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1. RPU SAFETY CONTACTS

The primary contact for any RPU project is the assigned RPU project manager. Should safety issues arise when the project manager is unavailable or in an emergency situation, RPU safety staff may be contacted directly in the following order.

- Safety Manager (Bob Cooke) 507-259-7744
- Safety Technician (Jim Simpson) 507-251-1471

2. GENERAL EXPECTATIONS

a. Compliance

Unlike many manuals of this type, no attempt is made to repeat regulatory requirements. Contractors are expected to be knowledgeable about and compliant with applicable regulatory requirements, including but not limited to OSHA standards, for the work being performed. This includes providing appropriate levels of training to workers. This manual contains RPU expectations that are in addition to regulatory requirements.

Failure to comply with safety requirements may result in the removal of all contractor staff from the job site.

b. Job Briefings

- i. Documented job briefings are to be conducted at least once daily on projects where 2 or more workers are present with all job site personnel expected to attend. At a minimum, the briefing must include:

1. Defining work tasks to be completed
2. Roles and responsibilities
3. Hazard identification
4. Risk mitigation strategies
5. Personal protective equipment
6. Emergency response information
7. Additional briefings to be given
8. How visitors will be briefed

- ii. Individuals arriving onsite after the initial daily briefing must also be provided with a documented job briefing.

c. Job Site Safety Inspection

RPU retains the right to inspect all job sites whether on RPU property or being performed on RPU's behalf. Should contractor staff fail to cooperate with corrective requests by RPU or regulatory agencies or if the issue is not something that can be immediately corrected, corrective measures, up and including work stoppage, will be implemented.

d. Site Safety Attendant

A designated site safety attendant will be provided by RPU whenever contractors, other than those that are electrically qualified, are working within the fence of an energized substation or power generation facility. This individual is responsible for working with site personnel in an effort to ensure that work is performed in a manner that will not expose them to electrical hazards within these facilities or adversely affect the ongoing operations at these sites. Contractor personnel are expected to comply with direction provided by the designated site safety attendant.

e. Personnel Identification

Contractor employees should wear garments that identify their employer. This can be accomplished by providing hard hats, shirts or vests that display the company name or logo.

f. Job Site Behavior

The following behaviors/actions are prohibited:

- i. Smoking in work areas: City of Rochester policy prohibits smoking in City/RPU work areas, this includes e-cigarettes and equivalents.
- ii. Fighting, creating a disturbance or horseplay.
- iii. Presence, use, distribution or sale of intoxicating substances.
- iv. Failure to use toilet facilities. Public urination or defecation is prohibited.
- v. Violation of safety procedures (lockout, confined space entry, etc.)
- vi. Failure to use safety equipment including but not limited to required personal protective equipment, seatbelts, etc.
- vii. Use of headphones or ear buds for purposes of listening to music or other forms of entertainment.
- viii. Failure to comply with safety directives from RPU staff.

3. FIRST AID AND MEDICAL ATTENTION

- a. Each individual contractor is responsible for providing appropriate medical care to employees.
- b. Contractors must make basic first aid supplies available on the work site.
- c. Contractors must identify the closest emergency and urgent care facilities and make workers aware of how to access these facilities.
- d. 911 service is available for emergency situations. Most RPU fixed facilities have signs identifying the street address if requested by the 911 operator. Should this not be the case, the contractor must obtain this information either from the RPU project manager or other sources.
- e. Should an incident involve electrical contact, RPU system operations must be contacted as soon as possible at 507-280-1697, but not before calling 911.
- f. The contractor is responsible for providing first aid certified personnel where required by regulation.

4. HOUSEKEEPING

- a. Good Housekeeping practices must be maintained at all times on the job site. Storage areas, aisles and walkways shall be kept clean. Material shall be neatly piled and stacked
- b. Electrical cords, welding leads, hoses, etc. must be placed to avoid tripping hazards or prevent damage. When electrical items are strung overhead, they shall be hung with non-conductive material (not wire tie or nails).
- c. Scrap lumber, waste material and rubbish must be removed from the immediate work area as work progresses. Refuse piles must be removed as soon as possible.
- d. Spills must be cleaned up immediately. Spills which contain hazardous materials shall be contained. Notify your supervisor and the RPU project manager immediately of a hazardous material spill.
- e. Materials must not be placed in front of items used for fire protection (extinguishers, hose assemblies, sprinkler heads, etc.). Electrical panels must also remain clear, so immediate access is available.

5. EMERGENCY ACTION PLANS

RPU has specific emergency action plans for routinely occupied locations. Contractors must communicate the following information to staff working at the listed facilities.

a. Service Center

- i. Evacuation: Notification – Fire Alarms; Muster Area - Northeast corner of north fenced area (near gate on East River Road)
- ii. Shelter: Notification – PA Announcement; Muster Area - Community Room adjacent to customer lobby

b. Silver Lake Plant

- i. Evacuation: Notification - Constant tone over PA system; Muster area - Outside “Coal Garage”, the northernmost outbuilding north of the main plant along Silver Lake Drive
- ii. Shelter: Notification – Warble tone over PA system; Muster area - Office lunchroom on second floor

c. Westside Energy Station

- i. Evacuation: Notification – Fire Alarms; Muster area – Solar panel area west of the plant
- ii. Shelter: Notification –PA system; Muster area – Locker rooms

d. Other locations

Contractors must plan for emergencies including but not limited to the following.

- i. Evacuation: In case of fire or other situation requiring evacuation from the work site, contractors must identify and communicate where workers are expected to muster once they have evacuated the site.
- ii. Shelter: In case of weather emergencies, a plan as to how and where workers may take shelter must be established.

6. HAZARD COMMUNICATION

a. RPU Hazardous Materials

- i. Should contractor employees be exposed to RPU hazardous materials:
 1. Contractor employees can access RPU Safety Data Sheets (SDS):
 - a. By using kiosks located at the Service Center, Silver Lake Plant and Westside Energy or
 - b. By contacting the RPU project manager.
 2. Precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies will be discussed at project meetings and pre-job briefings.
 3. RPU uses the HMIS labeling system on secondary containers.

b. Contractor Hazardous Materials

Contractors who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed must ensure that their hazard communication programs include the following:

- i. The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
- ii. The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,
- iii. The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

7. SPECIFICALLY REGULATED HAZARDOUS SUBSTANCES

a. Non-ionizing Radiation

Cellular antennas are mounted on some RPU water storage facilities. Working in these areas may result in exposure to non-ionizing (radio frequency of RF) radiation. Informational signs are typically posted on entrances to these locations. These antennas are not owned or operated by RPU. If access to these areas is required, discuss the situation and possible control measures with the RPU project manager or RPU safety staff.

b. Asbestos

RPU is aware of asbestos at the Silver Lake Plant and in some manholes that are part of the Downtown Rochester electrical distribution system. Contractors working in these areas must consult with the RPU project manager or RPU safety staff for specific information and confirm appropriate hazard avoidance procedures.

c. Chromium VI

Chromium VI has been identified as a possible hazard during maintenance of some power generation and fleet equipment. Contractors working in these areas or on this equipment must consult with the RPU project manager or RPU safety staff for specific information and confirm appropriate hazard avoidance procedures.

d. Lead

RPU is aware of lead in the locations as follows. Contractors should work with their RPU project manager and RPU safety staff if contact with these materials is anticipated.

- Lead water service lines
- Lead pipe joints in older water mains in the downtown area
- Lead underground electric cable
- Lead paint at Silver Lake Plant
- Lead paint at Lake Zumbro Hydro Plant

8. PERSONAL PROTECTIVE EQUIPMENT

a. Standard Job site PPE

The following basic PPE must be worn on all construction projects. PPE in use must meet OSHA and applicable certifying agency requirements.

- i. Hard hat – Class E hardhats or helmets are required in areas where energized electrical equipment is present including substations.
- ii. Safety glasses with side shields
- iii. Hi Visibility vest, shirt or jacket. Garments in use to meet this requirement must have retro-reflective stripes and minimally meet ANSI Class II requirements.

b. Additional PPE

Appropriate PPE must be worn based on the nature of the work being performed. Contractors must ensure the availability of PPE that may be required including but not limited to hearing protection, personal fall arrest equipment, eye and face protection, gloves, etc.

9. FALL PROTECTION

a. Personal fall arrest equipment

A body harness and lanyard must be in use:

- i. Whenever a fall hazard of 4 feet or greater exists.
- ii. In all types of aerial lifts including scissors lifts.
- iii. When climbing fixed ladders. (OSHA defines a fixed ladder as “a ladder with rails or individual rungs that is permanently attached to a structure, building, or equipment”. RPU examples include ladders at water storage facilities, ladders attached to building exteriors for roof access and permanently mounted ladders throughout RPU power generation facilities.)

b. Anchorage Points

Contractors must confirm that fall arrest anchorage points:

- i. Are available to facilitate use of personal fall arrest equipment; and
- ii. Meet OSHA requirements.

10. ELECTRIC POWER GENERATION, TRANSMISSION AND DISTRIBUTION FACILITIES AND EQUIPMENT

a. OSHA Required Information

RPU is required to provide the following system related information.

- i. The nominal voltage of lines and equipment and the maximum switching-transient voltages

Description	Voltage LN	Voltage LL	Nominal Switching Transient (LN)
Transmission	93,000	161,000	98,000
Medium Voltage Distribution Hydro	19,900	34,500	27,000
Medium Voltage Distribution	7,960	13,800	10,000
Secondary Voltage	277	480	600
Secondary Voltage	120	208	300
Secondary Voltage	120	240	300
Secondary Voltage	240	480	700

- ii. The presence of protective grounds and equipment grounding conductors - The presence of protective grounds is dependent on the work being done. Questions pertaining to the presence or absence of protective grounds should be directed to the RPU project manager.
- iii. The locations of circuits and equipment, including electric supply lines, communication lines, and fire signaling circuits – This information is available on the GIS system or by contacting Gopher State One Call locating services.
- iv. The condition of protective grounds and equipment grounding conductors – Protective ground sets are tested regularly. Test records are available by contacting RPU.
- v. The condition of poles - All poles over 15 years old are inspected on a 10-year cycle for wood rot and damage. Poles that fail groundline inspection are tagged and either replaced or trussed. Poles that have bad tops either have their tops repaired/remediated or the poles are changed out. Pole inspections and the results are tracked in the RPU GIS system.
- vi. Environmental conditions related to safety – Environmental conditions play a significant role in the safety and reliability of an electrical distribution system. This is very situation in nature however, the following factors need to be considered as work progresses.

1. Weather Conditions: Extreme weather events like storms, heavy rainfall, snow, and high winds can damage power lines and equipment, leading to outages or safety hazards.
2. Temperature Variations: High temperatures can cause overheating of electrical components, while freezing conditions can lead to ice accumulation on power lines, increasing the risk of breakage.
3. Humidity and Moisture: High humidity or water exposure can lead to corrosion of electrical components and increase the risk of short circuits.
4. Wildlife and Vegetation: Animals can interfere with electrical equipment, and overgrown vegetation near power lines can pose fire risks or cause outages.
5. Pollution and Dust: Accumulation of dust or pollutants on electrical equipment can reduce efficiency and increase the risk of faults.
6. Proximity to Hazardous Areas: Electrical systems near industrial zones or areas with flammable materials must have additional safety measures to prevent accidents

b. Contractors Requirements

- i. Ensure that each employee is instructed in the hazardous conditions relevant to the employees based on the information provided at item a of this section.
- ii. Before work begins, advise the RPU of any unique hazardous conditions presented by planned work.
- iii. Advise RPU of any unanticipated hazardous conditions found during the contractors' work RPU may be unaware of. This must occur within 2 working days after discovering the hazardous condition.
- iv. Coordinate work rules and procedures with RPU so that each employee of the contract employer and RPU is protected from hazardous conditions.
- v. Strictly adhere to minimum approach distances for all workers.

- c. Contractor work at pad mount transformers, junction boxes, etc.
 - i. Work in, adjacent to or beneath energized transformers, junction boxes, etc. is only permitted in the presence of RPU electrically qualified personnel, typically a line worker.
 - ii. Under no circumstances will these facilities be left open/unlocked in the absence of qualified RPU staff.
- d. Contractor work near overhead electrical lines and equipment
 - i. At a minimum, OSHA specified clearance distances must be maintained between energized electrical lines/equipment and personnel and mobile equipment.
 - ii. Any marking or covering of energized lines/equipment provided by RPU does not reduce the clearance distances that must be maintained.

11. CONTROL OF HAZARDOUS ENERGY

- a. RPU Energy Control Procedures

RPU has energy control programs and procedures in place for differing work environments. When energy control is necessary for the protection of RPU and contractor workers, the parties must work together to identify the energy control procedure(s) to be followed.

- b. Energy Control Devices

Contractors must provide sufficient energy control devices to their staff to ensure full employee protection.

- c. Employee Information

All employers involved in the energy control process must ensure that each worker has been provided with sufficient information to effectively participate in the energy control process.

12. ELECTRICAL CORD AND PLUG CONNECTED TOOLS AND EQUIPMENT

- a. Cords

Cords must be intact including outside cord jacket. Using tape for repairs is not acceptable

- b. GFCIs

It is preferred that all job site portable electrical tools and equipment be plugged into an outlet or extension equipped with a ground fault circuit interrupter. If a GFCI is not in use, portable cord sets, outlets and tools must be part of an assured equipment grounding conductor program.

13. CONFINED SPACES

a. OSHA Required Information

- i. RPU facilities contain numerous permit-required confined spaces (PRCS). Entry into these spaces is allowed only through compliance with a permit space program meeting the requirements of OSHA 1910.146 or 1926 Subpart AA.
- ii. RPU maintains a written PRCS compliance program which is available by contacting the RPU project manager or a member of the RPU safety staff.
- iii. The RPU project manager will do one of the following:
 1. At a fixed facility:
 - a. Apprise the contractor of the elements, including the hazards identified and RPU's experience with the space, that make the space in question a permit space;
 - b. Apprise the contractor of any precautions or procedures that RPU has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;
 - c. Coordinate entry operations with the contractor, when both RPU personnel and contractor personnel will be working in or near permit spaces; and
 - d. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.
 2. On a construction project:
 - a. Before entry operations begin, the RPU will provide the following information, if known, to the controlling contractor:
 - i. The location of each known permit space;

- ii. The hazards or potential hazards in each space or the reason it is a permit space; and
- iii. Any precautions that the host employer or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.

b. Contractor Responsibilities

In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operations must:

- i. Obtain any available information regarding permit space hazards and entry operations from the RPU;
- ii. Coordinate entry operations with RPU, when both host employer personnel and contractor personnel will be working in or near permit spaces; and
- iii. Inform RPU of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

14. LONE WORKERS

Contractors must assess the hazard to workers performing tasks alone and implement appropriate procedures to ensure their safety, including but not limited to, requiring that some work be performed only with a co-worker present.



Approvals - gcc

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Approved

Approval of Rev3 Contractor Safety Rules

▼ Attachments



RPU Project Work Rules Rev3.1

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