

# Safety Policy

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## **Purpose - Provide a safe working environment for our employees, customers and contractors.**

Contractors shall, and shall require all of its employees, subcontractors, contractors and agents to comply with all (i) federal, state, and local laws, regulations, rules, ordinances and orders of any kind which are applicable to Contractor's performance of the Services and (ii) safety, health or other administrative requirements, rules, regulations or procedures adopted by The Southeastern Public Service Authority.

## **1 General Workplace Safety**

### **1.1 Zero Tolerance for Unsafe Acts, Behaviors and Conditions**

Contractors working at SPSA facilities must understand that safety is paramount to the success of all work and that poor safety work practices will not be tolerated. Safety performance may be used as a factor when selecting Contractors for future work. SPSA requires its Contractors to properly supervise its employees, agents and sub-contractors to ensure strict compliance with applicable federal, state, and local regulations and SPSA Safety Rules at all times. Violators may be removed from a facility.

### **1.2 Contractor Safety Evaluations**

Contractors must ensure that SPSA's safety requirements are clearly communicated to all Contractors' employees for the duration of the work. Contractors are responsible for designating one person per shift to provide safety supervision for their own employees, agents and sub-contractors, and that designated person or their designee must remain on-site while the Contractor is working.

If SPSA observes safety hazards caused by a Contractor which pose an imminent danger, SPSA will stop the work and require the Contractor's supervisor to take immediate corrective action to eliminate the hazard(s).

Contractor's employees who demonstrate an attitude of indifference towards safety may result in SPSA staff removing them from the site or terminating the contract.

If SPSA observes safety hazards caused by a Contractor that do not pose an imminent danger, the hazards will be reported to the Contractor's supervisor and to the SPSA Management.

Contractors or Contractor's employees who fail to perform work in compliance with the contract requirements may be permanently removed from the site.

### **1.3 Arriving at the Facility – Security**

At the beginning of each working shift, the Contractor shall supply to SPSA a list of all Contractors' employees who are on-site during that shift. The list shall be updated whenever the Contractor's employees leave the SPSA site or if additional Contractor employees arrive on site.

SPSA reserves the right to require each Contractor's employees to register any daily entry and exit from the facility property upon manual or electronic systems provided by SPSA.

SPSA reserves the right to require each Contractor's employee to wear an identification badge provided by the facility.

Contractors must have valid licenses and certificates applicable for the work being performed.

#### **1.4 Communications**

The Contractor's designated person must be able to converse with their employees in the language they can understand and must be able to communicate with SPSA personnel.

#### **1.5 First Aid and Medical Attention**

Each Contractor must have a first-aid kit available. Blood borne pathogen training and related equipment is the responsibility of the Contractor.

Contractors are required to report all work-related injuries or illnesses that require an evaluation or treatment by a medical provider or hospital and serious near misses immediately to the SPSA supervisor.

Know where the closest emergency eyewash and shower stations are located and how to operate them before starting a job assignment.

#### **1.6 Incident Investigation and Reporting**

Contractors must complete an Incident Investigation Report, within 24 hours of occurrence of an incident. An incident is defined as a work-related injury or illness requiring an evaluation or treatment by a medical provider or hospital and serious near misses. The investigation shall contain, at a minimum, information of required actions, and alternative solutions for preventing a re-occurrence of the event. The completed report shall be provided to the SPSA Facility Supervisor.

#### **1.7 Drug and Alcohol Program**

All Contractors working at SPSA facilities must have a fully implemented drug and alcohol program. Elements of the program shall include, but not be limited to the following:

A Contractor's employee shall not show up for work at the facility while under the influence of drugs or alcohol;

A method for communicating to the contractor when the Contractor's employee is taking prescription medications that could influence work performance; and

Prohibits possession of illegal drugs and/or alcohol on Company property (and that possession is grounds for immediate and permanent removal from the site).

SPSA is not responsible for the administration of the program.

#### **1.8 Unsafe Acts, Horseplay, Intoxicants, Firearms**

No unsafe acts, horseplay, intoxicants, or firearms are allowed on-site.

#### **1.9 Pre-Job Briefings**

Contractors shall provide pre-job safety briefings to their employees before the start of each new job. At a minimum, topics covered should include:

Hazards associated with the job

Work procedures involved

Special precautions

Energy sources controls

Personal protective equipment (PPE) requirements

Location of eyewash/shower, fire extinguishers

Closest point of egress from the work area

How to evacuate the facility based on where they are working in the facility and the designated muster point following the evacuations

### **1.10 Personal Hygiene**

Contractors may not enter lunchrooms or administrative areas with dirty or dusty protective work clothing or equipment.

### **1.11 Parking**

Park only in areas designated by SPSA

Never block building exits, emergency routes, fire lanes, or emergency or fire equipment.

### **1.12 Speed Limit**

All vehicles operated on SPSA property shall obey posted speed limits and always provide pedestrians with the right-of-way.

Adjust speed in response to reduced visibility or slippery conditions.

### **1.13 Smoking, Eating, and Drinking**

Smoking or chewing tobacco is only permitted in designated areas.

Eating or drinking is not permitted at any time within the facility except in designated areas.

## **2 Personal Protective Equipment (PPE)**

Contractors must provide all required PPE to their employees, agents and subcontractors and must provide full instruction and training on the proper use of PPE before the start of the work.

Contractors are required to properly supervise all employees, agents and sub-contractors to ensure compliance in the use of protective equipment and clothing.

All PPE shall be worn in accordance with manufacturer instructions (e.g. hard hats facing forward).

Welding helmets are required to be fitted with hard hats.

Safety glasses with side shields are required at all times on site except in designated areas.

Work boots with hardened (steel, fiberglass) toes are required. Sneakers are not permitted.

Work gloves shall be worn, when needed, to protect hands from chemical, physical (i.e., abrasions, heat, etc.) or other hazards.

Hearing protection is required at some locations, obey posted signage.

Shaded eye protection is required while cutting, burning, and welding.

Hot Work activities require “leathers” or other appropriate protection.

Protective equipment is required for work involving chemical exposures.

Contractors are required to follow the instructions on all posted signs.

## **2.1 Respiratory Protection**

Contractors must select the appropriate respiratory protection for their employee’s exposures. Contractors are free to review SPSA industrial hygiene air sampling data to assist in selecting the appropriate respiratory protection. However, SPSA’s air sampling data may not be relevant to the tasks the Contractor will be performing. Contractors are required under OSHA Standards to assess their employees’ exposure(s) to air contaminants. Contractors conducting air sampling on SPSA sites must coordinate these activities with the facility prior to initiating. An air sampling plan will be required and approved for all air sampling performed.

Contractor using respiratory protection are required by OSHA to have a respiratory protection program.

In accordance with OSHA’s Standard, Contractors wearing tight fitting respirators must be clean shaven with no facial hair impeding the face-to-respirator seal or exhalation valve operation.

## **2.2 Apparel**

Loose clothing shall not be worn around exposed rotating equipment or energized electrical parts.

Do not wear loose-fitting clothing or jewelry around rotating tools and machinery

Do not wear conductive articles like jewelry, chains, watches, earrings, and key rings around exposed energized lines and equipment.

Keep hair secured out of the way if it could become entangled in tools and machinery or obscure your vision.

Full-length pants extending below the ankle are required.

Tank tops are not permitted at any time.

All clothing, including outer – (e.g., pants, shirts) and under-garments must meet OSHA standards when working on or near exposed energized parts (e.g., 100% cotton or flame retardant materials only, no synthetics.)

### **2.3 Fall Protection**

All floor or wall openings and excavations shall be covered or protected by a guardrail system, or personal fall protection shall be used.

All fall hazard exposure (4 feet or more above a lower level and within 15 feet of floor or wall openings [an opening at least 30 inches high and 18 inches wide through which persons may fall that is unprotected by a guardrail system or cover] or unprotected sides or edges [an opening measuring 12 inches or more in its least dimension] or walking/working surfaces) must be eliminated by use of either:

- Guardrail systems or floor and wall openings covers, as applicable
- A personal fall arrest system consisting of a full body harness and lanyard with locking snap hooks attached to a secure and approved anchor point or
- Chains/safety gates on all work platforms must be closed when the platform is occupied.

## **3 Work Area Protection**

### **3.1 Walking/Working Surfaces**

Keep all walking/working surfaces free of debris, trip hazards (cords, hoses, and lines), slippery or spilled materials.

Keep emergency/fire equipment, eyewash stations/safety showers clear at all times.

Keep exits, stairways, and corridors clear of obstructions at all times.

### **3.2 Materials Handling**

Do not store materials in a manner that restricts access, blocks emergency/fire equipment or obstructs view of roadways or walkways.

Do not stack materials too high. Acceptable height is based on the stability of the materials being stacked.

Materials must be able to be self supported or by using vertical, horizontal, and diagonal braces.

All materials stored in elevated areas must be securely fastened to prevent falling.

High-pressure bottles (e.g., O<sub>2</sub> and acetylene) shall be in carts or properly secured.

### **3.3 Ladders**

Portable metal ladders and other portable conductive ladders may not be used near exposed energized lines or equipment.

Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.

Portable extension ladders must be extended 3 foot above the point of support and shall be tied off or held securely by another employee.

Do not separate extension ladders for individual use.

Portable “A” frame ladders must be fully opened before use.

Do not climb stepladders that are leaned against walls, tanks or other vertical surfaces.

No damaged or modified ladders are permitted on-site.

Do not use “job-built” ladders or make-shift ladders (like pallets).

Face the ladder at all times and maintain three points of contact

### **3.4 Scaffolding**

All scaffolding must comply with applicable OSHA standards (1926.451).

Do not make changes to scaffolding. All changes must be coordinated through the scaffolding-competent person.

All scaffolds over 6 feet must have a guardrail system

Overhead protection is required beneath on-going work or in areas where debris may fall.

A competent person must inspect erected scaffolding each shift.

If the competent person determines that it is safe for the scaffolding to be use, he or she must hang an All Clear tag at all entrances of scaffolding.

Contractor’s employees, agents and sub-contractors shall not step onto scaffolding unless an All Clear tag is visible.

### **3.5 Restricted Areas**

Tipping Floors are restricted to authorized persons.

Contractors are not permitted to enter Tipping Floor areas unless authorized by a SPSA employee.

### **3.6 Conveyor Safety**

Never ride conveyors. Cross over conveyors only at crosswalks or when the conveyor is de-energized and locked out.

Be aware of the location of emergency pull cords; use the pull cords to stop a conveyor in the case of an emergency.

Do not use the emergency pull cord for situations other than emergencies (e.g., to work on conveyor).

Keep hands clear from rollers and keep all guards in place when in service.

Contractor’s employees shall not remove any machine guards without prior SPSA approval.

Do not clean pulleys or rollers when the belt is moving. Implement the lockout procedure before working on the conveyor.

## **4 Safe Work Practices**

### **4.1 Hazard Communications**

Contractors will have a MSDS (Material Data Safety Sheet) for all chemicals they bring on site; they must be available on-site for SPSA review.

Contractors must coordinate with the facility before storing any hazardous materials. Information such as: the quality, location to drains and material compatibility will be addressed.

Contractors are responsible for the removal and disposal of any hazardous materials brought on-site in accordance with applicable law.

MSDSs for all hazardous material used on the site by SPSA are available. If you have a question about a hazardous material used at the site, ask the SPSA Facility Supervisor.

### **4.2 Lockout/Tagout (LOTO) Authorization**

Proper lockout permit/authorization is required for all jobs with hazardous energy sources.

Obtain proper authorization from the SPSA Facility Supervisor.

All guards and safety interlocks shall be replaced when work is completed.

Notify the SPSA Facility Supervisor when work is completed.

### **4.3 Confined Spaces**

Permit Required Confined Spaces (PRCSs) exist at SPSA facilities and have been labeled. Contractors will not work in an area that has been labeled as a PRCS or which Contractors believe is a PRCS without first notifying the SPSA Facility Supervisor and obtaining proper authorization (i.e., SPSA-issued PRCS permit).

Attendant and retrieval devices are the responsibility of the Contractors and required for all PRCS entry jobs.

SPSA evaluates PRCSs for its employees. Contractors must have their own program in place, including a means for rescue.

### **4.4 Tools and Equipment**

All tools and equipment must be in good condition with safety devices as designed.

Do not use defective tools or equipment.

Contractors are not allowed to use SPSA tools or equipment.

Compressed air cannot be used for cleaning (e.g., clothing, housekeeping).

#### **4.5 Housekeeping**

Housekeeping is a continuous effort; Contractors are required to keep work areas clean and orderly.

#### **4.6 Electrical Safety**

The SPSA Facility Supervisor issues Lockout or Tagout permits for electrical work.

Do not leave exposed conductors.

Only “Qualified” persons knowledgeable in the construction and operation of electric power generation and transmission equipment and the associated hazards may work on exposed energized lines or equipment operating at 50 volts or more.

Keep areas in front of electrical panels clear for at least 36 inches.

All electrical distribution panels, breakers, disconnects, switches, and junction box doors and covers shall be kept closed unless work requiring the doors or covers to be open is in progress.

Use only non-conductive (such as plastic-cased) flashlights around electrical lines and equipment.

Do not alter safety features of any electrical equipment.

Use only 3-wire industrial extension cords rated for the work environment conditions. All extension cords must be in good condition. Spliced extension cords are not permitted.

All cord-and-plug connected equipment must be either double insulated or equipped with ground fault circuit interrupters (GFCIs).

Avoid placing extension cords or welding leads in contact with wet areas; avoid creating trip hazards (e.g., string overhead where appropriate); avoid doorways and travel areas.

Do not use wire to support welding leads.

#### **4.7 Vehicle and Equipment Operation**

Contractors are not permitted to use any SPSA equipment.

Only qualified personnel shall operate equipment.

Reverse alarms shall be operable on all equipment.

All equipment shall be operated at a safe speed and as designated by the facility.

No persons are permitted to ride on the outside of vehicles.

No mobile equipment is permitted on the site without a restraining device (e.g., seatbelt). Seatbelts must be used at all times while operating equipment.

#### **4.8 Excavations**

All excavations shall be covered or barricaded to restrict access.

Excavated materials must be placed or stored at least 2 feet from the excavation and be safely sloped.

Shoring is required for trenches over 5 feet deep.

#### **4.9 Hoisting and Rigging**

Good rigging practices are to be used; no unstable loads are permitted.

Clear communication between the signalman and the operator must be maintained. If visual contact cannot be maintained, continuous radio communications shall be required. If continuous communications cannot be maintained, stop operations until the communications are re-established. Only the designated signal person shall direct movement and give signals.

Walking under loads is prohibited.

Never put yourself in pinch point positions, such as between moving and stationary objects – particularly when hoisting materials or working around movable equipment.

When two or more hoisting machines are lifting the same load, only one designated signal person will direct the movements. The operator shall acknowledge an emergency stop signal from anyone. The operator shall stop the lift if a signal is not understood.

“Tag lines” must be used to control large loads.

Only those slings and chains that have been inspected and are free from defects shall be used at a facility.

All hoist and rigging, lifting chains and slings must have visible load rating tags.

Never attach rigging or any lifting device to a stairway or platform railing (such as handrails/guardrails) for purposes of lifting or supporting a load.

Do not allow the load to exceed the rated capacity of any individual component.

Do not expose nylon slings to sharp edges or hot materials.

Chain falls and come-a-longs must have a functional safety latch.

Contractors are not permitted to use SPSA hoisting or rigging equipment.

#### **4.10 Hot Work**

A Hot Work Permit is required for all jobs involving welding, cutting, heating, grinding, open flames, high temperatures, or other activities that generate sparks except for those jobs occurring in areas that have been designated by the facility as non-permit areas. A Hot Work Permit must be posted on the job.

Obtain Hot Work Permits from the SPSA Facility Supervisor. When the work is completed, return the permit to the SPSA Facility Supervisor.

All combustible material shall be removed from the 35-foot radius of the Hot Work area.

Do not allow solvents or other flammable material in areas where Hot Work is being performed.

Grate surfaces or openings which could allow cutting and welding sparks or spatter to drop onto lower levels shall be covered with fire-resistant material, or where not feasible, a second fire watch.

Persons performing fire watch duties shall:

Know and understand the communication method to be used for reporting a fire.

Not perform other tasks that will interfere with the primary duty to monitor fires.

When necessary, warn others of Hot Work activities and prevent unauthorized entry.

Remain at the Hot Work area for at least 1/2 hour after work is complete unless specified by the hot work permit.

Have fire extinguishing equipment capable of extinguishing a Hot Work-generated fire within 10 seconds of unobstructed travel time from the Hot Work.

Cylinders must be used upright and secure at all times. Cylinders sling/cradle is required for hoisting.

Spare cylinders of oxygen and acetylene, when not used within a 24-hour period, shall be stored separately at least 20 feet apart or by a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.

All stored cylinders shall be secured with caps on.

## **5 Emergency Response**

### **5.1 Communications**

In the event of an emergency, medical or otherwise, the Contractor is to contact the SPSA Facility Supervisor.

### **5.2 Emergency Evacuations**

At facilities where installed the general emergency alarm will be sounded for all emergencies requiring evacuation. When this alarm sounds, leave the facility immediately.

At facilities without alarms radios, voice communication, whistles and visual communications will be used to alert persons of emergency situations.

If an emergency alarm sounds, know your escape route. Do not use the elevator.

Use stairwells and follow the exit signs.

The primary assembly point for any evacuation is the inbound scale; for facilities without scales the administrative building parking lot, unless otherwise instructed. Each facility has a secondary evacuation assembly point. When the primary assembly point cannot be used, the facility will instruct the Contractor where to meet.