



Dry Fork Station Procedure

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Originator Ashley Fraser	Final Approver <i>Thomas E. Stalcup</i> <small>Thomas E. Stalcup (Nov 9, 2023 10:06 MST)</small>		Date 11/8/2023	RMP X
Subject Contractor Safety Information Procedure				

1.0 PURPOSE / SCOPE

1.1 Purpose

- 1.1.1 The Occupational Safety and Health Administration's (OSHA's) Process Safety Management (PSM) element and the Environmental Protection Agency's (EPA's) corresponding Risk Management Program (RM Program) element addressing the requirements for contractors meeting certain requirements are contained in 29 CFR §1910.119(h) and 40 CFR §68.87, respectively. To simplify the implementation process and improve program maintenance efficiency, the requirements of both the PSM and RM Programs have been addressed in a single compliance program. This combined program, covering process safety and risk management for the Anhydrous Ammonia System, is referred to as the "Risk Management Plan" (RMP).
- 1.1.2 The purpose of these regulatory elements is to help ensure that contractors working on or near processes containing highly hazardous chemicals are fully aware of the potential dangers associated with those processes.
- 1.1.3 Under the requirements, contract employers must inform employees of the hazards associated with contract work, safe work practices necessary to perform work and actions to be taken during emergencies. In addition, contract employees are required to follow the safe work practices established for the facility and the specific tasks being performed.
- 1.1.4 The standard also requires PSM / RM Program facilities to establish a screening process for hiring contractors to ensure that contractors accomplish the desired job tasks without compromising the safety of personnel and the facility.

1.2 Scope

- 1.2.1 This document summarizes how Basin Electric Power Cooperative - Dry Fork Station (Basin Electric - DFS) will comply with the Contractor requirements of the Risk Management Plan (RMP). It requires Basin Electric - DFS to follow these outlined procedures for contractors performing any work on or near the Anhydrous Ammonia System equipment at the Dry Fork Station (DFS).

2.0 DEFINITIONS OF TERMS

- 2.1 Catastrophic Release: a major release of ammonia or any other hazardous chemical resulting from uncontrolled developments which lead to, or could have led to, serious danger to persons both within and outside the workplace.



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- 2.2 Contractor: A company or individual providing services and/or labor and materials to perform specific work under contract or purchase order from Basin Electric - DFS.
- 2.3 Contract Representative: the company foreman, supervisor, safety, or designee that is responsible to receive site training from DFS and train their employees on all applicable procedures to access the site. Contract Representatives are also responsible for coordinating contract activities while on-site in accordance to the written contract.
- 2.4 On-Site Coordinator: Basin Electric Power Cooperative (BEPC) on-site employee that interfaces with contractors.
- 2.5 PSM/RM Program Covered Process: all activities and equipment involved with the receipt, storage, handling, or movement of a substance included in either the PSM or RM Program regulations including utility systems, required for the safe operation of the Anhydrous Ammonia System. For purposes of this definition, any group of equipment that is interconnected and separate equipment that is located such that ammonia could be involved in a potential release shall be considered a single process.
- 2.6 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.
- 2.7 Supervisory Authority: The Plant Manager is the "Supervisory Authority" of this procedure and administers manning the installation, maintenance, and the operations of the procedure. This person may designate this authority if necessary.

3.0 APPLICABILITY / RESPONSIBILITIES

3.1 Applicability

- 3.1.1 This procedure is applicable to all contractors and subcontractors working at DFS.
- 3.1.2 This procedure is applicable to all DFS personnel involved with hiring, directing, and working with contractor personnel here at DFS.

3.2 Responsibilities

3.2.1 Safety Coordinator is responsible for:

- 3.2.1.1 Distributing to all contractors, a copy of the facility's Contractor Safety Information document and reviews all applicable procedures with contractor personnel prior to the start of work.
- 3.2.1.2 Informing the contractor of the potential hazards posed by the Anhydrous Ammonia System.



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- 3.2.1.3 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - DFS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems. The contractor's training must be equivalent to that which the standard requires Basin Electric - DFS to provide for its own employees.
- 3.2.2 Supervisory Authority is responsible for:
 - 3.2.2.1 Safe administration of this Contractor Safety Information Procedure.
 - 3.2.2.2 Designating the roles of responsibility for which individuals are qualified to be entered into the program.
 - 3.2.2.3 Enforcing the Contractor Safety Information Procedure.
 - 3.2.2.4 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - DFS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems. The contractor's training must be equivalent to that which the standard requires Basin Electric - DFS to provide for its own employees.
 - 3.2.2.5 Final authorization of all contract work covered by the PSM / RM Program requirements.
- 3.2.3 Superintendents/Plant Engineer are responsible for:
 - 3.2.3.1 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - DFS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems. The contractor's training must be equivalent to that which the standard requires Basin Electric - DFS to provide for its own employees.
- 3.2.4 On-Site Coordinator is responsible for:
 - 3.2.4.1 Distributing to all contractors, a copy of the facility's Contractor Safety Information document and reviews all applicable procedures with contractor personnel prior to the start of work.
 - 3.2.4.2 Informing the contractor of the potential hazards posed by the Anhydrous Ammonia System.



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3.2.4.3 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - DFS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems. The contractor's training must be equivalent to that which the standard requires Basin Electric - DFS to provide for its own employees.

3.2.5 Contractor's and Sub-Contractors are responsible for:

3.2.5.1 Following DFS Emergency Action Plan.

3.2.5.2 Following DFS General Site Safety and Environmental Rules.

3.2.5.3 Following DFS Clearance Program.

3.2.5.4 Following DFS Confined Space Program

3.2.5.5 Following DFS Hot Work Program

3.2.5.6 Following all applicable DFS Procedures per the job scope within the contract (i.e., environmental, safety, operating).

3.2.5.7 Reviewing the safety record and programs of its subcontractors.

3.2.5.8 Assuring that each contract employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the DFS Emergency Action Plan.

3.2.5.9 Assuring that each contract employee is trained in the work practices necessary to safely perform his/her job.

3.2.5.10 Reviewing an existing Safety Data Sheet (SDS) to be made aware of the toxic release and potential fire hazards.

3.2.5.11 Training employees on applicable DFS Safety and Environmental Procedures.

3.2.5.12 Documenting on the Contractor Employee Training Record (SAF-6020) that each contract employee has received and understood the training required.

3.2.5.13 Assuring that each contract employee follows the safety rules of the facility including safe work practices.



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- 3.2.5.14 Advising DFS of any unique hazards presented by the contract employer's work, or of any hazards found by the contract employer's work.

4.0 PROCEDURES / GUIDELINES

4.1 Guidelines

- 4.1.1 The personnel responsible for evaluating and coordinating with contractors covered by the requirements of this element have direct responsibility for ensuring that these procedures are followed.
- 4.1.2 All contractors being considered to perform work on or near the Anhydrous Ammonia Systems equipment must be approved by one of the following personnel:
- 4.1.2.1 Operations Superintendent
 - 4.1.2.2 Plant Engineer/Maintenance Superintendent
- 4.1.3 Basin Electric - DFS Plant Manager has responsibility for the final authorization of all contract work covered by RMP requirements.

4.2 Procedure

- 4.2.1 Contractors are subject to these procedures if the work scope includes working on the ammonia system.
- 4.2.2 Contractor requirements are outlined in the Basin Electric SAF030 Contractor Safety Access and On-Site Requirements document.
- 4.2.3 Basin Electric - DFS conducts a selection process prior to allowing contractors to work directly on the ammonia system or in the vicinity of the system.
- 4.2.4 If working directly on the Anhydrous Ammonia System, the contractor should have previous experience working on ammonia systems or demonstrate technical and procedural knowledge of ammonia systems and Process Safety Management issues. This knowledge should have been developed through recognized trade schools, industry training programs, and vendor schools and seminars.
- 4.2.5 Basin Electric - DFS verifies, obtains, and evaluates information regarding a potential contractor's historical safety performance and current safety programs. Issues that should be considered during the evaluation include:
- 4.2.5.1.1 Does the contractor have knowledge of Anhydrous Ammonia Systems?



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- 4.2.5.1.2 Does the contractor have any experience working on or around process systems covered by PSM and/or RM programs, especially Anhydrous Ammonia Systems?
- 4.2.5.1.3 How does the contractor's Experience Modification Rating (EMR) compare to that of other contractors in their trade or industry?
- 4.2.5.1.4 How does the contractor's accident record compare to that of other contractors?
- 4.2.5.1.5 Do the contractor's written safety programs meet government and industry standards?
- 4.2.5.1.6 Has the contractor successfully implemented the programs and procedures described in their written safety programs?
- 4.2.5.1.7 Is the contractor certified to perform specialized work tasks such as welding on pressure vessels, confined space entry, etc.?
- 4.2.6 If a contractor has worked for Basin Electric - DFS previously, and the work to be bid is similar to that which was previously performed, a documented evaluation can be based upon such prior performance.
- 4.2.7 Prior to initiation of the contractor's work at the site, the Basin Electric - DFS on-site coordinator or designee informs the contractor of the potential hazards posed by the Anhydrous Ammonia System. DFS On-Site Coordinator or designee distributes to all contractors, a copy of the facility's Contractor Safety Information document and reviews all applicable procedures with the contractor representative prior to the start of work. DFS requires the contract representative to train their personnel on applicable DFS Procedures and sign a copy of the "Contractor Employee Training Record" Form SAF-6020 and the "General Safety and Environmental Rules" Form SAF-6051. This documents that all contractor personnel have received and understood the instructions provided regarding the safe work practices necessary for their work.
- 4.2.8 If needed, DFS shall familiarize the contractor with the system-specific terms used for ammonia systems. Contractors shall be made aware of the toxic release and potential fire hazards by reviewing an existing Safety Data Sheet (SDS).
- 4.2.9 A Process Flow Diagram (PFD) of the Anhydrous Ammonia System may also be reviewed with the contractors, as appropriate for the project. A walk through of the process is conducted, and hazards associated with the Anhydrous Ammonia System are pointed out unless the contractor has been through this recently.
- 4.2.10 DFS On-Site Coordinators or their designee informs the contractor representative of their responsibilities under the facility's Emergency Action Plan. These responsibilities include shutdown of their equipment, accounting for their personnel and assembly at the specified evacuation point.



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- 4.2.11 DFS has developed and implemented safe work practices consistent with the operating procedures requirements of the standard. These procedures include but are not limited to clearance procedure, confined space entry, hot work procedure and line breaking or penetration. In addition, there are procedures to control the entrance, presence and exit of contract employees working at DFS.
- 4.2.12 DFS periodically evaluates the performance of contract employees in meeting their responsibilities. As part of this, DFS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems. The contractor's training must be equivalent to that which the standard requires DFS to provide for its own employees.
- 4.2.13 DFS takes action to correct identified deficiencies in the performance of contractors.
- 4.2.14 DFS verifies that contractors have communicated to their subcontractors all of the required Risk Management Plan information regarding the ammonia systems.
- 4.2.15 DFS maintains a log of injuries and illnesses for contract employees working in the process areas of the facility.
- 4.2.16 Contractors must maintain the documentation of training received by contract employees.
- 4.2.17 Contractor performance and safety evaluations are maintained in the computerized maintenance system. DFS takes corrective action to address identified deficiencies in the performance of contractors.
- 4.2.18 Once DFS site specific training has been complete, each contract employee must sign Form SAF-6020 and Form SAF-6051 to verify the information was provided and understood, a copy of this form must be returned to the DFS Safety or On-Site Coordinator or an Administrative Assistant.
- 4.2.19 Contractor must inform DFS On-Site Coordinator or designee of any unique hazards presented by the contractor's work and any hazards found or created during the performance of the contractor's work.
- 4.2.20 DFS On-Site Coordinators perform periodic evaluations of contractor performance to ensure that all contractors are meeting contract requirements and safety-related set forth by DFS. This evaluation is completed through the Maintenance Management System.

5.0 ATTACHMENTS

5.1 Contractor Employee Training Record SAF-6020

Altien: <https://altien.bepc.net/ADM/doc.aspx?id=Library.1135053D-81D3-47E1-AEE1-AFD2B3536F39>



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5.2 General Safety and Environmental Rules Form SAF-6051

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

6.0 REFERENCES

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

2023-11-09

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