

# CONTRACTOR SAFETY MANUAL

## Antelope Valley Station

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## Attachments

- Notification of Hazardous Substance
- Site Access - Contractor [Coordination and](#) Safety Evaluation Form
- ECCS Injury Report
- Site Map
- AVS General Safety Rules
- Acknowledgement Form

## INTRODUCTION

This manual is designed to provide Contractors of Basin Electric Cooperative (BEPC) with job specific policies and procedures established at the Antelope Valley Station (AVS). Many of the safety topics outlined in this document are supplementary to government rules, codes and regulations. Additional reference(s) will be made to AVS Safety Procedures.

These rules are in addition to any rules and policies established by the Contractor. **When contractor policies or safety procedures conflict with AVS procedure(s); Contractor will adhere to the more stringent standard.** Consult with the AVS Contract Coordinator regarding any of these policies or procedures. In the event that Contract employees are observed violating any of the rules outlined in this manual, Contractor Supervision will be notified and requested to take appropriate action. If conditions observed are severe or recurring, the contracting firm may be required to remove a particular employee or employees from plant site. Contractors will solely supervise and direct the work of their employees; BEPC management may intervene if personal injury or equipment damage is imminent. Failure to address safety items may result in a breach of contract.

The information provided in this manual complies with all federal and state rules and regulations. Federal and state law may be subject to change at any time. Although this manual is an important tool for Contractors it may not account for rules subject to change. Revisions may be made at the sole discretion of BEPC.

## SCOPE

This manual applies to all Contractors performing work at the Antelope Valley Station, detailed in SAF 030 contractor class A and B. **All contract employees will be responsible to review, complete and return a copy of AVS General Safety Rules, included in the attachment section of this document.** Procedures listed in this document primarily apply to work involving possible exposure to plant processes. These procedures may include but are not limited to; Confined Spaces, Hot Work Permits, Lockout/Tagout Requirements, and Emergency Action Plans. Safety procedures outlined in this manual may not apply to all new construction applications. In these situations, contractors will be advised to follow their safety procedures. Contract Coordinator will identify applicable procedures.

## COMMITMENT TO WORKING SAFE

The safety and health of every employee is essential. Accidents, injuries or regulatory violations can have substantial impacts. The most significant of these impacts is our ability to enjoy life and earn a living in a safe and healthful work environment. Contractor cooperation in identifying hazards and controlling these hazards is essential. Inform the Contract Coordinator of any conditions that may pose a threat to safety or health.

Every manager and supervisor must make safety a core value. Safety is a part of every work activity we perform. Accidents and injuries can threaten the survival of any business, jobs, and services they may provide.

AVS is sincerely interested in the safety of all employees. AVS has developed and will promote safety procedures with the intent of preventing accidents. Everything possible will be done to provide and maintain safe working conditions. Each employee shall be familiar with policies and procedures outlined in this manual. Each and every employee is expected to cooperate fully in helping protect themselves and others.

Management must be committed to eliminating all worker injuries at AVS. All supervisors and their employees are empowered as follows:

- To conduct their work in a safe manner.
- To stop work immediately to correct any unsafe condition or at-risk work practice.
- To take corrective action so that work may proceed in a safe manner.

## **REPORTING INJURIES AND INCIDENT INVESTIGATION**

Any contract employee involved in a significant near-miss, injury requiring physician care, or property and equipment damage while on the jobsite will be required to provide immediate notification to the Contract Coordinator or AVS Safety Coordinator. For non-emergency incidents and incidents that do not endanger personnel or property, notification within twenty-four (24) hours is acceptable. Contractors will be required to perform an investigation and provide a formal report with effective solutions following any of the incidents listed above. Unless otherwise specified this report will be provided within three days following the incident.

Injuries resulting in first aid cases only, shall be reported within twenty-four (24) hours, but will not require a follow-up report. First aid cases are defined as those specified in 29 CFR 1904.7(b)(5)(ii) under general recording criteria .

## **ECCS REQUIREMENTS**

The Energy Coalition for Contractor Safety (ECCS) is a group of North Dakota energy companies working together to achieve workplace safety excellence through standardized workplace safety practices, training, and drug screening of energy industry contractor employees. Members of the Coalition are: The Dakota Gasification Plant; Great River Energy - Coal Creek Station and Stanton Station; Montana Dakota Utilities - Heskett Station; Otter Tail Power Company - Coyote Station; Basin Electric Power Cooperative - Antelope Valley Station and Leland Olds Station; Minnkota Power Cooperative; and the Tesoro Refinery Mandan.

All contractors wishing to compete for work at any of the Coalition sites will need to have an OSHA rate of less than 3.00, and an EMR of less than 1.00. Contractors unable to meet these standards will not be considered for contracts unless provided temporary approval by the facility plant manager and safety coordinator.

Contractors covered by the requirements of this coalition receive notification in their individual bid, supply, and/or contract documents. Should a contractor's employees be subject to the Coalition's requirements, each and every employee must have an annual, pre-employment, five-panel DOT drug screening completed prior to the employment date on an ECCS site. Further, each employee must have completed the 10-hour OSHA Construction Safety Class or equivalent (visit ECCS site for more detail) within the previous three years. **Employees not meeting these requirements will not be allowed on site.**

Contractor companies wishing to compete for work at any of these sites must also submit a copy of their comprehensive written safety plan for review to:

**North Dakota Safety Council, Inc., (NDSC)**  
**Attn: ECCS**  
**1710 Canary Ave Suite A.**  
**Bismarck, ND 58501**

Contractors must supply coordinators with a daily roster that includes any new hires. Contractors are responsible to submit a monthly ECCS injury report to the Contract Coordinator or Safety Coordinator. This report is included in the attachment section of this document. Contractors performing limited or specialized work may request an exemption from the ECCS guidelines. Prior approval must be obtained from the AVS Plant Manager and Safety Coordinator and will be included in the contract; the site access form is included in the attachment section of this document.

## **SITE ACCESS**

Prior to personnel arriving onsite contractors must be made aware of parking barriers. Contract employees must sign in with security before being allowed to access plant property. Key cards will be given to contract employees. Employees are responsible for scanning in and out every day. Contractors must be made aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on Basin property. Vehicles left in parking lot when employees are not working may be towed at contract employee's expense. Loitering and group activity are not allowed in the parking lot. Contract employers who wish to drive company vehicle on plant site must request vehicle permit, contact the Contract Coordinator.

## **GENERAL SITE SAFETY RULES**

Follow the rules and procedures outlined in the Safety Procedures Manual, and other plant standards that apply to your work.

Contractors have an individual responsibility to observe safety and health standards established for his/her protection and the protection of their co-workers.

Disregarding safety rules and established Cooperative safety policies and procedures will not be tolerated. Contractors not complying with safety rules, policies and procedures may be found in breach of contract and subject to removal from job site.

Each contract employee shall carefully study and comply with all safety standards and is required to be aware of and follow the minimum general rule:

- Keep the work area clean and orderly at all times.
- Report all fire hazards.
- Report all accidents and injuries.
- Report unsafe conditions.
- Dress according to the conditions under which you may be required to work, including personal protective equipment.
- Be familiar with all emergency procedures.
- Contractor employees have an obligation to inspect equipment, tools, or personal protective equipment he/she must use.
- Every contractor has the right to refuse to work under conditions, which may cause serious injury or death.
- Look for and report to your supervisor any conditions that may cause injury or property damage and warn other exposed employees:
  - A. Hazards that can be easily taken care of should be eliminated immediately.

B. Hazards requiring additional resources to eliminate, or control should be barricaded and/or identified to warn exposed personnel.

C. Use proper channels to control or eliminate the identified hazard.

- All contractors should be encouraged to make suggestions to their supervisor for correction of unsafe conditions.
  - Be aware of the potential hazards associated with the chemicals encountered in the work place refer to provided Safety Data Sheets.
  - Watch your footing when in slick areas. Never run, or take more than one step at a time, when using stairs. Have one hand free for the handrail. Keep stairs clear of loose objects.
  - Snow and ice cause major injuries every year. Work with the Contract Coordinator to identify these areas and remove any snow and ice prior to starting work.
  - Stop, look, and listen before crossing railroad tracks. Trains and switch engines will not stop at crossings. Ensure unobstructed travel across a crossing where a train is parked. Shortcuts between, over or under railcars or conveyors, may expose you to danger and are strictly prohibited. Always use the designated walkways.
  - Actions that may be considered horseplay are prohibited at AVS. Serious accidents have occurred as a result of practical jokes or thoughtless pranks.
  - Contract employees while at work shall protect long hair and loose jewelry. Hair should be tucked back or wear hairnets. Excessively baggy clothing is prohibited.
  - All employees working where there is a danger of falling shall utilize fall protection equipment. Refer to the section on fall protection included in this document.
  - Cranes, forklifts, aerial work platforms, and manlifts are to be operated only by trained and authorized operators. All employees shall keep clear of loads about to be lifted and all suspended loads.
  - The maximum speed limit is 15 mph on plant site. Vehicle speeds will be slower where conditions create accident potential. Obey all traffic signs and rules. Riders are only permitted on pick-ups or flatbed trucks equipped with seats, sidewalls, and tailgates. Seatbelts will be worn in all equipped vehicles.
  - Inspect all ladders prior to use. Place extension ladders with the base one-fourth of the ladder length from the wall or object against which they lean. Top of the ladder must extend at least 3 feet beyond the supporting object when used as access to an elevated work area and secured. Always use stepladders in a fully open position, set level on all four feet, and lock spreaders in place. Do not use as a straight ladder.
  - Keep all tools, cords, hoses, and materials out of aisles, platforms, stairways, and other walking areas. Practice good housekeeping. Keep your work area clean and orderly. Pick up after each job and secure your tools, equipment, and parts at quitting time.
  - Smoking is **NOT PERMITTED** in indoor areas, Cooperative vehicles, Cooperative mobile equipment, or outdoors within 35 feet of flammable and/or combustible materials, i.e. propane tanks, propane filling area, gasoline, diesel, fuel oil tanks & pumps, hydrogen tank, and other sign posted areas.
- A. Smoking is only permitted outdoors. Smokers should maintain at least a 20' distance from doorways.

- B. Smokers will dispose of cigarette/cigar butts in a safe manner, by extinguishing, field stripping, and disposal in provided butt cans or other equivalent means. It is recommended that personnel wash their hands before eating and smoking.
- C. Flammable storage areas must have “no smoking” and other applicable signs posted in area.

## **SITE INSPECTIONS**

Contractors may be requested to perform regular safety inspections with the AVS Contract or Safety Coordinator. During site inspections it will be the responsibility of the contractor to correct all identified hazards. Contractors will provide a follow-up list of all items corrected and those pending. Inspections are generally necessary based on size, length of project, and past performance. In addition, copies of training records may be requested at the discretion of the Contract or Safety Coordinator.

## **EMERGENCY ACTION PLANS**

**For medical or other emergency conditions immediately notify the main control room by Radio blue button (Channel 16), Gai-Tronics, or telephone at 8210.** Give a detailed location (such as plant area, building, and area within the building). Describe the situation as well as possible and stay on the phone until you are released. Arrange for someone to direct responders to the scene of the emergency when they arrive in the area.

The Plant General Alarm (Gai-Tronics “Warble” sound for emergency conditions or Gai-Tronics “Yelp” sound for severe weather conditions) will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems.

Personnel not directly involved in plant operations should follow instructions (evacuate to an approved assembly area or shelter in place) as communicated by supervision.

In the event of a DGC gas or ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. There are stack plumes, windsocks, and steam vents located on-site to help personnel determine the wind direction. The Plant General Alarm will be tested periodically.

The Shift Supervisor will place the plant on alert when threatened by severe weather. Personnel should know where the nearest designated tornado shelter (lower floor interior room, without exterior windows or doors) is located in their immediate area.

If a tornado or severe weather is approaching the plant supervision will direct the sounding of the Plant General Alarm for weather related emergencies (Gai-Tronics “Yelp” sound) and direct personnel to move to designated tornado shelter areas.

When you hear the alarm and receive instructions, go immediately to a designated tornado shelter. After an emergency has passed, the Gai-Tronics and radio systems will be used to announce, “All Clear”. Reference Emergency Plan No. 13 for further details.

## **PERSONAL PROTECTIVE EQUIPMENT**

The contractor is responsible for requiring the use of appropriate personal protective equipment during all activities where there is an exposure to hazardous conditions or where OSHA standards indicate the need for using such equipment to reduce the hazards to employees. At minimum contractors must comply with the requirements listed:



- Eye Protection Requirements

When on the jobsite eye protection will be worn. Dark glasses are not permitted indoors, at night, and in other low-light areas.

Employees who are required to wear prescription lens eyeglasses will also be required to wear ANSI Z87.1-1989 approved safety glasses, which include safety frame, lenses and side shields. Employees that do not have ANSI Z87.1-1989 prescription glass will be required to wear OTG's or Goggles which meet the standard.

Double eye protection includes safety glasses and a face shield or welding helmet. Double eye protection is required when the hazard presents flying particles, chemical splash, and sparks. Some activities include welding, grinding, chipping, overhead drilling etc.

- Head Protection

Head protection is required when on the jobsite. All hard hats will meet ANSI Z89.1-1971 and ANSI 89.2-1986 standards. Do not alter or modify the shell or suspension system.

- Hearing Protection

Personnel must wear hearing protection where necessary and in all designated areas. Typical applications where hearing protection will be required include grinding, cutting, sandblasting, etc. A good rule of thumb is if a person has to raise their voice at a distance of three feet to be heard, hearing protection is recommended. Where earplugs are not sufficient, double hearing protection may be required. Consult Contract Coordinator for additional information on noise surveys performed.

- Foot Protection

Safety-toe footwear for all employees is required and shall meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967. Tennis shoe and casual style safety footwear is not allowed.

- Clothing/High-Visibility Clothing

When workers are on or near roadways with exposure to moving vehicles or equipment high-visibility clothing will be required. The American National Standards Institute (ANSI) classifies the type of clothing required depending on the work being performed. At a minimum, contractors performing work near roadways will be required to have Class II high-visibility clothing.

Shirts with sleeves (4 inch minimum) and full-length pants shall be required. Shorts, sweatpants, tank tops, excessively torn, or loose clothing will not be allowed.

- Hand Protection

Gloves must be appropriate for work being performed. Hot work, rigging, and terminating may all require different glove types. To avoid shortcuts and the occasional misplaced pair of gloves all employees are encouraged to have a pair with them at all times.

- Personal Care of PPE

Personal protective equipment is an essential component of performing a job safely. As stated, it is an employee's "personal" equipment; proper care and maintenance will be taken to retain the structural integrity and longevity of the equipment. Equipment shall not be modified or altered in any way and properly stored when not in use.

## RESPIRATORS

Contractors performing work at AVS are expected to provide their own respiratory protection, both air purifying and air supplied as necessary. Respiratory protection shall be worn as the job dictates. Contractors are expected to understand the respiratory protection requirements for products and processes they typically use and are expected to utilize such protection as appropriate. Contractors using chemical products such as paints, sealants, solvents, coatings, resins and cleaning supplies, are required to wear respiratory protection where levels may be expected to exceed the OSHA permissible exposure limit.

Contractors shall inform the Contract Coordinator if they believe the service(s) performed or products used will create respiratory hazards for AVS personnel. SDS for those products must be provided to the AVS Contract Coordinator.

The following areas and/or assignments may require the use of respiratory protection and should be used as a guideline. **The contractor will have the ultimate responsibility to assess appropriate respirator use:**

AREA OR JOB	RESPIRATOR TYPE	LIMITS OF USE
Working in Sewage Lift Station	Self Contained Scott Air Pack (SCBA)	None
Sandblasting	Sandblasting Hood and filtered air supply to hood.	None
AREA OR JOB	RESPIRATOR TYPE	LIMITS OF USE
1. Sweeping in Coal System 2. Fly Ash Silo Mining 3. Baghouse Bag Repair & Replacement 4. Cleaning Flyash Duct Work 5. Grinding, cutting, welding or assisting in operations with specialty metals, such as stainless steel, galvanized metals or those coated with chromium, copper, chlorine, fluorine or bromine.	Half Mask, 3M 6000, 7000 Series Or Full Face 3M 7000 Series – Respirator with 3M-2097 HEPA Cartridges	3M-2097 HEPA Cartridge, P100 Particulate filter approved for nuisance level organic vapor (odor) relief below the OSHA PEL. Approved for solids such as those from processing coal dust and fly ash. Liquid or oil based particles from sprays that do not emit harmful vapors. Metal fumes produced from welding, brazing, cutting and other operations involving heating of metals. Approved for Asbestos Approved for respiratory protection against dust and mists having a time weighted average not less than .05 milligram per cubic meter or 2 million particles per cubic foot. Not for use in atmospheres containing less than 19.5% oxygen. Not for entry into atmospheres immediately dangerous to life or death.
Spray Painting in Spray Booth	Half Mask, 3M 6000, 7000 Series Or Full Face 3M 7000 Series – Respirator with 3M-6003 Organic Vapor/Acid Gas Cartridges with Pre-Filters	Used for protection against certain organic vapors and acid gasses, including chlorine, hydrogen chloride and sulfur dioxide up to 10 times the OSHA PEL when used with a half mask respirator.

## FALL PROTECTION

Contractors performing maintenance work in elevated walking and working surfaces may be required to use fall protection systems. Maintenance work at/or above elevations of 4 feet will

require the use of a standard handrail or personal fall arrest system. Fall protection equipment is required under the following conditions:

- When operating from the platform of an aerial work platform.
- When working higher than four feet on stationary platforms or other supports not equipped with guardrails. Stationary platforms will include, but are not limited to: rooftops, tanks, scaffolding, steel beams and members, leading edge work, and piping.
- When working from a personnel platform suspended from a crane.
- When working adjacent to an unguarded floor or wall opening four or more feet above the other levels.

Contractors performing new construction will adhere strictly to OSHA and their Fall Protection and Prevention Program.

## **ELECTRICAL**

Contractors required to perform electrical work must at a minimum receive training and are familiar with NFPA 70E Standard for Electrical Safety in the Workplace and Subpart K of the OSHA construction standard.

Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Only hard service flexible cords No.12 or larger are only permitted for usage.

Extension cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points, if protection is provided to avoid damage and trip hazards. Cords should be located out of the walkway, preferably overhead as to not create a trip hazard.

At a minimum the contractor will provide portable Ground Fault Circuit Interrupters (GFCI's) for all portable power used. GFCI's must be located at the closest possible source such as outlets and must be tested prior to use.

## **CONFINED SPACE**

Contractors required to perform maintenance work in confined spaces will be required to adhere to AVS Procedure 09 – Confined Space Entry; a copy of the procedure is provided in this document. When a Contract Coordinator arranges to have contractors perform work that involves permit space entry, the coordinator shall:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of 1910.146 or 1926.1200.
- Apprise the contractor of the elements, including the hazards identified and the facilities experience with the space, that make the space in question a permit space.
- Apprise the contractor of any precautions or procedures AVS has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.

- Coordinate entry operations with the contractor.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Each contractor who is retained to perform permit space entry operations shall:

- Obtain any available information regarding permit space hazards and entry operation from Contract Coordinator. General contractors are responsible to provide this information and any additional precautions regarding work, multiple entities performing work at the same time, and any physical characteristics of the space to their employees and subcontractors.
- Coordinate entry operation with coordinator,
- Inform Coordinator of the permit space program that contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during entry operations (information can be obtained through permit).

Regardless of program selected contractors or contractor representative will be responsible to sign onto vessel entry logbook.

AVS will appraise contractors of confined spaces prior to entry through issuance of a permit. However, AVS cannot account for work conducted by contractors which may change these conditions during the course of a contractor's work. Contractors conducting welding, cutting, painting, coating and alike may change these conditions. This may require additional precautions such as gas testing (continuous monitoring), personal protective equipment, ventilation, and use of rescue equipment. The contractor is solely responsible to make this determination and unless otherwise stated furnish all necessary material and equipment.

Contractors will be required to train their employees in confined space procedures. **If Contractor's program or practices supersedes AVS Procedure 09, they should comply with the more stringent program.** During new construction projects contractors will be responsible to administer their own confined space program in accordance with 29 CFR 1926 subpart AA and in compliance with all other applicable OSHA standards.

## HOT WORK PROGRAM

Hot Work is defined as any work involving electric or gas welding, cutting, brazing, burning or similar flame, spark producing operations, and open flames. This includes but is not limited to acetylene torches, arc welding equipment, portable grinders, propane torches, powder actuated guns, and non-rated electrical tools and equipment.

[BEPC Onsite Coordinators](#) will advise all contractors about flammable materials or hazardous conditions of which they may not be aware. When conditions warrant "hot work" to be performed, contractors must follow all procedures identified in [SAF 280 Hot Work Program](#). Contractor shall recognize its responsibility for the safe usage of hot work activities

- Shall provide trained personnel knowledgeable of this program to serve as fire watch for their hot work activities
- Shall not initiate any hot work activities until a permit is received from their [BEPC Onsite Coordinator](#) with authorization to proceed (as evidenced by signatures of the BEPC operating authority, shift supervisor or designee).

**Dedicated extinguishers for hot work may be available through the warehouse; otherwise, contractors must provide their own.** Extinguishers in plant should not be used for hot work activity. A complete list of designated areas where a Hot Work Permit is required is included in [Attachment 5.3 – Hot Work Permit Designated Areas of SAF 280 Hot Work Program](#).

## **FLAMMABLE USE & STORAGE**

Always store compressed gas cylinders away from heat sources and electrical contact. Insure they are secured and up right with the valve protection caps in place. Oxygen cylinders must be separated from cylinders containing flammable gases by at least 20 feet or by a non-combustible barrier at least 5-foot high with a 1-hour fire resistance rating. Each storage area will be clearly identified with no smoking or open flames placards and the type of compressed gases. Contractors are responsible to ensure properly rated fire extinguishers are available near storage or use of flammable products.

Valve protection caps shall not be used for lifting cylinders. When transporting cylinders by crane, a cradle or suitable lifting platform shall be used. Slings or electric magnets shall not be used for this purpose.

LP-cylinders more than 100 pounds capacity are not allowed indoors. LP cylinders stored outside must maintain minimum safe distances to adjacent buildings refer to 1910.110 table H-23. Hoses fabricated must include “LP-Gas” or “LPG” markings. All regulators or pressure relief valves used inside a building must be vented to outside air.

Safety cans shall mean an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure. Portable cans containing flammable products are limited to one can use indoors. Indoor use of internal combustion equipment and heaters are only allowed for short durations and must be reviewed and approved by contract coordinator.

Flammable liquids indoors must be limited to daily intended use only. Any temporary indoor storage must be kept in an approved flammable cabinet, unless approved by contract coordinator. The maximum temporary storage of any congregated product must not exceed 60 gallons of flammable liquids. Category 1 flammable liquids must be stored in flammable cabinets regardless of quantity.

At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable liquids.

## **TRENCHING AND EXCAVATIONS**

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person. Inspection should review any evidence of a situation that could result in a cave-in, failure of protective systems, hazardous atmospheres, or other hazardous conditions. Results of the daily inspection must be recorded. Contractors may utilize Excavation Checklist if they choose or supply their own.

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 other hazard-increasing occurrence.

All personnel must immediately exit trench or excavation if evidence of possible cave-ins, failure of protective systems, hazardous atmospheres exist, or other recognized hazard exist. Contractors are not authorized to enter an excavation which has not been properly sloped, benched or shored.

## **CLEARANCE PROCEDURES (LOCKOUT/TAGOUT)**

This procedure applies to the servicing, maintenance or alterations of machines and equipment in which the unexpected energizing or startup of the machine or equipment, or release of stored energy, product or material could cause injury to personnel. This procedure applies to activities such as: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, testing, operating or maintaining equipment.

Contractors performing maintenance work will be required to adhere to Clearance and Tagging Procedure No. 147. Contractors performing new construction in which plant process will not affect the unexpected energizing or startup will be required to use their own Lockout/Tagout program which must comply with the control of hazardous energy (lockout/tagout) 29 CFR 1910.147.

Prior to start-up and/or commissioning of new construction projects, the contractor and contract coordinator will need to determine when associated equipment is transferred to the owner for function testing and operation. Prior to this, it is the contractor's responsibility to maintain this equipment in a safe condition or manner. Once acceptance of this equipment is initiated to the owner, the contractor must adhere to AVS Safety Procedures for clearance and tagging. The Contract Coordinator will work with contractors to identify boundaries which must be established prior to the start of work. Contractors may wish to apply their own personal lock; an additional identification tag will be required. Contractors will account for their personnel through the use of the crew verification tag, roster, or by some other equivalent means. Operating Authority must receive verification from contractor that all employees are free and clear prior to releasing any clearance.

## **MANLIFT & ALIMAK PROCEDURES**

### Proper Use of Manlifts

- Unsafe conditions on manlifts must be reported immediately. The manlift will be tagged with a "Do Not Operate" tag and taken out of service until the unsafe condition is corrected.
- Posted Manlift Operating Rules must be followed at all times.
- When preparing to ride a manlift, check to see that everyone is clear of the belt and steps. Approach the manlift with CAUTION.
- Wait for a handhold to appear, which is traveling in the desired direction of travel. Grab a hold of the handhold as it passes by. Hang on firmly with both hands. Step on the next manlift step as it becomes level with the landing you are on. Face the belt and grasp the handhold securely with both hands and stand squarely on the top surface of the step.
- Jumping on the step, yanking on the handhold, or horseplay of any kind is prohibited. Only one rider per step is permitted. No freight, packaged goods, pipe, lumber, or materials of any kind shall be carried or transported on a manlift.
- No tools, except those fitting entirely within a pocket, tool pouch, or holster designed for small hand tools and attached to the employee's belt shall be carried on a manlift.

- Personnel riding a manlift while wearing a body harness will ensure that all straps and lanyards are kept in a secure position to prevent them from becoming an entanglement hazard.
- In an emergency the manlift can be stopped by pulling or grasping the start/stop control rope and pulling it in the direction of travel.
- Upon reaching the desired floor or landing, step off when the manlift step is level with the desired floor, then release the handhold.
- Manlift operators will be trained and know how to use:
  - A. The emergency exit ladder that is accessible from both the “up” and “down” sides of the manlift.
  - B. The over-travel limit stops cut the power and apply the brake when a loaded step passes the upper or bottom terminal landing.
  - C. The emergency stop rope that will cut off the power and apply the brake when it’s pulled in the direction of travel.
  - D. Manlift operators must be aware of the location of Warning signs on the top and bottom floors indicating to the passenger to “Get Off” at the next landing.
- **Contractors will be responsible to train those who use the manlift.** Contract Coordinator or Safety Coordinator can provide additional training material as needed.

#### Alimak Elevator Operation

- High winds have caused problems in the past with Alimak elevators. Alimak recommends these elevators **will not be used in winds exceeding 30 miles per hour**. After storms with extremely high winds, the Alimak operation should be checked prior to use.
- Alimak elevators will not be used during extreme weather conditions (i.e. thunderstorms, windstorms, tornadoes, blizzards, etc.).
- Never exceed the posted capacity of the Alimak elevator you are riding in.
- Freight shall not extend through the elevator inspection door during transport.
- During inclement weather, employees will dress appropriately so if they are trapped in the elevator they are prepared for the adverse conditions.
- **Employees using Alimak elevators will carry an operable two-way radio (Communications is a critical factor).** A radio test will be performed prior to using the elevator to ensure a contact person at the facility can be summoned for help, if needed.
- Employees operating Alimaks must know how to properly operate the emergency decent device.
- Upon entering an Alimak elevator, employees will check the emergency decent device to make sure it is not locked or secured in a manner that disables it.

## **DROPPED OBJECT PREVENTION PLAN**

The purpose of this procedure is to increase awareness of the hazards associated with dropped objects and to prevent potential injuries or equipment damage through proper hazard recognition and the implementation of established controls.

## **1. Dropped Object Zones**

- Dropped Object Zones must be clearly identified and marked using red barricade tape to restrict access.
- Red barricade tape is also required during scaffolding activities such as erection, modification, and dismantling to prevent foot traffic through the hazard zone.

## **2. Work Performed Overhead**

- When scaffolds are in use above areas where employees must walk or work below:
  - Toe boards, netting, and/or covered walkways must be installed to prevent tools or materials from falling.

## **3. Tool Lanyards and Tethers**

- Tool lanyards/tethers are required when red barricade tape is not installed and tools are being used outside protected edges (e.g., reaching over or through a handrail).
- The anchor point for a tether must be carefully selected. For small tools, anchoring to the worker is often the safest option.
- Tool pouches or holsters should be used where appropriate and must not exceed the manufacturer's rated load limit.

## **4. Transporting Tools and Materials at Height**

- Buckets used to transport tools and materials at height must have a closure system to secure contents and prevent spillage.
- When feasible, cranes should be used to raise or lower materials or tools. Areas below suspended loads must be either barricaded with red tape or monitored by spotters to ensure no one is underneath during the lift.

## **5. Safety Netting**

- Safety netting is designed to prevent falling objects only and **must not** be used as a substitute for human fall protection.

## **6. Housekeeping**

- All trash and waste should be disposed of in designated containers placed throughout the work area.
- Follow a “clean as you go” practice to maintain a clean, orderly site, reducing the chance of dropped objects or materials.



## IDENTIFIED HAZARDOUS AREAS PERMANENT AND TEMPORARY (BARRICADES)

- Hazardous Areas - Permanent

The means of identification will be yellow or red lines painted around the perimeter of the hazard area. An example of this may be the top of the curbing around a diked area with a "No Smoking" sign or a sign requiring specific personal protective equipment prior to operating a certain piece of equipment.

All areas that are marked with yellow or red lines or curbing should have appropriate signs detailing the type of protective equipment, special procedures, or hazard that is present. Large areas may require several signs spaced at reasonable intervals.

Standard Caution and Danger signs are available and can be obtained through the Contract Coordinator.

- Hazardous Areas – Temporary

Barricades will be required and constructed to isolate hazardous areas and whenever necessary to warn personnel of hazardous conditions. Barricade tape is a warning line only and should not be considered for use as a guardrail.

**Barricades are required:**

- When overhead work creates a hazardous condition below, all exposed walkways and/or aisle ways below will be flagged off.
  - When there are openings in floors, roofs, or elevated platforms.
  - When tripping hazards are created by work in progress.
  - When excavations are started and remain open.
  - When a condition exists that may cause a hazardous substance to drain, spill, spray or leak on any personnel.
  - When electrical cabinet covers have been removed exposing live parts. Barricades will be placed six feet beyond the minimum approach distance for the specific voltage encountered.
  - When using explosive activated fastening tools (Hilti guns).
  - Where vehicle driving hazards are present.
  - When hoses and electrical cords are run across roadways, unless they are protected.
  - When cleaning vessels, pipes, or equipment creates hazardous conditions in the work area (e.g., hydroblasting, chemical cleaning).
  - When spray painting is being done.
  - When personnel are exposed to the rotating superstructure of aerial lifts, cranes and excavating equipment (i.e. backhoe).
  - All other potentially hazardous areas.
- Barricade Erection

- Barricades are to be tagged at normal routes of entry. Several tags may be needed for large areas.
- **Red, “DANGER, Do Not Enter”** tape is to be used for serious, immediately life-threatening hazards only. These barriers may only be crossed or entered by those employees directly involved in correcting the problem within the hazard area and are knowledgeable of and prepared to deal with the hazard.
- **Yellow, “CAUTION”** tape is to be used for less-serious hazards. Personnel may cross these barriers provided they are aware of the hazard and have taken actions to protect themselves from it.
- Yellow and Magenta “Radiation Hazard, Do Not Enter”. Only those personnel allowed in the x-ray area may be present.
- Traffic barricades, sawhorse type with reflective tape. Traffic cones, yellow or orange.
- Stands, Barricade, CAUTION, Wet Floor.
- Barricade tape should be installed approximately 42 inches above the walking surface and placed at least six feet from the hazard boundary.
- Sawhorse type traffic barricades and/or traffic cones will be placed a minimum of six feet from the hazard or work in progress.
- Barricades around excavations or hazardous areas will be illuminated at night to ensure their visibility.
- Whenever the hazard is eliminated, the barricades shall be removed.
- Open Holes
  - Attempt to first mark and cover hole, make sure hole covers are adequately secured.
  - Open holes that cannot be covered should have a hard barricade such as scaffolding built to protect employees from entering.
  - If holes cannot be covered or a hard barricade is not feasible, the area will be flagged off with red “Danger, Do Not Enter” tape a minimum of 6 feet back. All employees authorized to work within this area will need to be protected with a personal fall arrest system, preferably a restraint system.

<b>CAUTION</b> <b>BARRICADE TAPE</b>		<b>Admittance Not Restricted</b>	
Area: _____	Date: _____ / _____ / _____	Time: _____	AM / PM
Hazard(s): _____	Tape Installed By: _____		

<b>DANGER</b> <b>BARRICADE TAPE</b>		<b>Restricted Admittance</b>	
Area: _____		The following personnel are authorized to enter the DANGER area:	
Hazard(s): _____		Area/Group: _____	Names: _____
Tape Installed By: _____		_____	_____
Name of Operator Notified: _____		_____	_____
Responsible Department/Area/person(s): _____		Date: _____ / _____ / _____	Time: _____ AM/PM
<small>HPC P-8</small>		Anticipated tape removal date: _____ / _____ / _____	

## SCAFFOLDING

Scaffolds shall be erected, inspected, moved, dismantled and/or altered only under the supervision and direction of a competent person. Inspections must be conducted each day or prior to use. **Contractors are responsible to use a standardized tagging system to identify hazards and fall protection.** Upon completion of the inspection, the competent person will initial and date the tag.

Multiple contractors working in similar areas will coordinate scaffolding efforts and tagging requirements. Contractors are not allowed on another contractors scaffolding without first obtaining permission. The Contract Coordinator will provide coordinating assistance.

Scaffolds and scaffold components shall not be loaded in excess of their maximum intended load.

Scaffolds must maintain proper clearance from energized power lines. Clearances are 10 feet for 50 KV (50,000 volts) or less. For lines in excess of 50 KV add an additional 0.4 inches in clearance for each additional KV (1,000 volts).

Work on scaffolds is prohibited during high winds or storms. Employees will not work on scaffolds that are covered with snow, ice or other slippery materials, unless all ice or snow is removed and planking sanded to prevent slipping.

Scaffold erected outside subject to high winds must be adequately secured to prevent scaffold components from falling.

Tool belts, tool bucket, and rope or other acceptable means will be used to raise and lower tools and parts from scaffolds.

Tools, materials, and debris shall not be allowed to accumulate on platforms. Scrap materials are not to be thrown down from elevated locations but lowered with a rope or other acceptable means.

Scaffolds shall be erected to protect employees from falling objects through the installation of toe boards, screens, or guardrails, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.

Pre-job briefing will be necessary if crane activity will be performed adjacent to scaffolding.

## RIGGING

Contractors performing rigging functions must have qualified riggers. An Apprenticeship program may allow for limited rigging only under the qualified rigger at the discretion of the contractor.

The qualified rigger shall inspect rigging equipment prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service. Rigging equipment, when not in use, must be limited as to not create a hazard to employees.

Slings shall be padded or protected from sharp edges of their load. Rigging through grating shall only be allowed when:

- Contractor can determine anchorage point will hold load without causing damage.
- All slip/trip hazards have been clearly identified with caution tape or placed out of walkway.
- Contract Coordinator has been notified and all other rigging options have been examined.

## **FORKLIFTS/AERIAL & SCISSOR LIFT**

Only trained and authorized personnel shall be permitted to operate lifts. Operators will be responsible for their own safety, pedestrians, company property, the lift, and the load. Contractors may be requested to provide proof of training. If operator deficiencies are apparent, the contractor must determine all suitable corrective action and provide Contract Coordinator with follow-up on corrective action.

Contractors will be responsible to perform a pre-shift inspection prior to using lifts. Contractors may choose to use their own inspection form or forms can be provided by the Contract Coordinator as needed. Copies of all inspections will be turned into the Contract Coordinator. Contractors utilizing AVS equipment must notify Contract Coordinator of any deficiencies immediately.

## **CRANES**

Operators must possess a valid certification consistent with 29 CFR 1926 Subpart CC to operate cranes onsite. Certification must be obtained from an accredited testing organization, employer qualification program, U.S. Military, or State/Local governing license. Contractors must complete a written lift plan for critical lifts. Critical lifts include any of the following:

- 75% Rated Capacity of Crane
- Two-Crane Picks
- Lead Time of Material/Equipment in Excess of 3 Months
- Equipment in excess of \$250,000

Contractor and the Contract Coordinator must perform a briefing prior to crane activity. The briefing should address hazards of making crane picks and consist of the following: Area of travel, Staging of Material, lifting over buildings, Overhead Power Lines, Work Area Control, Keeping Clear of the Load, etc. Contractor will be solely responsible for addressing any recognized safety hazard.

Contract Coordinator will inform the Contractor of the location of hazards beneath the equipment set-up area (such as voids, tanks, utilities) if those hazards are identified in documents (such as site drawings, as-built drawings, and soil analyses) the Contractor will be responsible for notifying users of the equipment and operators. During new construction

operations the sole responsibility to establish ground conditions must be assessed by the Contractor.

Contract employees performing crane signals must be qualified prior to any hand or radio signals. Radios used to transmit signals shall be tested on site before beginning operations to ensure that the signal transmission is clear and reliable. Signal transmission must be through a dedicated channel.

## **HAZARDOUS COMMUNICATION (RIGHT-TO-KNOW):**

A pre-job meeting shall be held between a designated contractor representative and the AVS Contract Coordinator to exchange information on chemical/hazardous materials used or stored in areas where the contractor is assigned to work. At this time appropriate MSDS will be exchanged. Documentation of materials reviewed will be submitted to the AVS Safety Coordinator.

Contractors will ensure their employees working at AVS receive training regarding potential exposures to chemical/hazardous materials, to include hazards of the products, proper handling and disposal requirements.

AVS Contract Coordinators shall conduct periodic inspections of the contractor's work area to ensure that work procedures utilizing chemicals/hazardous materials are being followed and new products are not being introduced without proper notification. A post-job inspection should be conducted to ensure that any unused materials and empty containers/scrap have been properly removed and disposed of by the contractor.

### AVS Contractor Field Coordinators Responsibilities:

- Ensuring that contractors provide a list of hazardous chemicals/materials and corresponding SDS(s) to the Safety Coordinator for products they bring on site.
- Ensuring that contractors are provided with appropriate information regarding chemicals/hazardous materials they may be exposed to, while on site.
- Ensuring that contractors are aware of their responsibilities to comply with provisions of this procedure regarding usage and exposure to chemical/hazardous materials.
- Providing copies of facility Material Safety Data Sheets to contractor supervision upon request.

### Labels:

- All containers that contain chemicals/hazardous materials shall be properly labeled.
- Original Containers: Hazardous chemical/hazardous material manufacturers, distributors and importers are required to label "hazardous" chemical containers with the name of the product (which will correspond to the name on the MSDS for that product), appropriate hazard warnings for the products (which include information concerning body organs that may be adversely affected by the product) and the name and address of the manufacturer.
- Labels must not be removed or defaced while any of the product remains in the container. When the chemical is completely disposed of or rendered non-hazardous and the container properly cleaned, the label may be removed.

### Secondary Containers:

- A secondary container is a pail, flammable liquid can, drum or other container, which is used to store or transport the contents from an "original" container for use in another location. The employee who transfers the contents from an "original" container to a secondary container must properly identify secondary containers. Labels or labeling material are available from the warehouse. Labels used on secondary containers will include the identity of the chemical/hazardous material and appropriate hazard warnings or alternatively, words, pictures, symbols or combination thereof. Note: Plastic gasoline containers are not permitted on-site.
- Labels will be maintained in a clean, readable condition. If a placard or label has been obscured or defaced during use they shall be replaced. Personnel observing containers of unknown substances will report this condition to supervision so appropriate action can be taken to identify and appropriately label the chemical/hazardous material.

#### Major Chemicals Materials:

- Fly Ash, Sulfuric Acid, Citric Acid, Lime, and Caustic Soda. SDS's are made available and attached to this document.

## **ASBESTOS**

AVS has a limited amount of asbestos containing material (ACM) and in most areas this material is considered non-friable. The most common of which are floor tile glue and gaskets designated with a metal tag stating "Danger Asbestos. The turbine doghouse and cold storage building contains fireproofing with labels stating, "Asbestos fireproofing, do not disturb."

Contractor employees are not authorized to handle ACM unless approved. Any contract employee recognizing missing labels or material deteriorating should immediately report this to their supervisor or contract coordinator

A complete inventory list is available upon request.

- Contractors authorized to perform abatement work must complete the following: During bid process. Provide verification of insurance including: general liability, environmental occurrence, errors and omissions, vehicle and workman's compensation. Verification of submitted ND Department of Environmental Quality license to perform work, and all asbestos contractor/supervisor course certificates.
- Provide a list of qualified, trained employees.
- Established company medical surveillance program.
- Provide all personal protective equipment and IH equipment unless otherwise specified.
- Post standard signs/placards and established critical barriers where necessary.
- AVS contract coordinator must receive copies of all testing and monitoring performed.
- Determine suitable disposal methods and provide shipping records.

## **Radiation Safety**

The Management of the Antelope Valley Station has adopted the ALARA ("As Low As Reasonably Achievable") principle in the use and application of industrial nuclear gauges. It is the goal of this program to minimize exposure to radiation to all persons on site and comply with

all aspects of the NDDEQ License 33-10911-03, the general license, and applicable regulations as defined by the North Dakota Department Environmental Quality (NDDEQ).

If the scope of work requires working in areas where nuclear gauges are present, contact the Radiation Safety Officer for awareness training and instructions. Locations of the sources at AVS include the Unit 1 Baghouse, Unit 2 Baghouse, Unit 1 Scrubber, Unit 2 Scrubber, and Lime Slaker Building

Contract employees who are not licensed or authorized will not remove, relocate or tamper with nuclear gauges. Additional information can be found in the Radiation Safety Plan that can be viewed in the Administration Building by contacting the Radiation Safety Officer (Safety Coordinator's office) or in the Control Room.

### **Spill Preventions Control and Countermeasure (SPCC) Plan**

AVS has a SPCC Plan to minimize the potential for the facility to adversely impact the environment and to maintain compliance with the United States Environmental Protection Agency standards for oil pollution prevention and response (40 CFR § 112). A copy of the SPCC Plan is available for review in Administration Building by contacting the Environmental Coordinator.

The contractor is responsible for providing secondary containment for any container of oil with a 55 gallon or more capacity. Spill response materials must be brought onsite by the contractor. The contractor must be readily available to clean up and respond to any potential spill. Inspections and security are also the responsibility of the contractor.

All spills must be cleaned up immediately and reported to the Environmental Coordinator.

## AVS PROCEDURES

The four procedures included in this manual are highlighted below. Adherence to these procedures is required. Contractors wishing to review additional procedures should contact their contract coordinator and complete the acknowledgment statement.

No.	Procedure Name	Date of Origin	Revision Number	Date Revised
N/A	Safety and Health Policy Statement		5	09/2018
1	Accident/Incident Investigations	02/2005	1	09/2018
2	Aerial And Scissor Lift Operations	01/2004	0	
3	Asbestos Abatement Program		4	08/2018
4.1	Airline Respirator Scrubber Control Room Scott E-Z	10/2006	0	
4.2	Airline Respirator Main Control Room Scott E-Z	11/2006	0	
5	Barricading Hazardous Areas	06/2004	0	
6	Bloodborne Pathogens	01/2006	0	
7	Clearance And Tagging	12/2002	4	11/2013
8	Compressed Gas Cylinders	03/2004	0	
9	Confined Space Entry	01/2007	3	10/2015
10	Contractor Safety Manual	2013	2	09/2018
11	Control System Bypass	05/2005	2	
12	Emergency (Fire Service) Elevator Operations		3	06/2011
13	Emergency Plan	12/2003	2	08/2015
14	Emergency Shower & Eye Wash Stations	01/2002	0	
15	Excavations	09/2004	1	03/2013
16	Fall Protection	12/2002	1	02/2003
17	Forklift Operation	07/2003	0	
18	General Safety Rules	08/31/18	0	
19	Hand And Portable Tool Use	02/2003	0	
20	Hazard Communication	01/2003	1	11/2015
21	Hearing Conservation	06/2000	0	11/2002
22	High Pressure Waterblasting	07/2002	0	
23	Hot Work	03/03/10	1	10/2014
24	Laboratory Safety Procedure		3	07/2015
25	Life Critical Rules	08/2023	0	
26	Manlifts, Elevators And Alimaks	01/2002	2	05/2004
27	Maintenance and use of the F-500 Handy Pack	10/2019	0	



No.	Procedure Name	Date of Origin	Revision Number	Date Revised
28	Manbaskets		3	07/2002
30	Mobile Crane Operation	05/2003	0	
31	Personal Protective Equipment	12/2001	2	12/2015
32	Personal Protective Equipment Hazard Assessment Program		4	06/2014
33	Portable Gas Monitors	07/2005	1	08/2013
34	Portable Ladders	01/2004	1	02/2004
35	Electrical Procedure		3	06/2011
35.1	Arc Rated (AR) Clothing Program			
35.2	Electrical Arc Flash Program			
36	Respiratory Protection	06/2000	2	11/2014
37	Rules and Regulations Flammable Liquids, Chemicals, and Fly Ash Removal		3	06/2011
38	Rules and Regulations Hazardous Waste Storage		3	06/2011
39	Safety Committee and Meetings		3	06/2012
40	Scaffolding	11/2004	0	
41	Tours	06/2004	0	
42	Welding And Cutting	04/2003	0	
43	Worker's Compensation Claims Management Program		4	09/2018

## **ATTACHMENTS**



## NOTIFICATION OF HAZARDOUS SUBSTANCES

Basin Electric Power Cooperative  
Antelope Valley Station

### HAZARDOUS CHEMICALS PROVIDED BY AVS TO THE CONTRACTOR

**DATE:**

**CONTRACTOR:**

**LOCATION:**

**CONTRACT NO.:**

Under requirements of the Hazard Communication Standard, also known as the Right to Know Act, you are hereby informed of the hazardous chemicals provided by Antelope Valley Station and in the workplace specified in the referenced contract.

#### Hazardous Chemical

#### Workplace Location

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Under provisions of the Act, you are required to implement an employee information program designed to inform your employees about the hazardous chemicals to which they may be exposed. The contractor hereby acknowledges receipt of information regarding the hazardous chemicals provided by Antelope Valley Station and the requirement to conform to the provisions of the law and regulations.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**DATE:**

**CONTRACTOR:**

**LOCATION:**

**CONTRACT NO.:**

Under requirements of the Hazard Communication Standard, also known as the Right to Know Act, the contractor is required to inform Antelope Valley Station of all hazardous chemicals the contractor intends to introduce onto the workplace related to the work specified. Please list these substances:

[illegible]

The contractor shall store all hazardous chemicals in appropriate containers, and these containers shall be labeled in accordance with the regulations. The contractor shall provide a Material Safety Data Sheet (MSDS) for all hazardous chemicals delivered to the workplace.

Contractor

Signature

Date \_\_\_\_\_



## SITE ACCESS - CONTRACTOR COORDINATION & SAFETY EVALUATION FORM

Service Request Section	Date:		Requestor / Planner:		Extension:	
	Contract Number:		Workorder Number:		Schedule Date:	
	Pricing Method: <input type="checkbox"/> CPS <input type="checkbox"/> LSA <input type="checkbox"/> T&M <input type="checkbox"/> UPS					
	Contract Company Name:				Expected completion Date:	
	Contractor Contact:			Contractor Contact Phone Number:		
	Notes:					
	<b>Contractor Classification</b>					
		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C1	<input type="checkbox"/> C2	
	Requirements:	1-11	2,4,5,7	4,6,7,8	7	
	On-Site Contract Coordinator Section	Individual requirements		Confirmed		Support contact
1. ECCS Participation		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
2. Executed Contract		<input type="checkbox"/> Yes <input type="checkbox"/> No		Contract Administrator		
3. Facial Hair		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
4. Facility Orientation: Video & Contractor Safety Manual		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
5. Pre-Job Orientation		<input type="checkbox"/> Yes <input type="checkbox"/> No		Field Coord.		
6. Drug Testing		<input type="checkbox"/> Yes <input type="checkbox"/> No		Maintenance Admin Assistant		
7. Insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No		Contract Administrator		
8. Training: General Safety Rules form		<input type="checkbox"/> Yes <input type="checkbox"/> No		Contractor or Field Coord.		
<input type="checkbox"/> Additional contractor and/or BEPC auditing and corrective action status		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
9. OSHA or MSHA Training		<input type="checkbox"/> Yes <input type="checkbox"/> No		Maintenance Admin Assistant		
10. Minimum Safety Statistics: TCIR ≤3.0 _____ EMR ≤1.0 _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
11. Contractor Safety Manual Evaluation Third Party Safety Program (NDSC)		<input type="checkbox"/> Yes <input type="checkbox"/> No		Safety		
<b>Requirements to gain access to facility must be completed prior to arrival. All documentation and the names of contract employees being mobilized to perform work must be received at least two business days prior to arrival.</b>						



## ROUTE TO MAINTENANCE ADMIN ASSISTANT UPON COMPLETION

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## ECCS INJURY REPORT

COMPANY/CONTRACTOR NAME \_\_\_\_\_

MONTH \_\_\_\_\_

TOTAL NUMBER OF EMPLOYEES \_\_\_\_\_

TOTAL MAN-HOURS FOR THE MONTH \_\_\_\_\_

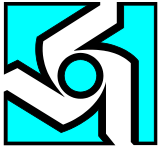
<b>INJURY CLASSIFICATION</b>	<b>TOTAL THIS MONTH</b>	<b>YTD TOTAL</b>
FIRST AID CASES		
Recordable Cases		
Lost Time Cases		
Days Lost		
Totals		

This report should be completed and sent to Travis Watson

Fax #701-873-8262, e-mail address *TWatson@bepc.com*







## General Safety Rules

Basin Electric Power Cooperative  
ANTELOPE VALLEY STATION

Please review the following information, as each topic is reviewed, please check the box signifying acknowledgement that this information was reviewed on the date indicated on the back page.

### ☐ Introduction – Welcome

- The safety and health of every employee is essential. Accidents, injuries or regulatory violations can have substantial impacts. The most significant of these impacts is our ability to enjoy life and earn a living in a safe and healthful work environment. An injury can also take away a person's ability to earn a living.
- Contractors must conduct their work in a safe & efficient manner consistent with standard regulations and accepted work practices consistent with contractor's policy.
- All contractors have a requirement to stop work immediately to correct any dangerous conditions or at-risk work practice.
- All Contractors are empowered to take corrective action so that work may proceed in a safe manner.
- Smoking is **NOT PERMITTED** in indoor areas, Cooperative vehicles, Cooperative mobile equipment, or outdoors within 35 feet of flammable and/or combustible materials, i.e. propane tanks, propane filling area, gasoline, diesel, fuel oil tanks & pumps, hydrogen tank, and other sign posted areas. Smoking is only permitted outdoors.
- Smokers will dispose of cigarette/cigar butts in provided butt cans or other equivalent means.
- Failure to address safety items may result in a breach of contract.
- Contractors will solely supervise and direct the work of their employees. AVS management will only intervene if personal injury or equipment damage is imminent.

### ☐ Security Guidelines – Parking/Vehicle Operating Rules

- Loitering and group activity are not allowed in the parking lot.
- Contract employers who wish to drive their company vehicle on plant site must request vehicle permit, through their Contract Coordinator.
- The maximum speed limit is 15 mph on plant site. Vehicle speeds will be slower in work areas where conditions create additional congestion. Obey all traffic signs and rules. Riders are only permitted on pick-ups or flatbed trucks equipped with seats, sidewalls, and tailgates. **Seatbelts will be worn in all equipped vehicles.**
- Contractors must be made aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on basin property.
- Fighting, gambling, firearms, unauthorized explosives, alcoholic beverages, and illegal drugs onsite are prohibited.
- Contractor and vendor employees are restricted to those areas specifically designated for their work assignments and break periods.

### ☐ Emergency Procedures/Weather Responses - First Aid/Ambulance Response

- For medical or other emergency conditions immediately notify the main control room by Gai-Tronics or telephone at 8210. Give a detailed location (such as plant area, building, and area within the building). Describe the situation as well as possible and stay on the phone until you are released. Arrange for someone to direct responders to the scene of the emergency when they arrive in the area.
- The Plant General Alarm (Gai-Tronics "Warble" sound for emergency conditions or Gai-Tronics "Yelp" sound for severe weather conditions) will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems.
- Personnel not directly involved in plant operations should follow instructions (evacuate to an approved assembly area or shelter in place) as communicated by supervision.
- In the event of a DGC gas or ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. There are stack plumes, windsocks, and steam vents located on-site to help personnel determine the wind direction. The Plant General Alarm will be tested periodically.
- The Shift Supervisor will place the plant on alert when threatened by severe weather. Personnel should know where the nearest designated tornado shelter (lower floor interior room, without exterior windows or doors) is located in their immediate area.
- If a tornado or severe weather is approaching the plant, supervision will direct the sounding of the Plant General Alarm for weather related emergencies (Gai-Tronics "Yelp" sound) and direct personnel to move to designated tornado shelter areas.
- When you hear the alarm and receive instructions, go immediately to a designated tornado shelter. After an emergency has passed, the Gai-Tronics and radio systems will be used to announce "All Clear".

### ☐ Accident/Incident Reporting

- Any contract employee involved in a significant near-miss, injury requiring physician care, property and/or equipment damage while on the jobsite will be required to provide immediate notification to the Contract Coordinator or AVS Safety Coordinator. Contractors will be required to perform an investigation and provide a formal report with effective solutions following any of the incidents listed above. Report must be provided within three days following incident.

#### ☐ **PPE Requirements – While in Plant**

- While on the jobsite eye protection will be worn. Dark glasses are not permitted indoors, at night, and in other low-light areas.
- Employees who are required to wear prescription lens eye glasses will also be required to wear ANSI Z87.1-1989 approved safety glasses, which include safety frame, lenses and side shields. Employees that do not have ANSI Z87.1-1989 prescription glass will be required to wear OTG's or Goggles which meet the standard.
- Head protection is required when on the jobsite. All hard hats will meet ANSI Z89.1-1971 and ANSI 89.2-1986 standards. Do not alter or modify the shell or suspension system.
- Personnel must wear hearing protection where necessary and in all designated areas.
- Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967. Tennis shoe and casual style safety footwear is not allowed. Exceptions may be made for delivery drivers and identified services, contact contract coordinator.
- Shirts with sleeves (4 inch minimum) and full-length pants shall be required. Shorts, sweat pants, tank tops or excessively torn clothing are not allowed. Exceptions may be made for delivery drivers and identified services, contact Contract Coordinator.
- When workers are on or near roadways with exposure to moving vehicles or equipment high-visibility clothing will be required. At a minimum, contractors performing work near roadways will be required to have Class II high-visibility clothing.
- Loose clothing, jewelry and long hair are dangerous when working around moving machinery or protruding parts. Precautions should be exercised during these conditions.

#### ☐ **Barricades, Tagging, and Signs**

- Barricades are required around excavations, holes, openings in floor or roofs, roof edges, elevated platforms, around certain types of overhead work, whenever necessary to warn people against falling in, through, off, or to warn them away from other hazards.
- Red, "DANGER, Do Not Enter" tape is to be used for serious, immediately life threatening hazards only. These barriers may only be crossed or entered by those employees directly involved in correcting the problem within the hazard area and are knowledgeable of, and prepared to deal with the hazard.
- Yellow, "CAUTION" tape is to be used for less-serious hazards. Personnel may cross these barriers provided they are aware of the hazard and have taken action to protect themselves.
- All areas that are marked with yellow or red lines or curbing should have appropriate signs detailing the type of protective equipment, special procedures, or hazard that is present. Large areas may require several signs spaced at reasonable intervals.
- "Danger Do Not Operate" tags are used to identify equipment that has been tagged out of service, and rendered inoperable and in no way should these tags be tampered.
- Contractor must adhere to all established signs and postings.

#### ☐ **General Plant Rules Conditions**

- Contractors whose work may subject them to hot work, confined space entry, clearance procedures (lockout/tagout), the use of fall protection, scaffolding, excavations, rigging or any other "hands-on" work will need to review the contractor's safety manual and all applicable procedures.
- Contractors bringing any chemicals onsite must retain or furnish Contract Coordinator with copies of MSDS's. Contractor will receive an SDS's on they may come in contact with.
- All walkways, aisles, stairways, exits and work areas shall be kept clean and clear of slip and trip hazards.
- Portable electric tools will be in good working condition and protected with the use of a GFCI. GFCI's and tools will be inspected prior to use.
- Extension cords will be located out of the walkway and not exposed to sharp edges.
- Use of any plant equipment must be approved by Contract Coordinator.
- Contractor will ensure they have all adequate training prior to commencing any work.

#### ☐ **Acknowledgement of Receipt**

I acknowledge that I have been made aware of and understand Antelope Valley Station's General Safety Rules. By signing below, I agree that:

- I am responsible to comply with Antelope Valley Stations General Safety Rules.
- The Antelope Valley Station's General Safety Rules provides information to comply with federal and state rules and regulations, but is not all inclusive. Federal and state law may be subject to change at any time. I understand that although the rules are an important tool for both the Contract Coordinator and myself, it does not account for all regulations that may need to be addressed.
- I agree to comply with all Occupational Safety and Health Administration (OSHA) standards that apply for my scope of work and through the duration of my contract.

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

## Contractor's Safety Manual Acknowledgment Form

The purpose of the Contractor's Safety Manual is to assist both the AVS Contract Coordinator and Contractors in implementing procedures and other controls necessary to promote safety and prevent accidents. I understand it is my responsibility to consult the Contract Coordinator or Safety Coordinator regarding any questions not answered in this manual. I understand that any negligence resulting from my employees or myself may result in a breach of contract.

The manual provides information to comply with federal and state rules and regulations, but is not all inclusive. Federal and state law may be subject to change at any time. I understand that although the manual is an important tool it does not account for all regulations that may need to be addressed through the course of work.

I acknowledge that this manual is neither a contract of employment nor a legal document, but acknowledgement that I have received a copy of the Contractor's Safety Manual. I will familiarize myself and comply with the information contained in the Contractor's Safety Manual.

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

Supervisor Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

Additional Procedures Provided:

No.	Procedure Name	Initials
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