



# Contractor Reference Guide

## Introduction

The purpose of this document is to inform contractors of OG&E minimum safety requirements for performing specific tasks and/or using specific equipment. When performing work for OG&E, contractors and subcontractors must follow their own process/procedures that meet or exceed OG&E requirements as listed in this document, unless otherwise specified.

Everyone has the right and responsibility to stop or place a hold on an operation immediately if concerned about health or safety hazards. This right comes with the understanding that such action will not result in repercussions.

## Responsibilities

OG&E has established 8 life-saving rules to protect the lives of individuals who perform work for OG&E. OG&E expects contract personnel to follow these 8 life-saving rules. Any contractor who intentionally violates one of these rules may be asked to leave the facility/work location immediately.

1. The use of electronic devices is prohibited while operating vehicles and equipment on OG&E property.
2. Follow procedures for grounding of lines and equipment.
3. Follow procedures for wearing fall protection equipment.
4. Follow confined/enclosed space procedures.
5. Follow procedures for utilizing safety guards and mechanisms on tools, equipment, and machinery without bypassing, disarming, or otherwise tampering with safety guards, mechanisms, devices, and/or equipment.
6. Follow procedures for permitting, clearances, and lockout/tagout.
7. Follow trenching and shoring procedures.
8. Follow procedures for approach distances to energized conductors and equipment.

## Safety Principles

- Safety is a value.
- All incidents and injuries are preventable.
- Working safely is a condition of employment.
- Management will be a safety role model.
- OG&E will partner with contractors to excel in safety performance.
- All contractors are expected to promptly stop and report unsafe acts and conditions that they observe.
- Living safely requires a personal decision and commitment to be constantly engaged.

## Asbestos



Some OG&E locations may have active asbestos work occurring; such areas must be barricaded and labeled "DANGER ASBESTOS". In addition, plant areas may contain other asbestos containing materials (ACM), including but not limited to the following:

- Electrical wiring/cable trays
- Floor Tile
- Gasket material
- Insulation
- Transite
- Blackboards

- Handle asbestos only if trained and qualified to do so.
- Follow the OG&E established asbestos identification method for piping:
  - Red band indicates asbestos containing material is present.
  - Blue or Green band indicates no asbestos containing material (ACM) is present.
- For non-labeled piping, assume ACM material is present until other tested and reclassified.

## Barricades

Barricades are required when necessary to warn and protect personnel against obvious and hidden hazards and may be required on multiple levels. Barricade tags are required. Tags must hang prominently in all locations where entry into the barricaded area is possible and must indicate the nature of the barricaded hazard, the name and contact information of the barricade erector, and the date erected. Remove barricades when no longer needed to identify a hazard.

Barricade tape requirements:

Type	Description
Caution	<p>A hazard that can potentially cause minor to moderate personal injury. A caution hazard requires personnel to increase their situational awareness while operating within the area surrounded by the barricade.</p> <p>Personnel may cross a caution barricade only after:</p> <ul style="list-style-type: none"><li>• Reviewing the hazard existing within the area designated, as indicated on the barricade tag, and then taking all appropriate precautions to protect against the hazard</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>• Receiving a briefing from the barricade erector about the existing hazard, and then taking all appropriate precautions to protect against the hazard</li></ul>

Type	Description
Danger	<p>A high-risk hazard that can potentially cause severe personal injury or death. A danger hazard requires a barricade to reduce instances of exposure by restricting access to the hazard and surrounding area.</p> <p>Personnel may cross a danger barricade only after contacting the individual responsible for erecting the barricade and completing all of the following:</p> <ul style="list-style-type: none"> <li>• Informing the barricade erector of the reason for entry</li> <li>• Determining if entry is both necessary and critical</li> <li>• Reviewing the specific hazard within the area</li> <li>• Identifying and implementing the precautions necessary to protect against the hazard</li> <li>• Reviewing the tasks to take place within the area</li> <li>• Receiving verbal permission to enter from the barricade erector</li> </ul>
Radiation	<p>A hazard created by the use of a portable radioactive source, such as a device used for radiography, or the existence of an exposed fixed radioactive source that prohibits entry into the area identified by barricade.</p> <p>Signs with the universal radiation symbol must be displayed on all sides of the area to warn personnel.</p>

### Approved Barricade Materials

- When barricade tape or rope use is not feasible, a combination of two or more safety cones or portable A-frame signs can serve as a minimal means of barricading to identify and establish a boundary for caution hazards only.
- Cones must be at least 24" tall. Cones and A-frames must be positioned in a manner that clearly identifies the hazardous area.
- Rope or tape used as a barricade must be positioned approximately 40" above the ground to prevent accidental crossing and so that an individual reaches the rope or tape prior to becoming exposed to the hazard.
- Barricade rope is a non-conductor and may be installed near energized conductors, if the installation does not involve hazards.

### Clearance

Clearance procedures are intended to assure a completely reliable de-energization, assure an adequate locking, blocking and tagging system, safeguard personnel against occasional mental lapses, and guard against heedless, unauthorized re-energizations.

An Operating Clearance is required whenever an energized line or device, under the jurisdiction of an Operating Authority, is temporarily de-energized for work that will require intentional personal contact, or work that could breach minimum approach distance to normally energized high voltage parts by unprotected personnel when boundaries can be clearly established and maintained.

- A clearance must be obtained for:
  - All de-energized work on any feeder exit (under Operating Authority jurisdiction) to the first disconnect or open jumpers
  - All work on transmission lines and substations connected to or in close proximity to an established system energy source
  - On jobs outside the above criteria, the Operating Authority will be responsible for determining if a clearance is warranted per job scope
- A clearance holder will be designated to be responsible for the clearance for the entire job. This clearance holder must be the only person communicating with the Operating Authority and must ensure that no one initiates action to re-energize the lines or equipment at a point of disconnection until all protective grounds have been removed and all members are clear of the lines and equipment.

**Note:** The clearance holder will complete the Clearance Holder Report, form #9000135, to ensure procedures are correct in the field. The Clearance Holder Report must be retained by contractor supervision for 60 days after the clearance is returned.

- A clearance is an exclusive agreement between an Operating Authority, or delegated agent, and another person. If the clearance holder wishes to transfer responsibility for work being done to another person, that person must request and receive a new clearance, with a new clearance number, from the Operating Authority. The new clearance must be supported by the same request data as the original.
- If the clearance holder must transfer the clearance due to an extended absence, the clearance holder (or their supervisor in emergency situations) must notify the appropriate Operating Authority to transfer the clearance to another member and all employees and crews working within the clearance must be notified of the transfer.

**Note:** The new Clearance must be issued before the old Clearance is returned, otherwise all tags must be replaced.

- Each clearance must be returned by the person to whom it was issued by means of direct and intelligible communication with the Operating Authority, or delegated agent, who issued it. The person returning the clearance must be identified by name and clearance number.
- Multiple crews may work under the same clearance only on jobs where all crews are working in a coordinated manner to accomplish a task within the same boundaries. A single job chief must be designated to have sole control of the work and must coordinate the activities of all crew members and crews in regards to clearance boundaries. The job chief must maintain effective visual or verbal (e.g., phone, radio) communications with all crews to ensure no one initiates action to re-energize the lines or equipment. The job chief must conduct a tailboard with all the employees involved before they start work to ensure all members and crews understand the scope of work and the location of all established boundaries. If these requirements cannot be met, each crew must obtain a separate clearance.

### Tagging for Clearance

The presence of a hold tag does not guarantee a clearance has been issued for the specified boundaries. Work must not be done under the assumption that a hold tag which indicates a boundary is part of an active clearance.

- Tagged Equipment to be permanently removed:
  - If primary connection is removed and there is no way to re-energize, communicate equipment removal with Operating Authority. Because the clearance boundaries will change, a new clearance must be established (if clearance is still needed) and the old clearance must be returned.
- On a common boundary between two Operating Authorities, the common boundary must be tagged for both clearances. A common boundary must have a tag associated with each section to be cleared.

## Confined Space

- All confined space entries will be coordinated through the OG&E contact.
- Contractors are expected to have an established Confined Space Entry procedures. These procedures must be explained and expressed before work begins.
- Contractors must provide their own air monitoring equipment when performing confined space entries. Contractors who do not have their own air monitoring equipment must request approval from site management to use OG&E owned air monitoring equipment.
- Contractor personnel involved in confined space entries must have completed training for performing the assigned work and must fully understand the hazards present in the space they must enter.
- Contractors must provide their own rescue services. Contractors who do not have their own rescue services must request to use the OG&E's rescue services by doing the following:
  - Obtain form 9000107: Contractor Request for OG&E Confined Space Rescue Services from the assigned OG&E contact
  - Submit form 9000107 for review and approval at least 48 hours in advance of performing work
- Consider every OG&E confined space to be permit required until the pre-entry assessment has been performed and the space has been reclassified as non-permit required.

## Consecutive Work Hours

OG&E recommends that contractors not work over 16 hours within a 24 hour period without notifying OG&E prior to exceeding 16 hours. If a contractor works more than 16 hours within a 24 hour period, a rest period of at least 6 hours is recommended before the contractor can return to work.

## Cranes (Mobile & Overhead)

- Contractors are not authorized to use OG&E mobile cranes. Contractors may use overhead and gantry cranes with permission from the applicable site authority.
- All mobile crane operators must have completed training and received certification from a recognized certification body, such as NCCCO or NCCER, or via an approved and recognized employer certification program.
- Contractors may use overhead and/or gantry cranes only if they have satisfied the requirements of 9000118: Contractor Verification for Use of Overhead Hoists and Gantry Cranes.
- OG&E requires a lift plan for all lifts. Lift plans may be either verbal or written according to the following requirements.

## Verbal Lift Plan

Verbal lift plans are appropriate for lifts that are routine and have the following characteristics:

- Center of gravity is known
- Lift attachment points are located above the center of gravity
- Rigging configurations where slings are greater than a 30 degree angle from horizontal
- The load is easy to balance and secure
- The use of one crane or one hook on the same crane is utilized

The following list outlines individual requirements for verbal lift plans:

- Discuss roles and responsibilities
- Ensure rigging hardware is appropriate for lift
- Ensure no additional technical assistance is required to safely perform lift

## Written Lift Plan

Written lift plans are required for all critical and engineered lifts and in the following situations:

**Note:** Contractors will have a written lift plan available when performing work that meets the criteria in this section.

- Where failure could cause high-value damage
- When long lead times are required to procure items
- When significant impact to plan operations may occur
- When lift attachment points are located below the center of the load
- When the load is difficult to balance or secure
- Where rigging configurations are such that the slings are less than a 30 degree angle from horizontal
- When load handling is difficult and requires emphasis on crane operating skills and experience
- When the load requires exceptional care and handling or other unusual factors

Ensure the following lift plan requirements are met.

- Outline roles and responsibilities
- Calculate stress loads on rigging hardware
- Indicate attachment point locations/dimensions

## Signal Person Requirements

A signal person is required for crane operation when:

- The operator does not have full view of the load placement area
- The lift requires traveling and the direction of travel is obstructed
- Either the operator or the person handling the load determines a signal person is necessary

## Rigging and Equipment Requirements

- Contractor personnel must have completed proper training to perform applicable rigging operations.
- Complete a pre-use inspection of equipment before performing any rigging operation.
- Adhere to an established process for performing and documenting periodic inspections of all rigging equipment

## Elevated Work

Contractors must adhere to the following requirements when working from an elevated position:

- When contractors are working from an elevated position or a level where they do not have immediate control of the area beneath them they must use tethers, floor coverings, handrail enclosure material (netting) or any combination of these control methods to prevent dropped objects from causing injury to personnel below.
- Immediate control of an area is achieved if one of the following conditions is met:
  - The member performing the work has a 360 degree line-of-sight around their work area sufficient to identify unauthorized individuals who may potentially attempt to enter the area and the ability to communicate with such individuals to prevent entry
  - A spotter is located in a safe position and has the ability to prevent access to the work area
  - A danger barricade is used that complies with the barricading requirements
- Many factors must be considered in the determination of the appropriate size of area to barricade when using a danger barricade to protect against potential falling objects, such as the object size, shape, weight, fall distance, and deflection. The requirements listed below are minimum barricade requirements. The specific factors of potential dropped objects should be considered and, if appropriate, the barricade area expanded.
  - For areas where the possibility of deflection does not exist, the barricade radius shall be no less than  $\frac{1}{2}$  the distance of the potential fall.
  - For areas where the possibility of deflection does exist, the barricade radius shall be 2 times (double) the distance of the potential fall (if not feasible, contact project management)

## Dropped Objects

In all industries, dropped objects account for 35% of all safety related incidents and 80% of High Potential Incidents. The consequences of a Dropped Object can include:

- Personnel Injury/Death
- Damage to Equipment
- Structural Damage
- Environmental Damage

Even a small object falling from height can result in disability or fatality.

- All tools utilized by a member working at heights higher than four feet are required to be tethered.
- Any object weighing more than 5 lbs. must be tethered to a fixed object and not to the member's body.

## Emergency Action Plans

Contractor personnel must adhere to an established Emergency Action Plan (EAP) that includes the following, at a minimum:

- Tornado shelter locations

**Note:** For situations in which OG&E does not provide severe weather shelter for contractor personnel, the EAP must include a plan for shutting down operations and exiting a work location when hazardous weather conditions are within the vicinity.

- Evacuation assembly areas
- Emergency contact numbers
- Medical facility locations and contact numbers
- Helipad/Landing zone GPS coordinates if available

## Site Specific Safety Plan

**Note:** Contractors must provide a site-specific safety plan if the requirement is listed in the contract terms and conditions.

The contractor site-specific safety plan must include the following, at a minimum:

- Emergency Action Plan
- Project-specific safety processes/procedures contract personnel will follow
- Project-specific forms/permits contract personnel will use

## Facility Orientation

Contractors must comply with any established facility and/or work location safety orientation before beginning work at that location.

Safety orientation at each location will include:

- General safety processes and procedures
- Emergency action plans
- System information, characteristics, and conditions (i.e. type of environment the contractor is working in)
- Designated smoking areas
- Certified badging for certificates and training

All vendors and visitors who have not completed a safety orientation must be accompanied by an OG&E member upon entering an OG&E facility.



## Fall Protection

All personnel must maintain 100% tie-off always when criteria require the use of fall protection or when on walking/working surfaces that have holes through which an individual could potentially fall.

- All contractor "at-risk workers" (personnel exposed to falling from heights hazards) must have completed proper training.
- Use fall protection measures when conducting activities on a walking/working surface (horizontal or vertical) within 6 feet of an unprotected side or edge located 4 feet or more above a lower level.
- Use fall protection equipment when 4 feet or above on a ladder without enclosures and unable to maintain three points of contact.
- Perform a documented annual inspection on all fall protection equipment.
- Adhere to an established process/procedure for approving anchorage points used for attaching personal fall arrest systems.

## Grounding Vehicles and Equipment

Any contact between materials or equipment mounted on or connected to a vehicle and an electrically energized item creates a hazard to personnel in the vicinity. Proper grounding of vehicles and equipment reduces the hazard from such contact by causing protective equipment to function (breakers and/or fuses to open) and by reducing the voltage that can exist between the vehicle bed and ground. However, extremely hazardous voltages can still exist between the vehicle (or equipment connected to it) and ground even with the most adequate grounding connection possible. It is important that all personnel in the vicinity avoid contact from ground to vehicle during any part of an operation in which there is a possibility of contact with an energized item. Therefore, all vehicles and equipment must be grounded to the system neutral. If it is unsafe or impossible to use the system neutral, the following options apply:

1. The pole ground may be used as a point of attachment after verifying secure connection to the system neutral
2. If the pole ground cannot provide a safe connection to the system neutral, barricade the vehicle as a visual indication of a potential hazard

## Grounding Vehicles and Equipment during Substation Work

- When aerial vehicles and equipment are positioned and used within the confines of a substation ground grid, firmly connect this equipment to the substation ground grid with No. 2, covered, single conductor cable, with screw-on clamps on each end.
- When non-aerial vehicles and equipment are positioned and used within the confines of a substation ground grid and electrically connected to the substation, connect them to the grid by using ½" wide copper braid jumper, or larger copper cable, with screw-on clamps on each end.

**Note:** If it is necessary for the operator to stand on the ground to operate the controls to the vehicle or equipment, properly rated rubber gloves must be worn.

- All personnel should avoid contact with the vehicle or equipment during any operation where electrical contact is possible. The vehicle or equipment should be considered as energized
- When operating an aerial device near an energized area, remain on the vehicle or equipment.

## Hand and Power Tools

Tools and equipment shall be kept in safe condition. The following requirements help prevent hazards associated with the use of hand and power tools:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Inspect each tool for damage before use.
- Never use damaged tools - take damaged tools out of service immediately.
- Operate tools according to the manufacturers' instructions.
- Use the proper personal protective equipment (PPE).

**Note:** Operators of powdered actuated tools must be certified. Documentation must be available upon request.

When using pneumatic tools, ensure tools are fastened securely to the air hose to prevent them from becoming disconnected. A positive locking device and whip checks are required hose to tool, hose to hose, and hose to air supply serving as a safeguard that all connections remain securely fastened. 3/8" hoses require a double locking coupling but do not require a whip check.

The exposed moving parts of power tools shall be guarded. Safety guards must never be removed when a tool is being used. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded. Machine guards must be provided to protect the operator and others from the following:

- Point of operation
- In-running nip points
- Rotating parts
- Flying chips and sparks

## Hazardous Chemicals

Contractors must be informed of chemical hazards they may encounter while working on behalf of OG&E. Contractors must be advised of:

- The labeling system used for hazardous chemicals
- The measures to use for protection against exposure
- The processes involving hazardous chemical(s) use
- The safe chemical handling, storage, and disposal requirements and procedures
- The location of SDSs

Adhere to the following requirements:

- Contractors who bring chemicals to OG&E facilities must provide the OG&E with an SDS for each chemical. Chemicals brought onto OG&E property by contractors are subject to approval.
- Contractors are responsible for providing training for their employees, in compliance with 29 CFR.1910.1200.
- Contractors are responsible for managing all chemicals owned, to include those owned directly by the contractor and those owned by subcontractors, agents, or assignees.

- Contractors must store all chemicals in areas designated by an OG&E project manager or his/her designee while on OG&E property.
- Within a reasonable amount of time after receiving notification of selection for a job, Contractors must submit to OG&E a list of chemicals proposed for use on each project and an SDS for each proposed chemical. During a pre-work conference with OG&E, contractors must also acknowledge, in writing, that they will use only those chemicals identified on the submitted proposed chemical list.
- Contractors must ensure all chemical containers brought onto OG&E property are labeled in accordance with the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
- Contractors must remove all chemicals brought onto OG&E property upon completion of each project, unless otherwise agreed upon in writing by OG&E.

**Note:** If OG&E and the contractor reach an agreement to allow the contractor to leave portions of chemicals brought onto OG&E property, such chemicals must receive approval through OG&E chemical approval process to ensure assignment of a material number, location, and SDS in Sitehawk.

## Hot Line Hold and One Shot Order Requirements

Switching Training is required before performing these procedures. It is the responsibility of the contractor to ensure each member making the request has completed the certification.

### Requesting a HLHO

Use the following steps to request a HLHO:

**Note:** HLHOs must be requested from the TCC 48 hours in advance and will be in an electronic written form.

1. Before calling in, be prepared to give the location and device where work will be performed.
2. Call in the morning or before heading to the job site. This allows the Operator time to prepare.
3. When arriving at the substation or job, call Operator at 405-553-5922 for distribution and 405-553-8166 for transmission.
4. Operator will give you a sequence of steps to perform or will perform steps by SCADA. Operator will then issue you a HLHO (DCC only).
5. Operator will issue HLHO to contractor.
6. Make sure Operator has the name and phone number of the recipient, etc.
7. The person issued the HLHO must stay on the job site until HLHO is returned.

### Returning a HLHO

1. Make sure all working personnel are in the clear and warned HLHO is being returned.
2. Call Operator stating you are ready to return HLHO.
3. Return your HLHO to Operator.
4. Operator will give you a sequence of steps to perform or will perform steps by SCADA (DCC only).
5. Operator will archive the HLHO.

## One Shot Orders

A one-shot will be requested when working behind a hydraulic recloser. Use the following steps to request a one-shot.

1. Before calling in, be prepared to give the location and device where work will be performed.
2. Call DCC Dispatcher 405-553-8122 when arriving at Recloser.
3. Dispatcher will verify Line Recloser can be placed on One Shot.
4. Dispatcher will direct switchman to place recloser on One Shot.
5. Make sure Dispatcher name and phone number of the recipient, etc.
6. The Person issued the One Shot must stay at the Job Site until returning One Shot.
7. When work is complete call DCC 405-553-8122 to inform Dispatcher work is complete.
8. Dispatcher will direct switchman to put recloser on Automatic.

## Hot Work

**Note:** A hot work permit is required when performing any spark producing operations and or open flames process. All hot work permits are valid for one shift, not to exceed 16 hours.

- Obtain hot work permits from the assigned OG&E contact, an OG&E management member, or use an established contractor permit authorized by OG&E.
- Ensure hot work permits remain posted at the hot work location for the duration of work, when conditions allow; ensure hot work permits not posted at the hot work location are readily accessible.
- Inspect hot work areas to ensure all combustible materials are removed from the area.
- Conduct air monitoring when performing hot work in an area where the potential for a hazardous atmosphere exists.
- Ensure a fire extinguisher is available for use at all hot work locations.
- Use a fire watch when performing hot work in all Temporary Designated Areas; all fire watch personnel must have been trained to use manual fire extinguishers, must have the ability to summon emergency assistance, and must adhere to the following:
  - Do not perform any work that distracts from fire watch duties.
  - Remain at the hot work location for 30 minutes after hot work is complete to monitor for signs of a fire; after the 30 minutes have passed, the fire watch must document the time on the applicable section of the hot work permit, and then return the permit to the applicable site authority for record keeping purposes.

## Incident Analysis

When an accident or incident occurs, the contractor is responsible for the following:

- Notifying the OG&E contact as soon as safely possible after all incidents including first aids and close calls
- Submitting an Incident First Report within 24 hours

- Submitting a completed internal incident investigation report within fourteen (14) working days of the incident

**Note:** The investigation report must provide a narrative overview of the incident, including:

- A detailed description of what happened
- Individuals involved
- Equipment/processes/procedures involved
- The extent of injuries and/or equipment/property damage
- The immediate steps taken to prevent similar events from occurring
- Root cause analysis and causal factors involved
- Corrective actions to eliminate root causes that are identified

## Incident Weather Conditions

The following precautions will be taken when lightning is detected:

- When an outer radius alert (30 mile) is given, personnel working on plant stacks should secure the work site as quickly and safely as possible and then descend the stack.
- When an inner radius alert (10 mile) is given, personnel should secure the work site as quickly and safely as possible and cease outside operations until an all clear has been received.

**Note:** If you are inside a vehicle you are considered indoors. Short transitions from buildings to vehicles while under lightning alerts are allowed.

- When an inner radius (10 mile) all clear alert is given, personnel may return to their outside work operations excluding those on plant stacks.
- When an outer radius (30 mile) all clear alert is given, personnel may ascend plant stacks to perform work.

If operational circumstances arise which pose a greater risk to personnel safety, the environment, or critical equipment than that of member exposure to lightning the supervisor should assist in making the determination of the appropriate actions.

## ISNetworld

Starting January 1, 2019 all contactors utilized by Oklahoma Gas and Electric will be required to provide certifications, licenses, and training qualifications for all applicable safety procedures, policies, or standards required by the type of service provided by said company. All documents will be housed by ISN and will be accessible by OG&E members. OG&E has the right to stop/discontinue work if required documentation is missing or out of date. For additional training or training qualifications information please contact ISNetworld.

## Job Briefings

A Job Briefing is a group discussion of an assigned task or group of tasks by ALL members of the work group which will perform the tasks. Its purpose is to plan the work in such a way that it may be done safely and with maximum efficiency. A job briefing is mandatory and is an integral part of any job.

**Note:** OSHA 29 CFR 1910.269 (c) Job Briefing states:  
"The employer shall ensure that the employee in charge conducts a job briefing with the employees involved before they start each job. The briefing shall cover at least the following

subjects: hazards associated with the job, work procedures involved, special precautions, energy source controls and personal protective equipment requirements."

Perform a documented job briefing:

- Before the start of the first job of each day or shift
- When new hazards are introduced
- Before starting a job again after a long-term interruption that distracts focus from tasks
- Whenever any element of the job changes (e.g. change of location, personnel, duties, etc.)
- Before making changes in procedure caused by weather conditions or revised plans.

Adhere to the following requirements:

- If the work or operations to be performed during the work day or shift are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift.
- On large jobs, a job briefing should be completed before starting each different part of the job.
- All personnel who will perform a job task must sign and date the job-briefing.
- Visitors to the job site must review and sign the job briefing.
- Additional job briefings shall be held if significant changes, which might affect the safety of employees, occur during the course of the work.
- When personnel changes occur after the initial job briefing is performed and documented, a new job briefing will be conducted by all members by reviewing the original pre-job briefing form with discussion and notation of any applicable changes to members' roles within the job.

Job briefing must identify the following:

- Each step of the job task
- Hazards associated with the job task
- Steps or methods to mitigate identified hazards
- All necessary work permits required for the job task

## Ladders

Contractors must adhere to the Occupational Safety and Health Standards for General Industry (29 CFR 1910.25-27) and Occupational Safety and Health Standards for the Construction Industry (29 CFR 1926.1053) when using ladders while working for OG&E.

**Note:** If you are inside a vehicle you are considered indoors. Short transitions from buildings to vehicles while under lightning alerts are allowed.

Contractors must adhere to these OG&E rules when placing, ascending, and descending ladders:

- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.
- Always face the ladder when ascending or descending.
- Never slide down a ladder.
- Do not climb higher than the third rung from the top on straight or extension ladder, or the second tread from the top on stepladders.
- Never lean too far to the sides. Keep your belt buckle within the side rails.
- Use a 4 to 1 ratio when leaning a single or extension ladder (place a 12 foot ladder so that the bottom is 3 feet away from the object the ladder is leaning against.)

- Inspect ladder for defects before using.
- Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.
- Never use makeshift ladders, such as cleats fastened across a single rail.
- Be sure that a stepladder is fully open and the metal spreader locked before starting to climb.
- Never use ladders during a strong wind except in an emergency and then only when they are securely fastened.
- Never leave placed ladders unattended.
- Never use ladders as guys, braces, or skids, or for any other purpose other than their intended purposes.
- Never attempt to adjust a ladder while a user is standing on the ladder.
- Never jump from a ladder. Always dismount from the bottom rung.

## Lead

Contractors who perform work on surfaces with known or suspected lead coating must have an established Lead Safety Program that includes a process/procedure for removing lead coating prior to performing hot work, cutting, grinding, etc. and measures to prevent exposing contract personnel and members to lead.

## LOTO

**Note:** In most cases, OG&E is responsible for identifying energy sources, isolating and removing stored energy, and testing equipment.  
If the contractor is responsible for the LOTO, the contractor may use their own process/procedure; the contractor process/procedures used must comply with OSHA 1910.147 and/or 1910.269 requirements

- All LOTO work taking place at a power supply facility will go through the plant Operating Authority.
- Perform work involving clearance/LOTO only if trained on clearance/LOTO hazards, control methods, and applicable procedures.
- Follow clearance/LOTO procedures when performing construction, maintenance, and servicing equipment to ensure energy sources are controlled and isolated.
- Lockout energy isolation devices in accordance with OG&E's clearance/LOTO procedures; prior to performing work, consult with the assigned OG&E contact to determine the method used at the facility/location where the work will take place.

**Note:** OG&E uses padlocks with a tag (danger/hold) or zip ties with a tag (danger/hold) to isolate energy sources

- Verify all applicable clearance/LOTO activities have been completed and adequate control over the lockout has been established prior to performing work.
- Walk the clearance/LOTO boundaries prior to signing onto the clearance/LOTO, whenever possible.
- Verify all clearance/LOTO group personnel are accounted for and removed from the group master sign-on sheet/lock box prior to removing any locks

## Mobile Lifts (Aerial, Extendable Boom, Articulated Boom, Scissor, etc.)

- Prior to operating an OG&E aerial lift, a contractor must present a record of valid aerial lift training to an OG&E representative for review.
- Contractors must receive authorization to operate an OG&E mobile lift from a member of OG&E management.

- Complete mobile lift pre-use inspections prior to each work shift to verify the equipment is in safe working condition.
- Wear fall protection (when required by the manufacturer) at all times when operating mobile lifts.
- Follow all manufacturer recommendations

## Operating Authority



DO NOT Operate any equipment without notifying the correct Operating Authority first.

TCC Operators are responsible for directing the operation of the following equipment:

- All lines, devices, and apparatus in the bulk transmission system, in the voltage range of 69kV and higher.
- All interconnections with foreign companies within any voltage range and any switching or operation involving a foreign company require the attention of the OG&E TCC Operator and foreign System Operators.
- The TCC area of jurisdiction includes all plant substation electrical equipment that is used for the purpose of conveying power from the generator to the transmission system, usually to the first switch that connects the unit to the transmission system.

DCC Operators are responsible for directing the operation of the following:

- The distribution system at and below 34.5 kV and distribution feeder control devices
- The high side disconnect devices of substation transformers with low side voltages of 34.5 kV and below
- When agreed upon by the TCC Operator and the foreign System Operators, the DCC Operators may be delegated to deal with a foreign Operating Authority having connections at 34.5 kV and below

## Personal Protective Equipment

The contractor is responsible for the following:

- Conducting and certifying project/job task hazard analyses to identify the proper PPE required
- Providing contractor personnel with the required PPE
- Training contractor personnel on the proper PPE selection, use, and care
- Ensuring contractor personnel are thoroughly familiar with and understand the limitations of the required PPE
- Ensuring contract personnel properly inspect PPE prior to use
- Ensuring contract personnel wear the required PPE when working
- Adhering to specific PPE requirements as listed in the following sections

**Note:** The PPE requirements listed in this section are not all inclusive for OG&E. Different levels or additional PPE may be required based on a Job Hazard Analysis. Always communicate with the appropriate foreman/supervisor for PPE requirements and guidance. At any time, OG&E can require additional PPE.

### Eye and Face Protection

- Safety Glasses
  - Safety Glasses and prescription safety glasses must:



- Meet ANSI Z87.1-2003 Basic Impact Testing requirements
  - Be marked Z87+ on the lens or frame
  - Have side shields
- Use of dark shaded glasses is not authorized indoors, unless the operation is such that shaded glasses are required.
- Safety Goggles must meet ANSI Z87.1-2003 High Impact Testing requirements.
- Face Shields
- Face shields must meet ANSI Z87.1-2003 High Impact Testing requirements.
  - When using a face shield, two levels of eye protection are required. Two levels of protection are achieved by wearing either safety glasses or goggles beneath a face shield.
  - When using a face shield in conditions in which flying particles/debris is present, goggles must be worn beneath a face shield.
  - Welding Helmets must meet ANSI Z87.1-2003 High Impact Testing requirements.

### Foot Protection

- At a minimum, protective footwear must comply with American Society for Testing and Materials (ASTM) standard F2413, and meet the following requirements:
  - Leather construction above the ankle
  - Safety toe (steel/composite)
  - Defined heel
  - Electric hazard rated
  - Slip resistant
- Protective footwear (steel/composite toe shoes) is required in all operating areas. Protective footwear is also required in areas where a hazard assessment has identified a foot danger due to falling or rolling objects, piercing objects, chemical hazards, electrical hazards, exposure hazards, etc.
- Canvas shoes or synthetic fiber cloth shoes are not appropriate foot wear for operating environments, and therefore are not authorized outside of office areas. An exception to this applies to visitors: individuals wearing non-protective footwear may visit operating areas if escorted by an OG&E member at all times, but only those operating areas where a foot hazard does not exist; however, even with an escort, open toe or high heel shoes are not authorized in any operating area.

### FR Clothing

FR clothing requirements vary based on hazard assessments for the location and/or work performed. Contractors must be aware of the requirements prior to beginning a job.

- For Power Supply locations, 8 calorie minimum or NFPA 70E HRC level 2 clothing is required in all operating areas.

**Note:** All areas other than administrative areas are operating areas.

- For locations where employees are working on the transmission and distribution system, anyone not using the appropriate FR clothing system must maintain the appropriate minimum approach distance from all energized lines and exposed energized parts.

## Hand Protection

- Work gloves are recommended in all areas; work gloves are required in any area where a hazard assessment has identified a hand danger, such as sharp, piercing objects, burn, chemical, and electrical hazards, exposure to temperature extremes, etc.
- Specialty gloves, such as those used to protect against chemicals, must be approved for protection against the specific type of hazard.
- Rubber gloves and sleeves must comply with ASTM D120, IEC 903, and NFPA 70E.
- Rubber gloves are required when working on or near energized parts and energized conductors and must be used in conjunction with leather protectors. Rubber glove use must adhere to the following:
  - For 750 volts and less, phase-to-phase, Class 0 gloves are required
  - For 751-15,000 volts, phase-to-phase, Class 2 gloves are required
  - For 15,001-34,500 volts, phase-to-phase, Class 4 gloves are required
- Rubber Sleeves must be worn in addition to rubber gloves when taking any conductive object within MADs to exposed energized parts at a nominal voltage of 600V or greater, unless:
  - exposed energized parts are insulated
  - installing insulation from a position that does not expose his or her upper arm to contact with other energized parts
  - Rubber gloves and/or sleeves must be put on from a position where the member cannot inadvertently reach into the MAD and must not be removed until the member is in a position where he or she cannot reach into the MAD.

## Head Protection

- Visitors may wear Type 1 Class G head protection in areas where they are not exposed to voltage greater than 2200 volts.
- Type 1 Class E and G head protection use is required in areas where a hazard assessment identifies a head danger due to the possibility of falling object(s) and/or overhead hazards; Type 1 Class E and G head protection is recommended in all areas other than administrative offices.
- Class C helmets provide no electrical protection. Avoid exposure to live electrical conductors.
- At a minimum, head protection must comply with ANSI Z89.1-1197.
- All head protection must be worn with the suspension in the correct direction.
- The shell of head protection equipped with the reverse donning symbol may be worn in reverse.
- Chin straps or hard hat tethers are required at all times in power plant facilities.

## Hearing Protection

- Hearing protection is required in all posted areas and known high-risk noise areas; high-risk noise areas are those areas where a hazard assessment has identified sound levels of at least 85 dBA.
- Hearing protection is required when passing through high-risk noise areas to reach a non-risk noise area (sound level less than 85 dBA).
- Hearing protection should be worn as often as possible in noisy areas, even if the sound levels are less than 85 dBA.
- Double hearing protection is required in areas with sound levels over 100dBA.

## PPE When Exposed to Vehicular Traffic

Reflective or highly visible safety vests and/or apparel are required when working on right-of-ways for public roads, streets, alleys, parking lots, highways, and whenever exposed to traffic.

High-visibility apparel and vests must meet the following minimum requirements:

- Class II apparel is required in areas where work occurs in proximity to vehicles moving at speeds between 0 and 50 mph.
- Class III apparel is required in areas where work occurs in proximity to vehicles moving at speeds greater than 50 mph or at night.
- Arc rated vests are required when working in areas when working on or within 10 feet of energized equipment and whenever the potential for arc flash exists.
  - Only arc rated high-visibility apparel may be worn over FR clothing.
  - Yellow-green color indicates the vest is arc rated. The vest user is responsible for verifying the arc rating by checking the vest for proper arc labeling.

## Respiratory Protection

The contractor is responsible for the following:

- Providing personnel with appropriate respiratory protection for the job
- Establishing and maintaining a respiratory protection program, in accordance with the requirement of paragraph (c) of CFR 1910.134, to include providing all required physicals, fit testing, training, and documentation. The program must cover all employees required to use respiratory protection

## Powered Industrial Trucks

Contractor must have completed a PIT competency evaluation within the last three years for the specific type of PIT that will be operated. Evaluations must be in compliance with OSHA CFR 29 1910.178 (I).

Contractor PIT operator must have documentation readily available to show that they have been trained/certified.

Contract operators must also:

- Be informed of site specific PIT operating instructions
- Acknowledge site specific hazards according to the "OG&E PIT Site Familiarization Plan" annually via ISNetwork
- Receive initial approval from site leadership prior to operating PIT(s)

<p><b>Note:</b> Providing an ISNetwork badge that can be scanned to acquire training records. This is only an option if PIT Program, Training, and Certification(s) have been uploaded to ISNetwork by the contractor for the operator.</p>
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## Rigging

Contractors must use qualified riggers during hoisting activities for assembly and disassembly work (1926.1404(r)(1)). Additionally, qualified riggers are required whenever workers are within the fall zone and hooking, unhooking, or guiding a load, or doing the initial connection of a load to a component or structure (1926.1425(c)).

A qualified rigger is a rigger who meets the criteria for a qualified person. Contractors must determine whether a person is qualified to perform specific rigging tasks. Each qualified rigger may have different credentials or experience. A qualified rigger is a person that:

- possesses a recognized degree, certificate, or professional standing, or
- has extensive knowledge, training, and experience, and
- can successfully demonstrate the ability to solve problems related to rigging loads

The person designated as the qualified rigger must have the ability to properly rig the load for a particular job. This does not mean that a rigger must be qualified to do every type of rigging job. Each load that requires rigging has unique properties that can range from simple to complex.

## Scaffolding

- Design, build, secure, and inspect all scaffolding in accordance with OSHA 29CFR 1910.28, 29CFR 1926 and 1926.451
- All scaffolding erected, moved, altered, and dismantled must use the following tagging system provided by the contractor. All scaffolds will have one of three types of tags:
  - Green Tag: The scaffold meets or exceeds all applicable regulations and is safe to use.
  - Yellow Tag - Warning: The scaffold is safe to use but has either limitations or hazards the scaffold erector has identified. The scaffold user should be aware of these hazards.
  - Red Tag - Danger: Do not use the scaffold. Unstable scaffolds and scaffolds in the dis-mantling process must be marked with a red tag.
- After the contractor has tagged the scaffold (green or yellow), an OG&E competent person must inspect the scaffold and hang the Daily Scaffold Inspection Tag (1066107) beside the contractor tag.
- If a contractor modifies an erected scaffold at any time, an OG&E competent person must re-inspect the scaffold and initial the Daily Scaffold Inspection Tag (1066107) before allowing members to use the modified scaffold to perform work.

## Silica

Contractors who perform work with or around materials containing silica (including but not limited to coal dust and bottom/fly ash, and cutting, sawing, grinding, drilling, or crushing stone, rock, concrete, brick, block or mortar), must have an established Silica Safety Program that meets the OSHA requirements in 1926.1153 and 1910.1053.

This program must include a process/procedure for identifying existing and foreseeable respirable crystalline silica hazards in the workplace, and an exposure control plan that identifies engineering controls, work practices, and respiratory protection to protect contractors, as well as housekeeping measures and procedures that will be used to restrict access to work areas and minimize exposure to other contractors and/or OG&E members in the area.

## Sub-Contractors

When utilizing sub-contractors, the primary contractor must ensure they follow the same rules and meet the qualifications as the primary contractor. In addition, if an incident occurs, the primary contractor must assume the role of incident management and provide all documentation necessary to OG&E.

To ensure all local, state, and federal standards are followed, the primary and secondary contractors have two options:

- 1 The sub-contractor must be covered under the primary contractor  
OR
- 2 The primary contractor agrees and works under the sub-contractor's program

## Switching

- If your job includes the following, switching may be required.
  - Pole Replacement
  - Installation or replacement of Padmount Transformers
  - Replacement of UG Primary Cable
  - Installing or adding new UG or Overhead Primary to an existing feed in the field
  - Changing circuit configuration
- If an individual is observing within 10 feet of a switching operation, the individual must adhere to the same PPE requirements for the individual performing the switching.
- If a switching operation is performed in an enclosed space or excavation, all individuals in the space must adhere to the same PPE requirements for the individual performing the switching.

## Requesting Switching through the DCC

**Note:** All TCC switching will be coordinated through the project manager or project coordinator. All Transmission clearance will be conducted by certified OG&E personnel. Contractors are not allowed to switch on the OG&E Bulk Electric System (BES). All switching on the Downtown Underground Network will be handled by the OG&E Underground Network Group.

To request switching, contact your Coordinator or make an appointment with the DCC 405-553-5757. Use the following steps to request switching:

**Note:** The DCC requires a 72 hour notice, excluding weekends and holidays, to write and approve switching.

1. DCC will write switching and fax or e-mail approved switching to switchman or coordinator.
2. When arriving at the switching site & ready to begin, call proper Operating Authority.
  - D Switching (single circuit)- 405-553-8122
  - M Switching (multi circuit or substation)- 405-553-8106 is multi circuit switching or substation switching
3. Read request # to Operating Authority and state "Ready to begin switching."
4. Dispatcher will read steps of switching you need to perform; switchman will repeat steps exactly as given using 3-Part communication.
5. After performing switching steps call the proper Operating Authority to report times.
6. Report times, read request # and steps to Operating Authority.

## Additional Information

- DO NOT Operate any equipment without notifying the correct Operating Authority first.
- If any discrepancies, STOP immediately and call the Operating Authority.
- If voltage regulation is required, OG&E personnel will assist. This will need to be organized by the Coordinator of the job before switching begins.
- Danger tag will be required.
- On ALL Planned Outages, Call the DCC 405-53-8122.

## Trenching and Excavation

Conduct excavation and trenching work in accordance with OSHA regulations 1926.650, 1926.651, and 1926.652.

A contractor representative must be a competent person when the contractor is to perform work in an excavation or trench. A competent person is capable of identifying existing and predictable hazards in the surroundings, and working conditions which are considered unsanitary, hazardous, or dangerous to personnel.

A competent person is also authorized to take prompt and corrective measures to eliminate them.

The minimum requirements for trenching and excavation are:

- 4' requires means of access/egress every 25' (i.e., ladder, stair step, ramp)
- 4' daily inspection by Competent Person
- 4' requires atmospheric testing (low oxygen, fumes, toxic gases)
- 5' requires protective systems (i.e., trench box)
- Spoil pile 2' away from edge
- Excavations barricaded if left unattended

The following steps must take place before the excavation begins.

**Note:** The competent person is responsible for the following steps but should interact with those involved in the work whenever possible.

1. Meet with all personnel involved in the work to discuss the excavation plan and any other pertinent items.
2. Locate underground utilities, including:
  - Okie and Arkie
  - OG&E Electric Services
3. Meet with all personnel involved in the work to determine the type of protective system to use.
4. Review the proper and safe installation of the protective system with all personnel involved in the work.
5. Ensure all applicable permits and plans are in place (LOTO/Clearance, Confine space entry, Safe work).

## Work Zone Safety

- All contractors performing work on or near roadways for short to long term must follow the Manual on Uniform Traffic Control Devices (MUTCD).
- For safety and identification purposes, everyone in a work zone must wear a hard hat, safety glasses, safety-toed boots, and a safety vest. Ask anyone entering a work zone without the minimum safety apparel to don the minimum safety apparel immediately or leave the work zone area.

- Contractors working on the right-of-way for public roads, streets, alleys, parking lots, or highways, or who are exposed to traffic in any way must wear a reflective or highly visible safety vest and/or apparel. It must be put on before or immediately after exiting the vehicle.
- When the work zone encompasses a small job and the duration of work is minimal, or even a full day, the crew performing the work can develop the (Traffic Control Plan) TCP under the direction of the foreman.
- When the work zone encompasses a larger job and the time required to complete the job is longer than a single full day, the coordinator, foreman, or district supervisor can develop the TCP.
- When a job requires multiple crews, several days, and lane closing and traffic rerouting is necessary, engineering, district supervisor, or Incident Command System (ICS) (if the work is needed due to storm damage) can request a sign OG&E to develop the TCP.