Have a great day

Be safe!

SEMPRA INFRAESTRUCTURA

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FINDINGS REPORT IN INTELEX TRAINING

Unsafe act and conditions

GE-M02-E05-I04

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HEALTH, SAFETY AND SECURITY DIRECTIVES TO SAVE LIVES

I must notify work related incidents and, **intervene when unsafe acts and conditions are identified.**

HEALTH, SAFETY AND SECURITY **AS A GUIDING PRINCIPLE AND A CONDITION OF EMPLOYMENT.**

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Terms

UNSAFE CONDITION

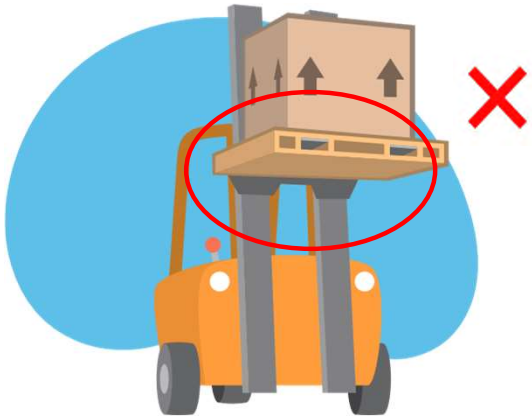
Conditions resulting from the non-observance of the measures established as safe, and which may lead to the occurrence of an event.

UNSAFE ACT

Actions performed by the employee that imply an omission or violation of a work method or measure determined as safe.

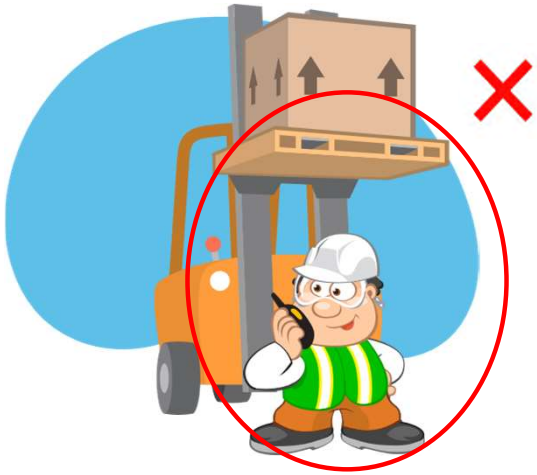
Examples

UNSAFE CONDITION



- ✕ Unattended material handling machine with a suspended load.
- ✕ Lack of delimitation.

UNSAFE ACT



- ✕ Standing under a suspended load.

SAFE

- ✓ Load at ground level.
- ✓ Workspace delimited.
- ✓ Employees following the safety controls.

Example

UNSAFE ACT

Standing under a suspended load.

SAFE

Outside the maneuvering radius and respect the delimitation.

FINDING

Unsafe condition

Unsafe act

INCIDENT

Incident **without** damages

Incident **with** damages

Injuries

First aid and recordables.

Communication of
Findings and Incidents
contribute to be a safer company.

Approaches

The art of observation

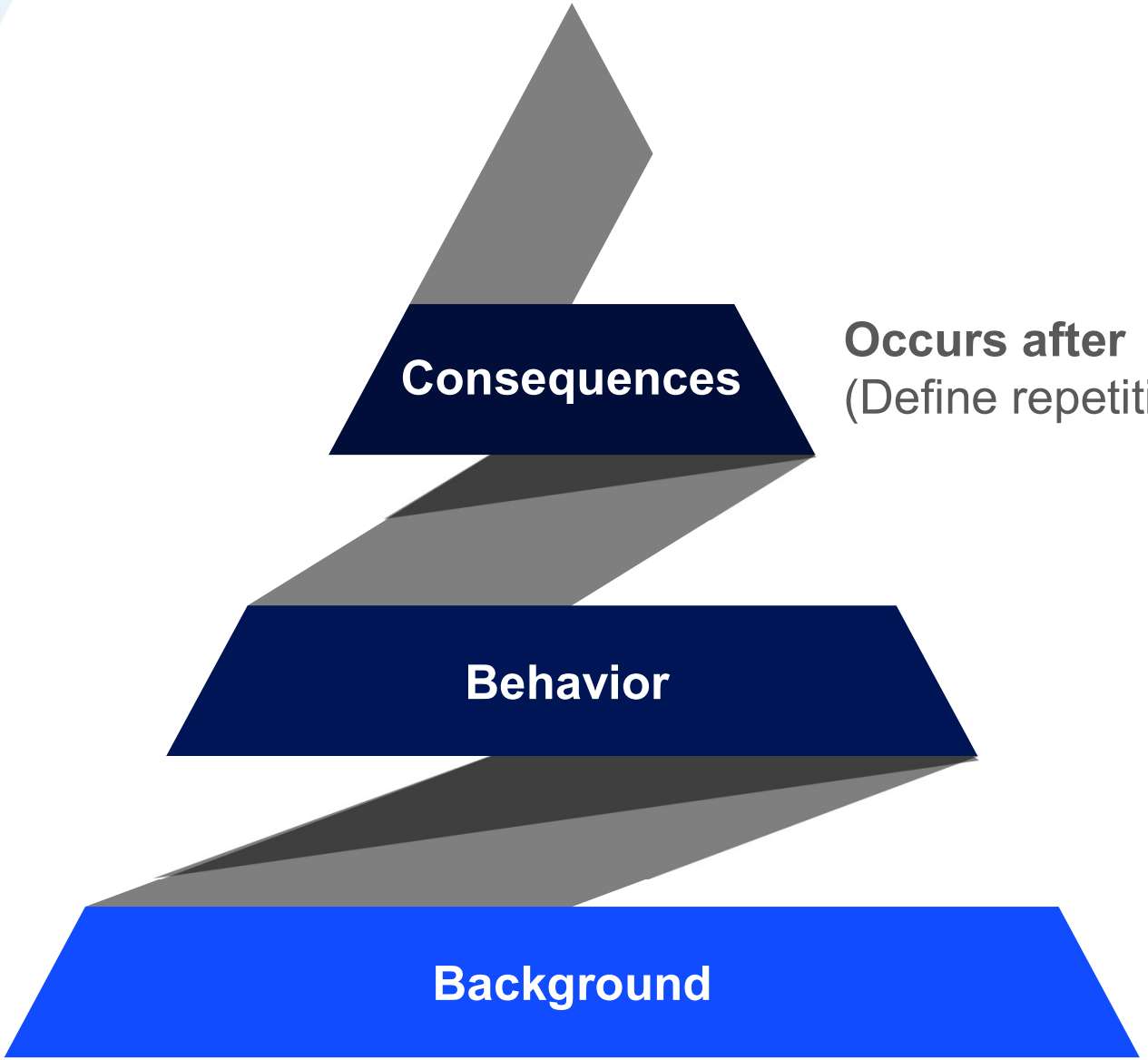
What is observed?

Watch

Listen

Dialogue

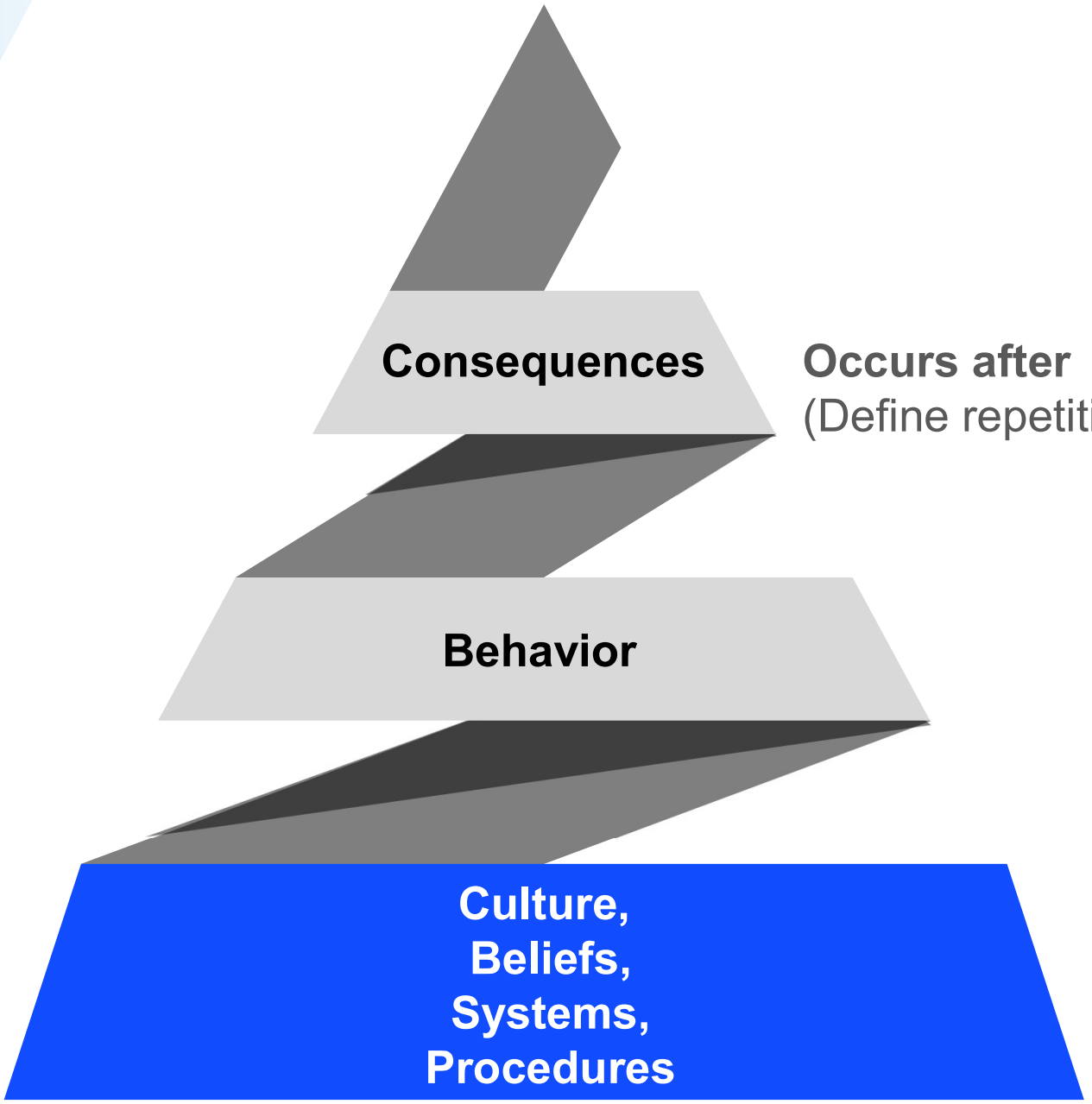
The logic of behavior



Occurs after
(Define repetition)

Occurs before
(Promotes behavior)

Background



Occurs after
(Define repetition)

Occurs before
(Promotes behavior)

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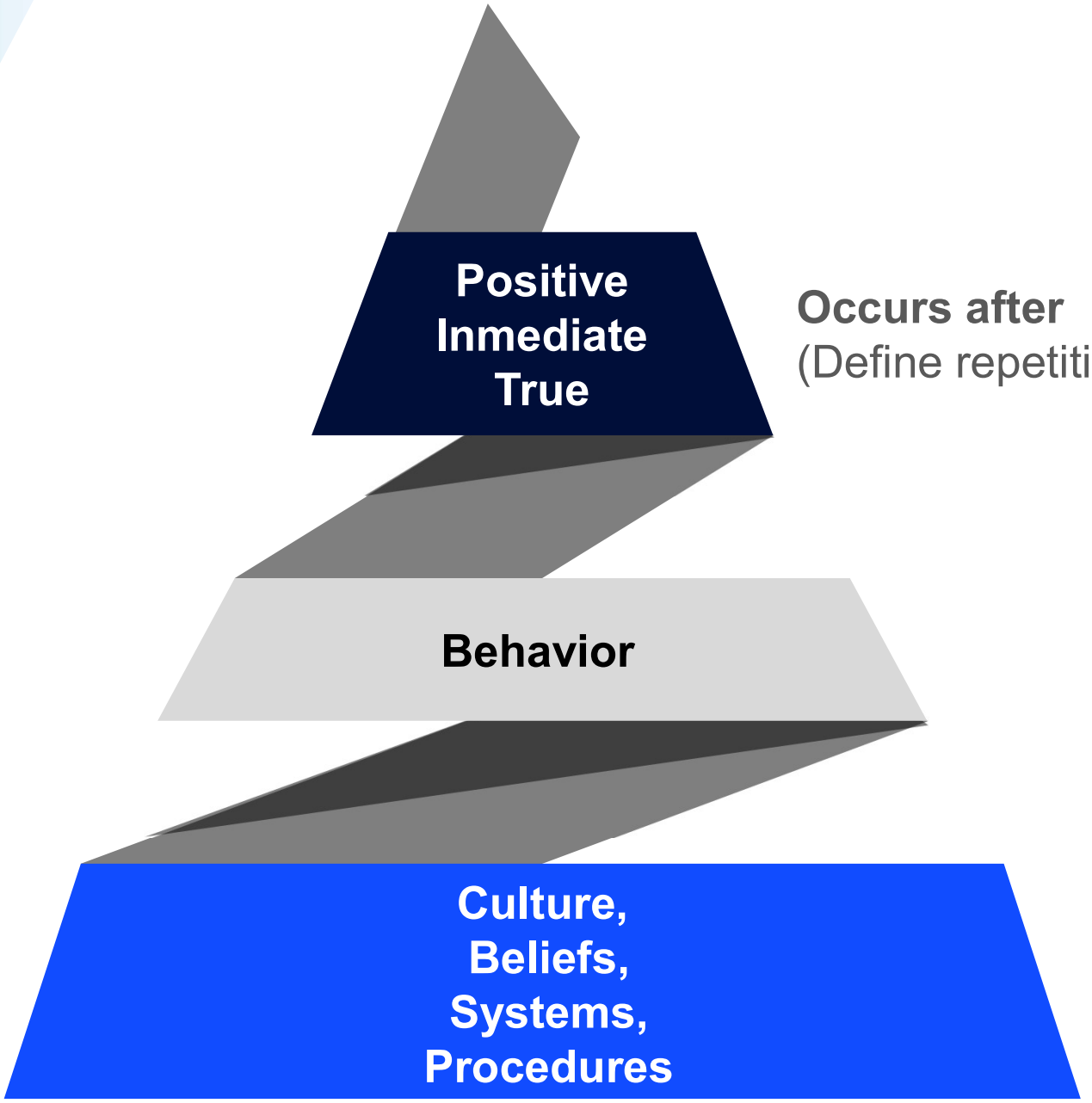
Consequences



Occurs after
(Define repetition)

Occurs before
(Promotes behavior)

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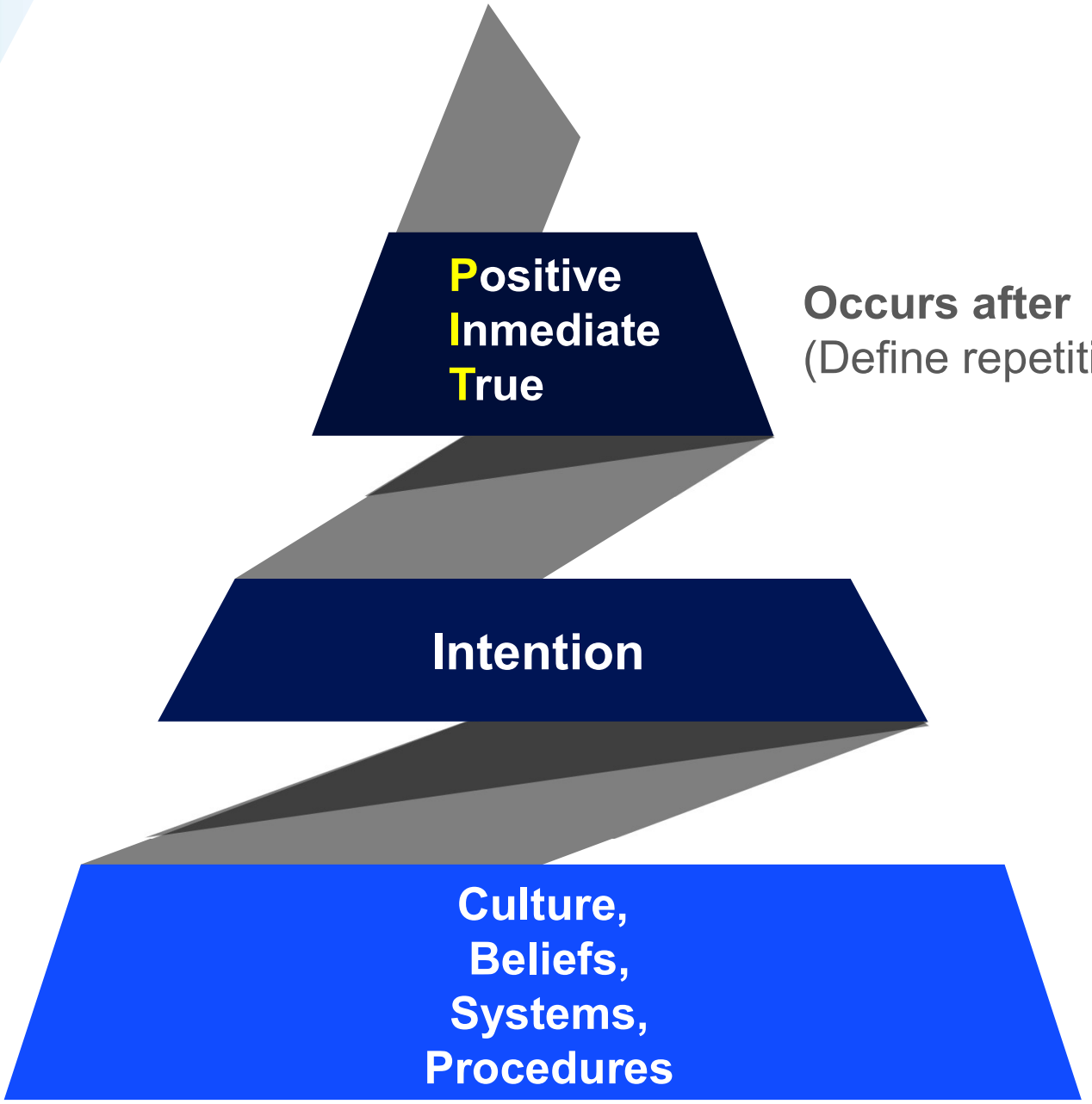
Intention



Occurs after
(Define repetition)

Occurs before
(Promotes behavior)

Example

I SEE, I FIX*

Safety is everyone's responsibility

- Promote immediate action whenever possible
- Build a high participation Safety Culture
- Prevent the occurrence of potential Incidents.

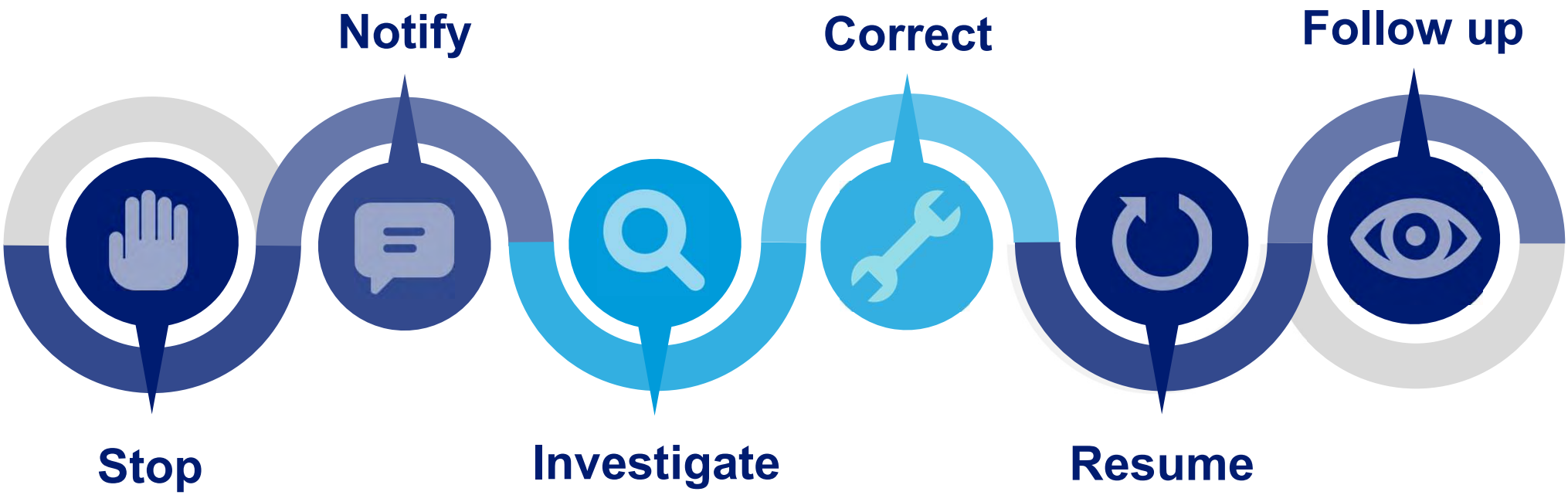
* We solve situations within the scope of our function.

STOP WORK AUTHORITY

Every employee (direct or contractor) has the **authority and responsibility** to stop work in case of imminent danger:

- Unsafe condition
- Unsafe act

RIGHT, AUTHORITY AND OBLIGATION



MOBILE APP FINDINGS

Functionalities

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INTELEX

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INTELEX

- ✓Available for personal and company devices
- ✓Offline
- ✓Mobile and desktop version
- ✓Languages: English and Spanish

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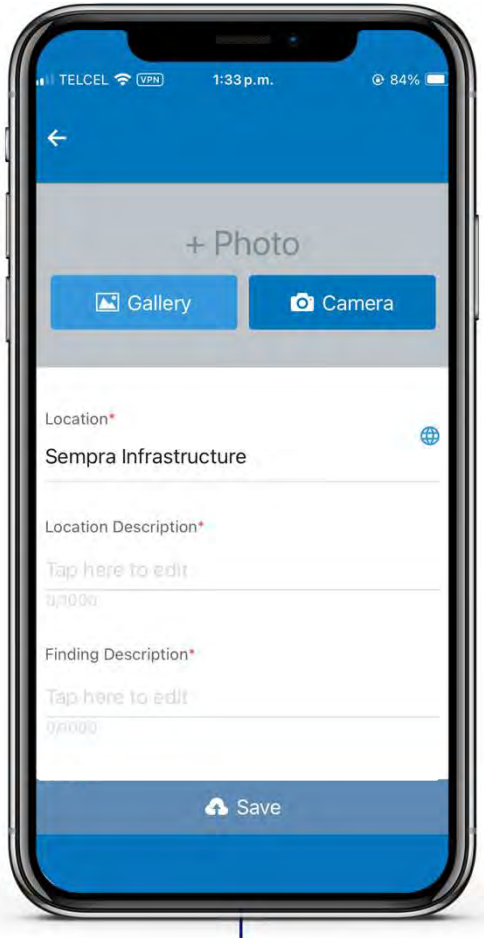
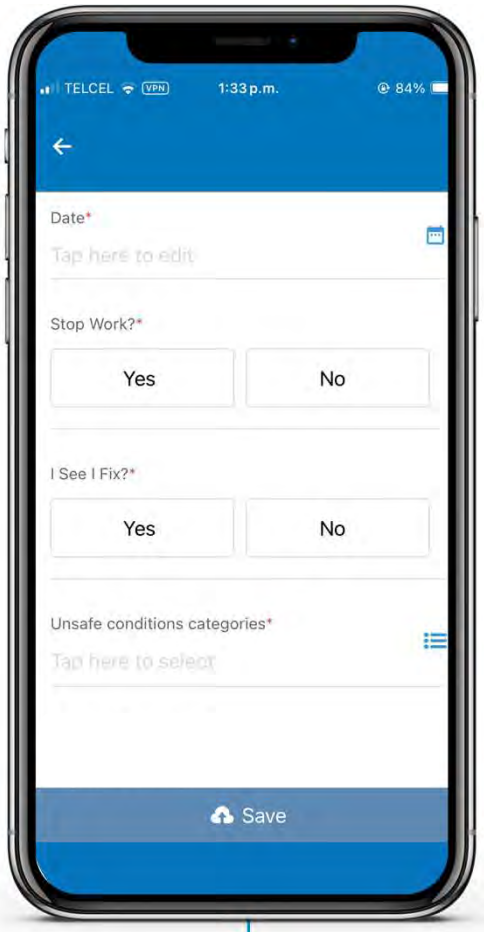
Report a finding

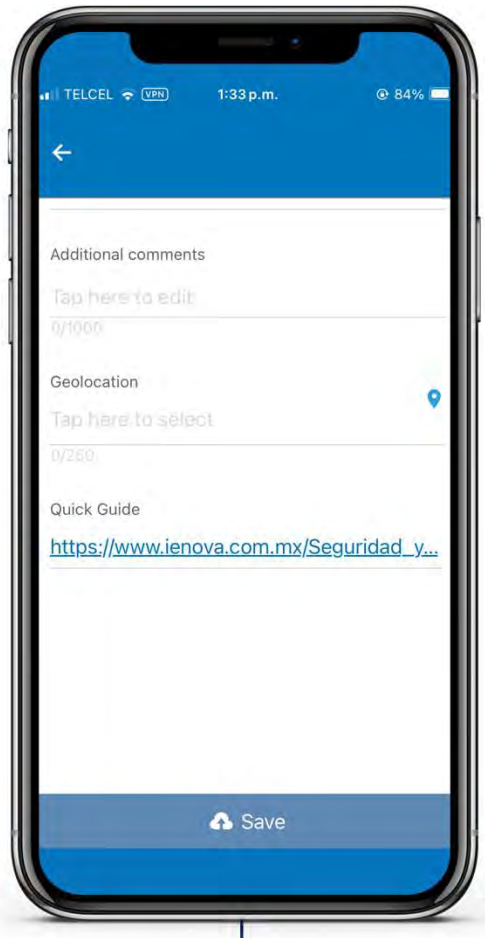
Choose the type of Finding



- Select “photo” to take an image that describes the finding
- Choose the location and describe the place where the finding was observed
- Describe the finding



- Select date and time where the finding was observed
- Indicate if the work was stopped
- Indicate if you saw it and fix it
- Categorize the Finding



- Additional comments
- Select the geolocation of the finding
- Support documents and materials available clicking on the quick guide link.

Categories

Unsafe acts

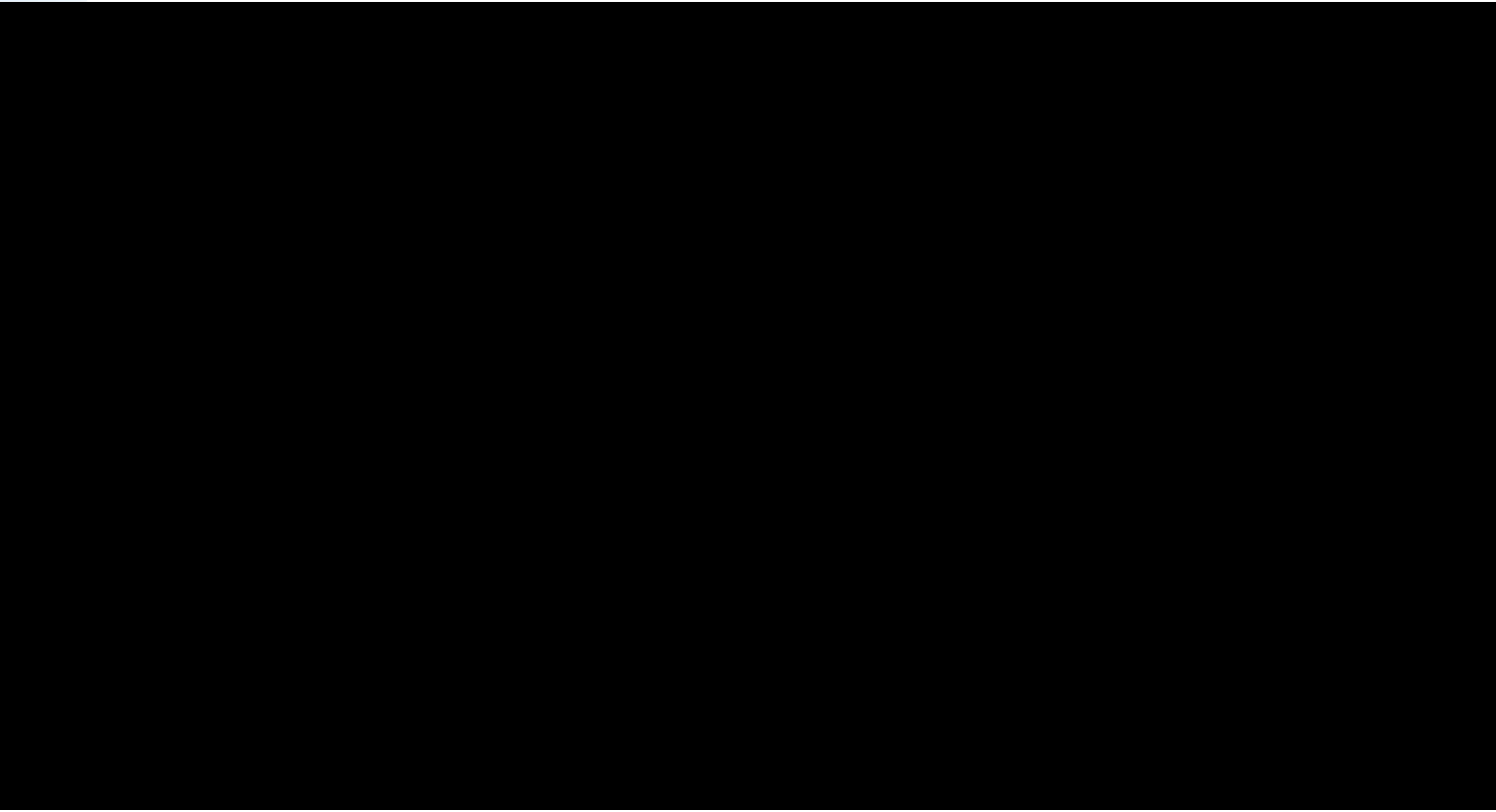
- PPE
- JSA
- Permit to work
- Procedures and documents
- Training, Competence and Credentials
- Collaborators (e.g., Crew, planning, horseplay)
- Fatigue
- Ergonomics
- Driving
- Tank car and tank trucks
- Heavy machinery and lifting vehicles
- Tool and machinery safeguarding
- Manual tools
- Line of fire
- Working at heights
- LOTO / LTT
- Hazardous fauna
- Alcohol and controlled substances
- Security
- Other

Categories

Unsafe conditions

- Facilities
- Aisle and stairs
- Order and cleanliness
- Storage
- Signage and delimitations
- LOTO / LTT
- Emergency systems
- Procedures and documents
- Vehicles (van, sedan, pick up)
- Tank car and tank trucks
- Heavy machinery and lifting vehicles
- Process Machinery and Equipment
- Tool and machinery safeguarding
- Manual tools
- Industrial hygiene (e.g., High temperatures, ventilation, illumination)
- Hazardous fauna
- Security
- Other

Finding report



Findings status

- Open
- In process
- Close

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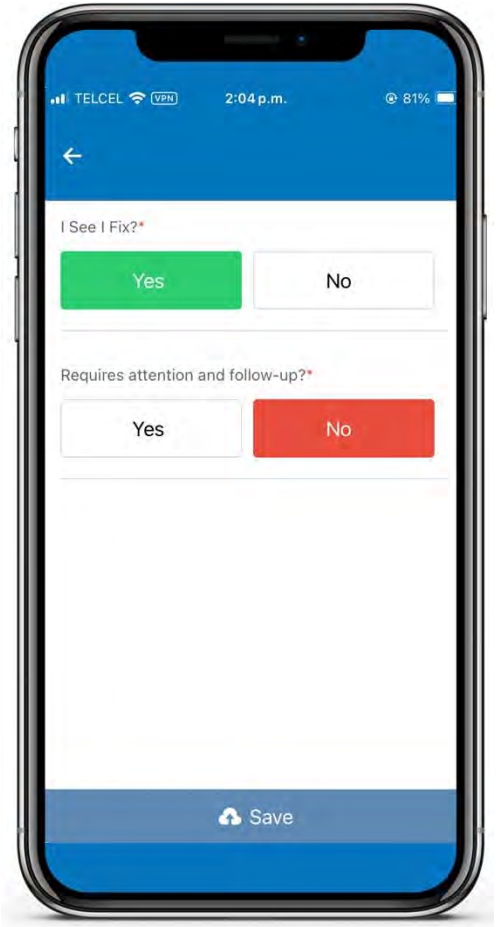
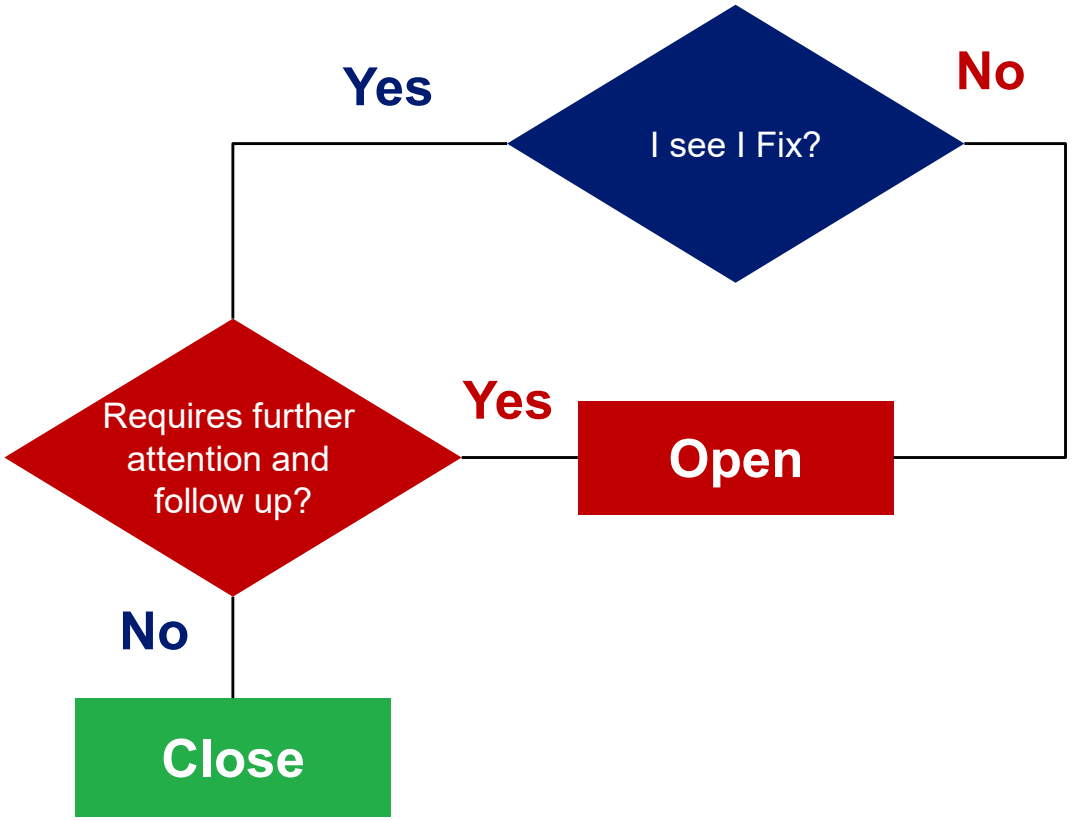
Findings status workflow





Notes:

- "Safe observations" status is "closed" by default
- The reporter is automatically designated as the responsible of the follow up

Findings follow up

Will display the open findings reported by the user.
(Status "Open" y "In review").

Will display all the findings of the location.
(Any status).

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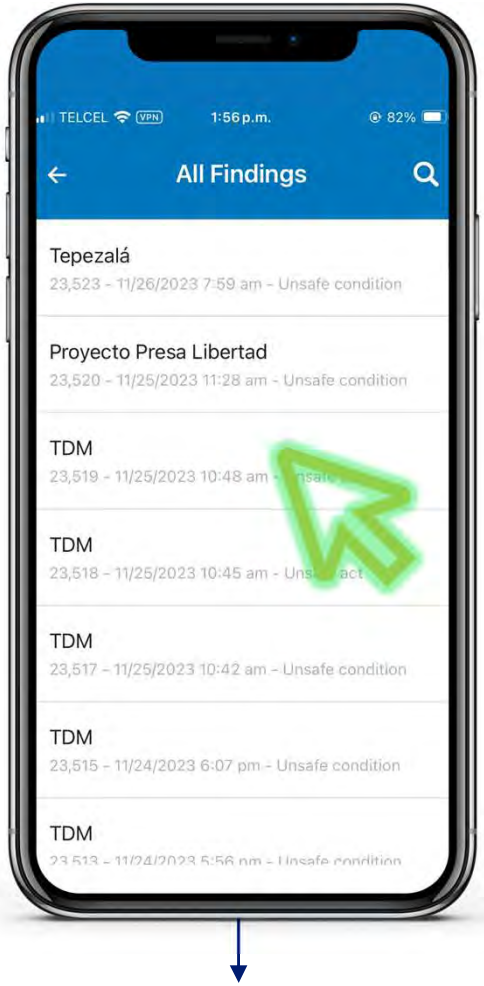
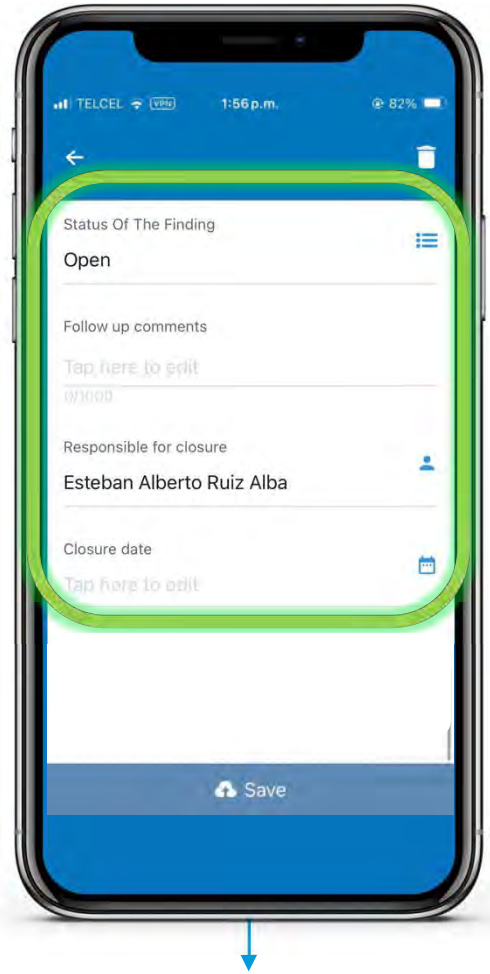
Findings follow up

1. Click on
   “My open findings” or
   “All Findings”



2. The reported findings will be displayed

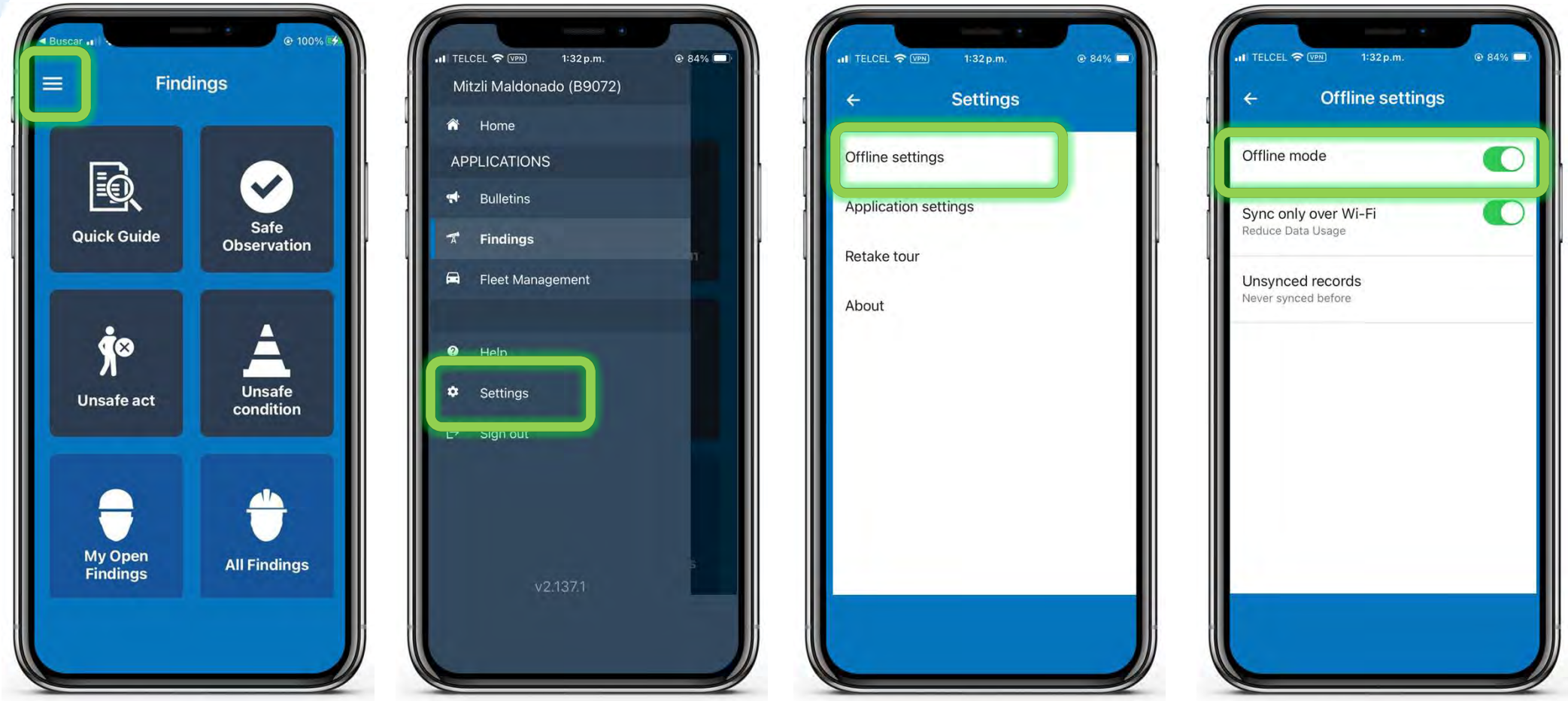
3. Select the desire finding



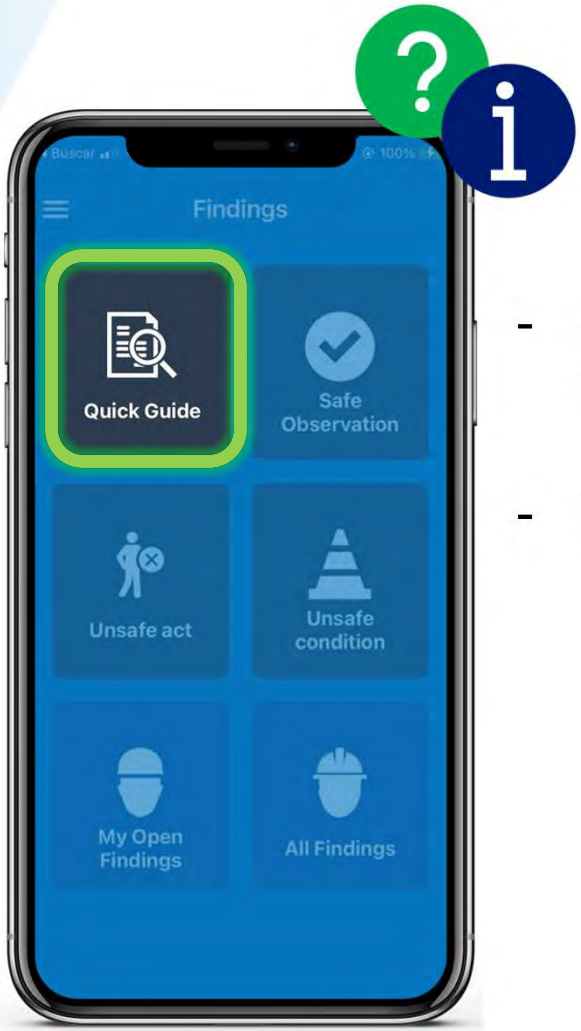
4. Complete the follow up information

5. If the follow up is concluded, update the status of the finding to “Closed”

Offline setting



Technical support

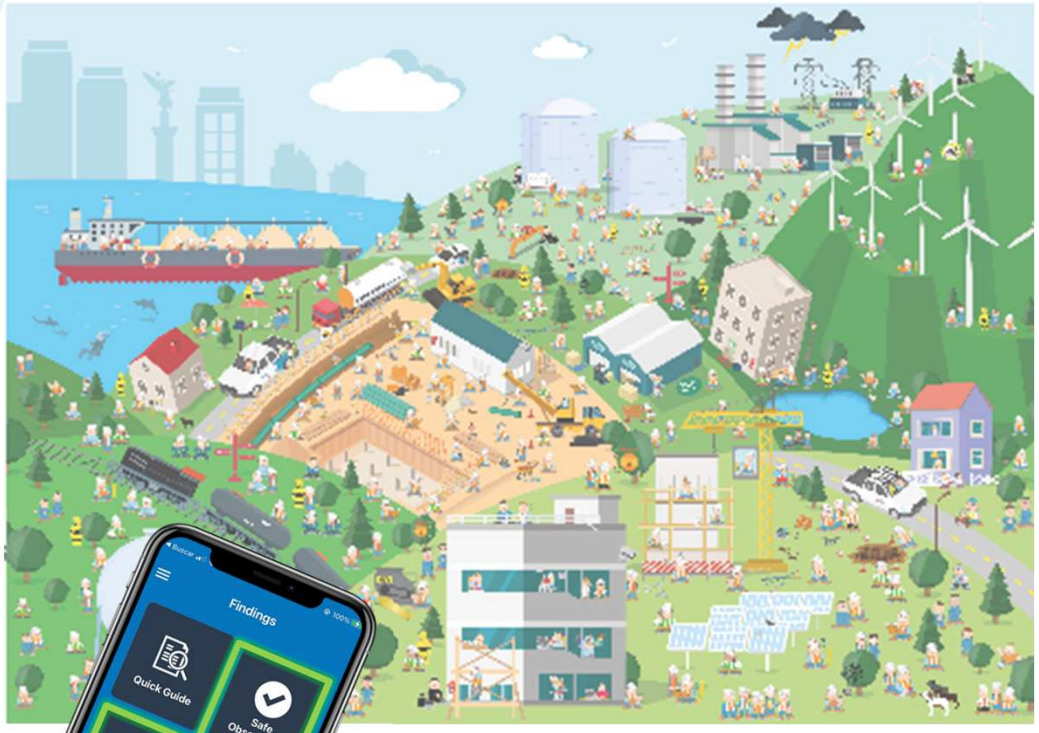


- See support documents and materials by clicking on the button “Quick guide”.

- Contact your Health and Safety representative.

Errors of the platform or users access management, send an email with the details and a screenshot, in case of errors, to jbecerraz@sempraglobal.com.mx

SEMPRA INFRAESTRUCTURA CITY WORKSHOP



Instructions:

- Identify findings in the map
  - The scenarios are fictitious complete the report as at your discretion,
  - Think in actions to return it to a safe action or condition, so you can select "**yes**" in the field " (*I See I Fix*)" and describe the taken actions in "additional comments" section.

Let's make this city a safer place to work!

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SEMPRA INFRAESTRUCTURA CITY WORKSHOP

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INFRASTRUCTURE

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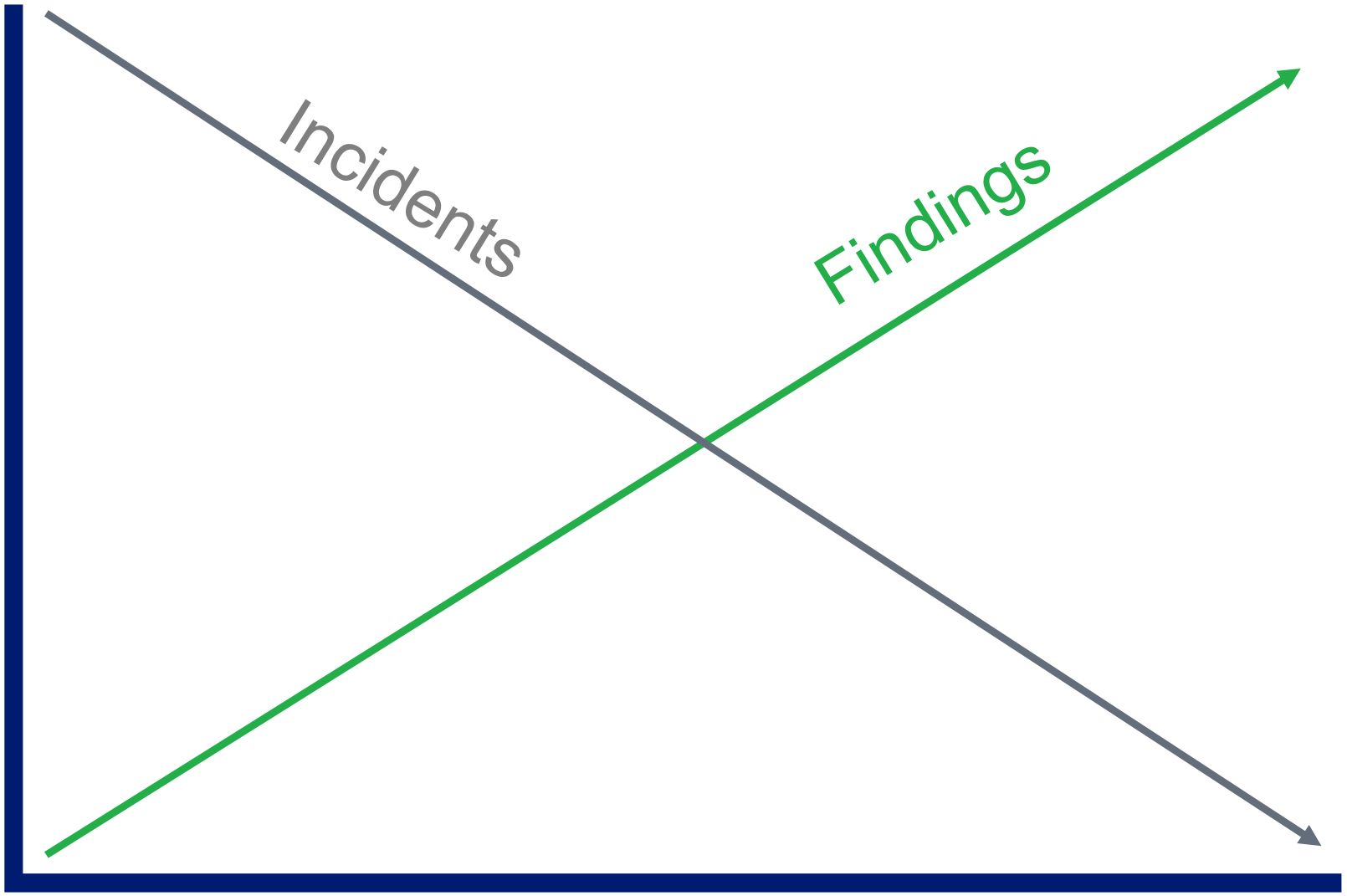
TONER
TONER
TONER
BLOCKED
SEMPRA
INFRASTRUCTURE

DASHBOARD

EXPECTED TREND



WE COUNT ON YOU!

The Safety, Health and Security of our people, customers and communities,
at the center of everything we do...

FOR A SAFE, SECURE AND HEALTHY SEMPRA™ INFRASTRUCTURE

Have a great day

Be safe!

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