#### DFS Visitor/Vendor Site Orientation

Safety and Environmental

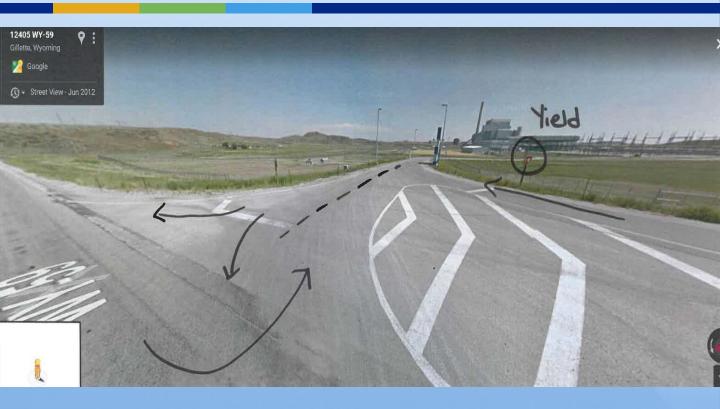
## Follow OSHA Safety Guidelines

- This orientation covers general plant rules and is not considered safety training.
- Visitor/Vendors must follow all applicable OSHA Safety Guidelines.
- Employers must provide all the safety training needed for your site work.



- See General Safety and Environmental Rules Form SAF-6051.
- Read through and sign the last page. This form will need to be submitted for plant access.





With the traffic on the highway coming from the North with no turn lane and 70mph speed limit, traffic coming into the plant from the South must yield to those coming from the North. Please adhere

to this abnormal traffic sign.

## **Badging Requirements**

- Vendors/Visitors must turn in their completed training forms for all employees coming on-site, to their On-Site Coordinator to obtain a badge.
  - Prior to the start of work
  - JPEG pictures can be sent with training documents to have badges printed ahead of time.
  - If not, schedule with admin to get badges made.
  - Badges will be given to the contract foreman/safety to be given to employees at the turnstiles at the start of work.
- All badges will be turned into the On-Site Coordinator once the work is complete.
- When badging in the small badge reader is for badges and the large badge reader is for vehicle passes when accessing the plant at the delivery gates.
- DO NOT let someone else use your badge!

#### Site Access and Parking

- Must have vehicle permit.
- Company vehicle must have identification, fire extinguisher and insurance to be allowed onsite.
- Must be used for work, no personal vehicles allowed on-site.
  - Drop tools off
  - Haul equipment
- Visitors/Vendors shall park in the upper part of the employee parking lot.
- Must park in designates parking spots when on plant site.
- EVERYONE in the vehicle <u>MUST</u> badge in and out when going through the gate.
- Once individuals come through the turnstiles and/or gate PPE is required.

## DFS Employee Parking Lot

 North and South Admin gates to plant are not to be used by Visitors/Vendors unless the On-Site Coordinator has given special permission. (these are the gates that lead to DFS employee parking lots.)



#### North Gate

South Gate





- Orange button and blue button on top May Day to HDQ
- Alert Channel 1 Emergencies
- Turn in radios and chargers to the On-Site Coordinator or outside the Control Room on the counter at the end of work.



#### **Gai Tronics**

- Channel 1 Emergencies Only
- Channel 2-4 General Use
- Channel 5 Access from a desk phone
- To Use
  - Push button on handset to page over plant speakers.
  - Release handset button to listen and talk on the line the dial is turned to.
  - When answering a page, just pick-up the handset and choose the line# on the dial, but don't press button.
- Use the knob to choose the line #.
- Do Not Misuse or abuse



## **Use of Removable Media**

- Shall be discussed with plant E&I techs prior to use.
- Shall be scanned by plant E&I techs each time prior to connecting to any plant computers or control systems.



Do NOT connect removable media (thumb/flash drives, etc.) or laptop computers to the control system without first talking with the appropriate BEPC staff.

All removable media MUST be scanned at the BEPC Kiosk and laptop computers MUST be scanned with a current virus scan application prior to connecting to the control system.

If removable media or a laptop is removed from the control system, it MUST be rescanned prior to reconnecting.



### Smoking

 Lit cigarettes and the use of e-cigs or vaping of any kind is NOT PERMITTED in:

- Any indoor area !
- Smoking is prohibited on all roofs and roof structures.
- DFS vehicles and mobile equipment
- Outdoors within 35 feet of flammable, combustible materials, or explosive materials which includes, but is not limited to the following:
  - Gasoline, diesel, propane and flammable gas storage areas or systems
  - Hydrogen storage
  - Sewage treatment
  - Coal handling
  - Ammonia Storage
  - Any other sign posted area(s)
- In any porta-potty stalls or trailers.
- Do not put paper or trash in cigarette butt cans.

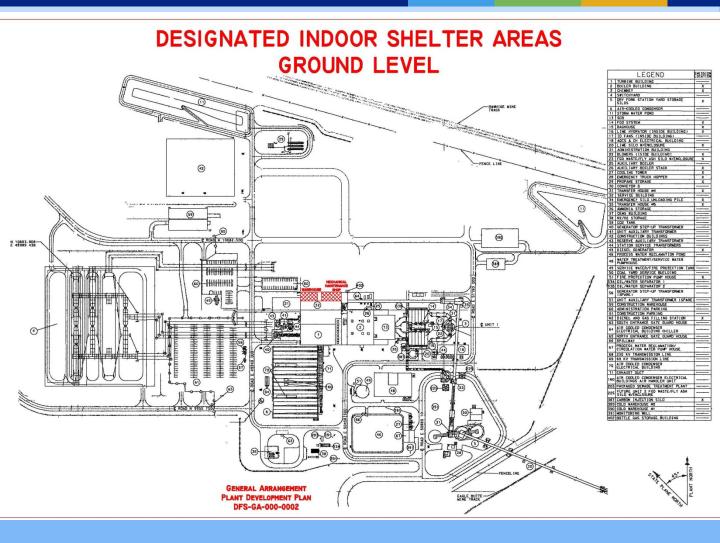
#### **Emergency Action Plan**

- Report Immediately.
- Call the Control Room!!
- Radio/Gai Tronics channel 1
- Ensure your employees know their evacuation locations.
- Stop work and listen to announcements when the siren is sounded.
- Follow instructions given.
- Stay of elevators when they are being used for an emergency.
- Announcement is made 3x over radio and Gai Tronics.
- If announced, evacuate the area to your assembly location.
- Check in with your On-Site Coordinator.
- Remain until an All Clear is announced.

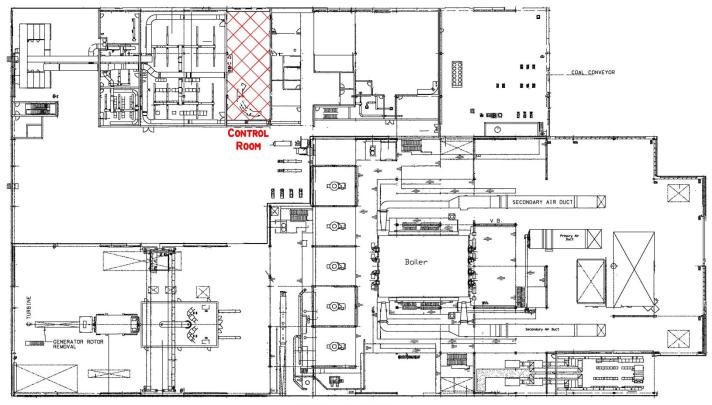


Inside Locations – 07:00-15:30

- In Plant Warehouse
- Product Delivery Drivers Control Room
- Outdoor Locations
  - Upper Admin Parking Lot
  - Grassland
  - Warehouse 3 (Cold Storage)
- Ammonia Release
  - 1<sup>st</sup> Floor Admin Building Meeting Room
  - Move Crosswind/Upwind from the release
- Off-Shift Hours and Weekends
  Control Room for all emergencies

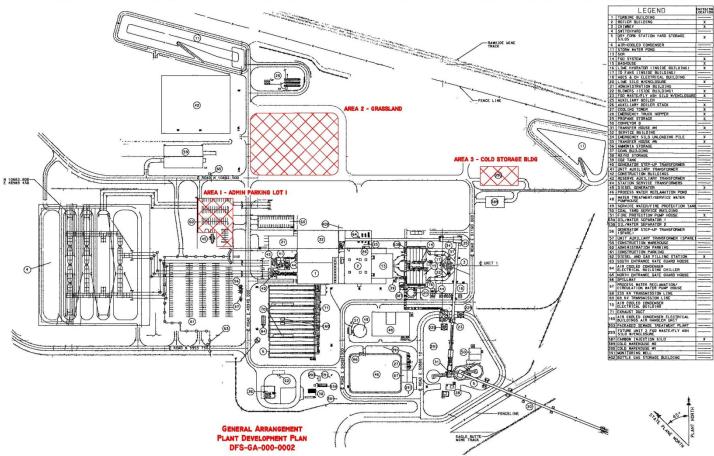


#### DESIGNATED INDOOR SHELTER TURBINE DECK



GENERAL ARRANGEMENT POWER BLOCK MAIN FLOOR DFS-GA-100-0003







#### DRY FORK STATION EMERGENCY CONTACT LIST

Dry Fork Station Emergency Contact List			
DRY FORK STATION S	Ordelia internetionale internetional		
Contact	Phone Number	Cell Number	Radio
Control Room (24/7)	(307) 687-8401		202/220
Shift Supervisors Office	(307) 687-8402	(307) 689-1318	204
Terry Ackerman, Plant Manager	(307) 687-8450	(605) 695-0385	291
Ashley Fraser, Safety Coordinator	(307) 687-8452	(307) 689-9997	217
DaLyn Hugo, Environmental Coordinator	(307) 687-8447	(307) 351-1423	231
Eli Klein, Operations Superintendent	(307) 687-8425	(307) 331-8850	214
Nolan Bray, Plant Engineer/Maintenance Superintendent	(307) 687-8475	(307) 622-2522	264
BEPC HDQ Emergency/Security	(701) 557-5555		Orange Button
LOCAL EMERGENC			
EMERGENCI	ES 911		
Campbell County Hospital	(307) 688-1000		
Campbell County Emergency Management – John Gillenwater	(307) 686-7477	(307) 299-6603	
Campbell County Fire Department	(307) 682-5319		
Campbell County Sheriff's Department	(307) 682-7271		
ITC CONTA	ACTS		
Peter Allee (Waypoints) or Waypoints person on duty		(307) 689-4649	319
Dan Sullivan (WOOD) or WOOD person on duty		(307) 683-6723	320
Weston Swartz (WOOD) – MTR Plant Operations		(346) 689-7932	321
OTHEF			
National Poison Control Center	(800) 222-1222		
Dry Fork Mine	(307) 682-2839		
Gillette TSM	(307) 685-8950		
Notification: Environmental Coordinator, Safety Coo	ordinator and/or Fa	cility Manager will	contract
proper ager	ncies.		
Wyoming Department of Environmental Quality (DEQ)	(307) 777-7781		
National Response Center	(800) 424-8802		
United States Environmental Protection Agency, Region 8	(303) 293-1788		
Joe Hunter, WY DEQ Emergency Response Coordinator	jhunte@wyo.gov		
Occupational Safety and Health Administration (OSHA)	(303) 746-3688		
RESPONSE/CLEANUP	CONTRACTORS		
NALCO Chemical Emergency Contact	(800) 424-9300		
Clean Harbors 24 hr. Response	(800) 645-8265		
Safety Kleen (Oil, Antifreeze, Hazardous Waste)	(800) 323-5040		
Tri-State Recycling (Oil, Antifreeze)	(307) 746-3688		
Mountain State Environmental (Hazardous Waste)	(406) 248-4777		
Campbell County Landfill (petroleum contaminated soil) (Requires soil sample first. Contact Environmental Coordinator for details.)	(307) 682-9499		
CHEMTREC	(800) 424-9300		

#### First Aid Kits & AEDs

#### First Aid Kits

- Warehouse
- Mechanical Maintenance Shop
- Lunchrooms (admin bldg)
- Control Room
- AQCS
- Water Treatment
- Boiler Building (odd floors & 10th)
- Lab
- Coal System Electrical Room
- AEDs
  - Admin Building Lunchrooms (2)
  - Control Room
  - Station 1, Maintenance Shop

## **Incident Reporting**

- Near Miss
- Property and/or Equipment Damage
- Injury and/or Illness
- Any other incident
- Required to provide immediate notification to the Control Room, Supervisor and/or DFS Safety Coordinator.
- Visitors/Vendors will be required to fill out an Incident Report and submit it to their On-Site Coordinator.
- Falsification of any report or record is prohibited.

# Fire Prevention & Protection

- Eliminate the cause of fire.
- Prevent loss of life .
- Protect property from fire.
- Flammable Material
  - Wood
  - Paper
  - Cardboard
  - Flammable gasses and liquids
  - Electrical components
- Good housekeeping work practices are a vital part of safety.
- Report all fires to the control room!

#### **Electrical Fire Hazards**

- Make sure worn wires are replaced.
- Use only approved extension cords.
- Make sure equipment is properly grounded or double insulated.
- Inspect all cords and tools prior to each use.
- Dispose of waste daily.

#### Housekeeping

- Minimize storage of combustibles.
- Make sure all exits are free of obstruction.
- Make sure eye wash stations, electrical panels and fire extinguishers are not blocked.
- Store flammables away from ignition sources, preferably in flammable cabinets.
- Report all detected gas leaks.
- Do not overload circuits with multiple pieces of equipment.
- Secure all gas cylinders.
- Turn off equipment when not in use.
- Clean up the work area everyday.
- Put trash in appropriate garbage receptacles.

## Personal Protective Equipment (PPE)

**Visitor/Vendor Orientation** 

## **Appropriate Clothing**

- Visitor/Vendors must have long sleeves, pants and appropriate PPE for the job. Excessively torn/worn clothing is not acceptable.
- Some exceptions can be made for delivery drivers.

#### Standard PPE

#### Eye and Face

- ANSI Z87.1 Safety Glasses with side shields
- Face shields or goggles may be required per job requirements
- Head
  - ANSI Z89.1 Hard hats
- Feet
  - ANSI Z41.1 or ASTM F2412, 2413 footwear
- Hearing Protection Air pods, ear buds or similar devices are not allowed!

#### Gloves

- Per Vendor company requirements for the hazards encountered on the job.
- Standard PPE is required once the individual comes through the turnstile or crosses a gate into the plant proper.

#### Hazard Communication

#### Visitor/Vendor Orientation

#### Hazard Communication

- Notify DFS On-Site Coordinator of any hazardous chemical being brought onsite.
- Contact the DFS Safety or Environmental Coordinator and/or your On-Site Coordinator with Safety Data Sheet (SDS) or chemical questions.
- Be able to provide a list of chemicals along with the SDS when asked.
- All chemicals need a lid and a label!

# Anhydrous Ammonia

- Anhydrous Ammonia
  - Colorless gas or compressed liquid with a pungent, suffocating odor.
  - Liquid ammonia reacts violently with water and vapor cloud is produced.
  - Avoid contact with vapor and liquid
  - Stay upwind and use water spray to absorb vapor.
  - Detectable at 5 ppm, if detected, notify the Control Room Immediately.
  - Evacuate upwind/crosswind.
  - If exposed:
    - Remove from exposure.
    - Flush with lots of water for at least 15 minutes.
    - Do not induce vomiting if ingested, give 1-2 glasses of milk or water.
    - Water, Water, Water!
    - Seek medical attention immediately.

## Anhydrous Ammonia

- In the event of a gas or vapor release, DO NOT try to outrun the vapor or gas cloud by going down wind.
- Avoid all contact with vapor cloud.
- Always move cross wind (90 degrees to the wind) from the leak. This is the quickest way to get away from a vapor cloud.
- Pay particular attention to the wind direction and the source of the leak. One of the assembly areas may be in the path of the vapor or gas cloud and cannot be considered an assembly area.
- If you are in another department/area, report to the nearest evacuation or shelter in place area and report to the person in charge of that area.

## Dropped Object Prevention



## Dropped Object Prevention

- Provide employees with appropriate dropped object prevention training.
- Correct any unsafe practices or conditions immediately.
- Plan tasks and monitor work areas in a way that reduces the potential for workers to be exposed to hazards from falling objects.
- Report any dropped or fallen objects to the DFS On-Site or Safety Coordinator.
- Stop work if hazardous conditions prevent the job from being done safely.
- Dropped object zones (DOZ) need to be clearly marked with red barricade tape.

## Dropped Object Prevention

- Dropped object methods:
  - Tool Lanyards
  - Tool buckets with enclosures
  - Safety netting/fencing
  - Toe boards
  - Housekeeping
  - Covering holes and opening appropriately
- Holes and openings in decks and platforms shall be managed. Fire blankets or other adequately constructed coverings shall be utilized over floor penetrations and other small openings in order to prevent dropping smaller objects. (i.e. nuts and bolts)
- Special attention shall be given to cleaning up of smaller objects such as bolts, welding rod, etc. that could be dropped or kicked through smaller openings, and tin or plywood that could be blown off by wind gusts.

## **Training Documentation**

#### All Employees need the following turned in:

- Contractor Employee Training Record SAF-6020
- General Safety and Environmental Rules Form SAF-6051

## **Training Records**

Please send all training records and employee headshot pictures to:

# DFSIDCARD@BEPC.com and your On-Site Coordinator

If you have questions, ASK!!

- On-Site Coordinator
- Operating Authority
- Safety Coordinator
- At the morning meeting

#### Final Expectations

- Do the Right Thing and Ask Questions.
- Clean your work area throughout the day, the wind comes up very quickly and strong, so secure supplies outside.
- Keep all truck and man doors closed.
- Visitors/Vendors, you are responsible for the safety of your employees, coworkers and any other persons on the site related to your project and activities.
- BE SAFE! Your families are waiting for you at home!

#### ENVIRONMENTAL ORIENTATION



- Maintain Compliance : Air quality, storm water, spill prevention, solid and hazardous waste, wildlife.
- Use best management practices, preventative maintenance and preventative measures.
- Correct issues immediately and report them, as necessary.
- Learn from mistakes to prevent them from repeating.

- Will your job create outdoor dust?
- This includes dust that is created indoors but can make it outside though a door or opening.

# If you answered yes....

Will your job create outdoor dust?

Cease work until you discuss how your work can be done differently to prevent outdoor dust. This applies to the entire site except for the ash silo loadout and the ash landfill. These areas are permitted to have a very small amount of controlled dust.



- Moving lime to the ash landfill. Control the dust by....
  - Loading product indoors.
  - Covering the equipment while moving it to the ash landfill.
  - Using controls such as a water truck or sprinklers in the ash landfill.
  - Other examples include offloading trucks (don't blow off the lines).

- Are you bringing an unpermitted emission source onsite?
- This may include:
  - Fuel burning equipment with a heat input of more than 25 million BTU/hr (6.25 billion gm-cal/hr)
  - Gaseous fuel containing more than 10 million BTU/hr (2.5 billion gm-cal/hr)

# If you answered yes....

- Are you bringing an unpermitted emission source onsite?
- You will need to contact the WYDEQ for a waiver or temporary permit. Mobile internal combustion engines are exempt from this regulation.

Is your vehicle or equipment tracking dirt and dust?

- Is your vehicle or equipment tracking dirt and dust?
- Discuss this with your On-Site Coordinator to minimize the spreading of dirt and dust around the plant site.
  - Can you take a different route?
  - Does your equipment need properly maintained?
  - Stay on asphalt as much as possible, stay off the limestone.



- If you are driving to and from the ash landfill, use the below best management practices to minimize dust (air quality issue) and runoff into the storm water system.
  - Wash the equipment on a regular basis (not on the plant site).
  - Keep to the same routes rather than tracking additional routes.
  - Clean spilled materials off the roads.

- Did you have any type of spill or leak?
- This includes very small amounts, less than a pint.

- Did you have any type of spill or leak?
- This includes very small amounts, less than a pint.
- All oil and chemical leaks or spills must be contained, cleaned up, reported, and disposed of immediately.
- The spill forms are obtained from your On-Site Coordinator and must be returned immediately.



- Oil from your vehicle.
- Process water from your work.
- Hydrated or pebble lime from offloading or moving it from one place to another.
- Chemicals used in your job.



- Use spill prevention equipment such as pigs and pads found in the warehouse.
- Use storm drain covers found in the warehouse.
- Do proper preventative maintenance on your equipment.



- Use appropriate media to clean the spill.
- Hydrated lime can be used for acid spills.
- Dirt or dual zorb (absorbent) for outdoor spills.
- Call the Vacuum Truck.
- Dispose of the spill and clean up material immediately.
- Spill Report.

Are you going to have a 55-gallon drum of oil (gas, diesel, etc..) onsite?

- Are you going to have a 55-gallon drum of oil containing material onsite?
- If so, additional SPCC rules apply, and you must get with your On-Site Coordinator to discuss compliance.
- The drum does not have to be full to be subject to regulation.



Do you need water to perform your job?

Do you need water to perform your job?

- Do not use water from the Waste Water Pond. You may not use process water if it can get in a storm drain.
- If you add any type of detergent, chemical, or process to any water onsite, it cannot go into a storm drain.
- Discuss this with your On-Site Coordinator.



- Water for dust control.
- Water for work.
- Water for washing.

- Do all of your hazardous substances have a lid and a label?
- What else does the hazardous substance need?

### If the answer is no....

- Do all of your hazardous substances have a lid and a label?
  - Find a lid and a label.
- What else does the hazardous substance need?
  - Safety Data Sheet, SDS

Did you throw batteries, light bulbs (broken or whole), hazardous substances, or household waste in a DFS trash receptacle?

- Did you throw a batteries, light bulbs (broken or whole), hazardous substances, or household waste in a DFS trash receptacle?
- Remove it from the trash receptacle and take it with you when you leave site. If it belongs to DFS ask your On-Site Coordinator for the proper disposal.

Are you planning to wash any equipment or vehicles onsite?

Are you planning to wash any equipment or perform onsite?

This is prohibited, so cease work, and take equipment off the property to wash unless you can wash it indoors with permission from your On-Site Coordinator.



Are you doing vehicle maintenance onsite?

#### Are you doing vehicle maintenance onsite?

- Vehicle maintenance should be taken offsite to complete. Otherwise, it must be done indoors.
- In outdoor maintenance emergencies, cover the drains, and use spill prevention before beginning the work.
- You may find the spill prevention equipment in the warehouse.
- Take the soiled products with you offsite for disposal.

Do you have a waste you want to take to the ash landfill?

Do you have a waste you want to take to the ash landfill?

- Do not take anything to the ash landfill without discussing it with the On-Site Coordinator first.
- The only wastes allowed are coal combustion residue (ash), coal from drain sumps, and material from ponds.
- Dust must be controlled at all times.
- Permission needs to be granted to use the ash landfill outside of daylight hours.
- Absolutely no trash is allowed.



• Are you pumping water on site?

Are you pumping water on site?

- Discuss details with your On-Site Coordinator before allowing water to enter any outdoor drains.
- Allowing process water to enter a storm drains are against regulations.



Are you using aerosol cans?

#### Are you using aerosol cans?

- Aerosol cans must be stored with a lid in a flammable cabinet, you must have a copy of the SDS, and you must take it with you when you leave.
- If you are using Dry Fork Station's aerosol cans, make sure the empty ones end up in the warehouse in the proper disposal area.
- Do not throw any aerosol can away in the trash.
- Do not put them in the boiler.
- Do not leave them sitting around.



Did you see injured or dead wildlife?

Did you see injured or dead wildlife?

- Report this to your On-Site Coordinator immediately.
- Do not handle, chase, move, or disturb any wildlife.
- Do not feed the wildlife.

# **Environmental Summary**

- Compliance is mandatory.
- On-Site Coordinators are here to help.
- If you don't know the answer, ask!!

# Welcome to Dry Fork Station

