



**BASIN ELECTRIC POWER COOPERATIVE
LARAMIE RIVER STATION
PROCESS RISK MANAGEMENT PROGRAM ELEMENT**

Origination Date: 05/07/2019	PRMP <input checked="" type="checkbox"/>	Procedure No.: SAF-SP-019	Revision No.: 03	Date Revised: 05/02/2022	Page 1 of 8
Affected Area(s): PLANT WIDE			Originated By: Reena McCoy		
			Revised By: R. McCoy	Date: 05/02/2022	
Subject: CONTRACTOR SAFETY INFORMATION PROGRAM					

1.0

PURPOSE/SCOPE

- 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 (RMP) element addressing the requirements for contractors meeting certain requirements are contained in 29 CFR §1910.119(h) and 40 CFR §68.87, respectively.
- 1.2 To simplify the implementation process and improve program maintenance efficiency, the requirements of both the PSM and RMP have been addressed in a single compliance program. This combined program, covering process safety and risk management for the Anhydrous Ammonia Storage and Transfer System (Anhydrous Ammonia System), is referred to as the Process Risk Management Program (PRMP)
- 1.3 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.
- 1.4 Under these requirements, contract employers must inform their employees of the hazards associated with their work, safe work practices necessary to perform their 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.
- 1.5 The standard also requires PSM/ RMP facilities to establish a screening process for hiring contractors to ensure that they use contractors who accomplish the desired job tasks without compromising the safety of personnel and the facility.
- 1.6 This document summarizes how Basin Electric Power Cooperative - Laramie River Station (Basin Electric - LRS) will comply with the Contractor requirements of the PSM and RMP. It requires Basin Electric - LRS to follow outlined procedures for contractors performing any work on or near the Anhydrous Ammonia Storage and Transfer System (Anhydrous Ammonia System) equipment at Laramie River Station (LRS).

2.0

DEFINITION 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 work place.
- 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 - LRS.



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- 2.3 Contract Representative: The company foreman, supervisor, safety representative or designee that is responsible for coordinating contract activities while on-site in accordance to the written contract. The Contract Representative is also responsible to receive site training from LRS and train their employees on all applicable procedures in order to access the site, or ensure that all of their employees attend the on-site orientation prior to starting work.
- 2.4 On-Site Coordinator: LRS or other BEPC on-site employee that interfaces with contractors.
- 2.5 PSM/RMP Covered Process: All activities and equipment involved with the receipt, storage, handling or movement of a substance included in either the PSM or RMP 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 managing the installation, maintenance and the operations of the procedure. This person may designate this authority if necessary.

3.0 **RESPONSIBILITY / APPLICABILITY**

- 3.1 This procedure is applicable to all contractors and subcontractors performing any work on or near the Anhydrous Ammonia System at LRS.
- 3.2 This procedure is applicable to all LRS personnel involved with hiring, directing, and working with contractor personnel at LRS.
- 3.3 **Supervisory Authority** is responsible for:
- 3.3.1 Safe administration of this Contractor Safety Information Program.
 - 3.3.2 Designating the roles and responsibilities for which individuals are qualified to be entered into the program.
 - 3.3.3 Enforcing the Contractor Safety Information Program.
 - 3.3.4 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - Laramie River Station 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 LRS to provide for its own employees.
 - 3.3.5 Final authorization of all contract work covered by the PSM / RMP requirements.



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3.4 Superintendents are responsible for:

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

3.5 Safety and Training personnel are responsible for:

3.5.1 Informing the contractor of potential hazards posed by the Anhydrous Ammonia System.

3.5.2 Ensuring that all contractors receive LRS Contractor Site Safety Orientation and have signed the Contractor Orientation Form LRS 0172.

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

3.6 On-Site Coordinators are responsible for:

3.6.1 Directing Contractors to review the documents found in the Site Access documents on basinelectric.com. Username: Vendor. Password: V3nd0 or providing them with all applicable programs and procedures.

3.6.2 Informing the contractor of the potential hazards posed by the Anhydrous Ammonia System.

3.6.3 Ensuring that all contractors complete the LRS Site Safety Orientation.

3.6.4 Periodically evaluating the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - LRS 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 - LRS to provide for its own employees.

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

3.7.1 Following the LRS Emergency Action Plan.

3.7.2 Following the LRS General Site Safety Rules.

3.7.3 Following the LRS Clearance Program.



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- 3.7.4 Following the LRS Confined Space Program.
- 3.7.5 Following all applicable LRS Procedures per the job scope within the contract (i.e. environmental, safety, operating).
- 3.7.6 Reviewing the safety record and programs of its subcontractors.
- 3.7.7 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 LRSs Emergency Action Plan, and that each contract employee completes the LRS Site Safety Orientation.
- 3.7.8 Assuring that each contract employee is trained in the work practices necessary to safely perform his/her job.
- 3.7.9 Reviewing existing Safety Data Sheet (SDS) to be made aware of the toxic release and potential fire hazards.
- 3.7.10 Training their employees on applicable LRS Safety and Environmental Procedures.
- 3.7.11 Documenting that each contract employee received and understood the training required and preparing a record which contains the identity of the contract employee, the date of the training and the means used to verify that the employee understood the training, OR that each contract employee attends the Site Safety Orientation.
- 3.7.12 Assuring that each contract employee follows the safety rules of the facility including safe work practices.
- 3.7.13 Advising LRS 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 The personnel responsible for evaluating and coordinating with contractors covered by the requirements of this program have direct responsibility for ensuring that these procedures are followed.
- 4.2 All contractors being considered to perform work on or near the Anhydrous Ammonia System equipment must be approved by one of the following personnel:
 - 4.2.1 Operations Superintendent.
 - 4.2.2 Maintenance Superintendent.
 - 4.2.3 Plant Engineer.



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- 4.3 LRS Plant Manager has the responsibility for the final authorization of all contract work covered by the PRMP requirement.
- 4.4 To help determine whether or not a contractor is subject to this program, a safety review of the proposed work scope, location(s) of work and proposed equipment to be used, should be completed initially.
- 4.5 Contractor requirements are outlined in the Basin Electric SAF030 Contractor Safety Access and On-Site Requirements document.
- 4.6 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.
- 4.7 Basin Electric - LRS 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:
- 4.7.1 Does the contractor have knowledge of Anhydrous Ammonia Systems?
 - 4.7.2 Does the contractor have any experience working on or around process systems covered by PSM and/or RMP, especially Anhydrous Ammonia Systems?
 - 4.7.3 How does the contractor's Experience Modification Rating (EMR) compare to that of other contractors in their trade or industry?
 - 4.7.4 How does the contractor's accident record compare to that of other contractors?
 - 4.7.5 Do the contractor's written safety programs meet government and industry standards?
 - 4.7.6 Has the contractor successfully implemented the programs and procedures described in their written safety programs?
 - 4.7.7 Is the contractor certified to perform specialized work tasks such as welding on pressure vessels, confined space entry, etc.?
- 4.8 If a contractor has worked at LRS 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.
- 4.9 Prior to initiation of the contractor's work at the site, the Basin Electric - LRS on-site coordinator or designee informs the contractor of the potential hazards posed by the Anhydrous Ammonia System. Basin Electric - LRS on-site coordinator or designee distributes to all contractors, a copy of the facility's Contractor Safety Information document and reviews all applicable



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- procedures with the contractor representative prior to the start of work. LRS requires all contractor employees to complete LRS Contractor Site Safety Orientation and sign a copy of the "Contractor Orientation" form (LRS 0172). This documents that all contractor personnel have received, and understood the instructions provided regarding the safe work practices necessary for their work.
- 4.10 If needed, Basin Electric - LRS shall familiarize the contractor with the system-specific terms used for anhydrous ammonia systems. Contractors shall be made aware of the toxic release and potential fire hazards by reviewing an existing Safety Data Sheet (SDS).
 - 4.11 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.
 - 4.12 Basin Electric - LRS 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.
 - 4.13 Basin Electric - LRS has developed and implemented safe work practices consistent with the operating procedure requirements of the standard. These procedures include, but are not limited to: clearance procedures, confined space entry, hot work and the opening of process equipment and piping. In addition, there are procedures to control the entrance, presence, and exit of contract employees working at LRS.
 - 4.14 Basin Electric - LRS periodically evaluates the performance of contract employees in meeting their responsibilities. As part of this, Basin Electric - LRS evaluates the training which contractors are providing to their employees regarding safe work practices and the hazards associated with ammonia systems, if the training is not provided by LRS staff. The contractor's training must be equivalent to that which the standard requires Basin Electric - LRS to provide for its own employees.
 - 4.15 Basin Electric - LRS takes action to correct identified deficiencies in the performance of contractors.
 - 4.16 Basin Electric - LRS verifies that contractors have communicated to their subcontractors all of the required Process Risk Management Plan (PRMP) information regarding the ammonia system.
 - 4.17 Basin Electric - LRS maintains a log of injuries and illnesses for contract employees working in the facility.
 - 4.18 Contractors must maintain the documentation of training received by contract employees.



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- 4.19 Contractor performance and safety evaluations are maintained in the computerized maintenance system. Basin Electric - LRS takes corrective action to address identified deficiencies in the performance of contractors.
- 4.20 Once LRS site specific training has been completed, each contract employee must sign the LRS Orientation Form (LRS 0172) to verify the information was provided and understood, a copy of this form must be returned to LRS Safety and Training personnel or the On-Site Coordinator.
- 4.21 Contractors must inform Basin Electric - LRS 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.
- 4.22 Basin Electric - LRS on-site coordinators perform periodic evaluations of contractor performance to ensure that all contractors are meeting contract requirements and safe work practices as set forth by LRS. This evaluation is completed through the Supplier Quality Assurance Program (SQAP).

5.0 ATTACHMENTS:

- 5.1 [LRS Orientation Form \(LRS 0172\)](#)

6.0 REFERENCES:

- 6.1 Basin Electric Power Cooperative SAF030 Contractor Safety Access and On-Site Requirements.
- 6.2 LRS Emergency Action Plan.
- 6.3 LRS General Site Safety Rules.
- 6.4 LRS Hot Work Program.
- 6.5 LRS Clearance Program.
- 6.6 LRS Confined Space Program.
- 6.7 LRS Standard Operating Procedures.
- 6.8 29 CFR §1910.119 Process Safety Management of Highly Hazardous Chemicals, Paragraph (h).
- 6.9 40 CFR Part 68 Accidental Release Prevention Requirements: Risk Management Programs under the Clean Air Act, section 112(r)(7).



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6.10 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.

Approved By: Reena McCoy Date: _____
Reena McCoy (May 2, 2022 08:27 MDT)

Approved By: Levi Mickelsen Date: _____
Levi Mickelsen (May 2, 2022 09:58 MDT)