

# Berkshire Hathaway Energy Contractor Quickstart Guide



To get started with Veriforce, your company must have a Compliance Pro account. To purchase the Verification Package visit [www.veriforce.com](http://www.veriforce.com) and click the blue Join Our Network button or contact Contractor Subscriptions by Phone: 844.570.7123 or Email: [benefits@veriforce.com](mailto:benefits@veriforce.com).



## Contractor Dashboard

Using the username and password you established when signing up for Compliance Pro, login by visiting [www.veriforce.com](http://www.veriforce.com) and click Login in the upper right corner. You will see the Contractor Dashboard as shown below. Your Dashboard is designed to alert you to critical information and save you time in completing your Owner Client requirements.

### Important Elements of the Dashboard

1. Subscription & Verifications
2. Scoring Criteria
3. Questionnaire
4. FlexTrack
5. Program Reviews

The screenshot shows the Veriforce Contractor Dashboard. The top navigation bar includes the Veriforce logo and the user name 'MLONGMAN'. The left sidebar contains navigation options: TEST CONTRACTOR (SSQ ID: 68274), My Notifications, Company Dashboard, Users, Company Admin, Company Profile, Third-Party Services, VeriSource (1), Alerts, Connect, Questionnaire (3), Reporting, FlexTrack (4), Leading Indicators, Password Audit Report, OSHA Violations, Program Reviews (5), and Training.

The main content area features two informational banners at the top: 'Link your Veriforce Organization' and 'Next Step: Complete your Additional Company Information'. Below these is the 'Questionnaire Progress' section, which shows a score of 36 and a list of sections left to complete, including Company Profile, Additional Company Information, Services, Information Release, General Safety Incident Statistics, EMR Statistics, Owner Client Specific Quarterly Statistics, Drug and Alcohol, and Communications.

The 'Client Scores' section displays a table of clients with their scores and risk levels:

Client Name	Score	Risk Level
ANTERO RESOURCES CORPORATION	F	F
MIDAMERICAN ENERGY	F	F
OWENS-ILLINOIS	High Risk	High Risk
TG NATURAL RESOURCES	High Risk	High Risk
THE WILLIAMS COMPANIES, INC.	Non Compliant	Non Compliant

The 'Subscription & Verifications' section shows a 'Verification Package expires on 8/8/22' with a green checkmark and an 'EMR' status with a red X.

Numbered callouts 1 through 5 are placed on the dashboard to highlight specific features: 1 points to the 'Verification Package expires on 8/8/22' notification; 2 points to the 'MIDAMERICAN ENERGY' client score; 3 points to the 'Questionnaire' sidebar item; 4 points to the 'FlexTrack' sidebar item; and 5 points to the 'Program Reviews' sidebar item.

## Subscription & Verifications

Veriforce holds the highest rating for value and reputation amongst our competitors. Veriforce's contractor subscriptions combine the time-intensive aspects of qualification – safety and training – into one easy-to-use solution, saving you time and helping you get ready to work. Relevant information, documents and training records can all be uploaded and shared with hiring clients using our simple online interface.



## Scoring Criteria

MIDAMERICAN ENERGY		F	^
● SSQ Score	23.53%		
● Program Review Score	F		
● EMR Verified	Verify Failed		
● OSHA Verified	Verify Failed		
● Insurance	Contractor Action Required		
● Contractor Safety Manual	Not Acknowledged		
● FlexTrack Status	No Data Available		

**Standardized Safety Questionnaire (SSQ) Score** – A number of questions from the questionnaire have been weighted and are being used to determine the appropriate safety protocols are in place. At this time, this also includes your overall company TRIR as shown in the General Safety Incident Statistics section for a 3 year average as well as your Experience Modifier Rating listing in the EMR section of your questionnaire for the last calendar year.

**Program Review Score** – Reflects the percentage of compliance with your Safety Program Submittals. Because Program Reviews are shared amongst participating Owner Clients, the programs that are required are a direct consequence of the services you have selected in your general Services Section. Once the service is selected, the corresponding safety program is assigned.

**Flex Track Status** – Reflects the status of you posting work type specific monthly man hours for the BHE affiliate you worked for in the last month.

**Insurance Verification** – (not applicable to all BHE businesses) As per the Insurance requirements listed in your BHE service agreement (MSA, GSA, PSA, etc.), Veriforce provides verification that each contractor's coverages listed on the Certificate of Insurance meet the coverages listed in your service agreement with the applicable BHE business you are working for.

**EMR Verified** – Veriforce performs a verification of the documentation uploaded within your company's EMR statistics section

**OSHA Verified** - Veriforce performs a verification of the information reported in the General Safety Incident Statistics section against your company's OSHA 300 Logs.

**Contractor Safety Manual** – (not applicable to all BHE businesses) Reflects that you have read and acknowledged the company specific contractor safety manual, located within your company's safety questionnaire.

# Berkshire Hathaway Energy Insurance Statuses

*\*\*insurance verification is not applicable to all BHE businesses*



Status	Description
Contractor Action Required	Contractor needs to complete the Insurance section of the Questionnaire and/or upload Certificate of Insurance
Pending Verification	Contractor has completed all necessary information and verification results are pending review by Veriforce
Non Compliant	Contractor's Certificate of Insurance does not meet BHE's insurance coverage requirements
Compliant	Contractor's Certificate of Insurance meets the BHE Businesses' criteria.
Policy Expired	A previously compliant Certificate of Insurance has reached one or more policy expirations

## IMPORTANT:

If you upload a Certificate of Insurance and DO NOT complete the insurance section, Veriforce cannot verify your insurance.

If you do not know the insurance requirements for the BHE affiliate you are doing business with, please email [insurance@veriforce.com](mailto:insurance@veriforce.com).

## Questionnaire

Reduce duplicate effort by sharing your information with other hiring clients in the Veriforce network and get hired faster. Veriforce's SaaS-based technology provides owner clients with the data, analysis and reporting to prequalify contractors for work. The SSQ consists of over 100 questions regarding a contractor's/vendor's HSE, OSHA and other statistical information based on the services the contractor/vendor provides.

## Program Reviews

Program Reviews are shared amongst all participating Owner Clients.

Required programs are a result of the services you have selected in your General Services Section, not the Owner Client specific services. Once the service is selected, the corresponding safety program is assigned. To select the appropriate services, click as shown below:

1. Questionnaire
2. Services



3. Power Generation Industries will be automatically applied when connected to the appropriate BHE Business
4. Select relevant services from the Power Generation Service list
5. Access Safety Programs by clicking in the left navigation bar

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Admin

TEST CONTRACTOR

Alerts

Back Office

Connect

Questionnaire **1**

Reporting

FlexTrack **2**

Leading Indicators

Password Audit Report

OSHA Violations

Training

Sections **36 left**

- Company Profile
- Additional Company Information
- Services **2**
- Information Release
- General Safety Incident Statistics
- EMR Statistics
- Owner Client Specific Quarterly Statistics
- Drug and Alcohol
- Communications
- Employee Qualifications
- Environmental
- Hydrogen Sulfide (H2S)
- Industrial Hygiene
- FMCSA / DOT Requirements

Services **Questions in blue are required**

Helpful Links: NAICS Codes (formerly SIC Codes): <http://www.census.gov/epcd/www/naics.html>

You must complete the first three sections of this SSQ (Company Profile, Services, & Information Release) in order for the remaining SSQ sections to appear. Once you complete a section, click the "Save" button.

1. NAICS Code applicable to the services that this company provides:

NAICS Code	NAICS Title
213112	Support activities for oil and gas operations

**3** 2. INDUSTRIES

Available Industries

- Domestic USA Offshore Oil and Gas
- Domestic USA Well Site
- Domestic USA Construction
- Domestic USA Pipeline
- Domestic USA Pharmaceutical
- Domestic USA Manufacturing

Selected industries

- Domestic USA Onshore Oil and Gas
- Domestic USA Oil & Gas Refining, Retail and Transportation
- Power Generation
- Pioneer Service Region

3. SERVICES

**INSTRUCTIONS:**  
For each industry, select the **primary** service that you currently provide by selecting individual services in the **Available** box and moving them to the **Provided** box by clicking the ">" button between the left and middle boxes.  
Similarly, use the "<" arrow to remove a service from the **Provided** box.  
You may also select additional services that you provide, that are outside your main line of business, by selecting items in the **Available** box and using the second set of arrow buttons to move services from the **Available** box into the **Additional Services** box.  
To move services from the middle box to the right box, you must first move the service to the left box.  
As always, you can highlight more than one service at a time by holding down the "CTRL" key while clicking services with your mouse.

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TEST CONTRACTOR

Alerts

Connect

Questionnaire

Reporting

Program Reviews **5**

Training

Sections **36 left**

- Company Profile
- Additional Company Information
- Services **4**
- Information Release
- General Safety Incident Statistics
- EMR Statistics

Services **Questions in blue are required**

General Contractor - Boilers - Repair (1.1.1)

Power Generation

Available Services

- Abatement, transportation, disposal, removal of hazard
- Adjusting and calibrating equipment
- Advance meter infrastructure (AMI) installation
- Aerial lift maintenance, inspection (on/off premises)
- Aircraft services surveillance, transport, line inspection
- AMT services, testing, maintenance

Services Provided

- Power Generation Default Service
- Aircraft services (rotorcraft or fixed-wing)

Additional Services Provided

Save

Veriforce recently implemented a new more efficient Safety Program Evaluation tool called the "Lasso tool". With the new tool, contractors will "Lasso" the corresponding section of the HSE manual that adequately meets the safety program requirements.

If you are connected to another Owner Client that utilizes the Safety Program Evaluations, you will need to complete the new sections for any Safety Program as well as any additional programs that were identified with the new tool.

# Completing the Safety Programs Section

**\*\*This process is not applicable to Pacificorp T&D\*\***



## 1. Click on a program name

Program Name	Status	Comments	Clients	Grace Period End	Last Activity	Allowances Granted	View
Abrasive Blasting / SPE v2	Incomplete	2	2	3/31/2021	12/14/2020	0	>
Access To Medical Records / SPE v2	Incomplete	0	1		10/14/2020	0	>
Asbestos Awareness / SPE v2	Incomplete	0	1		12/14/2020	0	>
Asbestos Removal and Abatement / SPE v2	Incomplete	0	1		10/14/2020	0	>
Assured Grounding / GFCI / SPE v2	Incomplete	0	1		11/4/2020	0	>
Benzene / SPE v2	Incomplete	0	1			0	>
Bloodborne Pathogens / SPE v2	Incomplete	0	1			0	>
Confined Space Permit Required / SPE v2	Incomplete	0	1			0	>
Crane (Offshore) / SPE v2	Incomplete	0	1			0	>
Crane (Onshore) / SPE v2	Incomplete	0	1			0	>
Crane Overhead and Gantry / SPE v2	Incomplete	0	1			0	>

## 2. Click on the first unanswered question

Safety Programs > Benzene / SPE v2

**Benzene / SPE v2**

Click on each question below to provide your answer. Click on "Submit Program" when you've answered all the questions.

**Question**

1. Does the company have a written program to address the hazards of benzene?

1.1. Does the company program address where benzene can be found in occupational settings?

1.2. Does the company program state the physical characteristics of benzene such as smell and look?

1.3. Does the company program describe the potential health effects to persons exposed to benzene?

1.4. Does the company program state what personal protective equipment is required to protect employees exposed to benzene?

1.5. Does the company program require that all ignition sources be kept a safe distance from benzene?

1.6. Does the company program require that work practice and engineering controls be implemented in order to reduce employee exposures below the permissible exposure limit?

1.7. Does the company program require the company to develop a schedule for implementing work practice and engineering controls?

1.8. Does the company program require the most recent monitoring data be utilized when reviewing the plan?

### 3. Answer Yes or No

AUDREYWHITE1

Safety Programs > Benzene / SPE v2 > Question 1 SUBMIT PROGRAM

NEXT QUESTION →

1. Does the company have a written program to address the hazards of benzene?

Yes  
 No

Subquestions

- 1.1. Does the company program address where benzene can be found in occupational setting...
- 1.2. Does the company program state the physical characteristics of benzene such as smell a...
- 1.3. Does the company program describe the potential health effects to persons exposed to b...
- 1.4. Does the company program state what personal protective equipment is required to prote...
- 1.5. Does the company program require that all ignition sources be kept a safe distance from ...
- 1.6. Does the company program require that work practice and engineering controls be Imple...
- 1.7. Does the company program require the company to develop a schedule for implementing...
- 1.8. Does the company program require the most recent monitoring data be utilized when revl...
- 1.9. Does the company program require that all affected employees and employee representa...
- 1.10. Does the company program require that appropriate respiratory protection be selected a...
- 1.11. Does the company program state that protective clothing and equipment must be provid...

Question Discussion MARK ALL AS READ

Comment

[SAVE COMMENT](#)

This question has no comments.

[? Click here for help!](#)



#### 4. If answered 'Yes' you will be prompted to add Documentation

Safety Programs > Benzene / SPE v2 > Question 1.1 > Add Documentation

← BACK TO QUESTION 1.1

### Add Documentation

1.1. Does the company program address where benzene can be found in occupational settings?

Owner Client Requirement The company's submitted program must include where benzene can be found in occupational settings such as factories, burning coal, refineries, in hydraulic fracturing, printing facilities, in gasoline and other fuels, crude oil, in the production of plastics, detergents, pesticides, various chemicals, vehicle exhaust, lubricants, resins, rubbers, dyes, and in other industrial applications.

Select a Document

Search File Name

File Name	Uploaded	Size
New+SPE+FAQ+++Contractors.pdf	12/14/2020	226.35 KB
Energy Transfer SPE FAQ (2).pdf	10/13/2020	106.87 KB

1-2 of 2

Or Upload a New Document

Drag-and-drop a PDF here, or click to select one.

#### 5. Select the text from your document that is relevant to this requirement. Once you've made your selection click Save Selection

TEST CONTRACTOR GREE...  
SSQ ID: 53519  
My Notifications  
Company Dashboard  
Company Admin  
Company Profile  
Third-Party Services  
Verforce  
Alerts  
Connect  
Questionnaire  
Reporting  
FlexTrack  
Leading Indicators  
Safety Programs  
Training  
Training Compliance  
Training Tracker

### New+SPE+FAQ+++Contractors.pdf

1.1. Does the company program address where benzene can be found in occupational settings?

Owner Client Requirement The company's submitted program must include where benzene can be found in occupational settings such as factories, burning coal, refineries, in hydraulic fracturing, printing facilities, in gasoline and other fuels, crude oil, in the production of plastics, detergents, pesticides, various chemicals, vehicle exhaust, lubricants, resins, rubbers, dyes, and in other industrial applications.

Page 2 / 4

Click and drag on the PDF to highlight the area that supports your answer.

**Accepted N/A:** The contractor indicated they do not have this program in place and Verforce Verification Specialists have confirmed this program does not apply to this contractor.

**Ready to Submit:** Contractor has answered all required questions but has yet to submit the program for review.

**Incomplete:** The contractor has not answered all required questions.

**Rejected:** Verforce verification specialists have reviewed the submitted program and found it does not meet the necessary requirements.

**Pending Review:** The contractor has indicated they have a program in place, has answered all necessary questions, and submitted the program for review by Verforce verification specialists.

Click here for help!



- If you have answered No to any question you will be required to add a comment explaining why your policies do not meet this requirement

Home / SPE v2 > Question 1.1 SUBMIT PROGRAM

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NEXT QUESTION →

program address where benzene can be found in

The company's submitted program must include where benzene can be found, such as factories, burning coal, refineries, in hydraulic fracturing, and other fuels, crude oil, in the production of plastics, detergents, vehicle exhaust, lubricants, resins, rubbers, dyes, and in other industrial processes.

By adding a comment.

Question Discussion MARK ALL AS READ

SAVE COMMENT

This question has no comments.

- You will use the Previous and Next Questions buttons to continue answering all the questions required in a section

Safety Programs > Benzene / SPE v2 > Question 1.2

← PREVIOUS QUESTIONNEXT QUESTION →

1.2. Does the company program state the physical characteristics of benzene such as smell and look?

29 CFR 1910.1028 App A; 29 CFR 1910.1029 App B; CAL/OSHA T8 CCR 5218 The company's submitted program must include the physical characteristics of benzene. Benzene is 2.7 times as dense as air. Benzene is liquid at room temperature. Benzene is a colorless liquid compound with a sweet, harsh smell. It is highly flammable and considered toxic. Benzene dissolves only slightly in water and will float on top of water.

Please answer "Yes" or "No".

Yes

No



8. Once you have answered all the questions in a section you click “Submit Program” to submit your program from review. After submitting your program, you will no longer be able to make changes

## Program Review Status Definitions

**Accepted:** The contractor indicated they do have this program in place and it has been reviewed by Veriforce verification specialists and meets all program requirements.

**Accepted N/A:** The contractor indicated they do not have this program in place and Veriforce Verification Specialists have confirmed this program may not apply to this contractor.

**Ready to Submit:** Contractor has answered all required questions but has yet to submit the program for review.

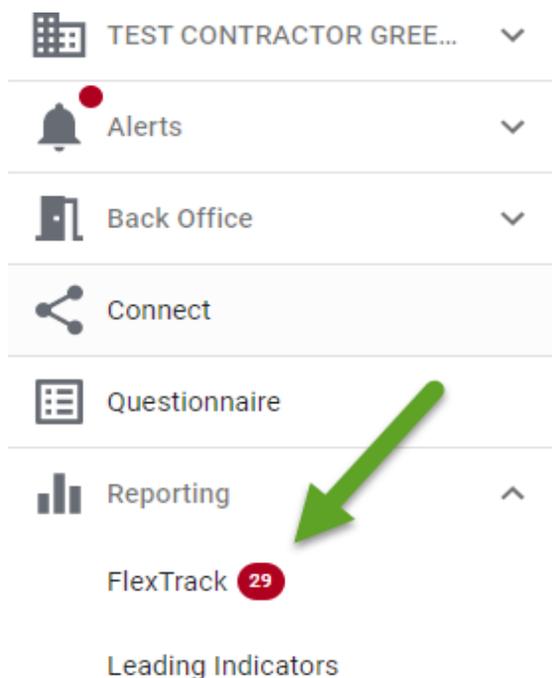
**Incomplete:** The contractor has not answered all required questions.

**Rejected:** Veriforce verification specialists have reviewed the submitted program and found it does not meet necessary requirements.

**Pending Review:** The contractor has indicated they have a program in place, has answered all necessary questions and submitted the program for review by Veriforce verification specialists.

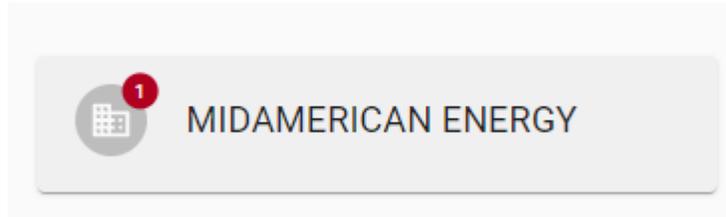
## Completing the FlexTrack Reporting Section

1. Once logged into your Compliance Pro account, select the “FlexTrack” option under the Reporting drop down menu.





2. Select the applicable BHE company as the operator you would like to report monthly man hours for.



3. Input your monthly man hours and recordable cases in the appropriate work type category, listed under the location column, and then select “submit”. Please enter data for the **type of work** that you performed for the BHE business, for the applicable month. Also, ensure you are not duplicating data across multiple work categories. \*Please note that your monthly man hours must be submitted by the 10th of the month.\*

<input type="button" value="⊗ SEPTEMBER 2021"/>		Status <b>Past Due</b>	Due Before 10/9/21, 2:00:00 PM	<input type="button" value="SUBMIT"/>		
Location	Number of Employees	Exposure Hours	Fatalities	Away From Work Cases	Job Transfer / Restricted Cases	Other Recordable Incidents
Electric T&D						
Gas LDC						
Renewables						
Fossil Generation						
Nonoperational / Other						



## Assigned Tasks

Any task assigned by the BHE company you are associated with, will be viewable from the Alerts tab on the left side menu.

A red notification bubble will indicate if there is a task assigned to your company.

Status	Task Number	Client	Title	Subject	Due Date
⊖	18838	Z (TEST) OPERATOR HELP DESK	Test Task One	Please complete this task	10/22/2020
⊕	18839	Z (TEST) OPERATOR HELP DESK	New Task Two	Please do this.	10/22/2020

## Additional Resources

Resources are available within the Compliance Pro platform to help you navigate the system. Click the help menu to access various on-screen tutorials.

Subscription & Verifications

- ✓ Verification Package expires on 1/30/2022
- ✓ EMR
- ✓ OSHA Statistics

[? Click here for help!](#)

### How can we help you?

Type in your question...

- Walkthrus
- Resources
- Infectious Disease Preparedness

## How can we help you?

Type in your question...

Walkthrus

-  Safety Program Tour 
-  Safety Program Walk-Through 
-  General Safety Incident Statistics Walk-Thru
-  Contractor Dashboard Tour
-  EMR Statistics Walk-Thru
-  Veriforce Connect Smart Walk-Thru



If you have any questions about new accounts, please call Veriforce Compliance Pro Support at 866.647.2338. If you need technical support with your existing account, please call Veriforce Technical Support at 985.629.5935.