



Dry Fork Station Procedure

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Originator Ashley Fraser	Final Approver <i>John F. Stalcup</i>		Date 7/12/2021
Subject General Contractor Site Safety Rules			

1.0 PURPOSE / SCOPE:

- 1.1 The orderly and efficient operation of the plant requires that contractors and subcontractors maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted production and jobs, and to protect the Cooperative's good will and property.
- 1.2 To that end, the Cooperative sets forth its established General Contractor Site Safety Rules which, together with observing all other proper standards of conduct, contractors and subcontractors are required to obey.
- 1.3 An employee who fails to maintain proper standards of conduct at all times or who violates any of the following rules shall subject him/her to disciplinary action, including termination.

2.0 DEFINITIONS OF TERMS:

- 2.1 Alert System: consists of plant Gai-Tronics and radio communication.
- 2.2 Contractor: the corporation, company, partnership, firm or individual who has entered into the contract with the Owner for performance of the work covered thereby, and its, their or his employees and representatives. Contractors are classified as follows:
 - 2.2.1 Class "A" - Construction/Maintenance Contractors
 - 2.2.1.1 Contractors involved in the construction or maintenance at Owner's facilities. In addition, any consultants, trainers, engineers and service representatives or technicians who will be performing "hands-on" work on Owner's equipment or facilities and those that do not meet the definition of Class "B" or Class "C" contractor.
 - 2.2.2 Class "B" - Incidental Contractors
 - 2.2.2.1 Contractors who are at Owner's facilities for a limited or brief period of time such as vending machine repair, copier repair, janitorial services and other services whose work does not involve or influence process/operating equipment. Contractors within offices, lunchrooms or control room areas performing cosmetic maintenance tasks and minimal maintenance of parking lots. Also includes consultants, trainers, and engineers and service representatives/technicians whose work is "hands-off."



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2.2.3 Class "C" - Delivery

Class C contractor must be designated as C.1 or C.2.

2.2.3.1 Class C.1 - chemical and fuel deliveries - for gasoline, diesel, fuel, propane, anhydrous ammonia, chlorine and other chemicals.

2.2.3.2 Class C.2 - freight deliveries - including equipment, coal, dirt, gravel, rock and concrete.

2.3 On-Site Coordinator: Basin Electric Power Cooperative (BEPC) on-site employee that interfaces with contractors.

2.4 Operating Authority: the Supervisory Staff in the Operation Section is the "Operating Authority" in the power plant and the administrator procedure. Operating Authority duties may also be assigned to the Lead Station Operator.

2.5 Subcontractor: a company or individual providing services and/or labor and materials to perform specific work under contract or purchase order from the primary contractor.

2.6 Supervisory Authority: the Plant Manager is the "Supervisory Authority" of this program and administers manning the installation, maintenance and the operations of this procedure. This person may designate this authority if necessary.

3.0 RESPONSIBILITY / APPLICABILITY:

3.1 Applicability

This procedure shall apply to all contractors and subcontractors working for DFS.

3.2 Responsibility

3.2.1 Safety and/or On-Site Coordinators are responsible for:

3.2.1.1 Reviewing all safety guidelines, safety procedures and site rules with contractors and subcontractors.

3.2.1.2 Providing contractors with required site procedures and known hazard information, i.e. anhydrous ammonia hazards, confined space locations.

3.2.1.3 Periodically evaluating the safety performance of contract employees.

3.2.2 Contractors are responsible for:

3.2.2.1 The safety of their employees, subcontractors, and any other individuals on site related to the contractor's project.



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3.2.2.2 Following all required site, environmental and safety rules and procedures.

3.2.2.3 Following all elements of the contract with DFS.

4.0 PROCEDURE / GUIDELINES:

4.1 Guidelines

DFS On-Site and/or Safety Coordinator shall review the following safety items with contractor supervision and answer questions concerning the following:

4.1.1 BEPC safety philosophy in dealing with Contractor.

4.1.2 Contract Language.

4.1.3 Responsibilities for the safety of individuals on-site.

4.1.4 Basin's safety expectations as spelled out in the contract.

4.1.5 Basin WILL NOT monitor the "safety" of contract employees.

4.1.6 Basin WILL enforce the contract language.

4.1.7 All personnel will observe and abide by the rules and regulations direct or implied by the Occupational Safety and Health Act and Wyoming Workmen's Compensation. Failure to abide by or an attempt to circumvent these regulations will be considered a direct violation and breach of contract.

4.1.8 DFS Emergency Action Plan.

4.1.9 DFS Incident Investigation Program.

4.1.10 DFS Clearance Program (Lockout/Tagout).

4.1.11 DFS Energy Verification and Control Procedure.

4.1.12 DFS Hot Work Program.

4.1.13 DFS Confined Space Program

4.1.14 DFS Portable Gas Monitors

4.1.15 DFS Line Breaking and Line Penetration Procedure

4.1.16 DFS Hazard Communication Procedure, contractors are required to maintain Safety Data Sheets (SDS) for products they bring on to the plant site and label



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all transfer containers. Note: plastic gasoline containers are not permitted on-site.

- 4.1.17 DFS Risk Management Plan, including the SDS for Anhydrous Ammonia.
- 4.1.18 DFS Spill Prevention, Control and Countermeasures Plan
- 4.1.19 DFS Storm Water Pollution Prevention Plan
- 4.1.20 DFS Air Quality requirements
- 4.1.21 Potential chemical exposures (i.e. hazardous chemicals (acids, caustics, ammonia, propane), electrical hazards, confined space, coal dust, potential for fires).
- 4.1.22 DFS Barricade Tape Procedure.
- 4.1.23 DFS Belt Manlift Procedure.
- 4.1.24 Manlifts, Elevators and Alimaks.
- 4.1.25 DFS Contractor Safety Access and On-Site Requirements Program (SAF-030).
- 4.1.26 Only vehicles which have a vehicular permit will be admitted on the site. All vehicles admitted to the site will be required to have visible contractor's identification markings. Permits will be issued and revoked at the discretion of BEPC. No personally owned vehicles will be allowed on site.
- 4.1.27 Limit Access to contractor's work area.
- 4.1.28 Should imminent danger situations occur, the work will be stopped immediately.
- 4.1.29 Portable grinders shall not be used without the guards in place and handles attached.
- 4.1.30 Parking will only be in areas so designated by BEPC. Parking will not be allowed in areas so designated and any vehicles in a restricted area are subject to being removed.
- 4.1.31 The parking lot is for personal vehicles only, and as such recreational vehicles, towed trailers, semi-trucks or busses will not be allowed. The parking lot is not a storage location. Any vehicles left in the parking lot with the owner not working on site is subject to being removed. It is not permissible to sleep over night in a vehicle in the parking lot.
- 4.1.32 Temporary utilities and ignition sources that have the potential to cause fires shall be turned off when leaving the work area.



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- 4.1.33 Good housekeeping is essential for safe and efficient work and is the responsibility of each contract employee. Work areas, stairways, walkways and change rooms shall be kept free of obstruction and debris material. Consumable items shall be properly disposed of in the proper containers. Hoses, leads, and cords shall be run overhead to eliminate tripping hazards.
- 4.1.34 Fire protection equipment and alarms, portable fire extinguishers or other firefighting equipment shall not be blocked by contractor materials and equipment.
- 4.1.35 Eye wash and shower stations shall not be blocked by contractor materials and equipment.
- 4.1.36 Vehicles/mobile equipment shall be driven at or below the posted speed limits, with their headlights on at all times, and give the right-of-way to pedestrians. Seat and lap belts shall be worn by driver and all passengers while a vehicle/mobile equipment is in motion.
- 4.1.37 Enforce the "Contract" on safety issues just as you do on quality, work schedule etc.
- 4.1.38 At the conclusion of a project, assess the contractor's safety performance.
- 4.1.39 Contractors will provide all necessary personal protective equipment, tools and equipment to safely perform their job as specified in the contract. In some cases specialized tools may be provided by the cooperative.
- 4.1.40 Do NOT direct/control a contractor's employee on "how" to perform a task.
- 4.1.41 The Following Acts or Conduct are Prohibited:
 - 4.1.41.1 Fighting, gambling, graffiti, horseplay, solicitation, harassment and unauthorized raffles of any kind are prohibited on BEPC property.
 - 4.1.41.2 Smoking in any DFS building or structure and within 35 feet of any flammable or combustible materials, i.e. propane system, ammonia system, gasoline, diesel, hydrogen tank and other sign posted areas and systems.
 - 4.1.41.3 Unauthorized firearms, explosives or fireworks are not allowed on DFS property.
 - 4.1.41.4 Malicious destruction and/or theft of BEPC property.
 - 4.1.41.5 Falsification of any report or record.
 - 4.1.41.6 Sabotage or arson.



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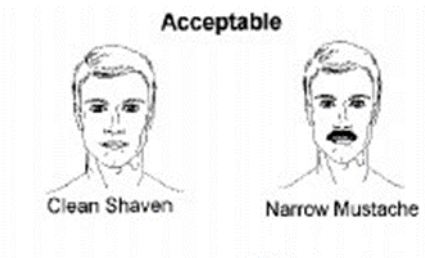
- 4.1.41.7 Use of telephone for personal business without supervisor's authorization.
- 4.1.41.8 Use of portable radios and/or stereos (or similar devices, iPods).
- 4.1.41.9 Entering lockers, toolboxes or other property assigned to other employees on Cooperative premises without the knowledge of the immediate supervisor or assigned employee.
- 4.1.41.10 The taking of photographs on the DFS plant site is forbidden unless authorized by BEPC.
- 4.1.41.11 Reading of unauthorized material during work time.
- 4.1.41.12 Eating or drinking in restricted areas.
- 4.1.41.13 Loitering or group activities in the parking lot.
- 4.1.41.14 Entering the Dry Fork Mine property without authorization.
- 4.1.41.15 Taking shortcuts between, over or under railcars or conveyors.
- 4.1.42 The Following Conduct is Expected:
 - 4.1.42.1 Report all injuries and accidents immediately to immediate supervisor and DFS Control Room.
 - 4.1.42.2 Report all sicknesses and illnesses, including prescription medication being taken, to the immediate supervisor.
 - 4.1.42.3 Report to work and maintain self in a condition fit and able to perform job duties in a safe and efficient manner. Remain alert to duties at all times.
 - 4.1.42.4 Post on plant premises only those notices approved by the Cooperative.
 - 4.1.42.5 Report to work dressed appropriate for duties. Fire resistant (FR) clothing shall be worn by all DFS Class A contractors at all times while on site. Only work being performed in DFS's main office area is excluded from FR clothing.
 - 4.1.42.6 At a minimum, FR pants, shirts or coveralls shall be tested and certified compliant with NFPA 2112. Additional FR clothing in compliance with NFPA 70E Category 2 (CAT 2) specifications, formerly referred to as HRC2 and/or OSHA 1910.269 may be required depending on the job task.



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- 4.1.42.7 Reporting to duty, contractors will be wearing FR Clothing with shirts tucked in, a leather belt or leather suspenders worn (if applicable), no more than one button open at the top, sleeves down and buttoned.
- 4.1.42.8 Personal protective equipment required includes (DFS will not provide/supply PPE to contractors):
- 4.1.42.8.1 Hard hats - ANSI Z89.1
 - 4.1.42.8.2 Safety Boots - ASTM F2413 Safety
 - 4.1.42.8.3 Glasses - ANSI Z87
 - 4.1.42.8.4 Hearing Protections - OSHA 1910.95
- 4.1.42.9 Facial hair exceeding a day's growth shall not be permitted. This includes stubble, wide mustaches, sideburns, beards, goatees, etc. This requirement exists for all DFS employees and Class "A" Contractors, even if respirators are not required in the work area. The sketch below illustrates what is acceptable.



- 4.1.42.10 Respirators are recommended in the waste ash and lime silos and in other locations/at other times depending on the respiratory hazards to which the worker may be exposed. Half face or full face air purifying respirators with cartridges will be used any time a respirator is required. DFS will not conduct fit tests for Contract employees or supply respirators and/or cartridges/filters to Contractors.
- 4.1.42.11 Contractors must turn in their completed training forms in order to obtain a DFS badge.
- 4.1.42.12 Badges are required for entry into the plant premises and everyone is required to badge in and out any time they come on or leave the plant site. The badge readers are at each of the turnstiles and the main gate.
- 4.1.42.13 If an employee or vendor does not have a badge, then they need to be 100% escorted at all times while on DFS property by a trained employee with a badge.



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- 4.1.42.14 The provision, maintenance and housekeeping of food preparation equipment shall be the responsibility of the user. Plant and personal cleanliness will be the responsibility of all personnel.
- 4.1.42.15 Expectorating of tobacco and food items is prohibited throughout the plant. This will be considered a safety hygiene regulation and subject to disciplinary action.
- 4.1.42.16 Smokers will dispose of cigarette/cigar butts in a safe manner, by extinguishing and disposal in provided butt cans or other equivalent means.

4.2 Procedure

- 4.2.1 Contractors are responsible for the safety of their employees, subcontractors, and any other persons on the site related to the contractor's project.
- 4.2.2 Contractor employees are expected to report for work fit for duty. Alcoholic beverages and/or illegal drugs will not be possessed or consumed on the DFS site or surrounding property owned or controlled by DFS.
- 4.2.3 Contractors will notify their assigned DFS on-site coordinator immediately of the existence of hazardous materials, conditions, or equipment at their work site, which is not under the contractor's control. However, it is the contractor's responsibility to take all necessary precautions to prevent injury of their employees or damage to property from such hazards, until corrected by the responsible party.
- 4.2.4 All contractors are responsible for the emergency and/or first aid care of their employees and will have adequate supplies on-site to deal with all first aid incidents.
- 4.2.5 Contractors will investigate all significant near miss, first-aid and OSHA recordable incidents and provide a copy of the investigation report to the DFS Safety Coordinator. Whenever an injury occurs, a copy of the report detailing the accident will be provided to the DFS On-Site and Safety Coordinator within 24 hours.
- 4.2.6 Serious accidents will be reported immediately to the DFS On-Site and Safety Coordinators. The DFS On-Site and/or Safety Coordinator are authorized to investigate all accidents.
- 4.2.7 In the event of an emergency, contractors shall use the alert system to call the control room for assistance. DFS may assist with first aid treatment and handle communications to plant employees, local EMS, fire department, etc.



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- 4.2.8 Contractor employees will be instructed by contractor supervision where to find help in the event of a life threatening accident that requires an ambulance be dispatched.
- 4.2.9 Supervisors, Superintendents, On-Site Coordinator and/or the Supervisory Authority are responsible for enforcement of this procedure. Exceptions or deviations from this policy require the written approval of the Supervisory Authority.

5.0 ATTACHMENTS:

General Safety and Environmental Rules Form

Altien: <https://altien.bepec.net/ADM/doc.aspx?id=Library.87682CDC-2BE2-4411-9A47-16EF7AA97458>

6.0 REFERENCES:

- 6.1 DFS Clearance Program
- 6.2 DFS Hot Work Program
- 6.3 DFS Emergency Action Plan
- 6.4 DFS Confined Space Program
- 6.5 DFS Portable Gas Monitors
- 6.6 DFS Incident Investigation Program
- 6.7 DFS Contractor Site Information Procedure
- 6.8 DFS Energy Verification and Control Program
- 6.9 DFS Line Breaking and Line Penetration Procedure
- 6.10 DFS Storm Water Pollution Prevention Plan
- 6.11 DFS Spill Prevention, Control and Countermeasures Plan
- 6.12 SAF Contractor Safety Access and On-Site Requirements Program (SAF030)
- 6.13 29 CFR §1910.119 Process Safety Management of Highly Hazardous Chemicals, Paragraph (h).
- 6.14 40 CFR Part 68 Accidental Release Prevention Requirements: Risk Management Programs under the Clean Air Act, Section 112(r) (7).



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- 6.15 40 CFR Parts 9 and 68 List of Regulated Substances and Thresholds for Accidental Release Prevention and Risk Management Programs for Chemical Accidental Release Prevention; Final Rule and Notice.






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Final Audit Report

2021-07-20

Created:	2021-07-20
By:	Jean Mortson (JMortson@becp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8NGe1pBaGUz-mMFchmB1WhF3jowtdw8O

"00-SP-010 General Contractor Site Safety Rules (I)" History

-  Document created by Jean Mortson (JMortson@becp.com)
2021-07-20 - 2:44:14 PM GMT- IP address: 216.235.161.1
-  Document emailed to Thomas E. Stalcup (tstalcup@becp.com) for signature
2021-07-20 - 2:44:57 PM GMT
-  Email viewed by Thomas E. Stalcup (tstalcup@becp.com)
2021-07-20 - 3:06:13 PM GMT- IP address: 104.143.198.245
-  Document e-signed by Thomas E. Stalcup (tstalcup@becp.com)
Signature Date: 2021-07-20 - 3:06:55 PM GMT - Time Source: server- IP address: 216.235.161.1
-  Agreement completed.
2021-07-20 - 3:06:55 PM GMT