



Contractor Event Management

PURPOSE

This document summarizes the methods and requirements contractors must use to report and communicate Reporting Events, Good Catches, and Near Misses for their company and their subcontractors while working for Ameren. Although this document pertains primarily to contractors and subcontractors, Ameren co-workers are also reminded that they are to communicate these events to the appropriate level of internal management and across business segments, as applicable.

DEFINITIONS

Safety1Source — Ameren's enterprise safety management system for accessing and entering reporting events. The Safety1Source link is: <https://us.airsweb.net/SafetyOneSource/#/>

Reporting Events — As outlined in Ameren's Safety1Source, Reporting Events are incidents that occur on Ameren property or as the result of performing work for Ameren *and* that involve occupational injuries or illnesses, incidents resulting in the loss of utility service to the public, motor vehicle accidents, unintentional damage to Ameren, contractors or third party property or equipment. Releases of chemical or petroleum products that enter water or could create a risk to human health or the environment should be reported to the Ameren Spill Line at 314-554-2683, in addition to entering in Safety1Source.

Good Catches — Unsafe conditions or acts that, which if left unaddressed, could have resulted in an injury, property damage or outage. This could also be a positive recognition of a good work practice or behavior which helped create a safer environment.

Near Misses — An incident occurred where no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage and/or injury could have occurred.

Single Point of Contact (SPOC) — The Ameren business segment (Ameren Missouri, Ameren Illinois, etc.) representative responsible for regular communication and guidance of contractor and subcontractor work. This would typically be the Ameren project manager, project supervisor, etc.

RESPONSIBILITIES

1. Respond Appropriately to the Situation

Although Ameren does not intend to control or dictate the specific responses of its contractors and subcontractors to situations they may face in the field, Ameren does expect its co-workers, contractors and subcontractors to respond reasonably and professionally to emergency situations and other events that pose a threat to safety or property. Specifically, Ameren expects contractors and subcontractors to: (1) follow their company's protocol in complying with OSHA, DOT, EPA and other applicable regulatory agencies, any drug testing protocols and obtaining first aid or medical treatment associated with Reporting Events; (2) take appropriate steps to control and mitigate hazards associated with Reporting Events. Ameren also expects co-workers, contractors and subcontractors to exercise reasonable judgment in contacting emergency services personnel.

2. Communicate as Required

Contractor and subcontractor personnel must report all Reporting Events to their supervisor (contractor and subcontractor management) the day of the underlying event, or as soon as practicable after the individual becomes aware of the event. Contractor and subcontractor personnel are also encouraged to report all Near Misses and Good Catches to their supervisor (contractor and subcontractor management) the day of the underlying event, or as soon as practicable after the individual becomes aware of the event.

Contractor management must report all Reporting Events to Ameren. To be clear, it is the responsibility of contractors to report all Reporting Events for self-performed work *and* work performed by subcontractors. Contractor and subcontractor management are also encouraged to report Good Catches and Near Misses. The method for reporting, and the associated timing, depends on the type of underlying event:

- Any fatality or OSHA Reportable Incident (in-patient hospitalization, amputation or loss of eye) that occurs on Ameren property or as the result of performing work for Ameren:
 - Reported verbally to SPOC as soon as practicable, but not to exceed the end of the work shift during which the incident occurred.
 - Preliminary incident report completed in Safety1Source within eight (8) hours after the incident.
 - Final incident report, including contractor or subcontractor response and corrective measures, entered into and referenced documents uploaded to Safety1Source within five (5) business days of the event.
- Reporting Events (non-fatality or OSHA Recordable):
 - Reported verbally to SPOC as soon as practicable, but not to exceed the end of the work shift during which the incident occurred.
 - Preliminary incident report completed in Safety1Source within twenty-four (24) hours after the incident.
 - Final incident report, including contractor or subcontractor response and corrective measures, shall be entered into and referenced documents uploaded to Safety1Source within five (5) business days of the event.

- Good Catches and Near Misses:
 - Once a Near Miss has occurred, or an unsafe condition or act has been recognized, an individual should report it to their Supervisor (contractor and subcontractor management).
 - The Supervisor (contractor and subcontractor management) will record the Near Miss/Good Catch into Safety1Source
 - Refer to the GC NM Contractor Reporter PDF for step by step instructions
 - For questions, email safety1source@ameren.com

3. Assist with Incident Analysis and Generate Corrective Action Plan

- Contractors and subcontractors shall cooperate with any Ameren Event analysis as the Business Segment may require.
- At the SPOC's request, contractors and subcontractors shall provide Ameren with related incident documentation (including any witness statements), the contractor's or subcontractor's response and any corrective actions taken.
- Contractor will provide Ameren a corrective action plan including implementation deadlines as required by the Business Segment.

4. Conduct Safety Stand Downs, as Required

- An Ameren Business Segment (Ameren Missouri, Ameren Illinois, etc.) may require a contractor or subcontractor to conduct a Safety Stand Down with their operating personnel after occurrence of a Reporting Event. The contractor's or subcontractor's Safety Stand Down procedure will be provided, in writing, to Ameren prior to the commencement of work and include the following provisions:
 - The time period for conducting the Safety Stand Down (which should be held as soon as practicable but no later than three (3) business days after the Reporting Event.
 - The Safety Stand Down shall address relevant details surrounding the event, applicable safety rules involved, and provide meaningful ways to prevent similar future events.
 - Contractor or subcontractor's representative shall notify the SPOC of its scheduled date of the Safety Stand Down.
 - Ameren representatives may attend the Stand Down at Ameren's discretion.