

CONTRACTORS SAFETY MANUAL
ASSOCIATED ELECTRIC COOPERATIVE INC.
THOMAS HILL ENERGY CENTER

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INTRODUCTION

One of the major objectives of Associated Electric Cooperative, Inc. is to protect the health and safety of individuals involved in work on AECI property. To attain this goal AECI has established a comprehensive Safety and Loss Control program.

This manual is developed to coordinate job site safety between contractors, subcontractors, delivery personnel, and AECI employees at Thomas Hill. The efforts outlined in this program require the safety awareness and active cooperation of each person on the job. AECI asks for and expects the help of all contract personnel in making this a safe job site.

The Contractor should become familiar with the contents and use this manual as a guide to help carry out your work. It is impossible to include safety procedures to meet all contingencies; therefore, in such instances not provided for, you will be expected to use your best judgment.

The best possible efforts have been made to assure compliance with current Federal, State, and Local Regulations. Where inconsistencies are found current regulations will prevail.

TABLE OF CONTENTS

	<u>Page</u>
General Safety Rules	1
Emergency, First Aid and Medical Services	2
Asbestos/Lead Paint	3
Personal Protective Equipment	4
Safety Harnesses and Safety Nets	6
Fire Protection and Prevention	7
Housekeeping	9
Material Handling	10
Rigging	11
Hand and Power Tools	12
Welding, Cutting, and Other “Hot” Work	13
Electrical Safety	14
Tagging Protection	15
Scaffolding	16
Floor And Wall Openings	17
Cranes, Hoist, Elevators, and Conveyors	18
Motor Vehicles and Equipment	20
Excavations and Trenching	21
Ladders	22
Compressed Gas Cylinders	23
Confined Spaces Entry	24

Use of Owner's Facilities and Security Rules	25
Power Plant Electrical Protection Procedure	26
Acknowledgement Form	27
Appendix 1 – Hot Work Permits	
Appendix 2 – Tagging Procedures	
Appendix 3 – Scaffolding	
Appendix 4 – Confined Space Entry	
Appendix 5 – Power Plant Electrical Protection Procedure	
Appendix 6 – Recommended Forms	

General Safety Rules

1. Contractor Requirements

- A. Contractors shall provide a work place free of hazardous, unsanitary or dangerous conditions for all employees.
- B. It shall be the responsibility of the contractor to initiate and maintain such accident prevention programs, hazardous material programs, and other programs as may be necessary to comply with Federal, State, and Local regulations and any other such AECI requirements while performing work on AECI property.
- C. It shall be the responsibility of the contractor to assure that all subcontractors and contractor employees abide by the safety rules and regulations established by AECI while on AECI property.
- D. Contractors should stay in only their assigned work areas.
- E. Contractor's shall not bring any explosives, firearms, alcoholic beverages, or drugs on AECI property. Explosives may be brought on site by a licensed Contractor.
- F. Contractor's should wear appropriate clothing at all times. Short pants and shirtless attire are prohibited. Sturdy shoes with steel toes are strongly recommended to be worn at all times. Safety glasses and hard-hats shall be worn at all times.
- G. Failure of any Contractor complying with these rules is a breach of contract and could result in contract termination. Specific Contractor employees could also be banned from any job site for failure to abide by these rules.
- H. While the Contractor is on site, AECI may perform a weekly Safety Audit. If safety deficiencies are found, the Contractor will rectify the deficiencies in a timely manner. The form to be used for the audit can be found in Appendix 5.
- I. After the completion of the project, the AECI Project Manager will prepare a written evaluation of contractor performance, including safety. A copy will be made available to the Contractor upon request.

Emergency, First Aid and Medical Services

1. Should an emergency occur (fire, hazardous material spill, medical) the contractor should immediately notify the AECI Unit 1 & 2 Control Room Operator.
2. Contractors are expected to provide standard first aid treatment and treatment for minor injuries for their own employees.
3. Should a serious injury occur, the contractor should call for medical aid by calling the Unit 1 & 2 Control Room Operator.
4. Do not move the injured person unless absolutely necessary.
5. Do not treat serious injuries yourself.
6. Prior to commencing work, every contract employee must attend a Site Safety Orientation and be trained on the Plant Emergency Procedure. The Contractor's employees will be issued a card that he has attended the orientation and is valid for one year. He must attend the orientation at least once every calendar year. The Contractor's employees must also sign the plant emergency acknowledgement form that he has read and understands the procedure. This form will be kept on file and will also require annual updates.
7. If an injury or illness, that is severe enough to warrant the attention of a physician, and it is determined by the Contractor to be worked related, the Contractor should supply a copy of an Employee injury report to the AECI Project Manager.

Asbestos

1. No insulating material, packing, or gasket material may be removed, damaged, or disturbed by material. Materials containing asbestos are known to exist at the Thomas Hill Power Plant.
2. No insulating material, packing, or gasket material may be removed, damaged or disturbed by any Contractor without prior written approval from AECl.
3. Asbestos, containing materials may only be removed by properly trained qualified individuals. At Thomas Hill, asbestos removal will be the responsibility of AECl.
4. All insulating material, packing, or gasket material will be assumed to contain asbestos unless documented evidence exists that it is not.
5. Use of any asbestos containing will be by written approval of AECl.

Lead Paint

1. Materials and coatings containing lead are known to exist at the Thomas Hill Power Plant.
2. No lead containing substance may be removed, damaged, or disturbed by any contractor without prior approval from AECl.
3. Lead containing substances may only be removed by properly trained qualified individuals.
4. At Thomas Hill, the lead abatement will be the responsibility of the Contractor.

Personal Protective Equipment (PPE)

1. General

PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering work practices and/or administrative controls to provide maximum employee safety and health in the workplace. All Contractors are responsible for providing training and insuring the proper use of required personal protective equipment.

2. Hard Hats

AECI requires that all contract employees, subcontractors, visitors, and delivery personnel wear hard hats on AECI property.

3. Hearing Protection

AECI requires that all Contract employees, subcontractors, visitors, and delivery personnel wear appropriate hearing protection to reduce time weighted average exposure levels on noise within OSHA permissible exposure limits. It is required for all high impulse or impact noise above 140 decibels (dB) and/or if employees work an 8-hour shift in a noise environment that exceeds 90 dB or for shorter periods in higher levels up to a limit of 15 minutes/day in 115 dB areas. Hearing protection is recommended for all other Plant areas or activities where noise exceeds 85dB

4. Eye and Face Protection

AECI requires that all contract employees, subcontractors, visitors, and delivery personnel wear as a minimum safety eyeglasses. More specialized eye protection should be required by the Contractor as work being performed demands. All eye wear shall meet ANSI Z87.1-1968 standards.

5. Respiratory protection

Respiratory protection that conforms to OSHA regulations shall be used when engineering controls are not adequate to protect employee from exposure to air contaminants.

6. Foot Protection

Steel toe safety shoes are highly recommended for all workers. Sneakers, sandals or canvas shoes are not permitted.

7. Wearing Apparel

Employees whose work may bring them into contact with fire or flames may wear only clothing made from natural fibers as an outer layer. AECI promotes the use of 100% cotton clothing in these work areas.

8. Hand Protection

Wear work gloves when handling materials or using tools, which may cause blisters, burns, or cuts. Special gloves shall be worn when handling hot materials, acids, alkaline and chemicals. Approved electrical gloves shall be worn when handling energized cables or breakers racking in and out. Gloves shall be tested on an annual basis to insure their integrity.

Safety Harnesses and Safety Nets

1. Safety Harnesses

Safety harnesses, lifeline, and lanyards shall be used only for employee safe guarding. Lifelines shall be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of 5,400 pounds. A lanyard shall be a minimum of ½ inch nylon rope or equivalent with a maximum length to provide for a fall of no greater than 6 feet, or to keep the employee from contacting the next lower level.

2. Safety Harnesses shall be worn when:

Working on any structure, member, or device that is of a height greater than 6 feet above the next lower level, except when working on an *approved* scaffold.

3. Safety Nets

Safety Nets shall be provided when work places are more than 25 feet above the ground, water surface, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines or safety harnesses is impractical. Safety nets, if deemed necessary, shall be supplied by the contractor.

Fire Protection and Prevention

1. Fire Protection

AECI provides, inspects, and maintains, sufficient fire protection systems and equipment to protect exposures in the permanent plant facilities. Contractors in the permanent plant facility are responsible for the following:

- A. Report all fires to the Unit 1 & 2 Control Room Operator or the AECI Shift Supervisor, no matter how small.
- B. Contract personnel will evacuate immediately to an area designated by AECI plant personnel. Contract supervision is responsible for a roll call of all personnel and should report any missing personnel with last known location to the AECI Shift Supervisor.

2. New construction or remote location (away from the plant structures area)

Contractors in addition to complying with 1.A thru B shall provide fire protection equipment of the proper type and quantity to protect the construction site, equipment, and materials.

3. Fire Prevention

- A. All contract personnel shall practice good housekeeping and will not let combustible scrap or refuse accumulate in the areas they are responsible for.
- B. Obey all posted no smoking areas and do not smoke in areas where combustible or flammable material is in use.
- C. Store oily, paint soaked, or solvent soaked rags in AECI supplied covered metal containers.
- D. Cut or weld only when permitted to do so. Welding or cutting should not take place near locations where flammables are present. An approved fire extinguisher should be located at each welding or cutting area. Refer to the Welding, Cutting, and Other "Hot" Work section for more details.
- E. Store combustible or flammable liquids in proper containers, and use proper bonding and or grounding when transferring fuels.
- F. Report all fire hazards to the AECI Supervisor or Project Manager.
- G. Open fires of any kind are not permitted.
- H. Gas Cylinders should be transported and stored in an upright position. When stored, keep them at least 25 feet from oxygen cylinders.
- I. No material should be stored within 3 feet of an electrical panel, outlet or fire suppression system.
- J. Smoking is prohibited in coal handling buildings, office areas, control rooms, elevators, and other designated "non smoking areas".
- K. Ignition sources such as smoking, sparks, torches and electrical arcs are not permitted where flammable liquids, gases or dust may exist.

- K. Contractors shall provide the AECI Supervisor or Project Manager with locations and types of all combustible or flammable materials brought on to AECI property.

Housekeeping

1. Keep aisles clear for safe passage of people and material.
2. Clean up slippery substances, such as grease or oil spilled on floors or other work surfaces. Cover with “ oildri “ or other non-slip material.
3. Keep tools in boxes, racks, or trays when not in use.
4. Nails, pieces of wood with protruding nails, and other sharp objects should not be left on floors and walkways. Store them where they cannot be stepped on.
5. Keep exits clear. Keep fire extinguishers readily accessible and free of obstruction.
6. Do not let materials such as scrap lumber, metal, and debris accumulate which might cause a tripping hazard.
7. Dispose of empty bottles, cans, paper, and other containers by depositing them into the approved AECI supplied receptacles.
8. The job site should be cleaned daily and debris must be disposed of onsite, or offsite, in accordance with all EPA regulations.
9. Failure to maintain adequate housekeeping and clean-up may result in contractual action taken by AECI.
10. Machinery and equipment shall be kept as clean as practical at all times
11. Store flammable and combustible materials in proper containers and in flammable liquid storage cabinets.

Material Handling

1. Use proper lifting techniques when handling materials. Lift heavy objects as instructed, with leg muscles and not with the back.
2. Stored materials must not block exits, aisles, fire protection equipment, or passageways.
3. Material stored inside buildings or structures under construction must not be placed within 6 ft. of any hoist way or other inside floor opening or within 10 ft. of an interior wall which does not extend above the top of the material stored.
4. Pipe, conduit, and bar stock should be stored on racks or stacked and blocked to prevent movement.
5. The quantity of materials stored on scaffolds, platforms, or walkways must not exceed what's required for 1 day's operation.
6. Trash chutes are required for dropping materials.
7. Protruding nails must be bent or pulled when stripping forms or uncrating material.
8. All ropes, chains, cables, slings, etc., and other hoist equipment must be inspected each time before use.
9. A load should never be lifted and left unattended.
10. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
11. Materials must never be thrown or dropped from a distance of more than 20 ft. The drop area must be barricaded to protect personnel from being struck by falling materials. Trash chutes are required for dropping materials from heights above 20 ft.
12. Wear safety gloves when handling materials.

Rigging

1. Rigging equipment shall be inspected prior to use on each shift. Defective rigging shall be removed from service.
2. Rigging equipment shall not be loaded in excess of recommended working load limits.
3. Wire rope shall be removed from service if there is a marked reduction in rope diameter, excessive broken wires, kink damage, or other mechanical damage.
4. Never strain wire rope over sharp corners.
5. Remember that increasing the angle between the legs of a sling, increases the load on each leg.
6. Do not paint hooks.
7. Only qualified personnel may be assigned to rigging operations.
8. Rigging equipment is not permitted to work closer than 10 feet to any power line.
9. All rigging devices should have permanently affixed identification stating size, grade, rated capacity, and manufacturer.
10. "Shop-made" grabs, hooks, clamps or other lifting devices are prohibited.

Hand and Power Tools

1. All hand and power tools and similar equipment, whether issued by the employer or furnished by the employee, shall be maintained in safe condition and properly stored.
2. Wrenches shall not be used when jaws are sprung to the point that slippage occurs.
3. Impact tools, such as drift pins, wedges, chisels, etc. shall be kept free of mushroomed heads.
4. Wooden handles shall be free of splinters, cracks, and be tight in the tool.
5. Electric power operated tools shall either be of the approved double insulated type or grounded in accordance with OSHA requirements.
6. Any power-operated tools designed with guards shall have the guard in place when in use.
7. The use of electric cords for hoisting or lowering tools is not permitted.
8. Only trained employees are allowed to operate powder actuated tools.
9. All powder-actuated tools shall be tested daily, and all defects are corrected before use.
10. All powder-actuated tools should be of the low velocity, cushioned pistol grip, piston type design.
11. Powder-actuated tools should not be used in areas where hazardous, ignitable dust gases, or liquids are present.
12. All maintenance work on powder-actuated tools must be performed according to manufacturer specifications and must be done by qualified persons only.
13. All defective tools and equipment must be reported immediately to your Supervisor and tagged "out of service". Temporary and makeshift repairs are prohibited.
14. Floor stand and bench mounted grinders shall be provided with properly adjusted work rests and grinding wheel guards.
15. Abrasive wheels and tools shall comply with ANSI B7.1-1970, safety code for use, care, and protection of abrasive wheels.
16. All employees using abrasive wheels shall be protected by eye protection equipment appropriate to the equipment and task being performed.
17. Gas powered tools should not be used in unventilated areas and gas should be dispensed from U.L. approved cans only. All gas-powered tools must be turned off before being refueled.

Welding and Cutting and Other “Hot” Work

See Appendix 1

Electrical Safety

1. General Requirements
 - A. All construction electrical installations and temporary wiring shall be made in accordance with the National Electric Code ANSI/NFPA latest edition of all Federal, State, and Local codes.
2. Temporary lights will be equipped with guards. Broken burned out bulbs should be replaced.
3. Temporary electric cords must be covered or elevated. They must be kept clear of walkways where they may be exposed to damage or create tripping hazards.
4. Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. **NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.**
5. Voltages must be clearly labeled on all electrical equipment and circuits. Circuits must also be clearly marked for the areas of service they provide.
6. Prior to performing any work, electricians must “tag out” the equipment or machinery. The only exception is when power is required for “megging” circuits.
7. All temporary electrical circuits shall be periodically inspected and properly maintained.
8. Safety Related Work Practices
 - A. No Contractor shall permit an employee to work in such proximity to any part of an electrical power circuit that the employee could contact the electrical power circuit in the course of work unless the employee is protected against electrical shock by de-energizing the circuit and grounding or guarding it effectively by insulation or other means.
 - B. In work areas where the exact location of underground electrical cables is unknown, employee using jackhammers, bars, or other hand tools, which may contact a line, shall be provided with insulated protective gloves, provided by the Contractor. All insulated protective gloves must be tested prior to use, in accordance with the National Electric Code.
 - C. Before work is begun the Contractor shall ascertain by inquiry, direct observation, or instruments, whether any part of an energized electrical power circuit, exposed or concealed is located so that the performance of the work may bring any person, tool, or machine into physical contact with the circuit. The Contractor shall post and maintain proper warning signs where such a circuit exists. The Contractor shall advise employees of the location of such line, the hazards involved, and the protective measures to be taken.

Note: AECI is subject to the Power Generation and Transmission OSHA standard 29 CFR 1910.269. Contractors working on AECI premises may also be subject to portions of this regulation.

Tagging Protection

See Appendix 2.

Scaffolding

See Appendix 3

Floor and Wall Openings

1. Floor openings shall be guarded by a standard rail and toe board or cover. In general the railing shall be provided on all exposed sides, except at entrances to stairways.
2. Wall openings from which there is a drop of more than 4 feet and the bottom of the opening is less than 3 feet above the working surface will have a standard guardrail.
3. Open sided floor or platforms 6 feet or more above the adjacent floors or ground level and runways 4 feet or more above the ground floor level shall be provided with standard handrails and toe boards.
4. Stairways having four or more risers shall be equipped with standard stair railing on both sides.
5. Guardings and/or covers are not to be removed until other means of fall protection are in place. Employees installing or removing guarding or covers should be protected by alternative fall protection.
6. Employees are prohibited in any area that could expose them to a fall unless proper fall protection procedures are in place.
7. Stairways should be free of hazardous projections, debris, and other loose materials.

Cranes, Hoist, Elevators & Conveyors

1. Cranes

- A. All cranes must be operated and maintained in accordance with established standards, specifications, and limitations.
- B. Only trained, qualified employees are permitted to operate any crane or rigging equipment. Training includes an in-depth review of the operating characteristics and limitations of the equipment.
- C. A fire extinguisher is to be kept in the crane's cab at all times.
- D. "Shop-made" grabs, hooks, clamps, or other lifting devices are prohibited.
- E. Slings should not be shortened by using knots, bolts, or other make shift designs.
- F. Wire rope slings should be padded to protect against damage from sharp corners.
- G. Hard hats and proper personal protective equipment should be worn while operating or working close to a crane.
- H. Rated load capacities and recommended operating speeds, special hazard warnings, or instruments shall be conspicuously posted.
- I. Cranes shall be inspected prior to use each shift. Records of inspections shall be kept as required by law.
- J. Hand signals to crane operators shall be by ANSI standards for the type of crane in use.
- K. Accessible areas within the swing radius must be barricaded. Personnel are never allowed to work under suspended loads. Stay away as far as possible.
- L. Do not ride hook or load.
- M. Safety latches are required on all crane hooks.
- N. Do not operate crane or bring its loads within 10 feet of electrical distribution lines.
- O. The use of a crane to hoist employees on a personnel platform is prohibited, except when the erection, use, and dismantling or conventional means of reaching the work site would be more hazardous or is not possible because of structural design or work site conditions. The following precautions are required when using cranes to hoist personnel:
 - 1. Hoisting of the personnel platform shall be performed in a slow, controlled manner with no sudden movements of the crane platform.

2. Load lines shall be capable of supporting without failure at least ten times the maximum intended load.
3. A trial lift with the unoccupied personnel platform loaded at least to the anticipated lift weight of personnel and material, shall be made from the ground level with full crane operational tests. The trial lift shall be repeated prior to hoisting personnel any time the crane is moved and set up in a new location or returned to a previously used location. In every case the trial lift must be conducted at the beginning of every shift.
4. Work Practices
 - A. Employees shall keep all body parts inside the platform during raising, lowering, or positioning.
 - B. Employees being hoisted shall remain in continuous sight of and direct communication with the crane operator.
 - C. Employees occupying the personnel platform shall use a body harness system with the lanyard attached to the lower load block, overhaul ball, or structural member within the platform.
 - D. Hoisting of employees while the crane is traveling is prohibited.

Motor Vehicles and Equipment

Contractors may not drive privately owned vehicles on AECI property unless the vehicles are covered by the contractor's liability insurance. Proof of coverage must be provided to the AECI Supervisor or Project Manager prior to vehicle entry to AECI property.

1. The parking brake must be set whenever the equipment or vehicle is parked. Equipment or vehicles that have no parking brake must have the wheels chocked when parked.
2. Seat belts must be provided and used on all vehicles and equipment on AECI property.
3. Do not ride on the bed of trucks containing materials which are not properly secured to prevent movement.
4. All personnel are prohibited from riding on loads, fenders, running boards, tailgate or with arms or legs dangling over the side.
5. Drivers must not move vehicles until riders comply with all safety rules.
6. Do not back up vehicles when the view to the rear is obstructed unless:
 - A. It is equipped with an audible back up alarm which is audible above the surrounding noise for a distance of 200 feet.
 - B. An observer signals it is safe to do so.
7. Obey posted speed limits.
8. Only authorized, licensed drivers are permitted to operate vehicles or equipment. Accidents must be reported to the AECI Protective Services immediately.
9. Engines must be shut off during all maintenance, fueling operations, and while left unattended. When vehicles are parked unattended, remove ignition keys.
10. Employees are required to obey all state law, local, and company laws, rules and regulations while operating vehicles or equipment.

Excavations and Trenching

1. All excavations and trenching operations must conform to established regulations and standards.
2. Sides of excavations in unstable or soft material or more than 5 feet in depth shall be shored, sloped, or otherwise supported. One of the following methods of support should be used to ensure worker safety: shoring-sheeting; tightly placed timber shores; bracing; trench jacks; piles; or other materials installed in a manner strong enough to resist the pressures surrounding the excavation.
3. When employees are required to work in trenches 4 feet or more deep, an adequate means of egress shall be provided so as to require no more than 25 feet of lateral travel for employees.
4. Never pile soil or material closer than 2 feet from the edge of excavations.
5. Walkways with standard guardrails must be provided where employees are required to cross over excavations or trenches.
6. Daily inspections of excavations shall be made by a competent person for evidence of a situation that could result in cave-ins, indications of protective systems, failures, hazardous atmospheres, or other hazardous conditions. Inspections shall also be conducted after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably expected.
7. Shoring systems should be installed from the top down. Crossbeams should be placed in a horizontal position and spaced vertically at appropriate intervals. Braces must also be secured to prevent sliding, falling, or kickouts.
8. OSHA standards require that diversion dikes or ditches be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation. Water should not accumulate in a trench or excavation as it causes erosion and soil softening.
9. Excavations greater than four feet deep should be inspected daily for oxygen deficiencies and hazardous gases, etc. If hazardous conditions exist, proper respiratory protection or ventilation should be provided by the Contractor.
10. Locations of all underground utilities should be located before excavation begins.

Ladders

1. All ladders shall be inspected for defects prior to use. Any defective ladder shall be properly marked, removed from service, removed from the work area, and reported to your supervisor for repair or replacement.
2. Portable ladders shall be placed on a substantial base at a 4 to 1 pitch, have clear access at top and bottom, and extend at least 36 inches above the landing and be secured against movement when in use.
3. Always face the ladder and use both hands when climbing up or down. If you have to raise or lower tools, use a line.
4. Do not use metal ladders for electrical work or where they may contact electrical conductors.
5. Do not use stepladders as straight ladders.
6. Avoid over reaching when working from ladders.
7. Manufactured ladders must comply with OSHA, ANSI, manufacturer and job specifications.
8. The six-foot fall protection procedure applies when working from a ladder. All ladders should be secured with a rope or other substantial device.
9. Ladders should be maintained free of lines, ropes, hoses, wires, cables, oil, grease, and debris. No objects should be left on ladders.
10. Never stand or sit on the top rung of a stepladder.
11. Never climb or work from the back of a ladder.
12. Never work with another person on the same ladder.

Compressed Gas Cylinders

1. Proper marking of compressed gas cylinders to identify the contents, together with proper outlet connections, is important. The use of color-coding is desirable.
2. Examine cylinders containing compressed gases for signs of damage or leakage.
3. The protective caps of gas cylinders must be kept on all cylinders when not in use.
4. All cylinders must be properly secured to prevent tipping.
5. All gas cylinders whether in use or in storage must be secured in an upright position by some substantial means such as chains or ropes.
6. Store cylinders in areas where they will be protected from falling objects, sources of heat, and electrical wiring.
7. Keep outside storage areas free of combustible materials.
8. Oxygen and Fuel gas cylinders in storage, must be separated from each other by a distance of 20 feet or by a 5-foot high barrier wall which has a minimum 1-hour fire rating.
9. Compressed Gas cylinders shall not be taken into confined spaces.
10. Do not drop or bump cylinders.
11. Secure cylinders when lifted or transported by a mechanical device.

Confined Space Entry

See Appendix 4

These guidelines will be followed by the Contractor. Any time there is a permit required entry, the contractor will notify the Incident Commander(Shift Supervisor). AECI will be responsible for supplying the equipment and personnel for emergency situations.

Use of Owners Facilities and Security Rules

1. All contractors, with six or more people per shift, are to provide and maintain their own rest rooms.
2. Contractors are not to use plant lunchrooms except to access the vending machines.
3. Contractors may not use plant shower facilities.
4. Any contractor's employee violating this policy may be subject to disciplinary action.
5. Contact the AECI Supervisor or Protective Services concerning parking and entrance for contract personnel.
6. All vehicles are subject to search upon entering or exiting AECI property.
7. Contractor personnel are encouraged to lock their trailers and gang boxes and to put away all equipment when not in use. Protective Services may check work site areas for security deficiencies.
8. Protective Services shall be notified anytime theft of equipment or tools is found.
9. Material, tools and equipment, other than that of the employee, will not be taken from site without a "Property Removal Pass" at Thomas Hill.
10. Upon completion of the job, all trailers leaving the site shall be inspected by the AECI Project Manager and other on site contractor representatives. After the inspection, the trailer will be sealed by the AECI Project Manager and the trailer released to leave the site. At Thomas Hill, the AECI Project Manager will fill out a "Trailer Inspection" form. No trailer shall leave the site without a proper seal. Trailer inspections will only be performed between the hours of 8:00 AM and 3:00 PM.

Power Plant Electrical Protection Procedure

See Appendix 5

Acknowledgement Form

The rules, programs, and procedures stated above in this safety manual are not intended to cover all the possible situations you will be faced with on the job. AECI encourages you to act in a safe and responsible manner at all times, both on and off the job.

As the contractor's representative, I have read this safety manual, understand it, and agree that all the contractor's employees and sub-contractors will abide by it. I understand that violation to these rules may lead to dismissal of the contractor and/or sub-contractor.

Contractor: _____

Print Name: _____

Signature: _____

Date: _____

Appendix 1

Welding and Cutting and "Other" Hot Work

Appendix 2

Tagging Protection

Appendix 3

Scaffolding

Appendix 4

Confined Space Entry

Appendix 5

Power Plant Electrical Protection Procedure

Appendix 6

Recommended Forms