

Contractor HSE Manual 3.0: SIGNIFICANT UPDATES



OVERVIEW

We reviewed the Contractor Health Safety and Environmental Manual in 2023 and will be launched for use on April 1, 2024. The effective date of the new manual will be October 1, 2024. The focus of the revision was to align expectations with NiSource policy/standards where applicable, remove duplicative or contradictory verbiage, and create a manual that can easily be utilized in an electronic format.

KEY UPDATES

- OLD:** “Contractor shall ensure supervision at the general foreman level and above have successfully completed the OSHA for 10-hour Construction or General Industry Outreach program for the applicable 1926 or 1910 Standards based upon your scope of work...”

NEW: **There is no specific requirement for Contractors to complete OSHA 10-hour training. However, Contractors are still required to train their employees according to local, state and federal regulations, to complete their Work safely.**
- OLD:** Utilize the “Contractor Incident Reporting and Investigation Form”.

NEW: **The Contractor Incident Reporting and Investigation Form has been replaced with the “[Contractor Incident Notification Form](#)”, the “[Contractor Incident Investigation Form](#)” and the “[Contractor Work Zone Incident Form](#)”. These forms shall be submitted electronically. (See section 3.9.1 Incident Reporting)**
- OLD:** “Contractors shall provide a completed incident investigation report within 48 hours of the incident.”

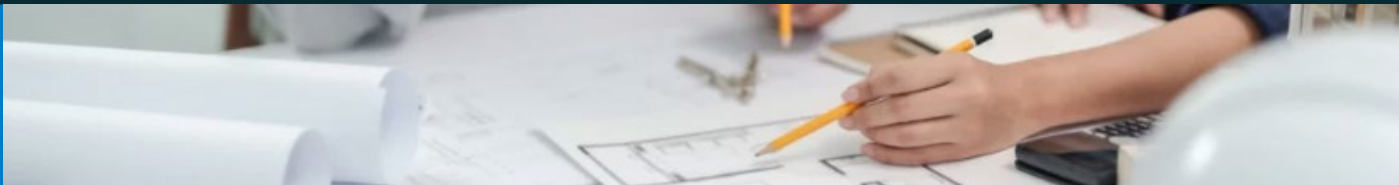
NEW: **There are new reporting forms and a new timeline for reporting contractor incidents.**

 - “Contractors shall notify the appropriate NiSource representative immediately, but no later than **24 hours** after the incident with **verbal notification**.”
 - “Contractors shall provide a “written” report within **48 hours** of the incident by utilizing the “**Contractor Incident Notification Form**.”
 - “For any Work Zone incident, Contractors shall complete and provide a **Work Zone Incident Form** within **48 hours** of the incident.”
 - “Contractors shall complete an incident investigation and submit a completed **Contractor Incident Investigation Form** as soon as possible, but **no later than 10 days after the incident**.”
- OLD:** There was no requirement for a written environmental plan listed in the CSM 2.0.

NEW: **There is now a requirement for a written environmental plan. (See section 7.1.1)**
- OLD:** There was no requirement for an environmental foreman or training requirements for environmental foremen.

NEW: **There is now a requirement for an environmental foreman, along with specific training requirements for them. (See section 7.1.3)**

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KEY UPDATES CONT'D

6. **OLD:** There was no previous requirement for a written Environmental Plan
NEW: There is now a requirement for a written environmental plan.
7. **OLD:** NIPSCO Truck unloading Form
NEW: The "NIPSCO Truck Unloading Form" form is no longer applicable.
8. **OLD:** There was a Hot Work Permit for both NIPSCO and NiSource
NEW: The "Hot Work Permit" for NiSource is no longer applicable.
9. **OLD:** There was a document "Additional Safety Requirements & Expectations for NIPSCO Gas Projects"
NEW: This document is no longer applicable. Contractors shall reference the NiSource Contractor Safety, Health, and Environmental Manual 3.0 for expectations, regardless of the NiSource affiliate company for which they are working.
10. **OLD:** Contractor Manual and associated forms were not readily available electronically.
New: Contractors can access the current version of the Manual via the external [NiSource Contractor Safety webpage](#) and through the [JAWS application](#).
11. **OLD:** Contractors were required to either use NiSource's Pre-Job Briefing Form or have the Director of Safety Services and Occupational Safety provide an approval to use their own.
NEW: Contractors are no longer required to get approval to use their own Pre-Job Briefing form (with the exception being the Generation JSA). Contractors shall follow the NiSource Pre-Job Briefing Policy

OTHER UPDATES

Other updates to the manual include a reference to the NiSource Supplier Code of Business Conduct, removal of gas standard verbiage, and removal of language that was duplicative of what OSHA standards state. The manual's order and format have been completely revised, and the document is now in a user-friendly, electronic format that can be easily accessed from any mobile device.

QUESTIONS

If you have any questions or concerns regarding the Contractor Health, Safety and Environmental Manual 3.0, please contact contractorfieldsafety@nisource.com or complete the [Form](#) found on page 64 of the Contractor Health, Safety and Environmental Manual 3.0.