



## EMERGENCY CONTACT INFORMATION

If an accident or medical emergency takes place, first take steps to isolate the hazard and provide First Aid if necessary and trained to do so. Only move those injured if there is an immediate danger of more dire consequences. Contact dispatch or the applicable plant control room to request assistance so they can call for the appropriate emergency response and notify appropriate personnel.

### IMPORTANT EMERGENCY PHONE NUMBERS AND 911 ADDRESSES:

*(LEAVING A VOICE MAIL IS NOT APPROPRIATE FOR EMERGENCY NOTIFICATION PURPOSES)*

EKPC Dispatch	859-745-9300	
Bluegrass Station	502-222-0142	3905 Commerce Parkway, LaGrange KY. 40031
Headquarters	859-744-4812	4775 Lexington Road, Winchester Ky. 40391
Cooper Station	606-561-4138 x 7220	670 Cooper Power Plant Road, Somerset Ky. 42501
Spurlock Station	606-883-3166 x 8600	1301 West Second Street, Maysville Ky. 41056
Smith Station	859-745-4157 x 6310	12145 Irvine Road, Winchester Ky. 40391
Bavarian	859-485-1124	12760 McCoy's Fork Rd. Walton, KY 41094
Glasgow	270-678-2353	415 Glenn Garry Rd, Glasgow, KY 42141
Green Valley	606-929-9647	517 Addington Drive. Ashland, KY 41121
Hardin	270-735-1570	1598 Audubon Trace, Elizabethtown, KY 42701
Laurel Ridge	606-878-2416	3608 East State Hwy 552, Lily, KY 40740
Pendleton	859-472-1537	1456 Bryan Griffin Rd, Butler, KY 41006

**Power Delivery:** Every EKPC substation has an Emergency / 911 address posted on the substation entrance with name and address.

**Transmission Lines:** EKPC Structure Numbers all have a GPS location. Your EKPC Point of Contact shall give you the information needed for emergency situations during your orientation. EKPC Dispatch has coordinates based off of structure number. If information is not available then give 911 operator the name of any road intersections and/or local landmarks.

Remember all incidents MUST be reported immediately. See section 2.11 for details.

Contractors shall immediately notify the appropriate EKPC Emergency Number of any issue that poses an imminent threat to any EKPC facility.



To EKPC Contractors & Their Employees,

EKPC exists to serve its sixteen member-owner cooperatives by safely delivering reliable and affordable energy and related services. Those sixteen cooperatives serve 520,000 Kentucky homes, farms, businesses and industries across 87 counties. We appreciate the valuable support of our contractors and their employees in helping us to achieve our mission.

Several years ago EKPC embarked on a journey to create a culture of safety, a culture where everyone thinks about safety in everything they do. Safety is our number one priority. We care about the safety of our employees, our contractor's employees and the general public. It is our goal to be accident-free each and every day.

As part of safety initiatives EKPC created a "Contractor Safety Handbook" that contains important safety information relative to working at EKPC sites and facilities. Obviously, the information contained in the handbook is not all inclusive, nor is it intended to replace any legal obligations pertaining to our contractors or their employees. However, we do believe the information will assist you in successfully completing work at EKPC sites and facilities in a safe manner.

Should you have any questions or concerns with the information provided in our Contractor Safety Handbook, please contact your EKPC Project Coordinator, EKPC Safety Coordinator, or the EKPC Safety Manager.

Make working safely your choice, not a chance.

Sincerely,

A handwritten signature in black ink that reads "Anthony S. Campbell".

Anthony "Tony" Campbell  
President & CEO

4775 Lexington Rd. 40391  
P.O. Box 707, Winchester,  
Kentucky 40392-0707

Tel. (859) 744-4812  
Fax: (859) 744-6008  
[www.ekpc.coop](http://www.ekpc.coop)

A Touchstone Energy Cooperative The logo for Touchstone Energy Cooperative, featuring a stylized blue and white circular emblem.

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Contractor Lead Checklist

## **1.0 General**

### **1.1 EKPC Policy Statement**

At East Kentucky Power Cooperative (EKPC) safety is our number one priority. We want to make sure everyone working for EKPC is able to go home to their family at the end of the day in the same condition they arrived at work. To achieve our goal of an injury free workplace, everyone involved must do their part to keep themselves and those working around them safe. This manual is provided to help guide Contractors in working safely for EKPC. Hereinafter, “Contractors” refers to an individual or company that undertakes a duty to provide goods or services for EKPC. It also includes said Contractors’ employees, subcontractors, agents, representatives, and the like.

Contractors working for EKPC must comply with all applicable federal, state, and local laws, codes, ordinances, administrative rules, court orders, permits or executive orders. This includes but is not limited to the Kentucky and Federal OSHA, EPA, and DOT regulations.

The safety policies and rules set forth in this manual shall apply to all Contractors and Sub Contractors and their respective personnel engaged in performing construction, operation or maintenance activities for EKPC at EKPC sites and facilities.

The safety policies and rules set forth in this manual address potential hazards that may be encountered while working at or near EKPC facilities and establishes practices designed to eliminate or avoid those hazards.

The safety policies and rules set forth in this manual shall not replace the Contractor’s own safety rules and policies. If there is a conflict between the two the most stringent shall apply.

The use of “will” and “shall” in this handbook are used interchangeably and signifies that the Contractor is required to abide by the policy.

Any questions or suggestions regarding this handbook should be directed to the EKPC Safety Manager.

### **1.2 EKPC’s Five Safety Principles**

1. Safety is our number one priority.
2. EKPC will promote a safe, secure and healthy environment both at work and at home.
3. EKPC will strive to create an environment empowering each individual to contribute toward an injury-free workplace.
4. All employees are responsible for preventing safety incidents.
5. All safety incidents are preventable and all hazards are controllable.



### **1.3 Stop Work Authority**

All employees whether Contractor or EKPC Personnel have the authority and obligation to stop any task or operation where concerns or questions regarding safety exist. No work will resume until all stop work issues and concerns have been adequately addressed. Any form of retribution or intimidation directed at any individual for exercising their authority to stop work will not be tolerated.

Please keep in mind the following:

- All parties shall discuss and gain agreement on the stop work issue
- If determined and agreed upon that the task or operation is safe to proceed as is, the affected persons should thank the initiator for their concern and proceed with the work (i.e., the stop work initiator was unaware of certain facts or procedures).
- If determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to all affected persons' satisfaction prior to the commencement of work.
- If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the location's supervision shall make the final determination. If you are uncertain as to the location's supervision contact your EKPC Point of Contact.

### **1.4 Alcohol and Drugs**

The manufacture, use, possession, distribution or sale of alcohol, illegal drugs or controlled substances while on EKPC premises, in EKPC vehicles, or while performing any work for EKPC is strictly prohibited. Persons found to be in violation of these rules will be dismissed and banned from EKPC property. The term "illegal drugs" includes illegal controlled substances, legal prescription drugs not prescribed for the subject individual by a physician or drugs taken at a dosage above the prescribed amount.

- All Contractors performing work for EKPC are subject to both random and reasonable suspicion drug testing.
- Any person(s) performing work for EKPC found to be under the influence of alcohol, illegal drugs or controlled substances will be subject to immediate dismissal from our site.
- Any Contractor who refuses to participate in a drug test or who has a non-negative drug screen will be immediately removed from EKPC property. Drug possession will be reported to local authorities.

## **1.5 Smoking Policy**

It is the policy of EKPC to establish a work environment which will allow all persons to work free of tobacco smoke and its potentially harmful effects.

- The smoking of tobacco products inside any enclosed EKPC facility or vehicle is prohibited.
- Smoking shall only occur in areas designated by signage as an acceptable area.
- Smoking or open flames are not permitted in areas such as oil, hydrogen, or acetylene storage areas, or similar areas where dangerous gases might be present. Smoking is not permitted in flammable liquid storage and use locations, or other areas where quantities of combustible materials are kept. The absence of "No Smoking" signs does not excuse smoking in dangerous places.

State, County and/or City ordinances that include more stringent rules than the ones listed in this document take precedence over this manual.

## **1.6 Weapons**

All persons coming onto EKPC's premises at any location are prohibited from personally carrying any concealed dangerous weapons of any sort. The term "weapon," as used in this policy, includes firearms, large knives, clubs, and other dangerous objects as defined in KRS §500.080 (4).

EKPC reserves the right to grant complete or partial exemptions from this policy if the circumstances warrant exception. Any exemptions will be at the sole discretion of EKPC. Any questions should be directed to the appropriate EKPC Point of Contact.

## **1.7 Access Cards / Badging**

At facilities that have badging systems, badges will be given to Contractors with appropriate access privileges when they enter the site. Contractors at these sites are to have the badge in their possession and visible at all times. Badges are to be returned to EKPC when work is complete.

## **1.8 Sanitary Facilities**

Use of restrooms is to be determined by the EKPC Point of Contact, and site management according to the type of work being performed (inside, outside, etc...). Contractors may be asked to provide their own restroom facilities and wash stations for their employees. If provided, the number of restroom facilities and wash stations shall comply with OSHA Standard 1926.51.

## **1.9 Personal Conduct**

Fighting, bickering, horseplay, sleeping on the job, failing to maintain acceptable personal appearance and hygiene, or committing any illegal act on EKPC premises is forbidden and may lead to disciplinary action including potential removal from the site. Illegal acts will be reported to the proper authorities.

## **1.10 House Keeping**

The Contractor is expected to maintain a clean work area at all times. Floors will be kept free of debris and fluids. Walkways will be kept clear. Floors, work stations, tools, materials and equipment will be clean, and free of debris, leaking fluid and graffiti. Materials and unused equipment will be stored neatly.

## **1.11 Material Disposal**

All disposable materials, both hazardous and non-hazardous shall be disposed of properly by the Contractor in compliance with all EKPC, Federal, State and Local laws and regulations.

## **1.12 Use of Company Property**

EKPC property will not be used by a Contractor without the prior consent of EKPC. The Contractor must prove that they are experienced in the proper use of the tool or equipment before consent is given. The Contractor is responsible for any damages to or caused by the improper use of EKPC tools or equipment. For questions regarding use of EKPC property, please contact the EKPC Point of Contact.

## **1.13 Camera Use**

No pictures are to be taken of any individual while performing work, anything with the EKPC logo, any EKPC asset or property without consent of EKPC. No pictures should be posted to any Media Outlet.

## **1.14 Cellphone Use**

Contractors operating personal, contractor, or EKPC owned vehicles or motorized equipment are prohibited from using a cell phone while conducting EKPC company business. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking phone messages or any other purposes. The only exception is if the cellphone is coupled with a hands-free device.

If a contractor is alone in the vehicle, the contractor will only communicate by two-way radio or other push to talk device, and only when traffic conditions allow for the safe operation of the vehicle while doing so. Contractors shall always keep their eyes on the road while driving. To safely use a cell phone, contractors should drive the vehicle to a safe location off the road where the vehicle can be parked without creating a hazard to the contractor or any other party.

## **1.15            Cyber Security**

The use of outside portable drives (Ex: USB Data Sticks) are not permitted for use on EKPC Control Systems without permission from the local management and the EKPC IT Dept. Access to EKPC Networks and devices will only be granted once the application process is approved by local management and the EKPC IT Dept.

## **1.16            Transport of Contractors**

Vehicles will be operated within the legal speed limit and at lower speeds where conditions warrant. Drivers will obey posted traffic signs. Seat belts will be used when the vehicle is so equipped. Drivers will not permit anyone to ride on the running boards, in the back of pickup trucks or hauling equipment, on fenders or any part of the vehicle except on the seats. Passengers will not stand in moving vehicles. Contractors will not ride on trailers. Contractors will not jump on or off vehicles in motion. Any loose materials (trash, bottles, etc.) in the driver's compartment area should be secured or removed. Drivers will perform a visual inspection of the vehicle prior to operation of the vehicle.

## **1.17            Language Requirements**

In order to communicate effectively EKPC recommends all Contractors be able to speak and understand the English language. An interpreter can be used and must be provided by the Contractor in situations where it is unavoidable. The interpreter must be available at all times when non English speaking individuals are onsite. It is the responsibility of the Contractors to ensure the agreement to, and understanding of, the policies and recommendations of this manual. It is also the responsibility of the Contractor to provide a written communication plan to EKPC stating how the Contractor will ensure the safety of the employees.

## 2.0 General Safety

### 2.1 Assurance of Training

Contractors will be trained and competent in the skills and techniques necessary to properly and safely perform their job assignments. EKPC reserves the right to request training records of contractor and such records shall be made available upon request.

### 2.2 Job Briefings

Before the start of each job the work project manager of Contractor Shall conduct and document a job briefing with his/her direct reports. The job briefing shall at a minimum cover hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment requirements. A completed Job Briefing Form shall be made available upon request from EKPC. An example form is included in this manual to use if Contractor does not have a form available.

If the work or operations to be performed during the work day are repetitive and similar, at least one job briefing will be conducted before the start of the first job of each day or shift. Additional job briefings will be held if significant changes, which might affect the safety of the Contractor, occur during the course of the work.

A brief discussion is satisfactory if the work involved is routine and if the Contractor, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job. A more extensive discussion will be conducted if the work is complicated or extremely hazardous, or the Contractor cannot be expected to recognize and avoid the hazards involved in the job.

A Contractor working alone need not conduct a job briefing. However, the Contractor will ensure that the tasks to be performed are planned as if a briefing were required.

Refer to OSHA Standards for required training.

[See Appendix for Example Form](#)

### 2.3 Job Hazard Analysis (JHA)

A Job Hazard Analysis shall be conducted for work that is considered potentially hazardous, high risk, non-routine or complex.

Potentially Hazardous Work is defined as work that, by its nature, presents significant risks that must be mitigated in order to safely complete the work and jobs where accidents occur frequently and could result in disabling injuries.

Job Hazard Analysis should also be considered for:

- Newly established jobs where, due to lack of experience in these jobs, hazards may not be evident or anticipated.
- Modified jobs where new hazards may be associated with changes in job procedures.
- Infrequently performed jobs where workers may be at greater risk when undertaking non-routine jobs and a JHA would provide a means of reviewing and identifying hazards.

A completed Job Hazard Analysis shall be made available upon request from EKPC. An example form is included in this manual to use if your company does not have a form available.

[See Appendix for Example Form](#)

## **2.4 Lockout/Tagout**

The Hazardous Energy Control or Lock Out-Tag Out (LOTO) Requirement describes the process of tagging out and locking out electrical and mechanical equipment and other hazardous energy sources in order to prevent the unexpected startup of equipment or the release of stored energy. All Contractors working at EKPC are required to follow all applicable regulatory requirements and the EKPC Hazardous Energy Control procedure. The Contractor will follow EKPC procedures and will always coordinate equipment energy source isolation through EKPC Point of Contact and the onsite EKPC LOTO Authority. The Contractor is required to train their employees on the basic concept of LOTO.

Compliance with this requirement is considered CRITICAL. Failure to conform to this LOTO Requirement may result in serious injury, death, or damage to equipment. Any deviation from this process will be investigated and addressed. Failure to follow LOTO procedures may result in immediate dismissal from EKPC property.

All Contractors will receive training on this procedure initially and then annually thereafter, or as deemed necessary due to new or modified equipment, new job assignments, or deviations from the Lockout/Tagout Procedure or deficiencies identified through audits, stop work authorities, near miss or incidents involving hazard energy control. All Contractors participating in LOTO at EKPC must watch the LOTO Training Video prior to commencing any work. An in-depth walk down of all energy isolation points will be conducted as part of the LOTO process described in the video. All forms of Hazardous Energy must be isolated 100%.

## **2.5 Personal Protective Equipment (PPE)**

The Contractor's safety personnel and supervisors are required to assure that all individuals under their supervision have been properly trained and correctly utilize the appropriate safety equipment required to perform each task. The Contractor is responsible for providing all appropriate PPE per the work requirements.

### Head Protection

- Contractors must supply all individuals under their supervision with industry approved hard hats in good working order, and with properly installed hardhat suspension.
- Contractors are required to wear approved hard hats that meet ANSI Z89.1 and must be the appropriate class and type of work being done, while on the jobsite.

### Face, Eyes and Ears

- Contractors are required to wear Safety glasses that comply with the most recent ANSI Z87.1 revision (2015), the glasses must be wraparound or equipped with rigid side shields.
- Mirrored or reflective safety glasses will not be allowed unless except when performing certain tasks (e.g. welding and burning).
- Safety Sunglasses may only be worn in approved areas and are prohibited indoors.
- Face shield should be worn if work being performed can cause injury to face or head.
- Additional eye/face protection will be required when performing certain tasks (e.g. welding, burning, grinding, chipping, sawing, drilling, handling chemicals or corrosive liquids, and pouring concrete or molten materials.)
- Approved hearing protection must be worn as specified in all posted areas and while working with or around high noise level tools, machines or equipment. Hearing protectors must attenuate employee noise exposure to at least 80 dba. If workplace noise levels increase, hearing protector attenuation must be reassessed to ensure it is adequate.

### Fingers, Hand and Wrist

- Gloves suitable for the job being performed must be worn unless the job cannot be performed with gloves, or wearing gloves increases the hazard.

### Foot Protection

- Safety footwear for Contractors must comply with ASTM F2412 & 2413, constructed of industrial quality leather and without urethane soles.
- Rubber boots with safety toe protection are recommended on jobs subject to chemically hazardous conditions.
- Metatarsal protection should be worn when using jackhammers, tampers and similar equipment that have the potential for foot injury above the toes.
- Steel or composite toe work shoes are highly recommended.

### Respiratory

- Any respirator used by Contractors must meet OSHA standards.
- Respirators must be inspected regularly and stored in a dust-free, controlled environment.
- Contractors required to wear a respirator must have a physician's approval and be fit-tested.
- Contractors must be clean-shaven in the respirator fit area to obtain an acceptable seal.
- The Contractor must keep records of qualified users on site and available for review at the request of the EKPC or host company.

- Any Contractor who requests to wear a respirator on a voluntary basis must comply with OSHA Appendix D of 1910.134 Respiratory Standard.
- Training is required prior to the use of any respirator (unless solely on a voluntary basis) and then annually thereafter or unless deficiencies in the use of respirators are found during audits, stop work authorities, near miss or any other incident.

### Skin

- If the possibility of skin contact with Ultra Violet (UV) light from welding or Hot metal fragments from cutting / grinding exist, the appropriate personal protective equipment shall be worn.
- If the possibility of skin contact from a corrosive chemicals exists, personal protective equipment required by the Safety Data Sheets shall be worn.
- Contractors should know the location of the nearest eye wash/safety shower station and ensure they are functional before starting work with or around chemicals.

## **2.6 Blood Borne Pathogens**

The Center for Disease Control's 'Universal Blood and Body Fluid Precautions' stresses that blood and certain body fluids of all patients should be assumed to be infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and other blood borne pathogens and must be treated accordingly.

If an injury creates a potential exposure to blood, the blood should be treated as infected and steps taken to protect others from the exposure. This includes use of proper PPE such as gloves, protective eyewear, and a one-way ventilation device or rescue bag.

### Clean Up

Steps will be taken to properly clean up and properly dispose of any blood contaminated items. Only those trained in Blood borne pathogens safe work practices and decontamination procedures may be involved in the cleanup stage.

Regulated medical wastes include blood or other potentially infected bodily fluids that are in a liquid form. If absorbed liquids can be released when compressed (i.e., sponge), it is also a regulated medical waste. Make sure all sharps, including needles and broken glass, go in the appropriate sharps container to avoid contamination through impalement or laceration caused by the sharps. When in doubt, treat it as regulated waste. Dispose of all contaminated items in a "hazard waste" receptacle. Contractors shall contact the local EKPC safety specialist for appropriate response.

NOTE: Items such as Band-Aids or tissues that we would typically throw in the wastebasket are not regulated medical wastes. (However, they are considered regulated wastes at medical facilities where the amount of this type of waste is extensive.)

## **2.7 Safety Data Sheets (SDS)**

To reduce the risks of working with hazardous materials, manufacturers of hazardous materials are required to convey hazard information to the users of their products. This information is contained in



Safety Data Sheets (SDSs) and on container labeling. At EKPC, SDS information is maintained at the facility where the material is to be used. SDS information will be available to Contractors working at EKPC facilities. EKPC utilizes Site Hawk to manage SDS's. Contact your EKCP Point of Contact or EKPC Safety Representative to acquire an SDS.

Contractors shall make SDS information available to EKPC within seven (7) days prior to commencing work at EKPC for chemicals or hazardous materials they plan to bring on EKPC facilities and sites.

Contractors will not use and/or transfer materials in unlabeled containers. Contractors will report unlabeled containers and containers with damaged labels to their supervisor/foreman. Contractors should never mix hazardous substances unless it is explicitly required for use.

Hazardous material spills shall be immediately reported to the Contractor's Supervisor/Foreman and appropriate EKPC personnel. Contractors are not to engage in clean up or control of the spill unless properly trained and wearing the proper personal protective equipment.

Additional information concerning the requirements, refer to handling hazardous materials contained in OSHA standards 29 CFR 1910, Subpart Z, and 29 CFR 1910.1200.

## **2.8 Signs & Labels**

Contractors will be responsible for posting and removing signs at prominent points to alert persons of work zones or specific hazards that may lead to accidental injury of workers, the public, or property damage. Contractors will be aware of posted danger and warning signs and obey all posted safety instructions.

All signs will be designed with rounded or blunt corners and be free from sharp edges, burrs, splinters, or other sharp projections.

Danger signs indicate immediate danger and special precautions are necessary. Danger signs will consist of opaque glossy colors of red, black, and white. Caution signs indicate a possible hazard against which proper precaution will be taken.

All signs will be posted in accordance with ANSI standards.

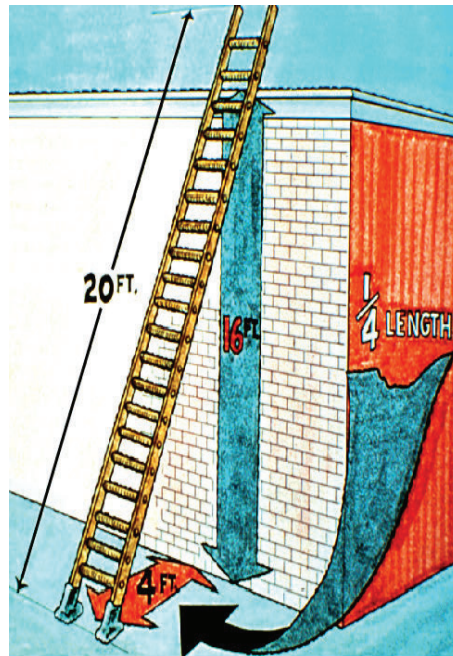
## **2.9 Ladders**

The Contractor will make sure that ladders being used meet OSHA requirements. Ladders will be inspected regularly by Contractor. Damaged ladders will not be used and should be tagged "CAUTION – DO NOT USE" until repairs are made and inspected by an authorized person.

Refer to OSHA standards 29 CFR 1926.1053.

The following are a few general rules that are commonly overlooked in regards to ladder usage:

- Ladders shall be maintained in good condition at all times.
- Ladders shall not be modified from their original design.
- Fiberglass ladders are recommended by EKPC, the use of wooden specialty ladders may be used with approval, and Aluminum ladders are not permitted.
- The joint between the steps and side rails shall be tight.
- All ladder hardware and fittings securely attached.
- The movable parts of a ladder shall operate freely without binding or undue play.
- Safety feet and other auxiliary equipment shall be kept in good condition to insure proper performance.
- On two-section extendable ladders, frayed or badly worn rope shall be replaced.
- Portable rung and cleat ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder (the length along the ladder between the foot and the top support). See Picture 1 below.



Picture 1

- The ladder shall be so placed as to prevent slipping, or it shall be lashed, or held in position (Use of a second person for support/safety as needed).
- Slip Resistant feet cannot be used as a substitute for care in placing, lashing or holding a ladder on a slippery surface. Both are recommended.
- No more than one person shall work from a portable ladder at any one time.

- Portable ladders shall be so placed so that the side rails have a secure footing.
- The top rest for portable rung and cleat ladders shall be reasonably rigid and shall have ample strength to support the applied load.
- Portable ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked, locked or guarded.
- Ladders with broken or missing steps, rungs or cleats, broken side rails, or other faulty equipment shall not be used; improvised repairs shall not be made.
- Ladders shall not be fastened together to make a longer ladder, only approved extendable ladders shall be used.
- Portable ladders shall not be used as guys, braces, or skids, or for any use other than their intended purpose.
- No ladder shall be used to gain access to a rooftop or platform unless the top of the ladder extends at least 3 feet above the point of support and is secured to prevent displacement.
- When working from a ladder, and the job requires the use of both hands, an approved work positioning device shall be used. Unless worker remains in the "Safe" Limits. *Ex: Belt Buckle remains within the side rails.*
- Be secured to prevent accidentally dislodging.
- Not be loaded in excess of the working loads for which they are designed.
- Only be used in applications for which they are designed.
- Be capable of supporting without failure at least 4 times the maximum intended load.
- When ascending or descending a ladder, the climber must face the ladder.
- When ascending or descending a ladder, the climber must maintain 3-point contact with the ladder at all times.
- Tools shall be raised and lowered on a hand line after the employee position has been secured.
- For all Two-Section extendable ladders the "minimum" overlap for the two sections in use shall be as follows:
  - Size of ladder in feet Overlap "minimum"
  - Up to and including 36' - 3' overlap
  - Over 36' up to and including 48' - 4' overlap
  - Over 48' up to and including 60' - 5' overlap

## 2.10 Tools

All tools used by Contractor, will be of an approved type and maintained in good condition. Only qualified persons are to use tools and equipment. EKPC tools and equipment are not to be used by Contractors without prior consent. Tools are subject to inspection at any time. EKPC has the authority to condemn unserviceable tools, regardless of ownership.

Defective tools will be tagged to prevent their use or will be removed from the jobsite. Always use the proper tool for the job being performed. Do not use a tool that is deemed unsafe.

### Hand Tools

- Contractors shall not issue or permit the use of unsafe hand tools.

- Do not force tools beyond rated capacity or use “cheaters” to increase rated capacity.
- Wrenches, including adjustable, pipe, end, and socket wrenches shall not be used when jaws are sprung to the point that slippage occurs.
- The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
- Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- Tool lanyards are recommended when working overhead or above others.
- Tool holders should be used when driving stakes and wedges or when holding star drills, bull pins or similar tools.

### **Power Tools**

- All tools must be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Portable electrical equipment and tools must be grounded unless “double insulated.”
- A ground fault circuit interrupter (G.F.C.I.) must be used for working in damp areas when using permanent plant power or as otherwise required.
- Electrical cords must be unplugged and air lines deactivated and bled down before adjusting, servicing, repairing, or changing bits and blades in electrical or pneumatic tools.
- Any pneumatic hoses exceeding ½ inch in diameter must have a safety device at the source or supply or branch line to reduce pressure in case of hose failure. All hose connections must be properly secured.
- Only qualified personnel may be allowed to operate powder-actuated tools.
- Power tools should be unplugged when not in use.
- Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- The use of electric cords or hoses for hoisting or lowering tools shall not be permitted.
- The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.
- Grinding wheels shall fit freely on the spindle and shall not be forced on. The spindle nut shall be tightened only enough to hold the wheel in place.
- Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise create a hazard.
- Tool lanyards are recommended when working overhead or above others.

## 2.11 Incident Reporting

Immediate notice of all near misses, accidents or incidents, including property damage shall be given to the appropriate EKPC Point of Contact and/or EKPC Safety Specialist. Contractors shall promptly report, in writing, to EKPC, all near misses, accidents or incidents, including property damage, arising out of or in connection with the work, giving full details and statements of any witnesses, pictures, and providing EKPC with a full and thorough investigation of the incident within 48 hours of the occurrence.

Incidents (injury and significant near misses), no matter how slight, must be reported within 30 minutes of their occurrence. To accomplish this, report the incident via phone to the Site Safety Specialist or your EKPC Point of Contact. Leaving a voicemail or sending an email are not acceptable forms of initial notification. If after unsuccessful attempts the above two cannot be reached, notify the appropriate number on the Emergency Contact List. Once you have given the initial notification by phone, follow up with an email detailing the incident to the best of your knowledge, copying the EKPC Point of Contact and EKPC Safety Specialist.

Investigation reports are to be completed, signed, dated, and returned to the EKPC Site Safety Specialist within 48 hours. Investigation reports shall include the following section (when applicable):

- Incident Summary
- Background information / Sequence of events & conditions
- Immediate Actions taken
- Event Evaluation (policies, standards, procedures violated)
- Casual Analysis (Causes & Contributing Factors)
- Corrective Actions / Recommendations to Prevent Recurrence

### Communication

Safety Alerts and other pertinent safety information will be communicated to each contractor company who may be affected by the information, and may include an incident summary, causes, corrective actions and/or lessons learned. The Contractor must share all such safety information with their employees and sub-contractors that work on EKPC property where they may be exposed to similar risks that are addressed in the correspondences.

The Kentucky Public Service Commission (PSC) requires EKPC to report the following for any Contractor performing services on behalf of EKPC;

- Death or shock or burn requiring medical treatment at a hospital or similar medical facility, or any accident requiring inpatient overnight hospitalization;
- Actual or potential property damage of \$25,000 or more; or
- Loss of service for four (4) or more hours to ten (10) percent or 500 or more of the utility's customers, whichever is less.

Notification of any of the above must be given to your EKPC Point of Contact and the EKPC Safety Specialist within 30 minutes of occurrence.

## **2.12 OSHA Inspection Procedure**

Should KY OSHA arrive at an EKPC facility, whether expected or unexpected, have them remain at the Gate or Lobby area until an EKPC designate has been appointed to escort them into the facility. A representative from EKPC must accompany OSHA personnel during inspections of the work site. Also, as required by OSHA, each Contractor will select a representative(s) to accompany the OSHA compliance officer during site inspections.

The EKPC representative must examine the OSHA officer's credentials prior to the start of any onsite inspection. At all times while onsite, OSHA representatives shall be treated in a courteous and cooperative manner.

## **2.13 General Weather and Emergency Procedures.**

(See Plant Specific Sections for Location Specific Information.)

### **Tornado Procedures**

In the event of a tornado warning move to the nearest storm shelter. (Look for signage) In the event that you cannot reach one of the designated areas move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### **Earthquake Procedures**

If indoors take cover under sturdy furniture and stay near the center of the building. Stay away from glass windows, doors, display cabinets, bookcases, etc. Do not run for the exit as the stairs may be broken or jammed with people. Do not use the elevators. If outdoors move to an open area away from building, utility wires, trees, etc. If driving a vehicle, stop as quickly as safety permits while avoiding overpasses and power lines. Remain in the vehicle until the shaking stops.

### **Emergency Evacuation Procedure**

An Emergency Alarm will sound. Follow the nearest or best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Contact Person on duty shall be responsible for the

accounting of his/her personnel. Move away from the structure, look at the wind to determine wind direction and evacuate accordingly to the primary evacuation point. Report Head Count to EKPC Personnel in charge. Do not block roadway or driveway. Stay at the assembly area until instructed otherwise. When the “ALL CLEAR ALARM” is sounded, you may return to your work station.

## **Fire Procedures**

If a fire is discovered try to contain it with a fire extinguisher while it's in the incipient stage, if possible. If the fire cannot be contained or the smoke alarm sounds exit the building. If smoke or fire is blocking your way find an alternate way out. If you must escape through smoke, get low and go under the smoke. Before opening a door feel the doorknob and door. If either is hot, leave the door closed and use your second way out. If there is smoke coming around the door, leave the door closed and use an alternate way out. If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.

Once outside, Call the appropriate EKPC Emergency number for your location and communicate the location of the fire to EKPC Personnel.

- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling the appropriate EKPC Emergency number for your location.

## **2.14 Responding to Incidents and Medical Emergencies**

When an incident or medical emergency takes place, first take steps to isolate the hazard and provide First Aid if necessary and trained to do so. Only move those injured if there is immediate danger. Contact the appropriate EKPC Emergency Contact number so they can call for an appropriate emergency response and notify appropriate personnel. Start the process of documenting the incident.

If outside medical assistance (911) is required and 911 is contacted directly, the EKPC Emergency number must be called next. The individual will need to communicate to EKPC Personnel the location and the nature of the emergency. Security will be notified (If available) and EKPC will dispatch someone to meet emergency services at the front entrance and escort them to the location of the emergency.

Emergency Phone Numbers:

- ♦ **Dial Number:** 9-1-1 Dispatch Center (E.M.S., Fire Dept., Law Enforcement Agency)

## 3.0 Specialized Safety

### 3.1 Confined Space

Only Contractors trained in the hazards of confined space entry, confined space entry procedures, and confined space rescue procedures shall enter confined spaces or serve as an attendant.

A Confined Space is any space, such as a tank, vessel, manhole or similar confined space, that has been in service or connected to operating process equipment and may contain potentially hazardous atmospheric conditions, including engulfment and entrapment.

Compliance with this procedure is considered CRITICAL. Failure to conform to this Permit-Required Confined Space Procedure may result in serious injury or death. Any deviation from this procedure will be investigated.

Contractors shall:

- Assume full responsibility for the safety of those under their supervision and comply with all federal, state, and local regulations pertaining to confined spaces while performing work in a confined space.
- Provide upon request, certification of all training of those under their supervision.
- Coordinate entry when confined space entry involves both Contractors and EKPC employees. This coordination will be conducted by the EKPC Entry Supervisor and the Contractor Entry Supervisor to prevent injury.
- Inform EKPC of the Permit-Required Confined Space Procedure that they will use.
- Verify operation of phones, PA, alarms, and radios needed for emergency purposes.

#### DEFINITIONS

**Confined Space - has to meet all of the following:**

- Can be physically entered by a person; has limited or restricted means for entry or exit; and Is not designed for continuous employee occupancy.

**Permit Required Confined Space - has one or more of the following:**

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.



**Non-Permit Confined Space** - means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

**Hazardous Atmosphere** - means an atmosphere that may expose individuals to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a confined space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10 % of its LEL. (Lower Explosive Limit)
- Airborne combustible dust at a concentration > LFL (Lower Flammable Limit) NOTE: This concentration which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
- Atmospheric oxygen concentration below 19.5 % or above 23.5 %;
- Atmospheric concentration of any substance which could result in employee exposure above the PEL (Permissible Exposure Limit) as listed in Subpart Z of OSHA 1910.
- Any other IDLH (Immediate danger of life and health) atmospheric condition.

### **Confined Space Overview**

- All potential hazards in a permit required confined space will be identified and eliminated or controlled.
- The Energy Production Hazardous Energy Control Procedure (Lock out/Tag out) will be followed to isolate the permit-required space before entry.
- Confined Space Entry Permit shall be used to authorize entry into permit-required confined space. No individual shall enter a permit-required confined space without an authorized Entry Permit having been issued. Permit may be valid until task is complete or until the end of shift.
- The Entry Supervisor will know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure. The Entry Supervisor will verify by checking that the appropriate entries have been made on the permit; that the Rescue Team is allowed time to inspect the space before work starts; that all tests specified by the permit have been conducted; and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- The Entry Supervisor will ensure that atmosphere is tested by individuals who have completed training in the correct operation of the test equipment and understand the test results before entry is authorized to begin. Continuous air monitoring is completed based on hazards of the work being done inside the space. Readings are to be placed on the permit, along with the name of the person taking the readings. To eliminate or control atmospheric hazards, purging, inerting, flushing, or ventilation of the permit space may be required.
- The Entry Supervisor will ensure that barriers are used as needed to protect Entrants from external hazards.
- If an emergency occurs, the Attendant will call for evacuation of all Entrants; notify the appropriate EKPC Emergency Contact. Do not enter a permit-required confined space to attempt a rescue.

- **Non-Permit Confined Space:** All confined spaces shall be treated as permit required until the proper steps have been taken to downgrade to a non-permit status where possible. Confined spaces may be reclassified as non-permit if:
  - It is necessary to enter the permit space to eliminate hazards; such entry shall be performed by qualified individuals following all requirements of the Permit-Required Confined Space Procedure.
  - The space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space. Space may be reclassified as a non-permit space for as long as non-atmospheric hazards remain eliminated. (Control of atmospheric hazards through forced-air ventilation does not constitute elimination of the hazards.)
  - All hazards in the permit space have been eliminated. The basis for this determination shall be determined by the EKPC safety department. If a hazard arises within a permit space that has been reclassified to a non-permit space, all employees shall exit the space and the space will be re-evaluated to determine if it must be reclassified a permit space again. Non-permit spaces shall be tested at the beginning of a new shift, after breaks, and after lunch periods.
- The Contractor will retain all cancelled entry permits, entrant rosters, and non-permit certifications for a period of one year. Further, Contractors shall ensure that test equipment is calibrated per the manufacturer's recommendations and ensure that calibration records are kept on file. The Contractor must be able to produce these documents upon request by an EKPC representative.

### **3.2 Fall Protection**

- When working from an extensible or articulation boom platform (bucket truck), a full body harness with a lanyard not to exceed six feet in length attached to the boom or bucket must be worn.
- Permanent and temporary floor and wall openings which expose individuals to a fall of more than four feet must be protected with a handrail or cover (manhole lid, hinged door, etc.) When covers are not in place, the opening must be constantly attended or protected by removable standard railing.
- Personal fall equipment, such as harness, lanyards, deceleration devices, and snap hooks, must be inspected prior to use. Any defective or damaged equipment must be removed from service and destroyed.
- When inspecting harnesses and lanyards, look for nicks, cuts, burns, and frayed or weakened spots in material and deformed, damaged or sprung metal hardware.
- Only double-locking snap hooks may be used on personal fall arrest equipment. Equipment found to have non-locking snap hooks must be taken out of service and destroyed.
- When attaching lanyard to anchor, employees shall not loop the lanyard around the anchor and clip hook back onto the lanyard. A cross arm strap with appropriate fasteners shall be used.
- At no time shall individuals use 3-way load fall arrest hardware that is not designed for such purposes.

- Personnel using a full body safety harness and working 4' or more off the ground floor must have a safety monitor in the immediate area.
- Each full body safety harness or any part of the fall arrest system or component subjected to a fall shall be removed from service and shall not be used for individual protection until it has been inspected by a Competent Person to determine if it is undamaged and suitable for use.
- Individuals must be properly trained prior to any use of a fall protection system. Training is required initially and as needed thereafter, whenever the individual shows signs of lack of knowledge with the equipment or usage or whenever employee has had a near miss, stop work or incident involving fall protection.
- Rescue operations where fall protection hazards exist.

## **ANCHORAGE POINTS FOR FALL ARREST SYSTEMS**

The following list of dos and don'ts can be applied when an anchorage point is being selected. A total fall protection system is only as good as its weakest link. The best harness with the best lanyard or lifeline cannot arrest a fall if unsuitable anchorages or anchorage connectors are selected. Involve all appropriate professionals in the project planning process, including the safety specialist and engineer, designer and architect, general contractor, any subcontractors, trades people who will actually be performing the work and the company for which the work is being performed. There are often many ways to provide anchorage for the same task. Examine all the options to ensure worker safety.

### **DO's**

- Select an anchorage/anchorage connector that can support 5,000 lbs. for a single tie-off point for one individual, or 3,600 lbs. when certified by an engineer or other qualified person.
- Select an anchorage with a PFAS (Personal Fall Arrest System) that will limit a fall to the shortest possible distance.
- Shall be designed, installed, and used under the supervision of a qualified person.
- Maintain a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it.
- Consider how many workers must be protected and at what points over the life of the project.
- Select an anchorage point directly overhead whenever possible to avoid a swing fall injury.
- Consider in advance how a rescue would be performed.
- Look ahead... should permanent anchorages be created for ongoing or future work.
- Choose equipment that is compatible when used together in a system.
- Find the best combination of devices for your particular requirements.

### **DON'T'S**

- Select anchorages where some lower structure could be struck should a fall occur.
- Locate anchorages where sharp objects or rough edges could cause excessive wear on lifelines.

- Locate anchorages where equipment such as lifelines or lanyards could come in contact with high heat or harmful chemicals.
- Create or improvise anchorages without first determining whether they could compromise structural integrity. You may need to consult with an engineer.
- Use anchorages that will cause a load to be applied to the snap hook keeper (gate) or snap hook lock.
- Use anchorages that will not allow the snap hook keeper (gate) to close completely and lock.
- Wrap a lanyard around a beam or other anchorage and attach it back on itself unless it is specifically designed for that purpose (i.e. a tie back lanyard).
- Join multiple lanyards together to reach an anchorage.
- Allow more than one worker to tie-off to the same anchorage unless it is designed.
- Allow workers to select anchorages without adequate training.

### **FALL CLEARANCE CALCULATION**

To determine the required Fall Clearance add the appropriate factors together, this will give you the safe Required Distance (RD) below the working surface or work which is to be carried out where there is any risk of falling

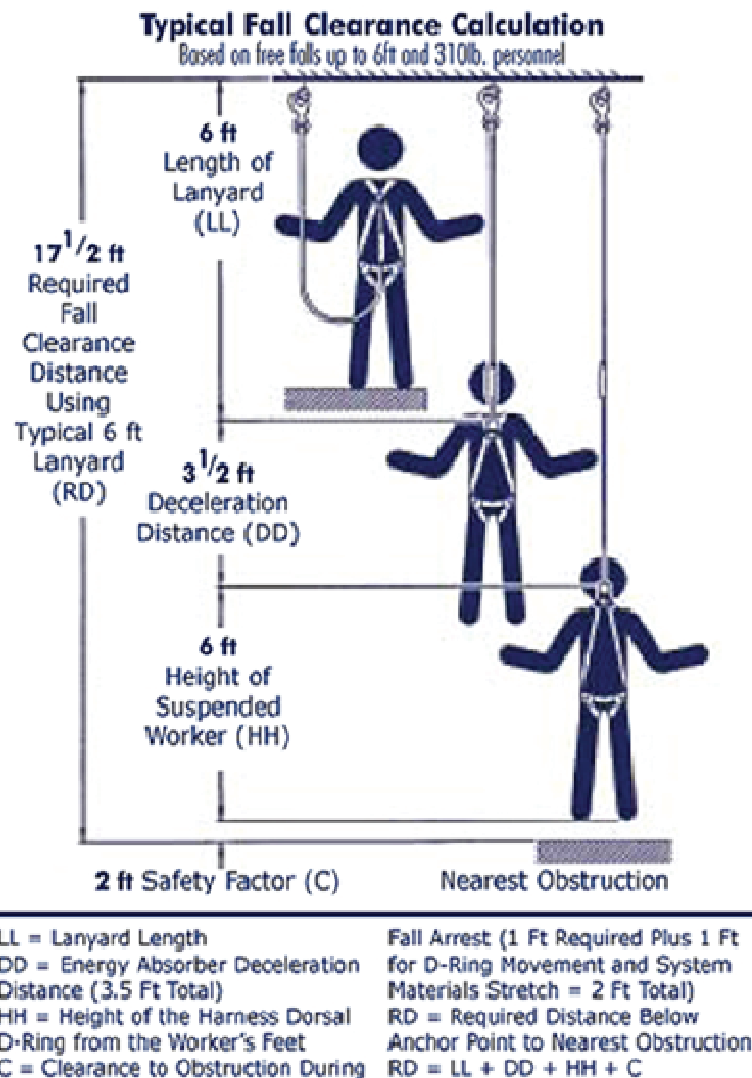
- Required Distance (RD) – This is the total fall distance with your equipment.
- Lanyard Length (LL) – The length of your lanyard. You'd use 6 ft. for this portion of the equation.
- Deceleration Distance (DD) – This is the elongation of the deceleration device when it's deployed.

For example, the shock pack on your lanyard. It is customary to allow 3.5 ft. for this distance. You can check your manufacturer's instructions for exact distances. (A retractable may only add a foot of deceleration distance, but you should always use the 3.5 ft. When calculating)

- D-Ring Height (HH) – This is the distance from the workers feet to the harness dorsal d-ring.
- Extra Clearance (C) – The distance from the obstruction after a fall. You must include 1 ft. for required clearance and an extra 1 ft. for d-ring movement and system material stretch. So you need to have 2 ft. clearance to the obstruction.

### **Example of the Fall Clearance Calculation**

$$LL + DD (3.5 \text{ ft.}) + HH + C (2 \text{ ft.}) = RD \text{ (Required Distance)}$$



### 3.3 Excavating & Trenching

Prior to any excavating site within the boundaries of EKPC Facilities contact your EKPC Point of Contact to ensure underground utilities have been located and marked. If conducting excavations outside of EKPC facilities, the Contractor will call 811 at least two days prior to digging and have underground utilities marked. Refer to OSHA standards 29 CFR 1926.650, 29 CFR 1926.651, and 29 CFR 1926.652.

#### Definitions

Benching (Benching system) means a method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Shoring (Shoring system) means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping (Sloping system) means a method of protecting workers from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

#### General

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard workers.
- Workers in an excavation shall be protected from cave-ins by an adequate protective system (slope/bench system or support/shield system) designed. *Except: when excavations are made entirely in stable rock or are less than 5 feet in depth and examination of the ground, by a competent person provides no indication of a potential cave-in.*
- Structural ramps that are used solely by workers as a means of access or egress from excavations shall be designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design, and shall be constructed in accordance with the design.
- A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for workers.
- The atmospheres in the excavation shall be tested before workers enter excavations greater than 4 feet in depth. Where a hazardous atmosphere exists or may reasonably be expected to develop during work in an excavation, the confined space permit program must be implemented.
- Workers shall not work in excavations in which there is accumulated water, or water is accumulating, unless adequate precautions have been taken to protect workers against the hazards posed by water accumulation. If water is controlled or prevented from accumulating by

the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of workers.
- Sidewalks, pavements and other structures shall not be undermined unless a support system or another method of protection is provided to protect workers from the possible collapse of such structures.
- Adequate protection shall be provided to protect workers from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.
- Workers shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations, by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

### **Inspections**

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.
- An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift.
- Inspections shall also be made after every rainstorm or after any other occurrence that may introduce new hazards. These inspections are only required when worker exposure can be reasonably anticipated.
- Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed workers shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

## **3.4 Power Equipment**

Power equipment includes motorized, electrical or battery powered tools, equipment, and vehicles. The Contractor will follow equipment manufacturer's rules, specifications, and requirements including the use of any necessary PPE. Contractors will be trained in the proper use of the equipment.

### **Mobile Equipment - General**

- Any Contractor who operates mobile equipment (cranes, man-lifts, pick-ups, forklifts, gators, golf carts, etc.) must demonstrate knowledge and competency to their supervisor for each make of equipment and must have appropriate license/certification where applicable.
- All equipment will be inspected daily before use to ensure it is in proper operating condition. If the equipment becomes defective in any way, notify your supervisor at once and affix a "DANGER – DO NOT USE" tag.
- All equipment is to be supplied with seat belts, back-up alarms and fire extinguishers (back-up alarms are not required on pick-up trucks.)
- Use of gas/diesel equipment inside the operating building is prohibited unless approved by the Safety Department.
- All traffic signs must be observed.
- Pedestrians always have the right of way. Pedestrians should use walkways where provided and should not take shortcuts through operating areas, building or other areas.

### **Personnel Lifting Equipment**

- The Operator must be trained to operate all personnel lifts. Only authorized persons shall operate an aerial lift.
- Personnel are not to be under any live load during lifting operations. The Operator shall ensure the proper barricade or a traffic watch is in place before lifting.
- When exiting the lift equipment onto a proper working elevated platform, the individual must be tied off to that platform immediately prior to, and during the exit.
- Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- Tying off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- Contractors shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- A full body harness shall be worn with a lanyard attached to the boom or basket when working from an aerial lift.
- Boom and basket load limits specified by the manufacturer shall not be exceeded.
- Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls.
- Controls shall be plainly marked as to their function.
- Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation.



### **Cars, Pickups and Trucks**

- You must have a valid driver's license to operate any vehicles on EKPC property.
- Only vehicles with special permits or listed on the pre-authorized visitors list will be admitted through the gate.
- Personnel, vehicles and equipment are subject to search upon entering or exiting the site premises. Anyone refusing to cooperate with security searches will not be granted access.
- The following rules apply to vehicles:
  - Wear your seat belt.
  - Obey plant speed limits and stop signs.
  - No more than three people on a front bench seat; two (2) people if bucket seats.
  - Mount and dismount the vehicle only when it is stopped.
  - Keep arms, feet and bodies inside the vehicle.
  - Inspect the vehicle each day before use.
  - Riding in the rear of the truck is prohibited unless approved seating with seat belts has been provided.

### **Material Handling Equipment**

- All material handling machines must have backup alarms, horns, rollover protection structures and seat belts when provided by the manufacturer.
- The Operator must be trained to operate each make and model of machine.
- Lift trucks, stackers, etc., shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the Operator.
- No modifications or additions which affect the capacity or safe operation of the equipment shall be made without the manufacturer's written approval.
- If a load is lifted by two or more trucks working in unison, the proportion of the total load carried by any one truck shall not exceed its capacity.

### **Mobile Cranes**

- All Operators must be certified and licensed to operate on-site cranes.
- The Operator is solely responsible for the safe operation of the crane.
- The Operator has full responsibility for the safety of a lift and may not make a lift until safety is assured.
- A copy of the load chart, manufacturer's operator's manual and inspection record must be in the crane cab or on project site.
- All cranes and the immediate work area must be barricaded at all times.
- No load may be swung over any persons.
- Outriggers must be leveled and fully extended when making a lift.
- No part of the crane, load, hoist (load and boom) lines, boom and tag line may come within 20 feet of energized electrical lines. If clearance to energized line is less than 20Ft then all requirements of OSHA 1926.1408 option 3 shall be met.

- Riding on crane hooks and/or "headache" balls is prohibited.
- Operators are not permitted to leave the crane while holding a live load.
- The use of suspended personnel platforms (crane baskets) must meet all OSHA requirements. The use of a crane or derrick to hoist individuals on a personnel platform is prohibited unless all requirements of OSHA 1926.1431 are met. A company plan and checklist must be used.
- A lift plan is required for any critical lift. (See Critical Lift Section Page 35)
- Lifting in high winds (e.g. greater than 20 mph) is not recommended by EKPC.
- Operating a crane in thunderstorms or lightning is not an acceptable practice.
- The Contractor shall designate a competent person who shall inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition.
- Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or other moving parts or equipment shall be guarded if such parts are exposed to contact by individuals, or otherwise create a hazard.
- All windows in cabs shall be of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.
- Combustible and flammable materials shall be removed from the immediate area prior to operations.
- In no case shall the original safety factor of the equipment be reduced.

#### **Building Crane Requirements:**

**Purpose:** This guideline provides information to help assure safety in the use of in-house cranes by Contractors.

- Crane operator and personnel working with the cranes need to be knowledgeable of the capacities, capabilities, limitations and operation of the crane they will be using. Crane operators must be trained by onsite EKPC personnel before operating overhead cranes.
- Crane operator is to inspect the crane prior to use. Test hoist, trolley and bridge motion; and visually inspect cables.
- If any abnormalities are found, the crane operator is to notify the EKPC Point of Contact.
- The crane operator is fully responsible for the equipment and personnel around the crane.
- A tag line must be attached to any large load and motion controlled by personnel on the ground.
- A designated signal person shall provide direction to the crane operator using the standard hand signals or radio communications that are common to the industry.
- In other open areas, barrier tape may need to be placed below to keep people out of area while lift is being performed.
- Only operate balanced and level loads.
- When lifting up floor plates or hatches, the area underneath should be banner guarded off or personnel on watch to guard against others walking into the lift area.
- Crane operator is to keep the load as close to the ground/floor as feasible.
- Crane operator is to minimize, if not able to eliminate, lifts over station equipment.

**Do Not:**

- Operate a crane with a tag or lock box on the pendant/electrical breaker.
- Lift a load over anyone.
- Lift more than the rated capacity of the crane, hoist, chain, cable, slings and other components.
- Make side pulls with a hoist.
- Lift/travel with people on a load.
- Leave operating position with load suspended.

**Critical Lifts**

Any lift greater than 25 tons, exceeds 75% of crane rated capacity, or any tandem lift will require a critical lift plan that is reviewed by the EKPC Safety Specialist and the appropriate EKPC Personnel prior to commencing the lift.

Prior to mobilization, the Contractor shall provide a crane lift rigging plan for review. Contractor's crane lift shall include the following details:

- Project Name
- Equipment Identification
- Date Document Prepared
- Prepared By
- Crane Model
- Crane Boom, Mast and Jib information.
- Rigging Detail including;
  - Max load to be lifted
  - Crane working radius
  - Crane rigging required
  - Equipment rigging required
  - Lift path and plan to prevent personnel from walking, driving or riding under a lift.

**3.5 Hoisting Equipment & Rigging**

All rigging equipment will be sufficient strength, proper type, and safe for its intended use. Make sure rigging equipment is not loaded beyond its rated capacity. Before each use, all slings, fastenings, and attachments will be inspected for damage or defects by a qualified person. Damaged or defective equipment will be immediately removed from service.

**General:**

- Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure it remains safe. All defective equipment shall be removed from service.
- All rigging equipment must have legible identification markings to indicate the recommended safe work load. Rigging equipment shall not be used without an affixed, legible label.

- Rigging equipment shall not be loaded beyond its rated capacity.
- All rigging equipment shall be sufficient strength, proper type, and safe for its intended use.
- Rigging equipment when not in use shall be removed from the immediate work area so as not to present a hazard to employees.

#### **Slings & Attachments:**

- Before each use, all slings, fastenings, and attachments shall be inspected for damage or defects by a competent person. Damaged or defective equipment shall be immediately removed from service.
- Makeshift lifting devices formed from bolts, rods, or reinforcing steel shall not be used.
- Slings shall not be shortened with knots, bolts, or other makeshift devices.
- Slings used in a basket hitch shall have the load balanced to prevent slippage.
- Slings shall be securely attached to the load by the use of hooks with retaining devices or the use of shackles or other positive latching devices.
- Slings shall be padded or protected from the sharp edges of their loads.
- A sling shall not be pulled from under a load when the load is resting on the sling.
- Slings shall be long enough to provide the maximum practical angle between the sling leg and the horizontal plane of the load.
- Shackle pins shall never be replaced with bolts or other non-approved devices.
- Only hooks with approved retaining devices shall be used. Hooks shall never be rigged so that they are point loaded at the tip of the hook. The load shall be securely seated in the saddle of the hook.
- When eye bolts are used, care shall be taken to ensure the bolt is not side loaded.
- Winch lines, ropes, or wire cables shall not be guided by hand when under the load.
- Wire rope loops shall be made by proper splicing or mechanical clamping of the tail section.
- Wire rope clips shall not be used to form eyes in wire rope bridles or slings.

### **3.6 Scaffolding**

Scaffolding shall be constructed and inspected by qualified persons per State, Federal, and local regulations.

**Refer to OSHA standards 29 CFR 1910.28.**

**PURPOSE** - The purpose of this Scaffolding Requirement is to establish basic understanding of industry practices and ensure the proper erection and utilization of scaffolding at EKPC work sites. All scaffolds erected and utilized at Company worksites will conform to this procedure. Other standards (state, local, etc.) may apply and should be consulted and applied as required. The scaffold company's competent person is the best source to acquire all necessary information regarding the requirements of erection and utilization of scaffolding prior to commencing work. **DO NOT USE SCAFFOLD UNLESS THE SCAFFOLD TAG IS SIGNED APPROPRIATELY AT BEGINNING OF EACH SHIFT WITH THE CURRENT DATE.** Otherwise, contact your site Supervisor or the area Safety Specialist.

**GENERAL REQUIREMENTS** - OSHA Regulations from Standard 29 CFR Part 1926 Subpart L – Scaffold regulations shall be followed and include the following clarifications and additions:

- Contractor's shall have a minimum of 1 competent person who is trained in erecting, adjusting, inspecting, dismantling, moving, operating, repairing, maintaining, or directing the work of others.
- Contractor's performing work while on a scaffold shall receive training on how to access and to work from erected scaffolding.
- Each individual working on a scaffold FOUR (4) feet above a lower level shall be protected from falling to a lower level.
- Cross bracing is not acceptable as a component for a guardrail system.
- Plywood shall be capable of supporting 4 times the intended load or rated capacity, whichever is greater ( $\frac{3}{4}$ " nominal thickness is required).
- Whenever it is physically possible, a swing gate shall be provided to access the scaffold from the ladder.
- Scaffolds shall be built with a minimum of a light duty (25 PSF) capacity rating. The Contractor is required to inquire as to the intended scaffold use and determine if a heavier scaffold capacity is required and if so notify the EKPC Point of Contact prior to scaffold erection.
- If screens are utilized above erected scaffold work elevations for protection in the event a small and light object were to fall, then No. 18 gauge  $\frac{1}{2}$  inch wire mesh or equivalent shall be used as a minimum.
- No one shall ride on a mobile or rolling scaffold unless it is specifically designed for that purpose.
- A Competent Person deemed by the Contractor must inspect the scaffold assembly prior to personnel working on the scaffold. If work continues for multiple shifts, the scaffold has to be inspected prior to each shift. You can determine if the scaffold has been inspected by looking at the scaffold tag which should be attached near the access point for the scaffold. **CAUTION /STOP/CAUTION** - If there is no tag on a scaffold or if there is a red tag on it, DO NOT ACCESS THE SCAFFOLD and immediately contact your EKPC Point of Contact.
- When preparing to access a scaffold, always check the tag. The tag will have a date of erection on the front of the tag and each additional inspection(s) will be logged on the back of the tag. The tags are color coded which signify all precautions for the scaffold. The meanings are as follows:
  - **"Red Tag"** scaffolds are not approved for workers to access. The scaffold is being erected, modified, taken down or has been found defective and only scaffold workers with fall protection are authorized to access.
  - **"Green Tag"** scaffolds shall be erected to meet all OSHA requirements and no fall protection PPE is required to access this type of scaffold.
  - **"Yellow Tag"** scaffolds shall be erected per industry best practices and then shall be released for access, however, there are special precautions workers need to be aware of before accessing the scaffold. CAUTION. A Yellow tag scaffold has one or more missing:
    - Missing handrail(s) could be mid-rail and or top rail,
    - Missing toe board(s), and or large deck openings. Personal protection equipment (PPE) fall arrest system is required.

- **Platforms** - According to the Walking Working Surfaces Standard, a platform is a working space for persons, elevated above the surrounding floor or ground; such as a balcony or platform for the operation of machinery and equipment. Every open-sided floor or platform 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing (or the equivalent) and toe boards on all open sides except where there is entrance to a ramp, stairway, or fixed ladder. Regardless of height, platforms above or adjacent to dangerous equipment, pickling or galvanizing tanks, degreasing units, and similar hazards shall be guarded with a standard railing and toe board. Any single platform constructed that is lower than 4 feet high shall not be considered a scaffold and will not have the tags associated with a scaffold but shall comply with the above statements.
- **Preferences** - There are regulations that give the scaffold builder options when erecting a scaffold. Below are the preferences which should be attempted to adhere to while building scaffold on EKPC property:
  - Green tagged scaffolds will always be the preferred type. If it is not possible and the scaffold must be yellow tagged, the project manager/coordinator needs to be made aware of the reasoning that prevents the scaffold from being a green tag prior to construction of the scaffold or as soon as it is determined.
  - Swing gates are the preferred method of accessing a scaffold platform versus climbing over the rails.

**ELECTRICAL FACILITIES** - Requirements for erecting, using or dismantling scaffolds near power lines are as follows:

- Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines. Guideline are indicated below.

Insulated Line Voltage*	Minimum Distance	Alternatives
Less than 300 Volts	3 Feet	No Alternative
300 Volts to less than 50 KV	10 Feet	No Alternative
50 KV or greater	10 Feet plus .4 inches for each KV over 50 KV	2 times the length of the line insulator, but never less than 10 feet.

\*Phase to ground voltage

- Scaffolds and materials may be closer to power lines than specified above where such clearances are necessary for work but only after the electrical system operator has de-energized the lines, relocated the lines, or installed protective coverings / barriers to prevent accidental contact with the lines.
- The following equipment listed must be properly grounded when working on a scaffold:

- Hand held motor operated tools, portable hand lamps, portable/mobile x-ray and associated equipment.
- Cord and plug – connected equipment used in damp/wet locations, by personnel standing on the ground, or on metal floors/working inside metal tanks or boilers and scaffolds.
- Tools likely to be used in wet and/or conductive locations need not be grounded if supplied through a ground fault circuit interrupter with an ungrounded secondary or not over 50 volts. Also, listed or properly labeled portable tools protected by a system of double insulation, or its equivalent need not be grounded. If such a system is employed, the equipment shall be distinctively marked to indicate that tool or appliance uses a system of double insulation.
- The metal parts of nonelectrical equipment such as the tracks and frames of electrically operated cranes and hoists used on scaffolding for material handling.
- Requirements for components, and general uses equipment:
  - All lamps for general illumination shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.
  - Temporary lights shall not be suspended by their cords unless so designed.
  - Portable electrical lighting used in wet and/or conductive locations shall be protected by a ground-fault circuit interrupter (GFCI).
  - Flexible cords and cables shall be protected from damage. Sharp corners and projections shall be avoided.
  - Extension cord sets used with portable electric tools shall be of three-wire type and shall be designed for hard or extra-hard usage. Flexible cords used in temporary and portable lights shall be designed for hard or extra hard usage.
  - The use of electrical cords for hoisting or lowering tools shall not be permitted.

### 3.7 Barricades

This overview provides information and guidance on the use of barrier tape to alert others of existing hazards. Work areas shall be “roped off” at locations where hazardous work is being performed or dangerous conditions exist. This is especially important in substations, switching structures or in power plants where there is a possibility of confusion from arrangement of similar pieces of equipment.

Contractors shall notify their EKPC Point of Contact or Safety Specialist if a hazardous condition exists that requires the use of barrier tape. The EKPC Point of Contact or Safety Specialist shall evaluate the condition with the Contractor to determine the type of banner guard tape required to safely protect others from the hazard.

- Only barrier tape identified in this procedure may be utilized unless pre-approved by EKPC.
- Barrier tape shall be configured in such a manner as to completely enclose the hazard.
- Barrier tape shall remain in place as long as the hazard exists.
- The following are descriptions of EKPC approved banner guard tape.
  - “Danger” Barrier Tape (black on red) –this type of tape shall be used to “stop” all unauthorized personnel from entering a designated hazardous area.

- “Caution” Barrier Tape (black on yellow) – this type of tape shall be used to “caution” personnel working in or around the potentially hazardous area where abnormal conditions exist and to proceed with caution.
- Specialty barrier tape can be used provided prior approval is obtained from the Safety Department. The EKPC Point of Contact will need to be contacted when using this tape so it can be communicated.
- Barrier Tape shall be hung in the following manner:
  - Shall be placed a minimum of five feet from the hazard or greater as required.
  - Must completely enclose the hazard on every side an employee could potentially enter.
  - Should be placed at a minimum distance of four feet off the surface.
  - Shall be placed in a manner so that the tape wording is legible.
- In addition to the barrier tape, there shall be a hazard Identification tag placed on all barrier tape at all potential access locations. Mark or tag barricades with the company name, foreman’s name and cell phone number. This tag shall identify the reason for the demarcation and date hung.
- If required, other materials may be utilized to help sufficiently barricade the area such as a cable, cones or saw horses along with the barrier tape if it will remain in the area for a long periods of time, outside in windy conditions, etc.
- An unauthorized Contractor shall not enter a barricaded area without first contacting the foreman who roped off the area to determine the hazards in the area and to receive permission to enter the roped off area.
- Barrier tape must be completely removed and properly disposed of when the hazard is eliminated. The EKPC Point of Contact must be notified once the barrier guard tape has been removed.
- Barricades and signs must be posted when working in or around the following conditions:
  - All man lifts and the immediate working area
  - In ceilings, pipe bridges, etc.
  - When removing roofing panels, walls, etc.
  - Within the swing radius of cranes and the area where the lift will start and finish.
  - Any open excavation. (May require a hard barricade. Ex: Scaffold, Jersey barrier, Etc.)
  - Any manhole confined space entry

## Floor Openings

- All floor openings/penetrations (i.e. holes >2”) must be properly covered or guarded.
- Protective barricades are required when there is a potential of a fall greater than 4 feet. They are designed to warn and provide physical protection, and must withstand 200 lbs. of force in any direction with minimal deflection (3”). *Examples: wood post and rail, cable and wood post and chain, scaffold handrail.*
- Barricades must be 42 inches high and maintained square and level.
- Barricades must be erected before any work begins.



- Blinking lights must be used on roadblocks after dark.
- An access opening or gate should be provided where practical.
- Barricades and signs must be fully informative, legible and visibly displayed.
- Barricades and signs must be removed when no longer needed.

#### **Hole Covers**

- Must be installed immediately.
- Hole covers or barricades are required at any floor elevation.
- Material and equipment must not be stored on a hole cover.
- Covers must be secured to prevent movement and be marked with the word “HOLE” or “COVER”.
- Covers must extend adequately beyond the edge of the opening (i.e. 3 inches) and must not be more than 1 inch high.
- ¾ inch plywood may be used providing the opening is less than 18 inches.
- For any opening greater than 18 inches, a minimum of 2 inch lumber or doubled ¾ inch plywood is required.

### **3.8 Fire Prevention**

#### **Hot work**

Any activity that creates sparks or involves an open flame, such as welding, cutting or grinding requires that a Hot Work Permit be filled out and posted at the job site. The Contractor will abide by the guidelines listed as part of the permit. Hot work Permits can be obtained from the appropriate EKPC Point of Contact and/or Safety Specialist.

#### **Fire Prevention/Protection**

Contractors will familiarize themselves with the emergency exits, alarm signals, and escape procedures when working inside a building or structure. In buildings or structures, all fire exits and escape routes will be visibly marked and be kept free of obstructions. Fire exits or doors will not be locked, chained, or barricaded at any time. Combustible materials such as oil soaked rags, waste, and shavings will be kept in an approved metal container with a metal lid.

#### **Flammable Liquids**

Flammable liquids will not be used for general cleaning purposes.

When pouring or pumping gasoline and or other flammable liquids from one container to another; metallic contact (grounding) will be maintained between the pouring and receiving containers.

All flammable solvents will be kept in UL listed approved safety cans. Make sure all cans are properly labeled per OSHA 1910.1200 the Hazard Communication standard. Refer to OSHA standards 29 CFR 1926.152

## **Explosives**

Explosives shall not be used without prior consent from the appropriate EKPC Point of Contact.

Explosives shall only be handled and used by a qualified and licensed person as specified in OSHA, Part 1926, Subpart U, Blasting and Use of Explosives.

## **3.9 Electrical**

### **General Electrical Safety**

- Posted warnings: Contractors shall read and comply with all posted warning signs, labels and instructions.
- All electrical circuits shall be treated as Energized until they have been Locked Out, Tagged Out (LOTO) and verified de-energized with safety grounds applied when applicable.
- All new or modified electrical conductors and equipment shall be listed or labeled by a Nationally Recognized Testing Laboratory (NRTL).
- All installation, operations, maintenance, and repair of any equipment should be in accordance with the manufacturer's literature and the instructions included in the listing or labeling.
- Inspection and evaluation of electrical equipment shall include but is not limited to the following:
  - All electrical equipment and cords shall be inspected prior to each use.
  - Physical integrity of enclosures and cabling insulation.
  - Insulation of portable test equipment and tool cords and casings.
  - Test instruments and equipment and their accessories shall be rated for the circuits and equipment to which they will be connected and shall be suitable for the environment in which they will be used.
  - Test equipment calibration shall be done per Manufacturer's recommendations.
  - Any material not meeting the above criteria shall be immediately reported to the employee's supervisor and/or Safety Department and removed from service until repairs are made.
  - Contractors will follow applicable OSHA, NEC, NESC and any other regulations specific to the work relating to approach distances to unguarded or exposed energized parts.

### **Working in Wet or Damp Locations:**

- Standing water, which could pose a risk to electrical equipment, shall be removed, pumped, or squeegeed.
- Any electrical equipment used to remove water shall be rated for wet or dry work and must be connected to a GFCI-equipped power source.

**Cords:**

- Any extension cords used will have molded end caps and be free of any defects in the insulation.
- Flexible cords (extension cords) shall not be substituted for fixed wiring.
- Flexible cords shall be protected from accidental damage.
- Cords shall be routed so that they do not present a trip hazard in aisles and workspaces.
- Temporary wiring shall be run overhead where possible and never through walls, doors, partitions, or holes in the floor or ceiling. This includes any extension cords or power strips used in cubicle, office, or employee eating areas.
- Cords shall be kept at least 6 inches above floor surfaces wherever there is a potential for liquid leaks and spills.
- Insulation integrity must be assured or protected to prevent current leakages.
- A visual inspection for insulation damage is required before use.
- In job locations where employees are likely to contact water or conductive liquid, ground fault circuit interrupters (GFCI) shall be used.

**Overhead & Buried Power lines:**

- Look for overhead power lines and buried power line indicators. Post warning signs.
- Contact utilities for buried power line locations.
- Stay at least 20 feet away from overhead power lines.
- Unless you know otherwise, assume that overhead lines are energized.
- De-energize and ground lines when working near them. Other protective measures include guarding or insulating the lines.
- Use non-conductive wood or fiberglass ladders when working near power lines.

**Grounding:**

- Ground all power supply systems, electrical circuits, and electrical equipment.
- Frequently inspect electrical systems to insure that the path to ground is continuous.
- Visually inspect all electrical equipment before use. Take any defective equipment out of service.
- Do not remove ground prongs from cord- and plug-connected equipment or extension cords.
- Use double-insulated tools.
- Ground all exposed metal parts of equipment.

**Do Not:**

- Use multi-receptacle boxes designed to be mounted by fitting them with a power cord and placing them on the floor.
- Fabricate extension cords with ROMEX® wire.
- Use equipment outdoors that is labeled for use only in dry, indoor locations.
- Attach ungrounded, two-prong adapter plugs to three-prong cords and tools.
- Use circuit breakers or fuses with the wrong rating for over-current protection, i.e. using a 30-amp breaker in a system with 15- or 20-amp receptacles. Protection is lost because it will not trip when the system's load has been exceeded.
- Use modified cords or tools, i.e., removing ground prongs, face plates, insulation, etc.
- Use cords or tools with worn insulation or exposed wires.
- Use insulation damaged or spliced conductor cords.

#### **GFCI:**

Tools connected to a central power supply, including portable and vehicle-mounted generators (not isolated) and are not double-insulated will be protected by a Ground Fault Interrupter (GFI) or by an "assured grounding system." For more information, refer to current OSHA 1910.303 GFI standards.

#### **Energized Work**

Only qualified Contractors may work on or with exposed energized lines or parts of equipment. Only qualified Contractors may work in areas containing unguarded, un-insulated energized lines or parts of equipment operating at 50 volts or more.

All live parts (> 50 volts) which an employee may come into contact with shall be put into an electrically safe condition utilizing the Lock-Out / Tag-Out (LOTO) procedure.

Only when it can be demonstrated that de-energizing the equipment will introduce additional or increased hazards, or is infeasible due to equipment design or operational limitations, will energized work be authorized by Safety and EKPC Point of Contact.

**Minimum Approach Distance** - Contractors will follow applicable OSHA, NFPA, NEC and any other regulations specific to the Work relating to approach distances to unguarded or exposed energized parts.

### **3.10 Industrial Hygiene**

#### **Air Contaminates**

##### **Asbestos**

There may be asbestos present throughout EKPC's facilities. Asbestos is an inhalation hazard which has been known to cause cancer when disturbed. When asbestos is intact in its matrix, there is little to no health risk.

Unless clearly marked, do not assume that an insulating material is non-asbestos. All building insulating materials shall be treated as PACM (Presumed Asbestos Containing Material) unless it has been replaced and marked as Non-Asbestos Containing Material or the material has been sampled and deemed non-asbestos.

Suspect asbestos material may include (but is not limited to) the following:

- Pipe Insulation
- Gaskets or packing materials
- Transite boards
- Floor tile and mastic
- Caulking

Potential exposure to asbestos materials can be during renovation, demolition, construction or maintenance activities and housekeeping where the workers do not know asbestos is present and do not use proper safe work practices to prevent exposure. Accidental spills or releases can also be a reason for exposure when insulation falls unexpectedly or other materials hit the insulation and cause a spill. It is important to look at the area where you will be working and see if there is any marked or suspect materials in your area. Safe guard any of these locations against work you will be performing to prevent these avoidable spills from occurring.

If suspect material is found disturbed, report it to your Supervisor, EKPC Point of Contact and the Site Safety Specialist. Stay clear of the area and take precautions to ensure other employees do not enter the area until the area can be properly quarantined.

When asbestos materials do need to be disturbed in order to complete a work scope, certified asbestos abatement contractors are required to perform work in accordance with all applicable regulations. Bulk sampling, air monitoring and posting of results will be completed as required.

### **Lead**

Workers may potentially be exposed to lead during the removal, renovation, or demolition of structures painted with lead pigments. All paint is to be treated as lead containing paint unless documentation has been obtained stating that the paint is non-lead based or it has been sampled, tested, analyzed and deemed to be non-lead based. Exposure may occur during hot work activities on painted surfaces creates dust from disturbing the lead paint. Lead enters the body primarily through inhalation and ingestion. Workers may also be exposed during installation, maintenance, or demolition of lead pipes and fittings, lead linings in tanks and radiation protection, rechargeable batteries, leaded glass, work involving soldering, and other work involving lead metal or lead alloys.

### **Hex Chrome**

Hexavalent chromium is produced by an industrial process where chromium metal is added to alloy steel to increase hardenability and corrosion resistance. It is found in stainless steel & chromate containing materials. Workplace exposures occur mainly during hot work activities (welding, cutting, grinding) on stainless steel and other metals that contain chromium, or welding with rods containing chromium. Occupational exposure occurs from inhalation of dusts, mists, or fumes containing

hexavalent chromium, or from eye or skin contact which may lead to occupational asthma, eye irritation and damage, respiratory issues, kidney or liver damage, nose irritation and certain cancers.

If a Contractor uses the Performance-oriented option for compliance with staying under the PEL for a job task without regulating the work area, they must submit documentation to support their decision to the Site Safety Specialist prior to commencing the job.

### **Arsenic**

Arsenic is a trace element in coal. (SDS for flyash can be made available upon request). Exposure may occur during hot work activities in confined space areas where residual coal or ash is present and the hot work fumes are inhaled. Chronic exposure to arsenic leads to distinct skin diseases and increased risk of skin cancers. It can also cause sudden constriction in arteries or veins, reducing blood flow; decreased nerve function; lung, liver, kidney and bladder, and other cancers.

### **Silica**

Crystalline Silica can be found in materials which contain quartz, such as concrete, rock, coal and ash. Silica is hazardous when these materials containing silica are caused to create small particles of dust which can be inhaled. Exposures can occur when grinding, sawing, drilling, cutting and crushing these materials. Workers who inhale these very small crystalline silica particles are at increased risk of developing serious silica-related diseases, such as silicosis, kidney disease, chronic obstructive pulmonary disease (COPD), and lung cancer.

### **Regulated Areas**

If the Contractor will be performing work in areas where these air contaminants are present which could potentially exceed the PEL (Permissible Exposure Limit), they must regulate the area according to the applicable OSHA standard.

If the Contractor deems the PEL will not be exceeded within a reasonable doubt, they must provide sampling data that confirms their stance.

Any air monitoring performed by a Contractor or their third party must be approved through the EKPC's Safety Specialist 48 hours prior to the sampling event. All air monitoring data collected from EKPC property must be shared with the EKPC Safety Specialist upon receipt of the results.

### **Training**

Contractors must be trained and experienced working in an area regulated for potential exposure to a hazardous metal or dust.

## **Regulatory Limits**

- Hexavalent Chromium (Cr(VI)) = 5 ug/m<sup>3</sup>
- Arsenic (As) PEL = 10 ug/m<sup>3</sup>
- Lead (Pb) = 50 ug/m<sup>3</sup> in air; 0.5% or 5000 ppm chip sample; <40 ug/ft<sup>2</sup> wipe sample

- Silica (As) PEL = 50 ug/m3

### **3.11 Compressed Gases**

Procedures and instructions outlined in this section are intended to provide a general knowledge of safe, effective methods of handling, storing, and using compressed gases and their containers. This section is covered by OSHA standards CFR 1910.101 - 105, .110 and .111. For additional information, refer to 29 CFR 1926.350 - .354

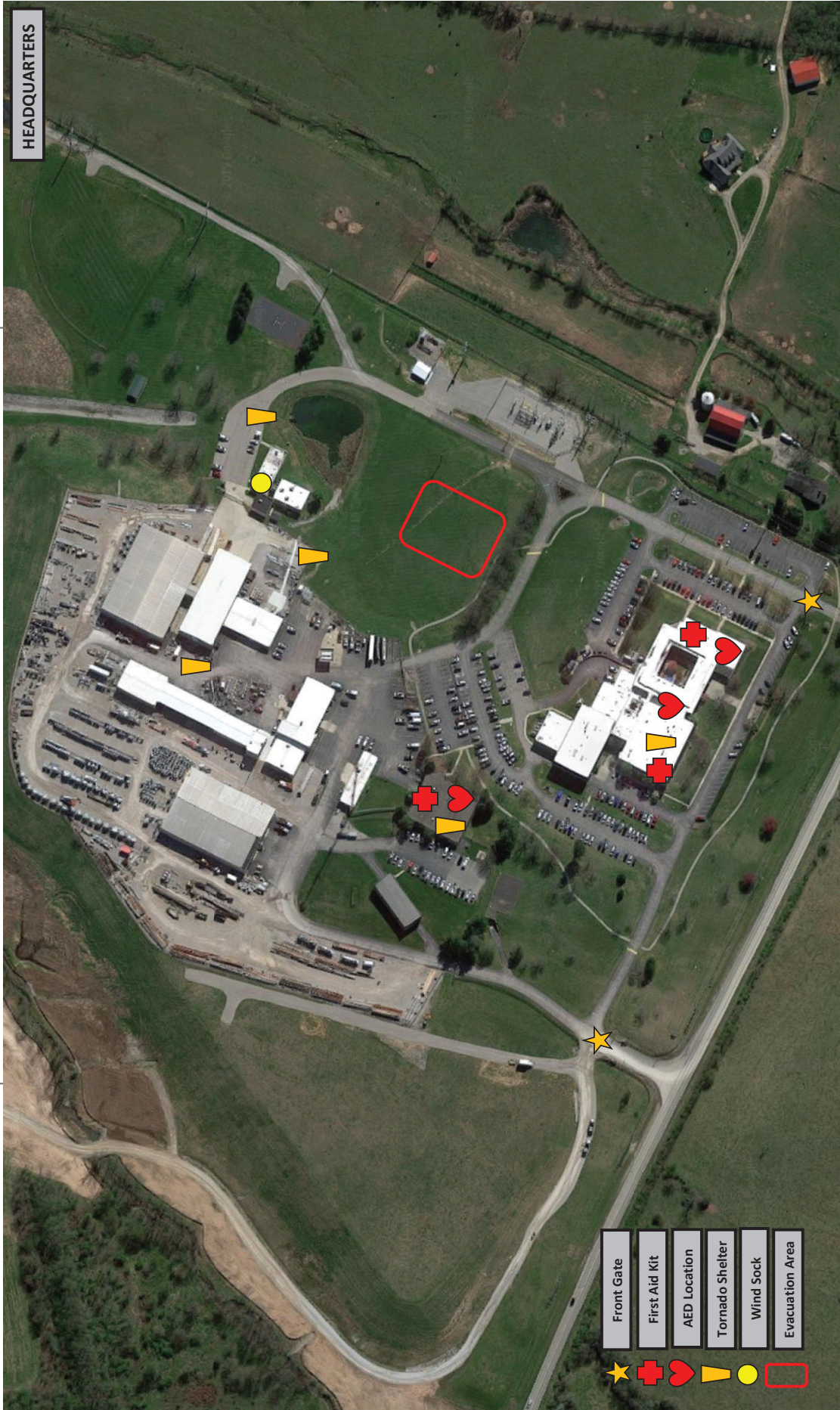
This section also deals with electric welding, gas welding, and cutting operations common to each process.

These procedures are covered by OSHA standards 29 CFR 1910.251, .252, .253, .254, and .255. Refer to 29 CFR 1926.350 - .354

#### **Compressed Gas Handling and Storage**

- Do not let cylinders come in contact with energized conductors or ground wires from electrical equipment. Never tamper with safety relief devices designed as part of the cylinder. Never force connections that do not fit. Never use damaged, defective or leaking cylinders. Move such cylinders outdoors and away from sources of ignition and notify the supervisor or foreman immediately. Never use a flame to detect flammable gas leaks. Never mix gases in a cylinder or transfer gas from one cylinder to another.
- Take care in handling gas cylinders. Do not drop, jar or use cylinders as rollers to move objects. Do not hoist cylinders with a sling or electric magnet and do not lift cylinders by the protection cap. Use a lifting cradle, boat or platform for hoisting cylinders. Use a truck, cart, chain or other holding device to keep cylinders from falling over while in use. Cylinders must have their contents properly identified.
- Store compressed gas cylinders, including empty cylinders, in an upright secured position. Valve protection caps should be kept in place except while regulators and hoses are attached. Caps should only be installed hand tight. Store gas cylinders away from heat, welding, and cutting operations where sparks will not reach them. Do not store oxygen cylinders near highly combustible materials like gasoline, oil, and grease. Store cylinders containing chlorine, propane and/or hydrogen; in isolated, well ventilated, fire-proof areas. Empty cylinders must be marked "Empty" or "MT", and segregated from full cylinders with all valves closed and protection caps in place. Protect cylinders from the ground to prevent rusting. Hydrogen storage area should be marked as "Hydrogen – Flammable Gas – No Smoking – No open flames."







## 4.0 Headquarters

### 4.1 AED & First Aid Cabinet Locations

AED's (Automated External Defibrillator) and First Aid Cabinets are placed in various locations around the campus.

- Main Building: Front Lobby, Rear Lobby, Executive Hallway, Fitness Center, Hallway near Learning Center.
- Operations Center: Front Lobby and Basement.

### 4.2 Severe Weather Procedures

#### **ACTIONS TO BE TAKEN:**

- During the severe weather season and at other appropriate times, EKPC will monitor the National Weather Service for severe weather. Should a "tornado watch" be issued for our immediate area, we will announce over the paging system that a tornado watch exists.
- Should a tornado warning be issued for our immediate area, a tone will be introduced onto the telephone paging system. This tone is immediately followed by an announcement, repeated several times, advising all employees and visitors to proceed to the designated areas. Avoid glass doors and windows.
- The designated areas are the basement and fitness area in the main office, and the basement in the Operations Building. They're also several remote storm shelters located on the campus at the exterior of the lab, general warehouse and the rear of vehicle maintenance.
- The movement from your location to the designated areas should be made in a calm, quick, and orderly manner in order to prevent confusion and disorder.

**DO NOT USE THE ELEVATORS!**

**STAY AWAY FROM WINDOWS AND EXTERIOR DOORS!**

**PLEASE HELP WITH VISITORS!**

When the threat of severe weather has passed the PBX/Receptionist will announce that Employees may return to work.

### 4.3 Emergency Evacuation

#### Action to be taken

All Contractors and visitors should be aware of exit routes and locations via the posted evacuation plans. EKPC has an automatic alarm system that is activated if fire or abnormal conditions are detected. In the event a fire is observed and the fire alarm system has not sounded, pull the handle down on the closest fire alarm station. When the alarm system is activated the Fire Department will automatically be notified.

- **DO NOT USE THE ELEVATOR! DO NOT CALL THE RECEPTIONIST!**
- Leave the building in a quiet, orderly fashion as quickly as possible. **DO NOT RUN!** Proceed to the muster point located at the rear of the HQ's building (adjacent to the walking trail and oak trees on top of the hill) and wait until notified. (Supervisors and EKPC Point of Contact's shall account for employees in their department and any visitors they may have onsite.)
- All Contractors are to swipe their badge at the card reader located at the muster point.
- Generally, do not attempt to determine the location, cause or severity of the fire. However, if the fire is small in nature in your area and can be extinguished by nearby extinguishers, you can attempt to do so. Report use of any fire extinguisher to the EKPC Point of Contact.
- **DO NOT** enter the enclosed courtyard area in the center of the building.
- Close all vault doors before leaving areas where vaults are located.
- Allow fire doors to close as they are designed to do. **DO NOT BLOCK OPEN.**
- Allow outside doors to close as they are designed to do. **DO NOT BLOCK OPEN.**
- The Facilities Team or designee will ensure that no persons are trapped in the elevator, and if so, will take necessary steps to extricate persons that may be on the elevator. The elevator will then be deactivated.
- No person is to re-enter the building until any member of the Facilities Team gives the all-clear signal.

## **5.0 Power Delivery**

### **5.1 AED & First Aid Locations**

- AED's (Automated External Defibrillator) are placed in various EKPC Vehicles. The EKPC Point of Contact will be able to provide which vehicles are equipped with AED's.
- First Aid kits and Blood Born Pathogen kits are installed in all EKPC Vehicles.

### **5.2 Working On or Near Exposed Energized Lines and Equipment**

- Only qualified Contractors as defined by OSHA may work on or near exposed energized conductors or other electrical equipment.
- All non-qualified Contractors as defined by OSHA working near energized conductors shall maintain the following minimum clearances from energized conductors and equipment (numbers expressed are phase to ground).
  - For lines and equipment energized at 50kV or less, the minimum clearance distance is 10 feet.
  - For lines and equipment energized at more than 50 kV, the minimum clearance is 10 feet plus 4 inches for every 10 kV over 50 kV.

### **5.3 Dispatching and Clearances**

Contract personnel will have an EKPC Authorized person assigned to the job. The Authorized person will be responsible for contacting EKPC Dispatch to receive switching orders for the job. An EKPC Hold Card will be attached to each isolation point (switch, fuse or open jumper) that provides a visual opening for the line or equipment being worked on. Once all isolation points have been opened and Hold Carded the Authorized Person will obtain Clearance from the EKPC Dispatcher.

Upon receiving Clearance the Authorized person will be responsible for instructing the contract crew to begin the work.

When the work is complete and Clearance is to be released, Contract personnel will notify the Authorized person in charge who shall, through direct communication with the System Operator, assure that:

- All person(s) in the area are notified that the clearance is to be released;
- All person(s) are clear of the lines and equipment; and
- All temporary protective grounds installed by the crew have been removed.

The Authorized Person shall contact the System Operator through direct voice communication and request to release the Clearance using 3 part communication.

#### **5.4 Gate Entrance Procedures**

- Contractor must make arrangements with its EKPC contact for entrance to the substation. Substations are normally unattended. Before entering in a substation, all Contractors must satisfactorily complete EKPC's substation orientation program.
- When entering a substation, and before leaving, all entrants shall notify the EKPC system operator (859-745-9300) of their entrance into the station and their departure.
- Before entering a substation where work is in progress, you must report your presence to the person(s) in charge for a job briefing. Complete a visual inspection of the grounding at the station before making any contact with the substation fence.
- Gates to substations shall be kept closed and locked when authorized personnel are not in the substation.
- When authorized personnel are working in the substation and the gate is not in view of the authorized personnel, the gate shall be kept closed and latched.
- Doors to enclosures (other than control cabinets) containing exposed energized electrical equipment shall be kept closed and locked, or equipment shall be barricaded.

#### **5.5 Working in Substations**

- Non-authorized personnel shall not enter substations, electrical equipment rooms or enclosures unless they have been authorized by EKPC.
- Electric equipment, lines, and circuits shall be considered energized until locked and tagged per EKPC LOTO procedures.
- Metal ladders shall not be used in substations.
- When carrying long, conductive material, tools or equipment in energized areas of substations, they shall be held by at least two individuals, one at each end and carried below shoulder height.
- Steel tapes and rulers shall not be used in the energized areas of a substation. Fish tapes and steel tapes may be used on or below ground. Extreme caution shall be used when working in areas of energized underground cables.
- Before driving a vehicle into a substation, the driver shall check the overhead clearance of the vehicle (e.g. radio antenna, boom, and basket) to prevent contact with low lines or other structures, or any energized equipment.
- Movement and operation of mechanical equipment within hazardous areas must be controlled by a qualified person and at all times shall maintain safe clearances to energized bus and equipment.

## 5.6 Substation Barriers and Barricades

All barriers, barricades and warnings signs shall be heeded. No one shall enter a barricaded area without permission.

## 5.7 Emergency Procedure

### Power Delivery:

Every EKPC substation has a 911 address posted on the substation entrance with name and address.



### Transmission Lines:

Use 911 in areas where it exists, or call EKPC Dispatch outside of 911 areas for emergencies.

Your EKPC Point of Contact shall give you the information regarding your location in case of emergency situations during your orientation. If this information is not available EKPC Dispatch has the GPS coordinates based off of structure number. Call Dispatch at **(859) 745-9300**. Dispatch will pin-point your location and send 911 to you. If structure numbers are not available then give 911 operator the name of any road intersections and local landmarks.

Remember all incidents MUST be reported immediately to your EKPC Point of Contact or EKPC Dispatch. See section 2.11 for details.





### **5.8 No Smoking Policy**

Smoking is not permitted in EKPC substations.

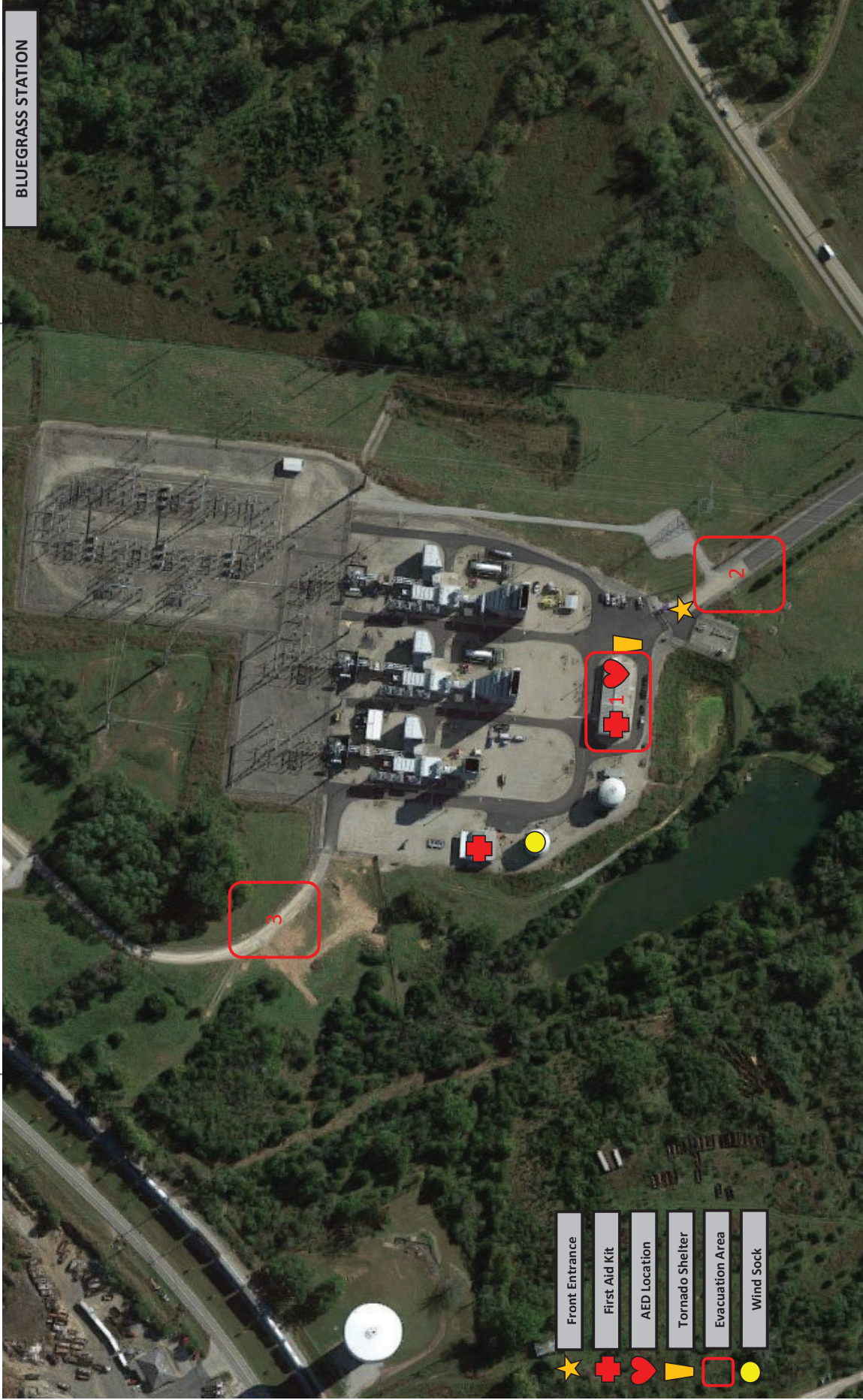
### **5.9 Imminent Threat**

Contractors will immediately notify the EKPC System Operator (Dispatch) of any issue that poses an imminent threat to an energized transmission line or any other EKPC facility.

The Contractor should first contact the EKPC System Operator to report an imminent threat through use of a cell phone at 859-745-9300. In the event that the System Operator cannot be contacted by cell phone, the Contractor may use the EKPC radio installed in all trucks. In the event that the Contractor is unable to communicate with the System Operator by cell phone or radio, the Contractor may contact the System Operator by satellite phone, if available, at the above number.

The Contractor will stand by and await further instruction from the System Operator pertaining to appropriate mitigation actions to be taken until the threat is relieved.





BLUEGRASS STATION

## 6.0 Bluegrass Station

### 6.1 AED & First Aid Cabinet Locations

AED's (Automated External Defibrillator) and First Aid Cabinets are placed in various locations around the campus.

- Main Building: Hallway between Control Room & Shop.

### 6.2 Severe Weather

In the event of a tornado warning or the Weather Alarm is sounded move to the closest tornado shelter. **The Tornado Shelter at Bluegrass is located next to the Administration Building on the guard shack side.** If you don't have time to make it to the tornado shelter move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### 6.3 Emergency Evacuation Procedure

Control Room Operator will sound the Emergency Alarm. Follow the nearest and best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Point of Contact on duty shall be responsible for the accounting of his/her personnel. Move away from the structure, look at the wind sock to determine wind direction and evacuate accordingly - **Primary evacuation point (#1) is the Control Room, Secondary (#2) is the roadway next to main entrance guard building and Third (#3) is the outside rear gate. (See Map)** Report a "HEAD COUNT" to the EKPC Personnel in charge. Do not block roadway or driveway. Stay at the assembly area until instructed otherwise. When the "ALL CLEAR ALARM" is sounded, you may return to your work station.



## **6.4 Lockout Tag out**

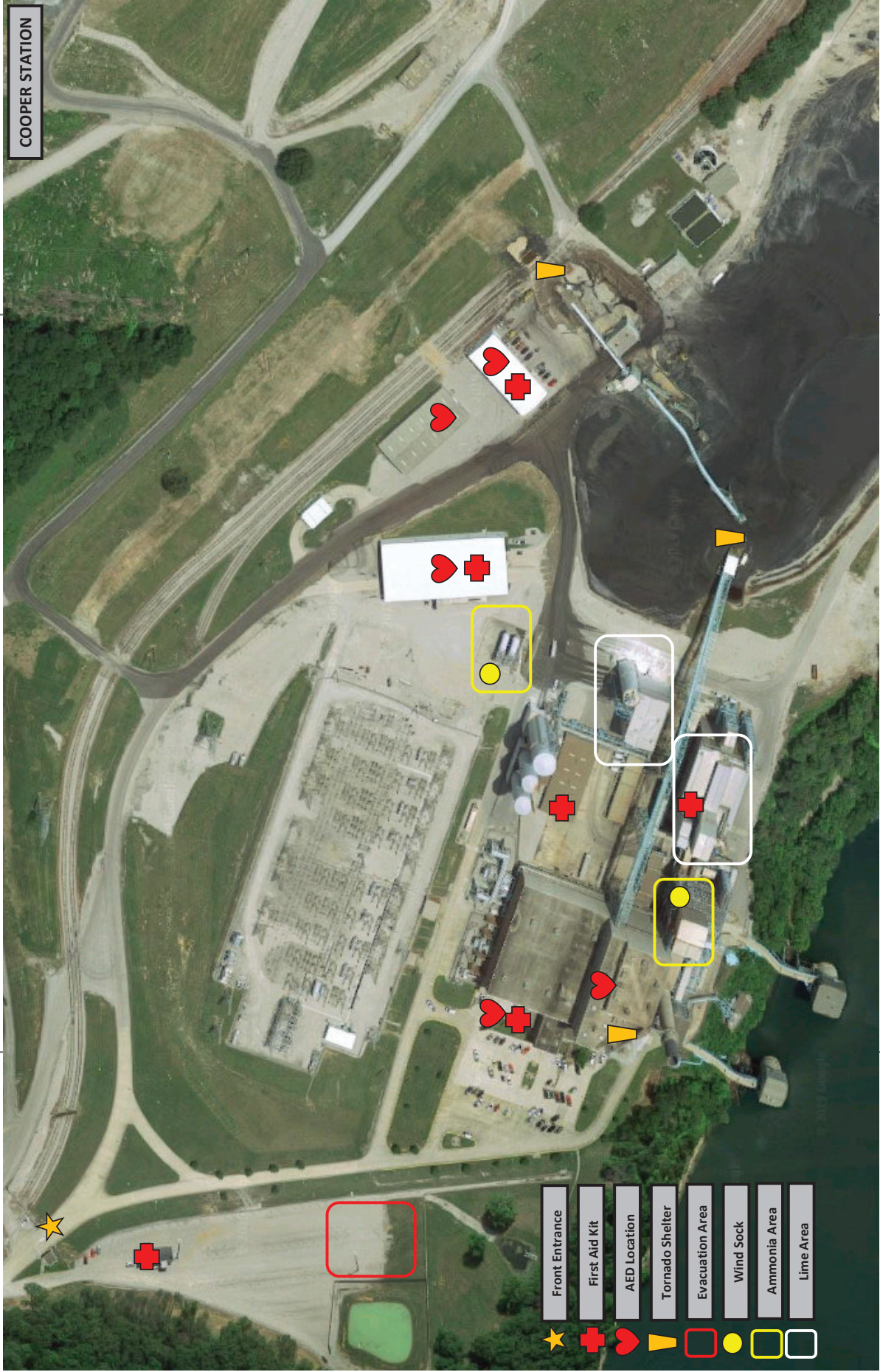
Each EKPC facility will ensure that all Contractors are trained and informed on the procedures for Lock Out / Tag Out. A copy of the lock out / tag out procedure is located in the Standard Operating Procedures Manual or with the Lock Out - Tag Out Authority in the Control Room.

## **6.5 Security**

EKPC's power plant sites have perimeter fencing and a controlled entrance manned by security guards. EKPC's power plant sites are patrolled by security guards as well as EKPC plant operators. Video cameras are installed throughout various locations on EKPC grounds. Security Personnel will issue badges to individuals and the badges should be returned to the security personnel when leaving the site.

## **6.6 Traffic Rules and Parking**

A designated parking lot is provided for Contractor employee parking. The only vehicles allowed beyond this lot are those required for work, deliveries, and the superintendent's vehicle. These vehicles are required to have a pass issued by the EKPC office and obey all posted speed limit signs. Vehicles and equipment are subject to inspection upon departure from the plant grounds.



COOPER STATION

- Front Entrance
- First Aid Kit
- AED Location
- Tornado Shelter
- Evacuation Area
- Wind Sock
- Ammonia Area
- Lime Area

## 7.0 J.S. Cooper Station

### 7.1 AED Locations

AED's (Automated External Defibrillator) are placed in various locations around the campus.

- Main Building: Front Lobby Lunchroom, Second Floor Office Area, Control Room.
- Other Areas: Coal Yard Scale House, Fitness Room, Supply Chain Warehouse.

### 7.2 First Aid Cabinet Locations

First Aid Cabinets are placed in various locations around the campus.

- Main Building: Front Lobby Lunchroom, Control Room. Lab, Electric Shop, Maintenance Shop, Scrubber Building (First Floor)
- Other Areas: Coal Yard Scale House, Maintenance Warehouse, Supply Chain Warehouse.

### 7.3 Severe Weather Procedures

In the event of a tornado warning move to the nearest storm shelter **(See Map)**. **Inside the plant the storm shelter is in the basement on the west side. Look for signage. If you are working outside and in the event of a tornado warning you will be directed to go to the coal tunnels.** In the event that you cannot reach one of the designated areas move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### 7.4 Emergency Evacuation Procedure

Control Room Operator will sound the Emergency Alarm. Follow the nearest and best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Point of Contact on duty shall be responsible for the accounting of his/her personnel. Move away from the structure, look at the wind sock to determine wind direction and evacuate accordingly - **Primary evacuation point is the contractor parking lot. (See Map)** Report a "HEAD COUNT" to the EKPC Personnel in charge. Do not block roadway

or driveway. Stay at the assembly area until instructed otherwise. When the “ALL CLEAR ALARM” is sounded, you may return to your work station.

## 7.5 Aqueous Ammonia

Aqueous Ammonia is a toxic material that is colorless, but has a distinct pungent odor. Avoid breathing in the gas or contact with skin and eyes.

In the event of spill, evacuate to the primary evacuation area, if wind is blowing in the direction of the primary evacuation area move upwind of the spill, and contact the Control Room.

- Dial Number: (606) 561-4138 or ext. 7220

## 7.6 Hydrated and Pebble Lime

Hydrated lime and Pebble lime can effect eyes and the respiratory system if exposed. Pebble lime has a thermal reaction to moisture or water. Avoid exposure by wearing the proper PPE and following the rules in Section 7.7 Beacon System.

In the event of spill, evacuate to the primary evacuation area, if wind is blowing in the direction of the primary evacuation area move upwind of the spill, and contact the Control Room.

- Dial Number: (606) 561-4138 or ext. 7220

## 7.7 Beacon System

Cooper Station Utilizes a beacon alert system to inform personnel of possible exposure to hydrated and Pebble lime. When the beacon system is activated a full face respirator is required to be worn at all times in the areas affected. When Working in areas **(See Map)** that require the beacon system a high quality dust mask should be carried at all times in case of a spill event so safe evacuation out of the area is possible.

## 7.8 Lockout Tag out

Each EKPC facility will ensure that all Contractors are trained and informed on the procedures for Lock Out / Tag Out. A copy of the lock out / tag out procedure is located in the Standard Operating Procedures Manual for Cooper Station or with the Lock Out - Tag Out Authority / Shift Supervisor. **The LOTO Authority is located on the Turbine Deck at Cooper Station.**

## 7.9 Security

EKPC's power plant sites have perimeter fencing and a controlled entrance manned by security guards. EKPC's power plant sites are patrolled by security guards as well as EKPC plant operators. Video cameras are installed throughout various locations on EKPC grounds. Security Personnel will issue badges to individuals and the badges should be returned to the security personnel when leaving the site.

## 7.10 Traffic Rules and Parking

A designated parking lot is provided for Contractor employee parking. The only vehicles allowed beyond this lot are those required for work, deliveries, and the superintendent's vehicle. These vehicles are required to have a pass issued by the EKPC office and obey all posted speed limit signs. Vehicles and equipment are subject to inspection upon departure from the plant grounds.

## 7.11 Elevators

Weight Rating Traction Type Elevators:

Description	Weight Rating Pounds	Manufacturer
Office	2000#	Otis
Unit 1 Boiler	4000#	Otis
Unit 2 Boiler	2000#	Otis
Unit 1 Intake	2000#	Otis
Unit 2 Intake	2000#	Otis

Weight Rating Rack and Pinion Type Elevators:

Description	Weight Rating Pounds	Manufacturer
Unit 1 Silo	2200#	Alimak
Unit 2 Silo	5000#	Alimak
Unit 2 FGD Scrubber	5000#	Alimak





## 8.0 J.K. Smith Station

### 8.1 AED & First Aid Cabinet Locations

AED's (Automated External Defibrillator) and First Aid Cabinets are placed in various locations around the campus.

- Main Building: Control Room
- LMS Unit 9 & 10 Electrical Building.
- Other Areas: Fitness Room, Environmental Building & Parts Warehouse.

### 8.2 Severe Weather

In the event of a tornado warning or the Weather Alarm is sounded move to the closest tornado shelter. **They're three Tornado Shelters located at JK Smith (See Map) Next to the fitness room, Behind Environmental, and the underground coal tunnel can also be used.** If you don't have time to make it to the tornado shelter move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### 8.3 Emergency Evacuation Procedure

Control Room Operator will sound the Emergency Alarm. Follow the nearest and best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Point of Contact on duty shall be responsible for the accounting of his/her personnel. Move away from the structure, look at the wind sock to determine wind direction and evacuate accordingly - **Primary evacuation point is the parking lot next to main entrance guard building. (See Map)** Report a "HEAD COUNT" to the EKPC Personnel in charge. Do not block roadway or driveway. Stay at the assembly area until instructed otherwise. When the "ALL CLEAR ALARM" is sounded, you may return to your work station.

## **8.4 Ammonia**

Aqueous Ammonia is a toxic material that is colorless, but has a distinct pungent odor. Avoid breathing in the gas or contact with skin and eyes.

In the event of spill, evacuate to the primary evacuation area, if wind is blowing in the direction of the primary evacuation area move upwind of the spill, and contact the Control Room.

- Dial Number: (859) 745-4157 ext. 6310

## **8.5 Lockout Tag out**

Each EKPC facility will ensure that all Contractors are trained and informed on the procedures for Lock Out / Tag Out. A copy of the lock out / tag out procedure is located in the Standard Operating Procedures Manual or with the Lock Out - Tag Out Authority / Control Room. The LOTO Authority at Smith Station is located in the Maintenance room of the Main Building.

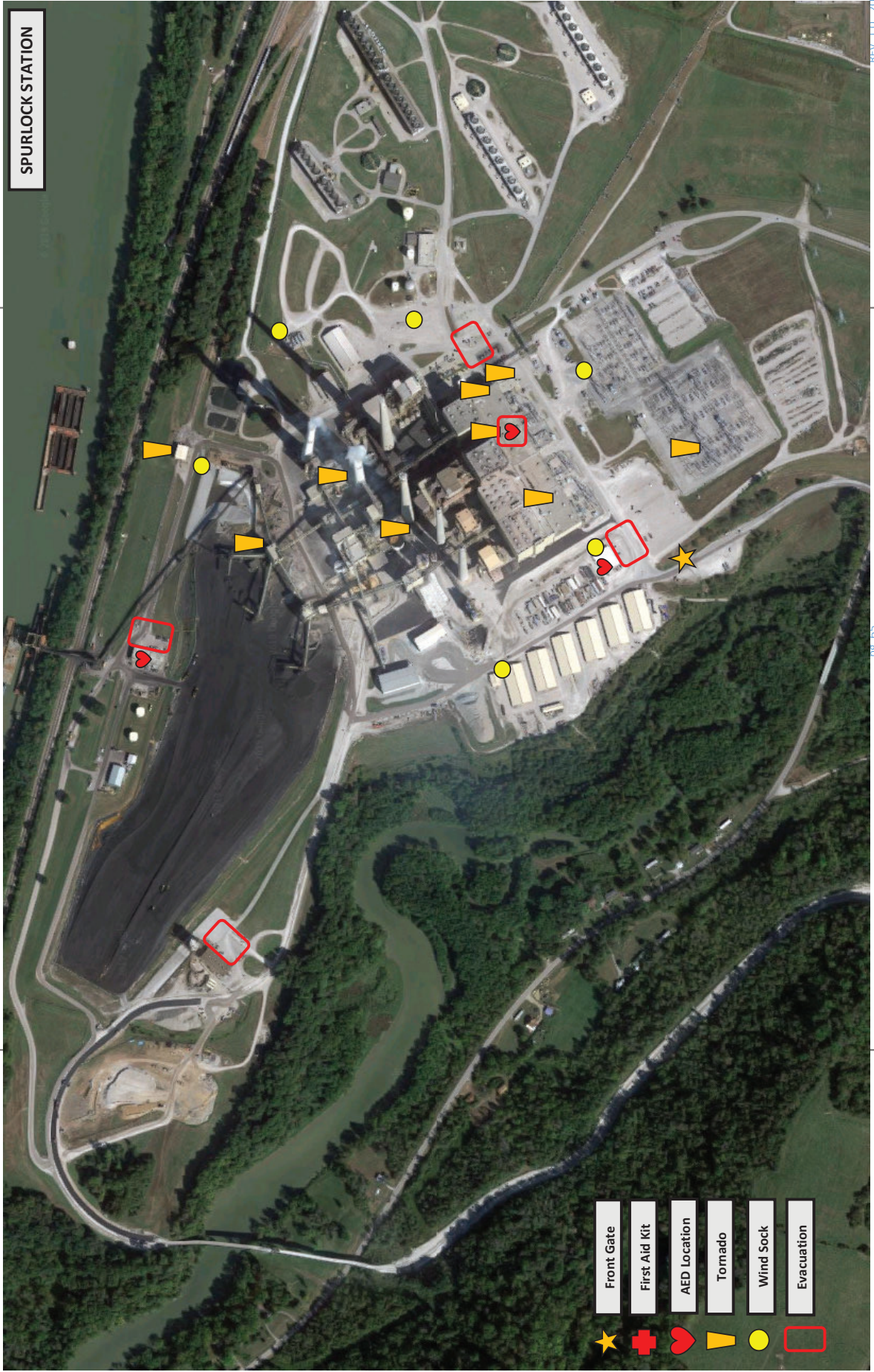
## **8.6 Security**

EKPC's power plant sites have perimeter fencing and a controlled entrance manned by security guards. EKPC's power plant sites are patrolled by security guards as well as EKPC plant operators. Video cameras are installed throughout various locations on EKPC grounds. Security Personnel will issue badges to individuals and the badges should be returned to the security personnel when leaving the site.

## **8.7 Traffic Rules and Parking**

A designated parking lot is provided for Contractor employee parking. The only vehicles allowed beyond this lot are those required for work, deliveries, and the superintendent's vehicle. These vehicles are required to have a pass issued by the EKPC office and obey all posted speed limit signs. Vehicles and equipment are subject to inspection upon departure from the plant grounds.





## 9.0 H.L Spurlock Station

### 9.1 AED Locations

AED's (Automated External Defibrillator) are placed in various locations around the campus.

- Main Building: Main Office, Shift Supervisors Office (Beside Control Room), Training Center.
- Other Areas: Material Handling Lunch Room, Fitness Room.

### 9.2 First Aid Cabinet Locations

First Aid Cabinets are placed in various locations around the campus.

- Main Building: Control Room, Lab, Electric Shop Maintenance Shop, Instrument Shop.
- Scrubber: Unit 1 Scrubber Control Room and Maintenance Shop, Unit 2 Scrubber Control Room and Maintenance Shop.
- Other Areas: Process Plant (Second Floor Hall), Warehouse (Lunch Room), Water Service Building, Car Dumper, Barge Unloader, Coal Yard (Lunch Room), Training Building, Contractor Guard House.

### 9.3 Severe Weather

In the event of a tornado warning or the Weather Alarm is sounded move to the closest tornado shelter. **There are Seven Tornado Shelters located at Spurlock Station (See Map) Men's locker room in the main plant, Main Conference Room, U1 Scrubber Control Room, U2 Scrubber Locker Rooms, U4 Restrooms in the Limestone Mill Area, Railroad Car Dumper Tunnel Radial Stacker Tunnel.** If you don't have time to make it to the tornado shelter move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### 9.4 Emergency Evacuation Procedure

Control Room Operator will sound the Emergency Alarm. Follow the nearest and best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Point of Contact on duty shall be responsible for the accounting of his/her personnel. Move away from the structure, look at the wind

(Wind Socks) to determine wind direction and evacuate accordingly - **Primary evacuation points are Parking Lot Across road from Maintenance Shop, Parking Lots of the Process Plant Building, Material Handling Building and the Training Center. (See Map)** Report a "HEAD COUNT" to the EKPC Personnel in charge. Do not block roadway or driveway. Stay at the assembly area until instructed otherwise. When the "ALL CLEAR ALARM" is sounded, you may return to your work station.

If a facility evacuation is sounded, evacuate your personnel to an offsite location communicated during the Job Briefing, acquire a head count of your employees and report the information to your EKPC Contact if you have missing individuals communicate that information and wait for directions from your EKPC Contact.

## 9.5 Anhydrous Ammonia

Anhydrous Ammonia is a toxic material that is colorless, but has a distinct pungent odor. Avoid breathing in the gas or contact with skin and eyes. Ammonia can also be explosive under certain circumstances.

In the event of release, visual and audible alarms are triggered at the tank area and in the control room. In the event of a minor release an alarm will sound. Note the wind direction by checking a nearby windsock and move upwind. If the catastrophic release alert is given, leave Spurlock station and go to a predetermined offsite location. Offsite location communicated during the Job Briefing

Dial Number: (606) 883- 3166 ext. 8600

## 9.6 Lockout Tag out

Each EKPC facility will ensure that all Contractors are trained and informed on the procedures for Lock Out / Tag Out. A copy of the lock out / tag out procedure is located in the Standard Operating Procedures Manual or with the Lock Out - Tag Out Authority Located in the Control Room.

## 9.7 Security

EKPC's power plant sites have perimeter fencing and a controlled entrance manned by security guards. EKPC's power plant sites are patrolled by security guards as well as EKPC plant operators. Video cameras are installed throughout various locations on EKPC grounds. Security Personnel will issue badges to individuals and the badges should be returned to the security personnel when leaving the site.



## 9.8 Traffic Rules and Parking

A designated parking lot is provided for Contractor employee parking. The only vehicles allowed beyond this lot are those required for work, deliveries, and the superintendent's vehicle. These vehicles are required to have a pass issued by the EKPC office and obey all posted speed limit signs. Vehicles and equipment are subject to inspection upon departure from the plant grounds.

## 9.9 Elevators

Weight Rating Traction Type Elevators:

Description	Weight Rating Pounds	Manufacturer
Office	2000#	Westinghouse
Unit 1 Boiler	5000#	Busch
Unit 2 Boiler	5000#	Busch
Unit 3 Boiler	4000#	Schindler
Unit 4 Boiler	4000#	Schindler
Transfer Tower 2	2100#	Schindler
Transfer Tower 3	2100#	Schindler
Old Crusher House	8000#	Westinghouse
Unit 3 Crusher House	6000#	Schindler

Weight Rating Rack and Pinion Type Elevators:

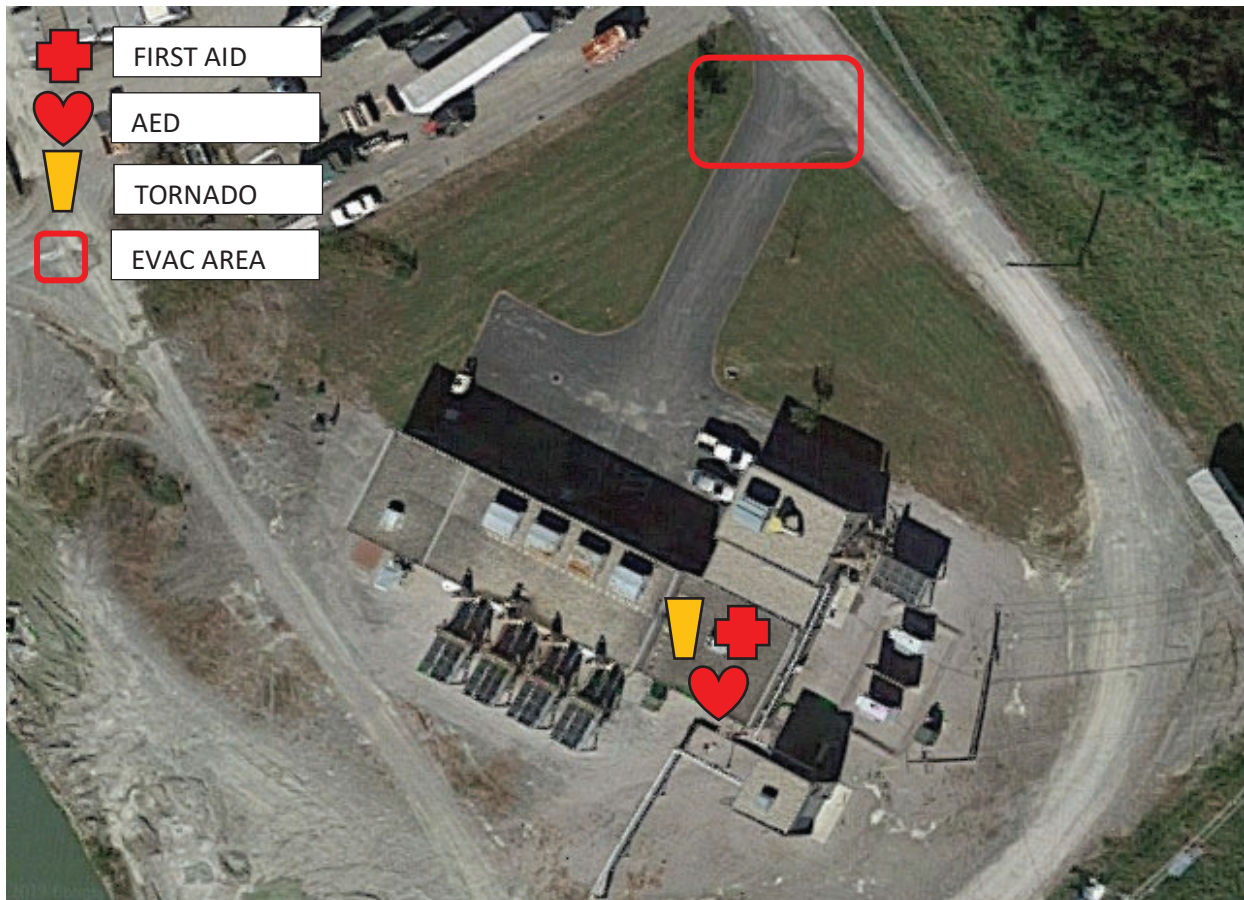
Description	Weight Rating Pounds	Manufacturer
Unit 1 Stack Elevator (Old)	900#	Alimak
Unit 1 Stack Elevator (New)	1000#	Alimak
Unit 1 SCR Elevator	7100#	Alimak
Unit 2 Scrubber Elevator	3300#	Alimak

Unit 2 Stack Elevator (Old)	900#	Alimak
Unit 2 Stack Elevator (New)	1000#	Alimak
Unit 2 SCR Elevator	7100#	Alimak
Unit 2 Scrubber Elevator	3300#	Alimak
Unit 3 Stack Elevator	1000#	Alimak
Unit 4 Stack Elevator	1000#	Alimak
Unit 4 Plant Elevator	4630#	Alimak
Unit 3 Plant Elevator-Buck Hoist	7000#	USA

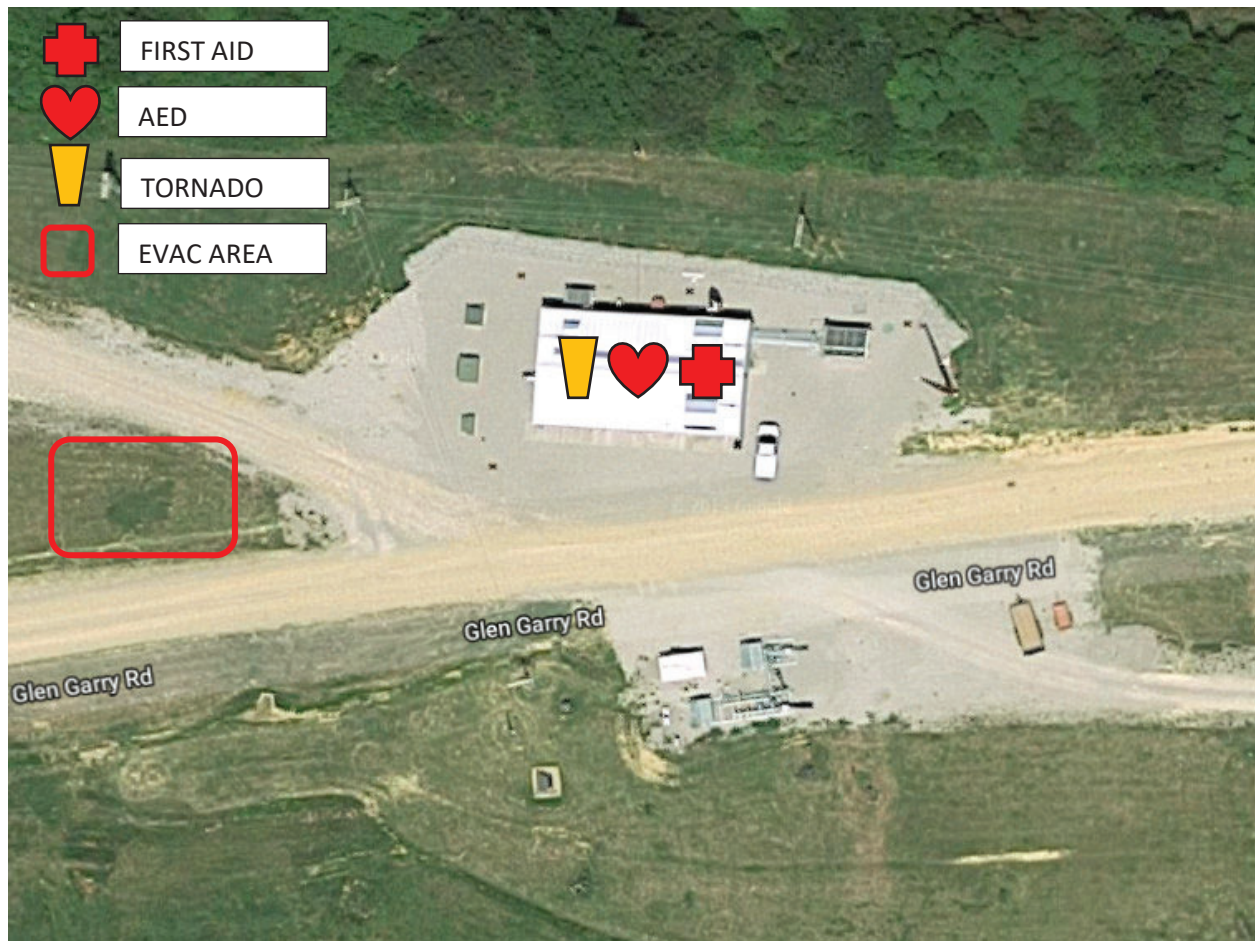
## 10.0 Landfill Gas Plants

### 10.1 Site Maps

Bavarian, 12760 McCoy's Fork Rd, Walton, KY 41094

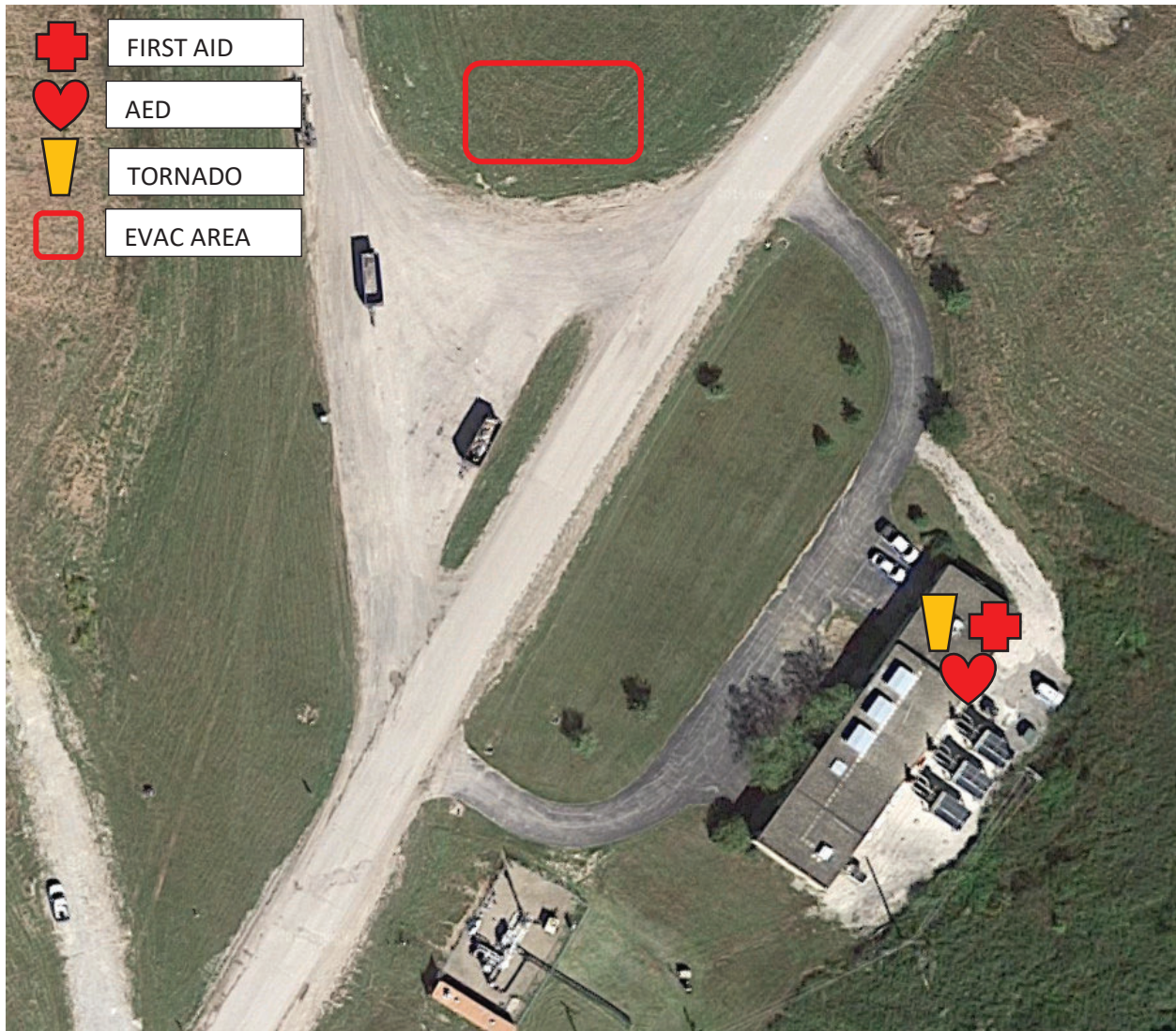


Glasgow, 415 Glenn Garry Rd, Glasgow, KY 42141





Green Valley, 517 Addington Drive, Ashland KY 41143

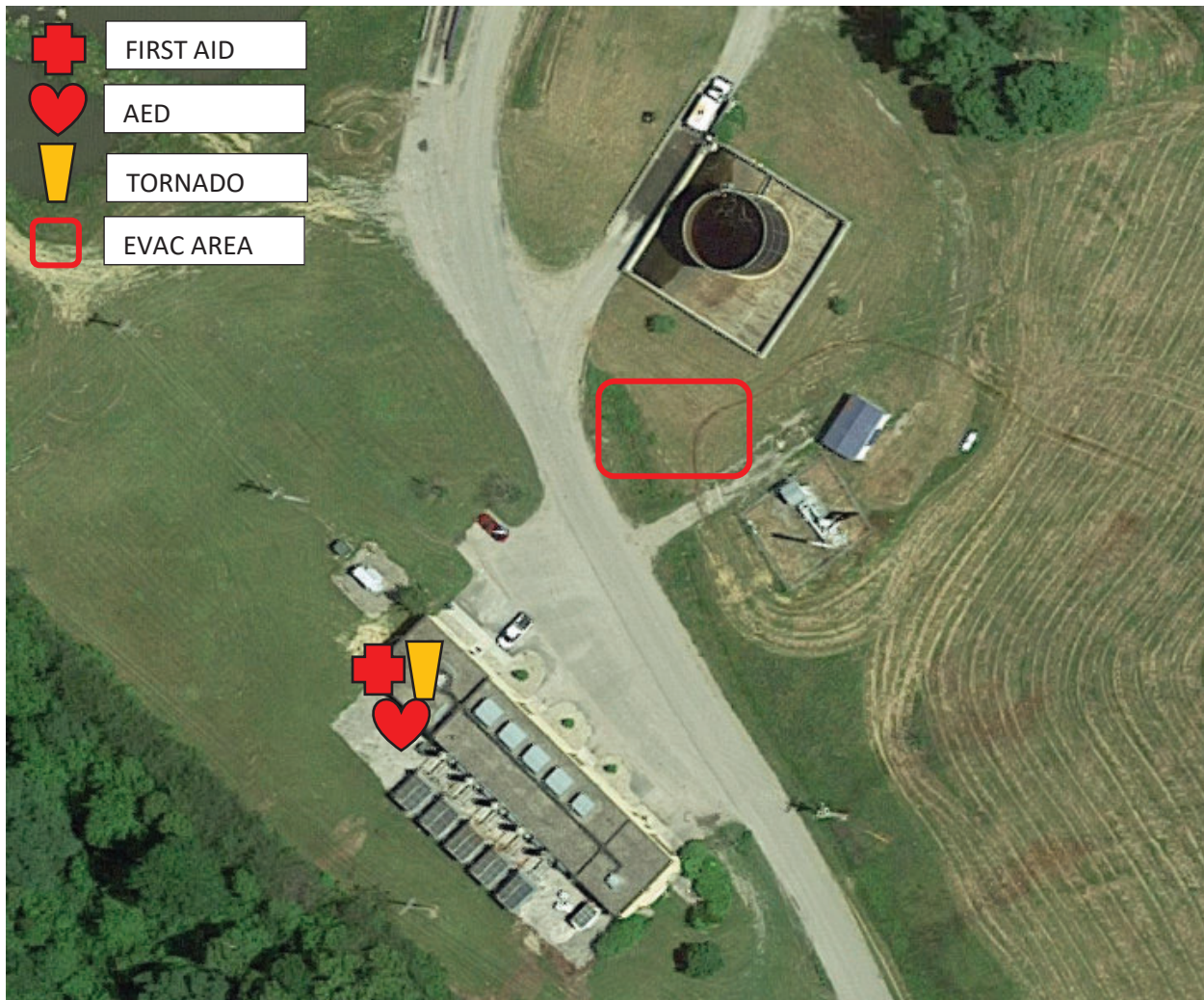




Hardin, 1598 Audubon Trace, Elizabethtown, KY 42701



Laurel Ridge, 3608 East State Hwy 552, Lily, KY 40740



Pendleton, 1456 Bryan Griffin Rd, Butler, KY 41006



### 10.1 AED Locations & First Aid Stations

AED's (Automated External Defibrillator) and First Aid Stations are placed in the control room / office area of each location.

### 10.2 Severe Weather

In the event of a tornado warning or the Weather Alarm is sounded move to the closest tornado shelter. **They're Tornado Shelters located at each Landfill Gas Site (See Maps)** If you don't have time to make it to the tornado shelter move to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

If in a vehicle, try to reach sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### 10.3 Emergency Evacuation Procedure

If an evacuation is initiated, follow the nearest and best exit out and away from the hazard or structure. Each Contractor Supervisor and EKPC Point of Contact on duty shall be responsible for the accounting of his/her personnel. Move away from the structure, determine wind direction and evacuate accordingly - **Primary evacuation points are indicated on the maps.** Report a "HEAD COUNT" to the EKPC Personnel in charge. Do not block roadway or driveway. Stay at the assembly area until instructed otherwise.

### 10.4 Lockout Tag out

Each EKPC facility will ensure that all Contractors are trained and informed on the procedures for Lock Out / Tag Out. A copy of the lock out / tag out procedure is located in the Standard Operating Procedures Manual or with the Lock Out - Tag Out Authority / Control Room.

## **Appendix**

Job Briefing Example

Job Hazard Analysis Example

Contractor Sign in Sheet

Contractor Lead Checklist



## CONTRACTOR JOB BRIEFING (JB)

**Safety is our number one priority.**

- Safety is an essential part of everything we do.
- Staying safe and returning home safely is more important than any outage.
- When the demands of the job challenge our focus, safety shall remain our top priority.

**Location:**

**Department:**

**Date:**

**Work Performed:**

**Person in Charge:**

**Weather  
Conditions**

Indoor

Clear

Overcast

Rain

Snow

**Discussion Items**

**Comments**

☐

Notification of proper personnel to log into location where work will be performed (i.e., substation/plant)

☐

Hazards associated with the job (including the content of any existing JHA's) and how they can be eliminated or addressed

☐

Work procedures to be used to perform the job

☐

Special precautions

☐

Control of energy sources

☐

Personal Protective Equipment (PPE) required

The discussion items listed above were covered prior to the start of the work to be performed today. By signing this form, I am confirming that I understand the steps and procedures that are required to ensure this job is completed in a safe manner.

Signed	Date	Signed	Date

All completed and signed forms should be made available upon request.





<b>JOB HAZARD ANALYSIS (JHA)</b>		<b>Date:</b>	<b>JHA Number:</b>
<b>EKPC Plant/Facility:</b>		<b>Area / Location:</b>	
<b>Job Title:</b>			<input type="checkbox"/> <b>New JHA</b> <input type="checkbox"/> <b>Revised JHA</b>
<b>Job Performed By:</b>	<b>Analysis By:</b>	<b>Supervisor:</b> <input type="checkbox"/>	<b>SME:</b> <input type="checkbox"/> <b>Concurred By:</b>
<b>Required Standards:</b>			
<b>General Notes:</b>			
<b>Tools and Equipment:</b>			
<b>Required Personal Protective Equipment:</b>			
<b>Lessons learned from previous work.</b>			
<b>Job Steps</b>	<b>Potential Hazards</b>	<b>Hazard Controls</b>	



## CONTRACTOR ORIENTATION ACKNOWLEDGEMENT

I have attended EKPC's contractor orientation and was offered a copy of the EKPC Contractor Safety Handbook. I acknowledge that the safety policies and rules set forth in the handbook shall not replace the contractor's own safety rules and policies. If there is a conflict between the two the most stringent shall apply.

I acknowledge EKPC may update the handbook at any time and that I can request the most recent copy of the handbook from the contract manager or safety specialist.

I understand that the contractors lead person is responsible for ensuring that all the contractor's employees attend EKPC's contractor orientation prior to working on EKPC sites.

Company: \_\_\_\_\_  
\_\_\_\_\_

Contractor Lead  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Contractor Employee Acknowledgement

Printed Name	Signature	Date

## CONTRACTOR LEAD CHECKLIST

### EKPC Point of Contact Info:

<b>Name:</b>	<b>Phone:</b>
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**By Initialing below you acknowledge that you have contacted your EKPC Point of Contact and understand the topics & questions below and have communicated this information to your direct reports.**

SAFETY DISCUSSION TOPICS	INITIALS
Copy of the Contractor Safety Manual.	
Emergency Contact Information.	
Physical Address and/or GPS Location.	
Location of the Nearest Fire Extinguisher to Worksite.	
Location of the Nearest First Aid / AED Location to Worksite.	
Location of the Nearest Eyewash Station to Worksite.	
Evacuation Routes and Tornado Shelter locations.	
LOTO Authority Locations.	
Specific Onsite instructions.	
Site Evacuation Rally Point Location. _____	

### Comments and Important Notes:

