





# Basin Electric Power Cooperative

<b>Program No.</b> SAF030	<b>Revision No.</b> 2	<b>Page</b> 1	<b>Of</b> 15	<b>Date</b>	<b>Originator</b> Operations Dept - Safety
<b>Final Approver</b> SR VP of Generation 		<b>Final Approver</b> SR VP of Transmission 		<b>Final Approver</b> SR VP & COO - DCC	
<b>Subject</b> Contractor Safety Access and On-Site Requirements					

## 1.0 PURPOSE / SCOPE

- 1.1 The purpose of this procedure is to inform Contractors of the requirements for gaining access to and working at Basin Electric Power Cooperative and its Subsidiaries' (Owner) facilities with exception of Dakota Gasification Company (DGC).
- 1.2 This procedure establishes requirements for Contractors to interface with Owner to ensure compliance with Owner procedures and federal, state and local laws, rules and regulations. The scope of this procedure covers Contractors and Subcontractors as well as their personnel working at Owner's facilities.

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## 2.0 DEFINITIONS OF TERMS

For purposes of this procedure:

- 2.1 Contract Administrator - Is an Owner employee assigned by the Owner's Contract Supervisor as the initial contact for bidding and awarding contracts. This employee will be the primary point of contact for bidders prior to the issuance of a Contract and the primary point of contact, for commercial issues, following issuance of a Contract. (Performed by Owner's Procurement Division.)
- 2.2 On-Site Coordinator - Is an Owner employee assigned by the Owner's facility manager as the primary point of contact for the Contractor following the issuance of a Contract. The On-site Coordinator will coordinate the Contractor's activities at the jobsite.
- 2.3 Contractor - Shall mean the corporation, company, partnership, firm or individual who has entered into the Contract with the Owner for performance of the work covered thereby, and its, their or his employees and representatives. Contractors will be classified as follows:
  - 2.3.1 Class "A" – *Construction / Maintenance Contractors*
    - 2.3.1.1 Contractors involved in the construction or maintenance at Owner's facilities. 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.



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## 2.3.2 Class "B" - Incidental Contractors –

2.3.2.1 Class "B" – Contractors who are at Owner's facilities for a limited or brief period of time such as vending machine repair, food/vending machine suppliers, copier repair, laundry/appliance repair, janitorial, portable toilet servicing, rug services and chemical lab equipment repair whose work does not involve or influence process/operating equipment. Contractors within offices, lunchrooms or control room areas performing cosmetic maintenance tasks such as installation/repair of drywall, cabinets, finish carpentry, flooring, glass or glazing, furniture installation, painting, installation and repair of plumbing fixtures and minimal maintenance of parking lots (to include sweeping, striping, sealing and repair work). Also includes consultants, trainers, engineers and service representatives / technicians whose work is "hands-off".

## 2.3.3 Class "C" – Delivery –

Class C Contractor must be designated as C.1 or C.2.

2.3.3.1 Class "C.1" – Chemical and Fuel Deliveries – for gasoline, diesel, fuel, propane, anhydrous ammonia, chlorine and other chemicals.

2.3.3.2 Class "C.2" – Freight Deliveries – including equipment, coal, dirt, gravel, rock and concrete.

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Note: Excludes third parties whose presence at Owner's facilities is limited to delivering goods or materials (ie. courier services and other routine deliveries to specific locations on the Owner's site that may not be working under a direct contract with BEPC).

2.4 Contractor's Safety Representative - is designated by the Contractor as the primary contact and responsible party for safety and security issues involving the Contractor and its Subcontractors.

2.5 Emergency Action Plan - a plan specific to the facility which details action to take in case of an emergency. The facility specific Emergency Action Plan (where available) will be provided by the On-Site Coordinator.



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## 3.0 GUIDELINES / PROCEDURE

### 3.1 Classification Requirements

These are minimum requirements for each Contractor classification. Owner's sites may include additional requirements.

#### 3.1.1 CLASS "A" Contractors shall comply with the following:

##### 3.1.1.1 "Site Access Requirements" as identified below and explained in Section 3.2 "Site Access Requirements".

3.2.1 - ECCS Participation

3.2.2 - Executed Contract

3.2.3 - Facial Hair

3.2.4 - Facility Orientation

3.2.5 - Pre-Job Orientation

3.2.6 - Drug Testing

3.2.7 - Insurance

3.2.8 - Training

3.2.9 - OSHA or MSHA Training

3.2.10 - Minimum Safety Statistics

3.2.11 - Contractor Safety Manual Evaluation

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##### 3.1.1.2 "Requirements Upon Arrival at Owner's Facility" (ref. Appendix A).

##### 3.1.1.3 "Requirements Prior to Beginning Work On-Site" (ref. Appendix B).

##### 3.1.1.4 "Requirements While Performing Work" (ref. Appendix C).

##### 3.1.1.5 "Other On-Site Requirements" (ref. Appendix D).

#### 3.1.2 CLASS "B" Contractors shall comply with the following:

##### 3.1.2.1 "Site Access Requirements" as identified below and explained in Section 3.2 "Site Access Requirements".

3.2.2 - Executed Contract

3.2.4 - Facility Orientation

3.2.5 - Pre-Job Orientation

3.2.7 - Insurance

##### 3.1.2.2 "Requirements Upon Arrival at Owner's Facility" (ref. Appendix A).

##### 3.1.2.3 "Requirements Prior to Beginning Work On-Site" (ref. Appendix B).



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3.1.2.4 "Requirements While Performing Work" (ref. Appendix C).

3.1.2.5 "Other On-Site Requirements" (ref. Appendix D).

3.1.3 CLASS "C.1" Contractors shall comply with the following or be escorted at all times while at Owner's facilities:

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3.1.3.1 "Site Access Requirements" as identified below and explained in Section 3.2 "Site Access Requirements"

3.2.4 - Facility Orientation

3.2.6 - Drug Testing

3.2.7 - Insurance

3.2.8 - Training

3.1.3.2 "Requirements Upon Arrival at Owner's Facility" (ref. Appendix A).

3.1.3.3 "Other On-Site Requirements" (ref. Appendix D).

3.1.4 CLASS "C.2" Contractors shall comply with the following or be escorted at all times while at Owner's facilities:

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3.1.4.1 "Site Access Requirements" as identified below and explained in Section 3.2 "Site Access Requirements"

3.2.7 - Insurance

3.1.4.2 "Other On-Site Requirements" (ref. Appendix D)

3.1.4.3 Minimum required PPE for Owner's operating facilities, which includes:

Hard hat (meeting ANSI-Z89.1 standard)

Safety glasses with side shields (meeting ANSI-Z87.1)

Protective footwear (as required by 29CFR1910.136).

3.1.4.4 Immediately inform the On-Site Coordinator in the event of a near miss, accident, injury, incident, fire or property damage. A Near Miss/Incident Report for NON-BEPC Employees/Property form (Attachment 1) shall be completed once the near miss or incident is under control and before the end of the shift. A copy of the report shall be routed to the On-site Coordinator.



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If deliveries include setup, installation, or in the event the Contractor would need to come on-site for repair of the rented equipment then Class "A" requirements apply.

## 3.2 Site Access Requirements

These requirements, per Contractor classification, shall be completed prior to beginning the work at Owner's facilities.

3.2.1 Basin Electric Power Cooperative is a member of the Energy Coalition for Contractor Safety (ECCS) and requires participation and compliance with ECCS guidelines by its contractors and subcontractors for which they apply per Contractor classification.

The ECCS Guidelines can be found at the North Dakota Safety Council (NDSC) website at [www.ndsc.org](http://www.ndsc.org).

Contractors are required to utilize NDSC's website to submit/post required documentation. All required information per Contractor classification must be current and up-to-date with the ECCS. (This would include current safety statistics in accordance with 3.2.10 for Class "A" Contractors).

- 3.2.2 Executed Contract - Contract documents signed (executed) by both parties to confirm their acceptance of the contractual obligations contained therein.
- 3.2.3 Facial Hair - stubble, mustache, sideburns, beard, goatee, long hair line or bangs, which may be between the face and sealing surface of a respirator, are not permitted on-site if respirator use may be needed.
- 3.2.4 Facility Orientation - Specific requirements, of the Owner's facility or work site, provided to the Contractor that shall be reviewed prior to or upon arrival by the Contractor and its employees.
- 3.2.5 Pre-Job Orientation - Contractor shall assure that its supervisor or a company representative meets with the On-site Coordinator to review the Scope of Work or Services, potential hazards and other details as it pertains to the job.



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3.2.6 Drug Testing - Negative drug test within the last 12 months for Contractor employees.

3.2.6.1 Must be in accordance with ECCS guidelines.

3.2.6.2 Must be submitted to the North Dakota Safety Council.

3.2.7 Insurance - Insurance certificate in accordance with Contract requirements.

3.2.8 Training - Contractors shall ensure that all personnel entering Owner facilities have applicable training as identified in the Contract. Contractors must maintain records of employee training and are subject to audit. The Contractor employee training records shall demonstrate:

3.2.8.1 Training of all Contractor on-site personnel on applicable Owner procedures, area overviews which include potential fire, toxic release hazards and emergency procedures.

3.2.8.2 Verification that all Contractor on-site personnel understand the training and retain documentation of this verification process in accordance with Owner facility guidelines.

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3.2.8.3 Compliance with all federal, state, local and industry training requirements applicable to the work performed, equipment used and certifications necessary to complete the work.

3.2.9 OSHA / MSHA Training

3.2.9.1 Documentation must be submitted to the North Dakota Safety Council.

3.2.9.2 Safety training courses that have been approved are:

3.2.9.2.1 OSHA 10 Hour or OSHA 30 Hour General Industry Course. (Course must have been taken within the last 36 months)

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3.2.9.2.2 OSHA 10 Hour or OSHA 30 Hour Construction Course. (Course must have been taken within the last 36 months)

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3.2.9.2.3 Only OSHA approved vendors for on-line OSHA 10 and 30 hour Construction and General Industry safety courses will be accepted. (Course must have been taken within the last 36 months)

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3.2.9.2.4 Current MSHA 24 Hour New Miner Training or MSHA 8 Hour Refresher within the last 12 months.

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3.2.9.3 Alternative training courses may be submitted in advance to Owner's On-Site Coordinator for consideration and approval in lieu of those listed above.

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## 3.2.10 Minimum Safety Statistics - Acceptable safety performance.

3.2.10.1 Documentation of Contractor's OSHA recordable rate from previous 3 year. (Preferred not to exceed 3.0).

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3.2.10.2 Documentation of most recent annual Workers Compensation Experience rating. (Preferred not more than 1.0).

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## 3.2.11 Contractor Safety Manual Evaluation

3.2.11.1 Completed by North Dakota Safety Council (NDSC) per ECCS Guidelines.

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3.2.11.2 All applicable categories, as noted by the NDSC's "Safety Program Type of Work Matrix", must be rated at 100%.

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## APPENDIX A

### Requirements Upon Arrival at Owner's Facility

1. Attend facility orientation or review specific facility orientation materials provided.
2. Ensure that all Contractor personnel understand the elements of any existing Owner Emergency Action Plan and of their expected response during an emergency. In the event a site specific plan does not exist, the Contractor shall prepare one and ensure that its personnel understand its elements. Contractor shall provide documentation to On-Site Coordinator upon request. R2
3. Provide the On-Site Coordinator with an approved MSDS for all hazardous materials (regardless of the quantity) Contractor plans to bring on-site.
4. Limit access to Owner's facility via designated entry points.
5. Contractors shall provide qualified equipment operators, with documented training and experience, to operate the equipment in accordance with the manufacturers' recommendations and federal and state standards. Contractor shall provide documentation to On-Site Coordinator upon request. R2
6. Ensure that all Contractor motor vehicles, other than passenger vehicles, are equipped with an appropriate size and type fire extinguisher.
7. Contractors performing work where respiratory protective equipment is required will be expected to provide their personnel with respiratory protection, education, current medical surveillance and fit testing as outlined by regulatory requirements. Respirators provided shall be suitable for the areas and tasks the Contractor undertakes
8. If non-English speaking Contractor personnel are utilized on the facility, the Contractor shall provide supervisors fluent in both language(s) to conduct the required training and orientation. This bilingual supervision must be present at the facility at all times in case an emergency condition arises and emergency instructions must be translated. (Certain construction contracts may specify the utilization of English speaking contract personnel only.)





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## APPENDIX B

### Requirements Prior to Beginning Work On-Site

1. Prior to use, verify with a current inspection report that Contractor supplied manlifts, cranes, forklifts and other personnel or material handling equipment are in compliance with federal, state and local regulations. Contractor shall provide documentation to On-Site Coordinator upon request. R2
  
2. Contractors shall allow access to training records upon request.
  
3. Contractor shall provide the name and title of their designated Contractor Safety Representative to the On-Site Coordinator, if requested by Owner. R2
  
4. The Contractor is responsible for requiring the wearing of appropriate personal protective equipment (PPE) in all operations where there is an exposure to hazardous conditions and is responsible for providing all of its PPE as required to safely perform the work. Minimum required PPE for Owner's operating facilities includes: R2
  - a. Hard hat (meeting ANSI-Z89.1 standard)
  - b. Safety glasses with side shields (meeting ANSI-Z87.1 standard)
  - c. Protective footwear (as required by 29CFR1910.136).

Certain areas within the facilities may be exempt of minimum PPE requirements (i.e. Office Areas) depending on the task. Consult your On-Site Coordinator. R2



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## APPENDIX C

### Requirements While Performing Work

1. Contractors shall abide by the requirements of the applicable OSHA standard 29 CFR 1926 and/or 29 CFR 1910.
2. Contractors shall comply with all applicable Owner procedures such as Clearance / Lockout-Tagout, Confined Space, etc. Owner will designate applicable procedures and area overviews. Owner's procedures and area overviews will be made available to Contractor by the On-Site Coordinator upon mobilization at the facility.
3. Owner may monitor and audit Contractor compliance with regulatory safety and health standards and facility requirements. Non-compliance may result in work stoppage by Owner and may constitute a material breach of Contract by Contractor. Non-compliance issues must be followed up with a written notification of corrective action taken.
4. Contractor shall advise the On-Site Coordinator of any unique hazards presented by their work or any hazards found during their work. Contractors may utilize signs, postings, etc. according to facility procedures to warn of any unique hazards.
5. Contractor shall immediately inform the On-Site Coordinator in the event of a near miss, accident, injury, incident, fire or property damage. A Near Miss/Incident Report for NON-BEPC Employees/Property form (Attachment 1) shall be completed once the near miss or incident is under control and before the end of the shift. A copy of the report shall be routed to the On-site Coordinator.
6. Contractor shall provide the On-Site Coordinator with a daily report of total hours for time and material jobs worked by their personnel at Owner's facility.



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## APPENDIX D

### Other On-Site Requirements

1. *Prohibited Items in the secured area of Owner's facilities:*
  - a. Personally owned firearms are prohibited (except in the possession of law enforcement personnel in the course of official law enforcement business).
  - b. Explosives/pyrotechnics and fireworks are prohibited (except as authorized by the On-Site Coordinator).
  - c. Pets are prohibited.
  - d. Controlled substances and alcohol are prohibited.
  - e. Any material which may be deemed offensive, harassing, discriminatory, sexually explicit or disparaging of others based on race, national origin, gender, sexual orientation, age, disability or political or religious beliefs is prohibited.
  - f. Solicitation materials are prohibited (except as approved in writing by Owner's Management/Human Resources).
  - g. Unauthorized photography, videography or image capturing are prohibited.
  - h. Videos, games, personal music devices or radio are prohibited except in designated break areas.

### 2. *Security*

The following security rules apply to all Contractor personnel accessing the facility:

- a. Contractor shall use parking lots, gates and routes designated by Owner to enter and leave the facility. Contractor shall restrict its personnel and representatives to the assigned work site, access routes and to other areas Owner specifically authorizes.
- b. Contractor vehicles may be required to display an Owner furnished pass if driving inside the facility. All Contractor vehicles within facility operational areas must have identifiers of their company posted on the vehicle at all times.



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- c. If identification badges are issued they shall be worn by Contractor personnel on outer clothing, upper chest area, front view, while at the facility. These badges shall be shown to Owner personnel upon request.
- d. Contractor visitors, including business agents, will not be allowed to enter the facility unless authorized by the On-Site Coordinator and escorted by his/her designee.
- e. Contractor is responsible for securing its toolboxes, tool rooms, offices, trailers and buildings. Owner is not responsible for any losses or theft of Contractor equipment or materials.
- f. Facility telephones are for business use only. Cell phones may only be used outside of work areas and where specifically required for the work activity. This excludes plant issued radios and Gai-Tronics.
- g. All Contractor and Contractor employee vehicles and lunchboxes are subject to inspection upon request by Owner personnel.

### 3. *Emergencies*

- a. Contractor personnel are responsible for accounting for their employees during an emergency and for notifying the On-Site Coordinator if a person is unaccounted for.
- b. Some areas contain warning lights and alarms specific to the area or building. The Contractor Safety Representative shall consult with the On-Site Coordinator to determine the impact on, and required response of Contractor personnel to such warning lights or alarms.
- c. Contractor shall provide off-site transportation for medical treatment for injuries or illnesses of its personnel that are not life-threatening. If Owner responds to an emergency, Owner may determine appropriate transport.



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#### 4. *Fire Protection and Prevention*

- a. The Contractor shall ensure that adequate fire protection is readily available in its work areas for compliance with the National Fire Protection Association and Owner standards.
- b. Solid combustible materials and equipment stored in combustible packing or crating shall be stored in areas designated by the On-Site Coordinator. Combustible materials shall not be stored in areas where the threat of ignition is present.
- c. Hot work permits must be obtained by the Contractor prior to beginning such work and shall be performed in accordance with the on-site Hot Work Procedure.

#### 5. *Specific On-Site Rules for Contractor Personnel*

- a. Contractor shall not start, stop or in any way tamper with Owner's operating equipment without Owner's authorization.
- b. Connections (other than normal service outlets) to any outlet for gas, water, air, electricity, steam, nitrogen, fire protection water, etc., require authorization by the On-Site Coordinator.
- c. Ground fault circuit interrupters (GFCI) are required on all 110 volt portable equipment and lighting.



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## 4.0 ATTACHMENTS

4.1 Near Miss/Incident Report for NON-BEPC Employees/Property

## 5.0 REFERENCES

5.1 OSHA 29 CFR 1910

5.2 OSHA 29 CFR 1926

5.3 OSHA 40 CFR Part 199 – Drug and Alcohol Testing

5.4 ECCS Guidelines

5.5 ECCS Database Form



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## Attachment 1



### NEAR MISS / INCIDENT REPORT FOR NON-BEPC EMPLOYEES/PROPERTY

Basin Electric Power Cooperative  
1717 East Interstate Avenue  
Bismarck, ND 58503-0564  
Phone: (701) 223-0441

Report No. \_\_\_\_\_

Facility \_\_\_\_\_ Unit No. \_\_\_\_\_

GENERAL INFORMATION	
1. <input type="checkbox"/> Near Miss <input type="checkbox"/> Incident	
2. Date of Near Miss / Incident MONTH DAY YEAR	3. Name of Contractor: _____
4. Time of Near Miss / Incident: 2400 HOURS	5. Has Contractor Management Been Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES" who was contacted: _____
6. Describe the near miss / incident and it's location. _____	
7. Result - Who or what was injured or damaged? (Check applicable box and complete)	
<input type="checkbox"/> Bodily injury:	
Name of injured _____ Age _____ Sex _____	
Address _____	
Nature of injury _____	
Name of injured _____ Age _____ Sex _____	
Address _____	
Nature of injury _____	
<input type="checkbox"/> Property damaged to others: What was damaged? _____	
Who is the owner? _____ (IF VEHICLE, MAKE, MODEL, LICENSE)	
Address _____	
Where can damaged property be seen? _____	
If damage was to underground line has the owner been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was any Cooperative property damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)	
Were any Cooperative employees injured? <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)	
<small>(IF YES, COMPLETE BEPC FORM 6000 and insurance information below)</small> <small>(IF YES, COMPLETE BEPC FORM 6001 and insurance information below)</small>	
CONTRACTOR'S INSURANCE INFORMATION (To be completed only if the boxes above are checked "Yes")	
Insurance Company _____	Policy No. _____ Agent _____
8. Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one) <small>(IF YES, PROVIDE THE FOLLOWING INFORMATION)</small>	
Name: _____	Address _____
Phone ( ) - , ext. _____	_____
Name: _____	Address _____
Phone ( ) - , ext. _____	_____
9. Describe the immediate corrective action taken: _____	
10. Name of Foreman/Supervisor: _____	Date: _____
11. Signature of Facility Manager: _____	Date: _____
12. Report Prepared By: _____	Signature: _____
Title: _____	Date: _____
FORWARD COMPLETED DOCUMENT TO BEPC'S: Director of Risk and Insurance; Mgr. of Construction; Safety & Occupational Health Administrator; Construction Safety Coordinator; and the BEPC On-Site Safety Coordinator	