



BASIN ELECTRIC POWER COOPERATIVE LARAMIE RIVER STATION PROCEDURE

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- Comply with, and require all employees to comply with occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

2.0 RESPONSIBILITY

2.1 All responsibilities shall be clearly communicated and understood. At LRS, safety responsibilities are assigned to the Plant Manager, Superintendents and Plant Engineer, Safety and Training Department, Supervisors, Safety Committee and to all Employees. Everyone is responsible for safety in the work place.

2.2 Plant Manager:

- 2.2.1 Responsible for impressing upon all employees that safety and injury prevention play a crucial role in our business. Safety is as equally important as production and must be a factor in all decisions. Safety is the way we do business and the way we produce electricity. Safe production is our goal!
- 2.2.2 Provide leadership and guidance to Superintendents and Plant Engineer for the maintenance and enforcement of the Safety and Health Program.
- 2.2.3 Delegate authority. Responsibility without authority is meaningless. All Superintendents, the Plant Engineer, and all Supervisors have responsibility for the health and safety of their employees and shall be granted necessary authority to stop hazardous work activities, enforce appropriate health and safety rules, and discipline violators of those rules.
- 2.2.4 Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training, and to carry out the functions of the safety and health program.
- 2.2.5 Review safety records and reporting functions periodically.
- 2.2.6 Promote and attend safety functions.
- 2.2.7 Maintain open lines of communication between employees, supervisors, and management relative to the free exchange of safety suggestions and information.
- 2.2.8 Evaluate direct reports periodically to ensure they are carrying out their responsibilities as outlined in this program.



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2.2.9 Lead by example by following established safety rules and attending all required training.

2.3 Plant Superintendents and Plant Engineer:

2.3.1 Translate the Plant Managers policies, procedures and programs into action and promote safety activities among employees.

2.3.2 Provide leadership for employees in their daily functions related to safety and production.

2.3.3 Inspect areas periodically to identify safety hazards and take action to correct all unsafe conditions or practices.

2.3.4 Ensure compliance with all company, local, state and federal safety regulations.

2.3.5 Assist in establishing safety procedures and programs and ensure that direct reports are held accountable for adherence to those procedures and rules.

2.3.6 Evaluate direct reports periodically to ensure they are carrying out their responsibilities as described in this program.

2.3.7 Lead by example by following established safety rules and attending all required training.

2.4 Safety and Training Department:

2.4.1 Administers all aspects of the occupational health and safety program.

2.4.2 Works closely with insurance carrier representatives, corporate safety, and company operations and maintenance personnel to ensure that safety compliance interfaces with operating procedures, and that safe work methods are established and maintained.

2.4.3 Develops programs and technical guidance to help assist in complying with OSHA regulations and mitigating hazards.

2.4.4 Conduct new employee orientation with new hires.

2.4.5 Ensure that contractor orientation is completed for all contractors on site.

2.4.6 Assist management and supervision in the health and safety training of employees.

2.4.7 Conduct inspections to identify unhealthy or unsafe conditions or work practices. Complete written reports of inspections.



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- 2.4.8 Maintain a list of emergency telephone numbers, OSHA Form 300, and other notices required by Wyoming Workers' Safety. Ensures this information is posted in places where employees can see them.
- 2.4.9 Develops and maintains accident and incident investigation and reporting procedures and systems. Assists in the investigations of serious or reportable accidents and assists in eliminating accident causes. Reportable incidents consist of fatalities, lost workday cases and restricted workdays requiring medical treatment. Keep management informed of findings.
- 2.4.10 Report accidents that result in an occupational fatality within eight (8) hours of occurrence or if an employee suffers a work related hospitalization, amputation or loss of an eye to Wyoming Workers Safety at (307)777-7786 within 24 hours of occurrence.
- 2.4.11 Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 300 Injury/Illness Log, BEPC Occupation Injury and Illness Report Form, Wyoming's Department of Workforce Services Division of Workers' Compensation Report of Injury.
- 2.4.12 Ensure that employee's Report of Injury is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or illness.
- 2.4.13 Process all paperwork associated with accidents, on-site inspections and in-house audits. Maintains records for company files per BEPC record retention plan.
- 2.4.14 Sends all medical records (doctor's signature) audiograms, evaluations and exposure monitoring records to DGC Medical for record retention.
- 2.4.15 Maintains all training records as required by BEPC record retention plan.
- 2.4.16 Act as resource to all for safety related questions, concerns, or compliance issues.
- 2.4.17 Lead by example!

2.5 Supervisors:

- 2.5.1 Supervisors are instrumental to the success of our Safety and Health Program. Their responsibilities must be met on a daily basis and with a high degree of proficiency. They must be able to communicate and enforce all safety programs, policies and procedures.
- 2.5.2 Provide orientation for new employees on safe job procedures, job assignments, job requirements, and all rules related to their job.
- 2.5.3 Correct any unsafe conditions immediately or stop work until a safe working condition can be established.



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- 2.5.4 Report all incidents, accidents, injuries and near misses within 24 hours and investigate thoroughly. Complete all necessary paperwork and assist in determining steps to prevent recurrence.
 - 2.5.5 Review daily activities of employees, help employees to identify hazards and safer work methods.
 - 2.5.6 Hold employees accountable to safety rules.
 - 2.5.7 Know how to operate all emergency equipment in their area of responsibility, understand the Emergency Action Plan and their role in an emergency.
 - 2.5.8 Enforce the proper use of all required personal protective equipment (PPE).
 - 2.5.9 Coach employees regarding the importance of safety, the recognition and mitigation of hazards; and the importance of stopping if they are unsure, asking questions for clarification, or asking for help.
 - 2.5.10 Conduct periodic inspections to identify safety hazards. Once observed, act immediately to correct unsafe conditions or behaviors.
 - 2.5.11 Manage by walking around. Have daily interaction with employees out in the plant.
 - 2.5.12 Evaluate direct reports periodically to ensure they are carrying out their responsibilities as described in this program.
 - 2.5.13 Lead by example by following established safety rules and attending all required training.
- 2.6 Employees:
- 2.6.1 Our vision is for Laramie River Station employees to be among the safest, most knowledgeable and conscientious employees in our industry. To achieve this vision employees must be provided proper training. Employees must:
 - 2.6.2 Understand safety rules, procedures and guidelines and work in conjunction with these rules.
 - 2.6.3 Maintain the physical and mental standards necessary for the job.
 - 2.6.4 Inspect assigned work areas and equipment daily, along with immediately reporting any unsafe conditions to their respective Supervisor.
 - 2.6.5 Report any unsafe conditions or actions to supervision. There is no job so important that employees should break safety rules or put themselves or others at risk of injury.



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- 2.6.6 Attend all required safety meetings.
- 2.6.7 Attend all required training sessions.
- 2.6.8 Help extend the life of equipment through proper operation, maintenance and avoidance of abuse or misuse.
- 2.6.9 Be familiar with proper maintenance of required personal protective equipment (PPE). Make sure to follow inspection, cleaning and maintenance recommendations.
- 2.6.10 Do not remove or defeat any safety device or safeguard provided for employee protection.
- 2.6.11 Encourage co-workers to use safe work practices on the job.
- 2.6.12 Make suggestions to immediate supervisor, safety committee representatives, safety personnel, or management about changes to improve employee safety.

3.0 COMMITMENT TO WORKING SAFE

- 3.1 Laramie River Station is committed to protecting the safety and health of all personnel by providing safe working conditions and requiring that safe work practices be employed. The company will not depart from this philosophy to enhance productions, lower costs, or expedite tasks.
- 3.2 We are guided by the following principles:
 - 3.2.1 Safety is everyone's responsibility.
 - 3.2.2 Promote a culture in which all employees, visitors and contractors share this commitment.
 - 3.2.3 Promote good work practices through effective training and procedures.
 - 3.2.4 Work in a safe manner on and off the job, without compromise.
 - 3.2.5 Be proactive in recognizing and eliminating foreseeable hazards and by completing safety observations, reporting incidents, and communication.
 - 3.2.6 It is the responsibility of all to instill a positive attitude and safety awareness in all aspects of the work environment.
 - 3.2.7 Value your personal safety, the safety of coworkers, contractors, and family members.



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- 3.2.8 In fulfilling this commitment, we will provide and maintain a safe and healthful work environment as indicated by acceptable business practices and compliance with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, property damage, personal injuries and illnesses.
- 3.2.9 Safety Procedures and Standards will be observed in the performance of all activities that they address. Appropriate job planning is expected by everyone involved in all tasks to minimize exposure to potential hazards and prevent accidents.
- 3.2.10 All employees are expected to play an active role in accident prevention to protect themselves and fellow employees. It is the duty of all employees to perform their work courteously, efficiently and with maximum regard for the safety of themselves, their co-workers, and company facilities.
- 3.2.11 Employee cooperation in identifying and controlling hazards is essential. Informing a supervisor of any conditions that may pose a threat to safety or health is a requirement of this program.
- 3.2.12 All individuals at LRS are empowered to:
- Conduct their work in a safe manner.
 - Stop Work immediately to correct any unsafe condition or at-risk work practice.
 - Take corrective action so that work may proceed in a safe manner.

4.0 GOALS AND OBJECTIVES

- 4.1 Reduce employee accidents and injuries
- 4.1.1 Review past injuries for trends and causes of accidents.
- 4.1.2 Share lessons learned, 24 hour notices, and safety flashes.
- 4.1.3 Strive for zero accidents every day.
- 4.1.4 Investigations completed on every DART injury.
- 4.2 Help develop safe work habits and attitudes among employees. Develop a safety culture that is committed to work place safety.
- 4.2.1 Provide safety and health training regularly to build overall awareness of employee safety and health, as well as inform employees about specific workplace safety and health issues.



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4.2.2 Make safety and integral part of our business.

- Safety is included / discussed when making decisions, making job assignments or discussing work tasks.

4.2.3 Identify and control potential hazards in the workplace through hazard identification and risk analysis.

- Routine audits/inspections.
- Pre-jobs.
- Use of Human Performance Tools.
- Our Power My Safety.

5.0 HAZARD IDENTIFICATION, ANALYSIS AND CONTROL

5.1 Laramie River Station is committed to identifying, eliminating or controlling workplace hazards. Whenever possible we will design our facilities and/or equipment to eliminate employee exposure to hazards. When these engineering controls are not feasible, we will enact administrative protections that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use appropriate personal protective equipment such as safety glasses, hearing protection, FR clothing, respirators, etc.

5.2 Workplace hazards are divided into two broad categories: Safety Hazards and Health Hazards.

5.2.1 Safety Hazards are anything that could cause physical injury. Some examples include:

- Slipping/tripping hazards.
- Fire and explosion hazards
- Moving parts of machinery, tools, and equipment (pinch and nip points, etc.)
- Working at heights.
- Ejection of materials.
- Pressure systems (steam boilers, pipes, etc.)
- Vehicles (forklifts, trucks, etc.)
- Materials falling from heights, rolling, shifting or caving in.



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- Workplace violence.

5.2.2 Health Hazards are any agent, situation or condition that can cause an occupational illness. These may have immediate effects or may cause long-term problems. There are five types of health hazards:

- Chemical Hazards (battery acid, solvents, etc.)
- Biological hazards (bacteria, dusts, molds, etc.)
- Physical agents (energy sources) strong enough to harm the body (electric current, heat, light, noise, radiation, etc.)
- Risks for musculoskeletal injuries (ergonomic hazards such as forceful exertions, awkward or sustained postures, repetitive work, etc.)
- Psychosocial hazards (harassment, violence, shift work, workplace stress, etc.)

5.3 A variety of resources help identify hazards:

5.3.1 Proactive resources include:

- Regulations list specific hazards that need to be addressed and prescribe what needs to be in place to protect against those hazards.
- Codes of practice describe industry practices used to protect against common hazards.
- The more education you receive about hazard control, evolving technology and workplace safety and health, the more effective you will be.
- Standards prescribe what measures must be taken to prevent the exposure to hazards (ANSI, NFPA, etc.)
- Safety Data Sheets identify hazards associated with the controlled product you are using.
- Consult with workers who work with or near the hazards, experts such as engineers, maintenance people, manufacturers, co-workers who have experience doing the particular job, etc.
- Pre-jobs.



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5.3.2 Reactive resources include:

- Incident statistics and trend analysis. Reviewing the statistics and patterns will help identify the types of hazards that are causing incidents.
- The more education you receive about hazard control, evolving technology, and workplace safety and health the more effective you will be.
- If you have experienced a hazard, you will be more likely to identify when a hazard is present and share what you know with others.

5.3.3 Once a hazard has been identified, find a safer way to do the job.

- Eliminate the hazard.
- Substitute with something less dangerous - (example: Is there a safer chemical that will do the same job?)
- Can engineering re-design the layout or the process?
- Isolation, containment, or enclosure of the hazard.
- Automate a process.
- Provide barriers, for example, guarding, lock out/tag out.
- Policies and procedures.
- PPE.
- Job planning.

6.0 INSPECTIONS

- 6.1 Inspections are one of the most common and effective tools for identifying and correcting problems before they cause injuries and illnesses. They should also be used to draw attention to, and encourage good safety and health practices.
- 6.2 In any workplace, day to day activities create safety and health hazards. People, equipment, materials, and the environment constantly change. Inspections help focus attention on change and help to solve problems before they cause injuries or illness.
- 6.3 Types of inspections include:



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- 6.3.1 Checks of equipment before, during and after use, and after repair. These should be done by workers and supervisors. This would include inspection of tools, equipment, machinery and PPE.
- 6.3.2 Regular preventive maintenance (PM) inspections. These inspections help prevent equipment and machinery failure through early detection of problems and by setting priorities for servicing, adjustment, repair and replacement.
- 6.3.3 Hazard inspections of critical parts and materials. These inspections focus on parts of equipment and machinery, along with materials, structures, or work areas that are more likely to cause incidents when they become worn out, damaged or are improperly used.
- 6.3.4 Good housekeeping prevents many incidents. Housekeeping inspections should be done frequently by workers, supervisors, and management. They should focus on both the cleanliness and orderliness of the work area.
- 6.3.5 Planned general inspections of the workplace. This inspection is a comprehensive examination of the work area, intended to draw attention to good safety and health practices, and to identify potential problems before incidents happen.
- 6.3.6 Safety Committee inspections can focus on the general physical conditions of the workplace, special problems in the workplace, areas of employee concern, etc.
- 6.4 Inspections should be recorded, reviewed by department supervisors, and by the Safety Department. During the inspection process, do your best to eliminate the physical hazards identified. Then, modify procedures, work stations, etc., as needed.
- 6.5 Reoccurring inspections include:
 - 6.5.1 Safety equipment inspections monthly for each area assigned by crews.
 - 6.5.2 Annual fall protection equipment inspections.
 - 6.5.3 Annual sling inspections.
 - 6.5.4 Daily equipment checklists for equipment such as forklifts, aerial lifts, etc.
 - 6.5.5 Annual inspections for SCBA's, Fire extinguishers, etc.

7.0 WORKERS' COMPENSATION AND RETURN TO WORK

- 7.1 Injured employees must report all accidents/injuries to their supervisor immediately (within 24 hours). Supervisors will do initial investigation to determine the facts and take corrective action to prevent recurrence. DART injuries will be investigated further by safety personnel, supervisors and management as needed.



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- 7.2 Employees will meet with safety department personnel to file a Wyoming Report of Injury with the Wyoming Safety and Compensation Division (WSCD) within 10 working days.
- 7.3 All required forms will be completed and signed (paper / or Safety and Data Reporting software once implemented).
- 7.4 The injured employees will be entered into a modified program if such work is available, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.
- 7.5 The employee shall provide a Return to Work form signed by the treating physician upon returning to duty outlining any restrictions, updated forms showing changes to restrictions, and upon full release.

8.0 LRS SAFETY PROGRAMS AND PROCEDURES

8.1 Listed below are the safety and health programs that have been developed and implemented at Laramie River Station:

| | |
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| SAF-EPB-001 | General Responsibilities |
| SAF-EPB-002 | Plant Rules |
| SAF-EPB-003 | Clearance Program |
| SAF-EPB-003-002 | Energy Verification and Control |
| SAF-EPB-004 | Safety and Health Program |
| SAF-EPB-005 | Personal Protective Equipment |
| SAF-EPB-006 | Respiratory Protection Program |
| SAF-EPB-007 | Emergency Action Plan |
| SAF-EPB-008 | Incident, Accident, Property Damage |
| SAF-EPB-009-01 | Hazard Communication |
| SAF-EPB-009-02 | Chemical Hygiene Plan |
| SAF-EPB-010 | Blood Borne Pathogens |
| SAF-EPB-011-01 | Chemical Handling Procedure |
| SAF-EPB-011-02 | Chemical Spill Plan |
| SAF-EPB-012 | Hazardous Waste Management Plan |
| SAF-EPB-013 | Asbestos Management Plan |
| SAF-EPB-014 | Confined Space Entry Procedure |
| SAF-EPB-015-01 | Equipment Grounding |
| SAF-EPB-015-02 | Sling Inspection Procedure |
| SAF-EPB-017-01 | Vehicle and Equipment Use |
| SAF-EPB-017-02 | Passengers in Motor Vehicles |
| SAF-EPB--018 | Plant Gate Operation |
| SAF-EPB-019 | Belt Manlift Operation |
| SAF-EPB-020 | Lead Compliance Program |
| SAF-EPB-021 | Electrical Arc Safety Program |



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| SAF-EPB-022 | Hot Work Procedure |
| SAF-EPB-023-01 | Safety Tags |
| SAF-EPB-024-01 | Radiation Awareness and Safety Program |
| SAF-EPB-024-02 | Non-Ionizing Radiation Safety |
| SAF-EPB-025 | Smoking Policy |
| SAF-EPB-026 | Nuclear Emergency Response Plan |
| SAF-EPB-027 | Barricade Tape Procedure |
| SAF-SP-001 | Visitors at Laramie River Station |
| SAF-SP-002 | Mobile Elevated Working Platforms |
| SAF-SP-003 | Tool and Material use at Heights |
| SAF-SP-005 | Emergency Response Team |
| SAF-SP-006 | Procedure for OSHA Safety Inspection |
| SAF-SP-007 | Emergency Response Elevator Operation |
| SAF-SP-008 | Flame Resistant Clothing |
| SAF-SP-009 | Testing Emergency Notification Warble |
| SAF-SP-010 | Flammable and Combustible Waste Disp. |
| SAF-SP-011 | New Chemical Approval Procedure |
| SAF-SP-012 | Site Access Waiver Procedure |
| SAF-SP-013 | Powered Industrial Truck |
| SAF-SP-014 | Cooling Tower Sampling |
| SAF-SP-015 | Laundering Arc Flash Gear |
| SAF-SP-016 | Hearing Conservation |
| SAF-SP-017 | Contractor Employee Restrictions |
| SAF-SP-018 | Process Safety Information |
| SAF-SP-019 | Contractor Safety Information |
| SAF-SP-020 | System Pre-Startup Safety Review |
| SAF-SP-021 | Compliance Audits |
| SAF-SP-022 | Employee Participation |
| SAF-SP-023 | Contractor Site Safety Rules |
| SAF-SP-024 | Line Breaking and Penetration |
| SAF-SP-025 | Mechanical Integrity |
| SAF-SP-026 | (Pending) |
| SAF-SP-027 | Trade Secrets |
| SAF-SP-028 | Management of Change |
| SAF-SP-029 | SOP Guide |
| SAF-SP-030 | Process Hazard Analysis Guide |
| SAF-SP-031 | Respirable Crystalline Silica |
| SAF-SP-032 | Operator Training - Anhydrous Ammonia |
| SAF-SP-033 | Incident Investigation |
| SAF-SP-034 | Jumper Bypass Procedure |

8.2 The Process Risk Management Program (PRMP) is a combination of OSHA's Process Safety Management Program and the EPA's corresponding Risk Management Program. It covers requirements for both standards and was put in place to cover requirements concerning



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Anhydrous Ammonia. The PRMP consists of 14 elements and is reviewed annually with all employees.

8.3 The 14 elements of the program are:

- 8.3.1 Process Safety Information (SAF-SP-018)
- 8.3.2 Process Hazard Analysis (SAF-SP-30)
- 8.3.3 Standard Operating Procedures (SAF-SP-029)
- 8.3.4 Operator Training - Anhydrous Ammonia (SAF-SP-032)
- 8.3.5 Mechanical Integrity (SAF-SP-025)
- 8.3.6 Management of Change (SAF-SP-28)
- 8.3.7 Emergency Action Plan (SAF-EPB-007)
- 8.3.8 Pre-Start up Safety Review (SAF-SP-020)
- 8.3.9 Compliance Audits (SAF-SP-021)
- 8.3.10 Incident Investigation (SAF-SP-033)
- 8.3.11 Employee Participation (SAF-SP-022)
- 8.3.12 Hot Work (SAF-EPB-022)
- 8.3.13 Contractor Safety (SAF-SP-019)
- 8.3.14 Trade Secrets (SAF-SP-027)

9.0 COMMUNICATION

- 9.1 For employees to follow safety rules, identify hazards, use correct work procedures or protective equipment, and work to achieve goals they need to have the necessary knowledge. Furthermore, if employees are afraid to discuss safety and health concerns with management or have no clear method of reporting their concerns to management, safety and health hazards can go undetected or unreported. Uncorrected hazards can adversely affect employee morale and productivity, even if injury or illness does not occur as a result. Communication regarding safety and health needs to be a continual process that begins from the time employees are hired.
- 9.2 Training is a key component of communication and will be covered in the next section.



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- 9.3 Other methods of communicating job safety and health information includes safety meetings, training events, posters, employee handbooks, handout materials, fact sheets, computer based learning, information boards, newsletters, safety flashes, safety alerts, etc.
- 9.4 CI Toolboxes are to be held monthly. These can be conducted by the supervisor or a crew member.
- 9.5 One of the strongest methods of communication is by example. Supervisors must model their behavior for employees by working safely and following all safety and health rules. Simply: Managers, Superintendents, Supervisors MUST emulate the standard(s) they are entrusted with enforcing.
- 9.6 Effective communication flows in two directions. Employees must feel free to discuss their safety concerns with their supervisors without fear of retaliation.

10.0 Contractors

10.1 Contractors are an integral part of the work that goes on at Laramie River Station. There are several programs in place that outline the safety expectations and requirements while working at LRS. These include:

10.1.1 Safety Orientation

10.1.2 ECCS for Class A contractors

10.1.3 Periodic contractor safety meetings

11.0 PROGRAM REVIEW

11.1 This program is to be reviewed annually for accuracy and effectiveness.

Approved By: Reena McCoy Date: _____
Reena McCoy (Mar 5, 2021 12:00 MST)

Approved By: Levi Mickelson Date: _____
Levi Mickelson (Mar 11, 2021 10:21 MST)

