



BASIN ELECTRIC POWER COOPERATIVE LARAMIE RIVER STATION PROCEDURE

Origination Date: 05/16/2019	PRMP X	Procedure No.: SAF-SP-023	Revision No.: 02	Date Revised: 05/02/2022	Page 1 of 9
Affected Area(s): PLANT WIDE			Originated By: Reena McCoy		
			Revised By: Reena McCoy	Date: 05/02/2022	
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 to protect the Cooperative's good will and property.
- 1.2 To that end, the Cooperative sets forth its established 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 themselves to disciplinary action, including termination.

2.0 DEFINITION 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 any employees or representatives of such. Contractors are classified as follows:
 - 2.2.1 Class "A" - Construction / Maintenance Contractors
 - Contractors involved in the construction or maintenance at Owner's facilities and/or any contractor that will be signing on to a clearance or a confined space. 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
 - 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 contractors must be designated as C.1 or C.2
 - Class C.1 - chemical and fuel deliveries - for gasoline, diesel, fuel, propane, anhydrous ammonia, chlorine and other chemicals.
 - 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 Operations Section is the "Operating Authority".

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

3.0 RESPONSIBILITY / APPLICABILITY

3.1 This procedure shall apply to all contractors and subcontractors working for Laramie River Station (LRS).

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

3.2.1 Reviewing all safety guidelines and site rules with contractors and subcontractors.

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

3.2.3 Periodically evaluating the safety performance of contract employees.

3.3 **Contractors** are responsible for:

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

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

3.3.3 Following all elements of the contract with LRS.



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4.0 PROCEDURES / GUIDELINES

- 4.1 LRS Safety and Training Personnel and/or the On-Site Coordinators shall review the following safety items with contractors and answer questions concerning the following:
- 4.1.1 BEPC safety philosophy in dealing with Contractors.
 - 4.1.2 Basin's safety expectations as spelled out in the contract.
 - 4.1.3 Responsibilities for the safety of individuals on-site.
 - 4.1.4 Basin WILL NOT monitor the "safety" of contract employees.
 - 4.1.5 Basin WILL enforce the contract language.
 - 4.1.6 All personnel will observe and abide by the rules and regulations, direct or implied, of the Occupational Safety and Health Act and Wyoming Workers' Compensation. Failure to abide by, or an attempt to circumvent these regulations will be considered a direct violation and breach of contract.
 - 4.1.7 LRS Emergency Action Plan.
 - 4.1.8 LRS Clearance Program (Lockout/Tagout).
 - 4.1.9 LRS Energy Verification Program.
 - 4.1.10 LRS Hot Work Program.
 - 4.1.11 LRS Confined Space Program.
 - 4.1.12 LRS Hazard Communication Procedure, Contractors are required to maintain Safety Data Sheets (SDS) for products they bring on to the plant site and label all transfer containers. NOTE: Plastic gasoline containers are NOT permitted on-site.
 - 4.1.13 LRS Process Risk Management Plan (PRMP), including SDS for Anhydrous Ammonia.
 - 4.1.14 LRS Line Breaking and Line Penetration Procedure.
 - 4.1.15 LRS Air Quality requirements.
 - 4.1.16 LRS Spill Prevention, Control and Countermeasures Plan.
 - 4.1.17 Potential chemical exposures (i.e. hazardous chemicals (acids, caustics, ammonia, chlorine), electrical hazards, confined space, coal dust, potential for fires).



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- 4.1.18 LRS Barricade Tape Procedure.
- 4.1.19 LRS Belt Manlift Procedure.
- 4.1.20 Elevator and Alimak use.
- 4.1.21 LRS Contractor Access Program (SAF-030).
- 4.1.22 Only vehicles which have a vehicle 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 LRS. No personally owned vehicles will be allowed on site.
- 4.1.23 Limit Access to contractor's work area.
- 4.1.24 Should imminent danger situations occur, the work will be stopped immediately.
- 4.1.25 Portable grinders shall not be used without the guards in place and handles attached.
- 4.1.26 Parking is allowed only in areas as designated by LRS. Any vehicles in a restricted areas are subject to being removed.
- 4.1.27 The contractor 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 are subject to being removed. It is not permissible to sleep over night in a vehicle in the parking lot.
- 4.1.28 Temporary utilities and ignition sources that have the potential to cause fires shall be turned off when leaving the work area.
- 4.1.29 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. Consumable items shall be properly disposed of in the proper containers. Hoses, leads, and cords shall be run overhead to eliminate tripping hazards.
- 4.1.30 Fire protection equipment and alarms, portable fire extinguishers or other firefighting equipment shall not be blocked by contractor materials and equipment.
- 4.1.31 Eye wash and shower stations shall not be blocked by contractor materials and equipment.
- 4.1.32 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



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shall be worn by the driver and all passengers while a vehicle or mobile equipment is in motion.

4.1.33 Enforce the "Contract" on safety issues just as you do on quality and work schedule, etc.

4.1.34 At the conclusion of a project, assess the contractor's safety performance.

4.1.35 Contractors will provide all necessary personal protective equipment, tools, and equipment to safely perform their jobs as specified in the contract. In some cases specialized tools can be provided by the cooperative.

4.1.36 Do NOT direct/control a contractor's employees on "how" to perform a task.

4.1.37 The Following Acts of Conduct are Prohibited:

- Fighting, gambling, graffiti, horseplay, solicitation, harassment and unauthorized raffles of any kind are prohibited on LRS property.
- Smoking, e-cigarettes, and vaping in any LRS building or structure, on roof tops, and within 35 feet of any flammable or combustible materials, i.e. hydrogen areas, ammonia system, gasoline or diesel tanks, coal system and other posted areas and systems.
- Unauthorized firearms, explosives or fireworks are not allowed on LRS property.
- Malicious destruction and/or theft of LRS property.
- Falsification of any report or records.
- Sabotage or arson.
- Use of telephone for personal business without supervisor's authorization.
- Entering lockers, toolboxes, or other property assigned to other employees on LRS premises without the knowledge of the immediate supervisor or assigned employee.
- The taking of photographs on the LRS plant site is forbidden unless authorized by LRS.
- Reading of unauthorized material during work time.
- Eating and drinking in restricted areas.



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- Loitering or group activities in the parking lot.
- Taking shortcuts between, over or under railcars or conveyors.

4.1.38 The Following Conduct is Expected:

- Report all injuries and accidents immediately to contract supervision.
- Report all sicknesses and illnesses, including prescription medication being taken, to the immediate supervisor.
- 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.
- Post on plant premises only those notices approved by LRS.
- Report to work dressed appropriately for duties. Fire Resistant (FR) clothing shall be worn by all LRS Class A contractors at all times while on site. Only work being performed in LRS's main office area is excluded from FR clothing.
- 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.
- Personal Protective Equipment required includes: (LRS does not supply/provide PPE to contractors)
 - Hard Hats - ANSI Z89.1
 - Safety Boots - ASTM F2413
 - Safety Glasses - ANSI Z87
 - Hearing Protection - OSHA 1910.95
- 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 LRS employees and Class "A" Contractors, even if respirators are not required in the work area.
- There are several respirator required areas at LRS based on hazards to which workers may be exposed. Half face or full face air purifying respirators with cartridges will be used any time a respirator is required (see respiratory



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protection program for list of required areas). LRS will not conduct fit tests for Contract employees or supply respirators and/or cartridges/filters to Contractors.

- Contractors must attend contractor orientation on site or turn in all completed training forms completed by contractor supervision, in order to obtain a LRS badge.
 - Badges are required for entry into the plant premises and everyone is required to badge in and out every time they come on or leave the site. The badge readers are at each of the turnstiles and the contractor gate.
 - If an employee or vendor does not have a badge, they need to check in with security, and they need to be 100% escorted at all times while on LRS property by a trained employee with a badge.
 - The provision, maintenance and housekeeping of food storage and preparation equipment shall be the responsibility of the user.
 - Plant and personal cleanliness will be the responsibility of all personnel.
 - Expectorating of tobacco and food items is prohibited through the plant. This will be considered a safety hygiene regulation and subject to disciplinary action.
 - 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 Contractors are responsible for the safety of their employees, subcontractors, and any other persons on the site related to the contractor's project.
- 4.3 Contractor employees are expected to report to work fit for duty. Alcoholic beverages and/or illegal drugs will not be possessed or consumed on the LRS site or surrounding property owned or controlled by LRS.
- 4.4 Contractors will notify their assigned LRS 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.
- 4.5 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.
- 4.6 Contractors will investigate all significant near-miss, first-aid, and OSHA recordable incidents and provide a copy of the investigation report to LRS Safety personnel or their on-site



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coordinator. Whenever an injury occurs, a copy of the report detailing the accident will be provided to the LRS on-site and safety coordinator within 24 hours.

- 4.7 Serious accidents will be reported immediately to the LRS on-site coordinator and Safety and personnel. The LRS on-site coordinator and safety personnel are authorized to investigate all accidents.
- 4.8 In the event of an emergency, contractors shall use the alert system to call the control room for assistance. LRS will assist with first aid treatment and handle communications to plant employees, local EMS, fire department, etc.
- 4.9 Supervisors, Superintendents, On-Site Coordinators 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 REFERENCES:

- 5.1 LRS Clearance Program
- 5.2 LRS Hot Work Program
- 5.3 LRS Emergency Action Plan
- 5.4 LRS Confined Space Program
- 5.5 LRS Contractor Safety Information Procedure
- 5.6 LRS Energy Verification and Control Program
- 5.7 LRS Spill Prevention, Control and Countermeasures Plan
- 5.8 LRS Respiratory Protection Program
- 5.9 SAF Contractor Safety Access Program (SAF030)
- 5.10 LRS Contractor Orientation General Site Safety Rules Form
- 5.11 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals, Paragraph (h).
- 5.12 40 CFR Part 68 Accidental Release Prevention Requirements: Risk Management Programs under the Clean Air Act, Section 112(r)(7).



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5.13 40 CFR Part 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*
Reena McCoy (May 4, 2022 08:10 MDT) Date: _____

Approved By: *Levi Mickelsen*
Levi Mickelsen (May 5, 2022 09:50 MDT) Date: _____