

Section 7: Medical Treatment

On site first aid only. Name of First Aider: _____

Medical Attention - Name of Medical Provider: _____

Restricted duty (# of days) _____ Days away from work (Lost Time # if days) _____

Hospitalization Near Hit/Miss (no medical treatment)

Environmental Health and Safety Handbook for Employees and Contractors

Supervisor _____ Date _____

Project Manager _____
Date _____

Additional Comments: _____

