



# **Hydro Resources Contractor Orientation**

**Revision 1.8.3**

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## **Contractor Orientation Information**

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The information provided below is intended to make you familiar with the basic work rules, security, safety and compliance procedures, and other regulations which relate to your work on hydro resources projects. Unless otherwise defined in this document, terms with initial capitalization shall have the meanings assigned in the Contract between PacifiCorp and the Contractor. In addition to any meaning assigned in the Contract, the term “Subcontractor” shall mean Subcontractors of any tier.

## **General Information**

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Contractor shall ensure that all employees of Contractor and Subcontractors (of all tiers) are trained to perform their jobs in a safe and environmentally responsible manner.

Prior to the start of any work required by the Contract to which this Hydro Resources Contractor Orientation is an Exhibit, Contractor must complete a Contractor Orientation. The Orientation will address safety, security, and environmental issues, involved in the contracted Work.

Contractor is responsible for ensuring that all employees of Contractor and Subcontractors (of all tiers) fully understand Company policies, regulatory requirements and the specific hazards present in the work area. Company may conduct the Orientation and Contractor may choose to have all employees attend the Orientation conducted by Company or Contractor may conduct the Orientation. In any case, an attendance sheet, substantially in the form of Appendix 1 Hydro Resources Contractor Orientation Checklist, is required that has been signed by all Contractor employees and Subcontractor (of all tiers) employees.

Contractors are required to conduct the Orientation for all new employees that they bring onto the Work Site, including Subcontractors.

Contractors that return to a Hydro Resources project within a year of completing a Contractor Orientation are required to attend an additional follow-up Contractor Orientation for purposes of addressing the emergency procedures and hazards of the new work location and work only. Under such circumstances, it is not necessary to repeat the other elements of a Contractor Orientation during the additional or follow-up Contractor Orientation.

It will be the responsibility of Contractor to inform all its Subcontractors of the specific compliance requirements involved in the contracted Work. Contractor will provide copies of the Hydro Resources Contractor Orientation to all Subcontractors.

Contractors that employ non-English speaking employees or Subcontractors must be able to communicate with those employees or Subcontractors and make certain that they understand Company’s policies and the hazards of the Work.

At Company’s request, Contractor will provide documentation of its safety training programs, accident investigation procedures, and requirements associated with permits necessary for contracted work.

In conducting the Work and any activity related to the Work, the Contractor shall comply with all applicable federal, state or local laws, regulations, rules and standards and the Contractor is responsible to insure that its employees and Subcontractors also comply with all such laws, regulations, rules and standards.

Unless otherwise specified in the Contract, Contractor will be responsible for obtaining and complying with all federal, state, or local permits or authorizations required to conduct the Work in compliance with applicable federal, state or local laws, regulations, rules, or standards.

Contractor will confine itself and all Subcontractors to the designated Work Site. In all circumstances, Contractors and their Subcontractors shall not be in a Work Site area for which they are not qualified, competent or able to assess, and mitigate the risks of the hazards they may be exposed to.

Contractor and its Subcontractors must possess the necessary training and qualifications to work in areas that require specific qualifications such as, but not limited to, electric substations, electric transmission and distribution systems, and electric generation facilities if its Work requires entrance into these areas.

Contractor will immediately advise the Company representative, project manager or safety personnel of unsafe or hazardous conditions.

Alcoholic beverages and illegal drugs are prohibited on Company property. Contractor employees and employees of any Subcontractor shall not consume alcoholic beverages or illegal drugs off-site during their work day and return to the Work Site.

Contractor will immediately notify Company and the location safety representative of any visit to the site by representatives of a regulatory agency including state or federal occupational safety agencies, wildlife agencies or environmental protection agencies. To the extent practical, Contractor will provide Company with advance notice prior to beginning any conference or site inspection with any regulatory agency so that Company or its representative may have an opportunity to participate.

Contractor will conduct appropriate on-site safety and health inspections and industrial hygiene monitoring throughout the duration of the job.

## **Tobacco Use**

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No individuals, whether employees, Contractors, Subcontractors, vendors, visitors or guests, are allowed to smoke or use tobacco products on the premises of any Company-controlled facility or property. This prohibition includes offices, field facilities, company vehicles and aircraft, garages and parking lots, lawns and sidewalks. At its sole discretion, Company may identify tobacco-use areas at its facilities for use during authorized break periods. See Appendix 2, PacifiCorp Tobacco Free Workplace Policy for additional information.

## **Project Security**

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Contractors will be informed of the specific hydro project check in and out procedures before work begins. The primary check in and out locations are listed below.

### **Hydro South**

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North Umpqua -Toketee Control Center.

Prospect - warehouse office area.

JC Boyle - Red Barn.

Copco - Copco 2 control center.

### **Hydro North**

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Merwin Control Center

### **Hydro East**

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Utah check in with plant representative daily

Idaho check in with plant representative daily

All Contractor and Subcontractor (of all tiers) employees should display a readily visible company identification, preferably on their hard hat.

All Contractor and Subcontractor employees will be required to provide identification.

Vehicles will be issued visitor tags at the time of sign in. Visible company identification is encouraged and Contractor vehicles with visible identification may not be issued visitor tags. Unidentified vehicles with neither a tag nor contractor identification may be towed.

Access to plants and substations is restricted. Access to these areas is not permitted without the permission of Company.

Access to remote areas may be restricted by locked gates and fences. Arrangements for access to locked areas must be made with Company.

To prevent vandalism and loss of materials, lay down and storage areas must be secured whenever they are unattended.

Company may search vehicles entering or leaving the site.

## **Tools, Equipment and Safety Supplies**

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Contractors shall provide all tools, equipment and safety supplies to perform the Work in a safe and proper manner.

Safety supplies must meet regulatory standards.

Contractor shall provide all tools, equipment and supplies commensurate with environmental risks associated with the Work, such as absorbent pads and spill clean-up supplies to accompany hydraulic equipment.

Contractors may not remove or utilize any tools, materials, machines or supplies belonging to Company without prior authorization.

## **Work Practices**

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Contractor is responsible for compliance with the requirements of the OSHA regulations and any other applicable federal, state or local laws, regulations, rules or standards governing the Work.

Contractor is responsible for ensuring that all employees (including all Subcontractor employees) are properly trained to complete assigned tasks in a safe manner. OSHA requires competent persons to be present for scaffolding, trenching and various other tasks. Contractor is responsible for providing and documenting the necessary competent person training.

Contractor is responsible for evaluating its need for programs or procedures required by OSHA with regard to the contracted Work. Hearing conservation, respiratory protection and confined space are a few of the programs or procedures that may be required.

Contractor is responsible for conducting Work in compliance with all regulatory requirements of county, state and federal resource agencies having jurisdiction over potentially impacted resources. The agencies

may add or amend rules as needed to protect water quality, wildlife, fish, or other environmental resources present in the Work Site.

Work shall be conducted to minimize erosion of soils and to prevent silting and turbidity in streams, rivers, irrigation systems, and impoundments (lakes, forebays, reservoirs).

Permits and other regulatory documents required for contracted Work will be maintained on site and made available on request by Company or agency representatives.

Pre-Job briefs are recommended before each job begins.

Contractor is responsible for the manner in which all tools and equipment are used and for the proper use of appropriate safety devices and equipment.

Metal ladders are prohibited on the generation plant sites, substations, or in any area where there is a possibility of contact with overhead lines or energized electrical equipment.

If, during the course of the work, Contractor observes the existence of asbestos containing material, presumed asbestos containing materials, polychlorinated biphenyls or any material or substance, the presence of which could result in exposures above OSHA permissible exposure limits, Contractor shall immediately suspend further Work in the area of the materials and notify Company of the condition.

Contractors working in the vicinity of overhead power lines must be familiar with and follow the OSHA rules regulating working near power lines.

## **Compliance Violations**

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When a violation of a safety, health, or environmental compliance regulation is identified, Company and Contractor will agree upon a time frame and method for correction of the violation or hazard.

In the event of a condition that is an immediate and serious hazard to employees or that compromises strict compliance with environmental regulations, the Work will be stopped to mitigate the condition. Company employees are authorized to stop the Work when there may be risk of noncompliance with regulatory requirements, or where an immediate and serious hazard exists. A Contractor Compliance Violation Notice in the form of Appendix 3 may be issued by the Company or a Company representative to document the condition. Contractor shall remedy the condition and obtain Company authorization to resume the Work.

## **Electrical**

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All electrical tools and equipment must be approved by Underwriters Laboratory (UL) or other nationally recognized testing laboratory and must be grounded or have double insulation that requires no grounding.

Electrical tools used in hazardous locations must be rated for the hazardous location.

Ground fault interrupters shall be used on electrical circuits. In the event that equipment design will not permit the use of a ground fault interrupters an assured grounding program may be used to ensure safety.

Only qualified people will work on electrical equipment within the facility.

Flame retardant clothing is required when working on or near energized equipment where the danger of an arc flash could occur. Contractors shall provide its employees (including employees of all Subcontractors) with flame retardant clothing.



An energized work permit is required to work on or near exposed energized equipment. Contractors shall have an energized work permit process and be able to produce the permits as requested.

The power plants and substations contain high voltages; Contractor must inform its employees and all Subcontractor employees of the locations of high voltages and the hazards of working around high-voltages.

### **Burn Authorization Procedure**

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Before welding, cutting, grinding or burning is started, a written burn permit (hot work permit) must be issued. Hot work must be conducted under the authority of Appendix 4, PacifiCorp Energy Burn Authorization Procedure.

Hot work will only be done by qualified personnel.

Whenever hot work is to be done, proper shielding must be used to protect personnel from eye injury.

Contractor must take all precautions to prevent fires and damage from falling sparks due to hot work operations before a burn permit will be issued.

Contractors must provide its own designated person and fire watches.

### **Other Welding Requirements**

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All compressed gas cylinders must be properly supported and secured. When hoses, valves and regulators are removed from cylinders, the cylinders protective caps must be installed, whether cylinders are empty or full.

Acetylene and oxygen, when in storage, are to be stored an appropriate distance apart, according to current regulations.

Acetylene and oxygen cylinders shall not be allowed in a confined space.

### **Personal Protective Equipment**

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All Contractor employees and Subcontractor employees will wear personal protective equipment appropriate to the specific work activity.

Contractor (or its Subcontractors) will furnish all personal protective equipment.

Personal protective equipment may include, but will not be limited to, hard hats, safety glasses with side shields, ear plugs, protective clothing, safety harnesses (safety belts are not approved), dust masks and/or respirators, gloves, life jackets and safety-toed shoes.

Hard hats, safety glasses with side shields and safety-toed shoes will be worn at all times while working on the project.

Hearing protection will be worn as needed due to noise generated by the Work, in all posted areas or when otherwise directed by Company.

Protective clothing, gloves and respiratory protection will be used in areas where required and as work conditions dictate to assure the safety and health of the workmen.

The standard footwear is a safety-toe boot or shoe meeting the criteria of ASTM F2412-05 and F2413-05.

Safety glasses must meet the ANSI Z87 Standard. Prescription glasses with side shields that do not meet the ANSI Z87 standard are not approved.

Reflective vest will be required in high traffic areas. High traffic areas will be determined by Contractor before work begins.

## **Transportation**

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Vehicles used to transport employees shall have seats firmly secured and an adequate number of seats for the employees to be carried. Seat belts and anchorage's meeting the requirements of 49 CFR Part 571 (Department of Transportation, Federal Motor Vehicle Safety Standards) shall be installed in all motor vehicles.

Workmen shall not be allowed to ride in the back of a pickup or truck that is in motion.

Riders are not allowed to ride on forklifts or other mobile equipment unless the equipment is designed for riders.

Seat belts shall be used while operating or riding in any motorized vehicle equipped with seat belts.

Road conditions may be hazardous due to weather conditions, location of the Work Site or other factors. Company and Contractor shall mutually agree upon travel routes and the speed limits that will be enforced upon those routes. Contractor shall communicate such speed limits all Contractor employees, Subcontractor employees, and Company employees.

To prevent vehicle accidents, Contractor will require all of its employees and all Subcontractor employees to walk around all motor vehicles that will be moved from the parked position. The walk around inspection is to ensure that there are not any obstacles to the rear, side or direction of travel of the vehicle which could be run over or bumped while moving from the parked position. To help Contractor's employees and Subcontractor's employees to remember the requirement of a walk around inspection, Contractor will require that its employees and all Subcontractor employees place a traffic cone at the front of the vehicle if pulling out from the front or the back of the vehicle if backing out. Contractor's employees and all Subcontractor employees will provide their own cones.

To prevent accidents in parking areas, pull through parking should be the first option and backing into a parking space the second option. Avoid parking in areas where there is congestion.

## **Site Control**

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Contractor shall organize and maintain the work area free of hazards to all employees of the Contractor, Subcontractors, or the Company. Hazards that cannot be removed must be barricaded to notify employees of the hazard.

Contractor shall use barriers, barricade tapes or signs to identify unsafe conditions. Danger area signs and barricades shall be predominantly red in color. Danger area barricade tape shall be red and shall be lettered saying either "DANGER" or "DANGER DO NOT ENTER."

Caution area signs, barricades, and barricade tape shall be predominantly yellow in color. Caution area barricade tape shall be yellow and shall be lettered saying "CAUTION."

Barricades shall have a sign or tag attached to the barricade with the following information: the date, the reason for barricade and the name of person to contact for additional information. Signs and barricades shall be removed when the hazard is no longer present.

Contractor shall furnish and use whatever safety devices and equipment is necessary to safeguard its workmen and other personnel in the vicinity of its Work. Contractor will require its Subcontractors to do the same.

Temporary wiring and hoses, as appropriate, shall be installed so as not to present a tripping or other hazard.

Contractors shall not under any circumstances operate, or allow its Subcontractors to operate, any Company equipment with a “Danger Do not Operate” tag or a Company Lock attached.

## **Tagout**

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Company uses a protective tagging procedure to ensure systems with the potential to release unexpected energy are safe to work on. The hydro generation tag out procedure is designed to protect Company employees and non-plant personnel. Non-plant personnel are defined as personnel who are not regularly employed at the Work location, such as contractors, Subcontractors, manufacturer service representatives, or Company personnel not stationed at the Work location.

Non-plant personnel working where there is the potential to release unexpected energy shall be protected by the hydro generation tagout procedure before beginning Work. It shall be the responsibility of the Company representative overseeing the Work to obtain proper protection for the workmen, train the non-plant personnel in tagout general awareness, communicate the tagout boundaries to the non-plant personnel, maintain the non-plant personnel sign on sheet, follow the work in progress, and see that the tagout is released when the Work is completed.

Non-plant personnel are required to complete the Tagout General Awareness Training as specified in Appendix 5 before working in an area where a tagout is required. A copy of the signed Tagout General Awareness training sheet or a roster will be required for each individual receiving the training. The rosters or Tagout General Awareness training sheet are to be sent to the safety administrator.

Non-plant personnel are required to sign onto the Non-Plant personnel sign on sheet before beginning Work. The non-plant personnel must release their signature on the Non-Plant personnel sign on sheet before the tags can be removed and the equipment returned to service. Contractor shall ensure its employees and the employees of all Subcontractors fulfill responsibilities listed in the Tagout General Awareness Training.

## **Lockout**

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Contractors and Subcontractors may use locks to provide their own protection in areas of the projects that are considered as non-generating. Each job will be evaluated by the local safety administrator to determine if it is permissible to use locks in these areas.

Contractors and Subcontractors may install a lock over a tagout tag. The lock must identify the owner and must be removed at the end of each day. Contractors and Subcontractors must submit a Lockout Log Sheet in the form of Appendix 6 to Company.

## **Hazardous Chemical Communications**

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Contractor shall maintain material safety data sheets (MSDS) on the job site for any liquid, dust, mist, fume, or fiber producing material/substance used in the Work. Upon request, Contractor shall provide MSDSs to the Company. Contractor shall list MSDSs on the attached check-off sheet in Appendix 1.

Contractor is required to be familiar with and abide by all provisions of the OSHA "Hazard Communication Standard".

Contractor shall ensure compliance with applicable laws and regulations regarding hazardous materials and hazardous wastes. Contractor shall develop and implement a program for hazardous materials used in the Work and hazardous waste generated in the Work. The program shall include training for employees (including employees of all Subcontractors) on maintaining an inventory, labeling, storage, and use of hazardous materials as well as characterization, labeling storage and disposal of hazardous waste. The program will include a Contractor-designated individual responsible for hazardous material and hazardous waste. Contractor shall notify Company prior to bringing a hazardous material on site. Company reserves the right to prohibit bringing specific hazardous materials on site.

Contractor shall not leave hazardous materials, hazardous waste, or leftover chemical materials on the site unless specified by the contract.

## **Confined Space**

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An entry permit is required when entering any vessel, tank, pit, scroll case, flow line, etc. that is identified as a confined space. Entrants, attendant, and entry supervisor must be trained in the proper use of air monitoring equipment and entry procedures.

Prior to entry into a confined space, atmospheric monitoring is required.

Contractor will provide a permit-required confined space rescue team and equipment. Personnel assigned to a permit-required confined space rescue team must have received permit-required confined space training, be trained in first aid and CPR, and be capable of conducting confined space rescues.

Prior to engaging in any confined space entry, Contractor will coordinate entry activities with Company designated persons to verify that all tagout procedures and other safety precautions are implemented appropriately to make the space safe to enter.

A copy of Contractor's written confined space program may be requested and must be made available to the Company representative and/or local safety administrator before any Work in a confined space is initiated. Copies of cancelled permits must be provided to the safety administrator.

Contractor shall follow its own permit requirements before entering a confined space. Contractor's permit program must meet or exceed that of any and all applicable federal, state or local laws, regulations, rules or standards.

If multiple Contractors or a Contractor and Company employees will be entering permit-required confined space, one procedure will be agreed upon and followed.

## **Medical Services and First Aid**

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Contractor will make available to its employees (including employees of all Subcontractors), first aid and medical emergency items such as bandages, aspirin, ointments, etc. Contractor shall comply with OSHA's blood borne pathogen regulation and other applicable federal, state and local laws, regulations, rules and standards when dealing with body fluids, including proper disposal of potentially contaminated materials.

## **Scaffolds and Elevated Work Platforms**

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Contractor shall ensure that all ladders, scaffolding, hoisting equipment and manlift cages used as personnel lifts conform to OSHA regulations.

Scaffolds shall be properly constructed and inspected. Inspection records shall be available for review.

## **Safety Meetings**

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On jobs that last longer than a month, Contractor is required to hold a monthly safety meeting and provide Company with a copy of the agenda and attendance sheets of the safety meeting(s).

## **Cleanup**

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Contractor must remove all waste and scrap material from the Work Site regularly. Housekeeping during any work activity must be a priority, untidy and unkempt areas may be deemed a hazardous condition and result in Work stoppage.

Contractor shall remove all left over materials from the job sites unless prior arrangements have been made with Company.

Upon completion of the Work, Contractor shall leave the Work Site in a condition satisfactory to Company.

## **Accidents and Accident Reporting**

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All fires and accidents (including without limitation spills) will be reported immediately to Company. Contractor will also complete and submit to Company within one (1) working day of any such fire or accident, a written accident report in the format of Appendix 7 Contractor Accident Report form.

In the event of a fire, accident, or evacuation emergency, Contractor is to assemble and account for its employees and the employees of any and all Subcontractors. Upon completion of an accurate accounting, Contractor is to report the status of its employees and employees of all Subcontractors to the Company representative.

## **Environmental Compliance**

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Company's goal is to prevent or reduce degradation of natural resources by avoiding contamination of water, air, and land resources and to participate in waste reduction and recycling efforts.

Contractor shall immediately report to Company any deviation from Contract provisions pertaining to environmental compliance, including, but not limited to, any spill of a hazardous material, other ground or water contamination, fish kills, unauthorized fill in water of the State or United States (including wetlands), exceedances of water quality standards, noise violations, air quality violations, and cultural resources discoveries or disturbances.

Contractors conducting work with any possibility of a spill will maintain a spill kit at the job site. A minimum spill kit will include absorbent pads, other absorbent materials and an appropriately-sized container for soiled materials.

Contractor shall provide initial notification to Company of deviations from environmental compliance by providing notice to the appropriate control center, then the designated Company representative. For all facilities except the North Umpqua, Contractor will notify the Hydro Control Center at 877-562-9928 or

360- 225- 4410 On the North Umpqua Contractor will notify the Toketee Control Center at 541-498-2603.

## **Aquatic Invasive Species**

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For projects that include work in water, Contractor shall maintain an Aquatic Invasive Species Assurance Program (“AISAP”) that shall at a minimum meet all aquatic invasive species requirements applicable to the Work including without limit all applicable federal, state, or local laws, regulations, rules or standards regarding aquatic invasive species.

Contractor shall prepare a site-specific AISAP which may include:

- Written inspection and decontamination procedures for all equipment and tools to be used prior to bringing equipment in contact with water from other sites.
- Designated cleaning stations with runoff containment measures.
- Documentation procedures.
- Boats and vessels anticipated to require Aquatic Invasive Species Prevention permits.
- Program administrator and site personnel training.
- Provision of accident reports for all significant accidents.
- Project signage.

Company may require that the site-specific AISAP be submitted for review. Notwithstanding any such review by Company, Contractor remains solely responsible for compliance with all applicable federal, state and local laws, regulations, rules and standards (including but not limited to the laws, regulations, rules and standards described in Appendix 8).

All Contractor and Subcontractor employees working in the water shall attend a Contractor-prepared, site-specific aquatic invasive species training session prior to the commencement of the Work. The training shall include, but not be limited to, procedures to be employed during the performance of the Work.

Contractor is encouraged to contact the applicable state(s) governing body or bodies regarding any questions that arise, including those pertaining to commercial equipment use in water environments.

Contractor shall conduct and document a pre-inspection of all equipment as well as regular "walk-arounds" by Contractor supervisors and foremen. Company may require a specific inspection by Contractor and may accompany Contractor during such an inspection. Contractor shall promptly document and report discovery of any aquatic invasive species at the Work Site.

## **Wildlife**

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During the course of the Work, if any large, dead birds (such as hawks, falcons, eagles, waterfowl) or unusual quantities of dead wildlife or fish are discovered, the Contractor will stop all Work in the immediate vicinity of the discovery and immediately notify Company.

## **Domestic Animals**

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Contractors, subcontractors, vendors, including their visitors or guests, are not allowed to bring pets on the premises of any Company-controlled facility or property. This includes pets kept in personal or work vehicles on Company-controlled facilities or properties. The only exception to this prohibition is trained service animals, such as a guide dog for a visually impaired person.

## **Cultural Resources**

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If a previously unidentified archaeological or historic site (Cultural Resource) is encountered during the contracted work, Contractor shall immediately discontinue work in the general area of the discovery and notify Company.

## **Fire Hazards**

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Many Company facilities are located within forested areas that are subject to work and access restrictions during high fire danger periods. Contractor shall be responsible for knowing and meeting the laws, regulations, rules and standards for conducting Work during fire restricted periods.

## **Dam Safety Program**

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The overall objective of the Dam Safety Program (DSP) is to assure the long-term safe and reliable operation of PacifiCorp Energy's dams. Implicit to this objective is safety of the public and employees. The DSP applies to all water retaining structures, features and equipment associated with the electrical generation facilities.

A key aspect of an effective DSP is the execution of a comprehensive surveillance and monitoring program that involves both internal and external resources. While performing work on Company facilities or in the vicinity of the Company's dams, Contractor shall make note of any changed or unusual condition related to a dam, penstock or water conveyance project feature, and shall report such observations immediately in accordance with the Emergency Contacts listed below.

## **Emergency Contacts**

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Contractor shall be familiar with the emergency plan for the site and shall establish emergency reporting protocols prior to the commencement of any Work activities.

Contractor shall immediately notify Company at the appropriate control center regarding any emergency incident. After notifying the control center, the Contractor shall immediately contact the designated Company representative for the Work.

Hydro Control Center (HCC) 877-562-9928 or 360-225-4410 for all sites except those on the North Umpqua.

North Umpqua - Toketee Control Center (TCC) 541-498-2603

**Appendix 1: Hydro Resources Contractor Orientation Checklist:**

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**Hydro Resources Contractor Orientation Checklist**

Date: \_\_\_\_\_

Hydro Project	
Contractor	
Contracted Work	

Company Representative and Contractor Foreman review the Hydro Resources Contractor Compliance Information covering the following specific points. Check off points discussed.

- Process to be followed for checking in with hydro supervision. Discuss hours that will be worked and number of people on site for Contractor.
- Contractor has the responsibility to inform its employees and Subcontractors of Company safety requirements.
- Contractor is responsible for ensuring that its non-English speaking employees and those of its Subcontractors understand all safety and health rules.
- Contractor is responsible for conducting work in accordance with OSHA regulations.
- Contractor is responsible for complying with all applicable federal, state and local laws, regulations, rules and standards.
- Unless otherwise specifically stated in the Contract, Contractor is responsible for obtaining and complying with all federal, state and local permits or authorizations that are applicable to the work undertaken by the Contractor or its Subcontractors.
- Correction of safety issues.
- Drugs and alcohol prohibited.
- Tobacco use prohibited.
- Project Security.
- Personal Protective equipment requirements.
- Barriers and Barricades
- Tagout requirements/Non-plant training.
- Lockout
- Dam Safety Program
- Emergency notification and numbers.
- Accident reporting.
- Safety Meetings
- Regulatory Compliance and Compliance Violations
- Site Cleanup.
- Forest restrictions
- Location of Exits
- Description of your location
- Location of nearest Emergency Medical Services
- Transportation of employees. Speed Limits \_\_\_\_\_
- Hazardous Chemicals. MSDS's received from the Contractor \_\_\_\_\_

Discuss with Contractor any hazards that are site specific to the work that is contracted. Check off items that are pertinent to the work. Examples:

- Access points and traffic control
- Asbestos
- Confined space
- Cranes
- Energized substations/overhead lines
- Exposed energized parts
- Fall protection
- Fire fighting requirements
- Grinding





**Appendix 2: PacifiCorp Tobacco Free Workplace Policy**

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## **TOBACCO-FREE WORKPLACE POLICY**

No individuals, whether employees, contractors, vendors, visitors or guests, are allowed to smoke or use tobacco products on the premises of any PacifiCorp facility or property, whether owned or leased. This prohibition includes offices, field facilities, company vehicles and aircraft, garages, parking lots, lawns and sidewalks. Where approved, the company will identify tobacco-use areas at its power generation and mining facilities for use during authorized break periods.

Note: For represented employees, a collective bargaining agreement may supersede this policy.

## **REPORTING**

Employees are expected to report violations of the company's tobacco-free workplace policy to their supervisor or a human resources representative. Failure to comply with the tobacco-free workplace policy will result in discipline, up to and including termination of employment. Smoking in the workplace is a violation of law in certain states and may carry civil penalties for those who violate such laws.

## **PROTECTION AGAINST RETALIATION**

Retaliation against any person who, in good faith, reports a violation of this policy or participates in an investigation of smoking or the use of tobacco products in the workplace is prohibited. If the company finds retaliation has occurred, individuals who engaged in the retaliatory behavior may be subject to discipline, up to and including termination of employment, regardless of whether the original complaint is substantiated.

**These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. PacifiCorp reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between PacifiCorp and any employee, nor do they create any entitlement to employment or any benefit provided by PacifiCorp to its employees.**

**CAUTION! This document may be out of date if printed.**



Appendix 3: Contractor Compliance Violation Notice

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**Contractor Compliance Violation Notice**

This is to serve as formal written notice of an observed Compliance Violation. You are ordered to suspend work until acceptable corrections are performed. Continued violations may result in termination of work in accordance with your contractual agreement. Any cost incurred as a result of this notice shall be to the Contractor's account.

Compliance Violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation for Corrective Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On, Date \_\_\_\_\_ Time \_\_\_\_\_

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(Name of individual and company notified) was formally notified of the above noted incident and the recommended corrective action.

PacifiCorp Representative providing formal notice: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Contractor Representative receiving formal notice: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**SAFETY AND HEALTH PROCEDURE**

Burn Authorization Procedure

**Custodian of Original:**

Manager, Health and Safety – Generation

**Issue Point for Copies:**

Administrative Assistant, Generation Safety

	<b>Name</b>	<b>Job Title</b>	<b>Signature</b>	<b>Date</b>
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# Appendix 4: PacifiCorp Energy Burn Authorization Procedure

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### **1 INTRODUCTION**

#### 1.1 Purpose

The Burn Authorization Procedure has been established for PacifiCorp Energy facilities to be in compliance with 29 CFR 1910.251 thru 1910.255. It is also intended to prevent, control and mitigate the potential for fires and explosions which may otherwise be caused by work which uses sources of heat in areas that may contain an explosive atmosphere or flammable and combustible materials.

#### 1.2 Related Regulations and Company Policies

This procedure is intended to meet all national, local, state, and federal requirements.

#### 1.3 Reporting Errors and Requesting Changes

This document will be reviewed, revised, and reissued when appropriate. Comments or corrections shall be submitted by e-mail to:

PE Gen Safety Policy & Procedure

#### 1.4 Distribution

This procedure will be used at all PacifiCorp Energy generation facilities.

This document shall be distributed to all management personnel, plant safety committees, union leadership, and made available upon request to all employees through their immediate supervisors.

### **2 SAFETY CONSIDERATIONS**

2.1 Hot work may produce fumes, vapors and gases hazardous to health. To prevent breathing these fumes vapors and gases, employees shall use adequate local ventilation and if needed respiratory protection.

2.2 Hot work can present a significant risk of fire and injury.

2.3 Hazards include fires and explosions, skin burns, welding “blindness”, respiratory hazards from inhalation of fumes and smoke, etc.



### **3 DEFINITIONS**

- 3.1 Hot Work: Any activity, which results in sparks, fire, molten slag, hot material, or heat application which has the potential to cause fires or explosions. These activities include:
- 3.1.1 Cutting – using oxygen/acetylene torches, chops saws, or other cutting tools that create sparks or open flames.
  - 3.1.2 Welding – using an electric arc resistance process, or oxygen acetylene gas process.
  - 3.1.3 Burning – using an oxygen/acetylene torch, propane weed burner or open flame to consume, heat, or remove material.
  - 3.1.4 Grinding – using an electric or pneumatic mechanical grinding tool which creates sparks and heat.
  - 3.1.5 Thawing – using torches, portable heaters or propane burners to thaw frozen lines or to apply heat to piping, or other equipment.
- 3.2 Special Hazard Occupancies - Any area containing flammable liquids, dust accumulation, gases, plastics, rubber, confined spaces and paper products.
- 3.3 PacifiCorp Representative - an individual designated by PacifiCorp who has responsibility for overseeing contractors.
- 3.4 Fire Hazard – Any of the following;
- 3.4.1 Flammable liquids – a liquid with a flash point below 100° F, such as gasoline, acetone, etc.
  - 3.4.2 Combustible liquids a liquid with a flash point above 100° F but below 1000° F, such as diesel fuel, burner oil, lube oil, etc.
  - 3.4.3 Flammable gases include products such as; propane hydrogen and acetylene.
  - 3.4.4 Combustible solids such as coal, magnesium, lumber, textiles, paper, etc
  - 3.4.5 Oxygen levels above 23.5%.
- 3.5 Barrier – Metal sheeting, welding curtain, fire blanket, water spray, rock dust or other non-combustible material to separate the ignition source of hot work from un-movable flammable and combustible material.
- 3.6 Designated Individual- a PacifiCorp supervisor, foreman, or representative designated by management with the responsibility for the implementation of this procedure.

### **4 RESPONSIBILITY**

- 4.1 Management is responsible for the safe use of hot work equipment on its property and:

## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

- 4.1.1 Establish areas for hot work that are exempt from the Burn Authorization procedure and enforce the burn authorization procedure for hot work in other areas.
  - 4.1.2 Designate individuals responsible for authorizing hot work operations in areas not specifically designed for such processes.
  - 4.1.3 Ensures employees are trained in the safe operation of their equipment and the safe use of this procedure.
  - 4.1.4 Ensures contractors are informed of flammable materials or hazardous conditions of which they may not be aware.
  - 4.1.5 Provide safe equipment for hot work.
  - 4.1.6 Provide proper and effective PPE for all hot work.
  - 4.1.7 Conduct inspections to assure that combustible material is not accumulating, and if found, provide for the removal of such material.
- 4.2 Designated Individual:
- 4.2.1 Issue and maintain the copy of the burn permit.
  - 4.2.2 Review burn permit requirements with all employees performing the hot work and the fire watch and assure that all understand their requirements and sign the burn permit.
  - 4.2.3 Determine if combustible or hazardous materials are present or are likely to be present in the work location.
  - 4.2.4 Protect flammables and combustibles from ignition by:
    - 4.2.4.1 Assign workers to relocate the work to a location free from flammables and combustibles.
    - 4.2.4.2 If the work cannot be moved, have the flammables and combustibles moved to a safe distance from the hot work or place a suitable barrier that isolates the flammables and combustibles from hot work ignition sources.
    - 4.2.4.3 Ensure that hot work is scheduled so that plant operations that might expose combustibles to ignition are not started during hot work.
    - 4.2.4.4 Ensure that the equipment is properly cleared for safe operation.
    - 4.2.4.5 Determine that fire protection and extinguishing equipment are properly located at the site.
    - 4.2.4.6 Ensure all hot work equipment and PPE are in safe working order.
    - 4.2.4.7 Allow only trained and authorized employees to conduct hot work and fire watch.
    - 4.2.4.8 Ensure a fire watch is in place to observe the work.
    - 4.2.4.9 Ensure burn permits are used for all hot work outside authorized areas.
    - 4.2.4.10 At the conclusion of the work, cancel burn permits and send the permit to the safety administrator for filing.

## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

- 4.3 Person performing hot work:
  - 4.3.1 Assure the hot work equipment is handled safely and the hot work process is implemented safely.
  - 4.3.2 Participate in a pre-job brief.
  - 4.3.3 Properly use appropriate hot work PPE.
  - 4.3.4 Inspect all hot work equipment before use, and discard damaged equipment.
  - 4.3.5 Report all equipment problems.
  - 4.3.6 Employees are responsible to follow this procedure and implement the requirements of the issued permit.
  - 4.3.7 Obtain the burn permit from designated individual.
  - 4.3.8 Prepare and inspect the hot work area removing all flammables and combustibles. For flammables and combustibles that can not be removed provide a barrier or render inert.
  - 4.3.9 If area cannot be rendered inert, outline mitigating measures taken and discuss with designated individual.
  - 4.3.10 Sign the burn permit.
  - 4.3.11 Perform hot work.
  - 4.3.12 Upon completion of the work, inspect area.
  
- 4.4 Fire Watch:
  - 4.4.1 Participate in a pre-job brief.
  - 4.4.2 Discuss mitigating measures taken by the person performing the work.
  - 4.4.3 Sign the burn permit.
  - 4.4.4 Observe the person performing the hot work at all times and be capable of notifying rescue teams.
  - 4.4.5 Be familiar with the emergency action plan and its implementation process.
  - 4.4.6 Maintain continuous immediate surveillance over the hot work for the entire duration including scheduled breaks.
  - 4.4.7 If for any reason the fire watch has to leave the hot work area, the fire watch must formally transfer fire watch duties to an authorized employee.
  - 4.4.8 In the event a fire breaks out, attempt to extinguish the fire. If unable to control the fire, notify the control room operator to sound the fire alarm.
  - 4.4.9 The primary duty of the fire watch is to watch for sparks or molten material leaving the area in which the hot work is being performed. If sparks or molten metal is observed outside of the burn area it is the responsibility of the fire watch to stop the work until such time that sufficient barriers can be established.
  - 4.4.10 Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use near the hot work. The fire watch shall be familiar with the emergency procedures for fire. They shall watch for fires in all exposed areas, and shall attempt to extinguish them only

## **Appendix 4: PacifiCorp Energy Burn Authorization Procedure**

when within the capability of the equipment available or initiate the emergency procedures for fire.

- 4.4.11 A fire watch shall be maintained for at least thirty-minutes after completion of hot work operations to detect and extinguish possible smoldering fires. The fire watch shall continue to inspect the hot work area periodically for an additional thirty-minutes for a total inspection time of one hour.
- 4.4.12 There may be times when more than one fire watch is needed. Examples would be lower floors or opposite side of a metal wall being welded on. It is up to the designated individual to make this determination.

### **4.5 Contractors**

- 4.5.1 Contractors are expected to follow the PacifiCorp burn authorization procedure.
- 4.5.2 Responsibilities for administration of this procedure will be that of the PacifiCorp representative.

## **5 BURN AUTHORIZATION CATEGORIES**

- 5.1 All areas within each PacifiCorp facility are required to follow the burn authorization procedure. There are three levels of burn authorization. They include:
  - 5.1.1 Areas that are designated as permanent welding shops/welding areas and other locations designated in appendix 'B' and approved by the managing director.
  - 5.1.2 A location in which the designated individual has performed a burn permit inspection and has determined it to be free of explosion and fire hazards, and has so certified it as a "Non-Permit Burn Location."
    - 5.1.2.1 The designated individual shall sign in section 'B' certifying it is a "Non-Permit Burn Location."
  - 5.1.3 A location in which the designated individual has performed a burn permit inspection and has determined that explosion or fire hazard risk exists requiring additional measures to control such risks through the "Burn Permit Process."

## **6 PROCEDURE REQUIREMENTS**

- 6.1 Permanently designated welding shops and welding areas described in 5.1.1 are to be kept clear of flammable and combustible material. Periodic inspections by supervisors and employees are to maintain the area free of fire hazards. Burn permits are not required to be completed to perform hot work in these areas. These areas are identified in appendix B of this procedure.
- 6.2 All hot work outside of permanently designated welding shops and welding areas are initially treated as requiring a burn permit. After inspection the designated individual may determine that there is no danger of fire or explosion.

## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

The area can then be deemed as a non-burn permit area for that particular job. If conditions change, a re-inspection of the area shall be performed by the designated individual and a full burn permit may be required.

- 6.3 The following steps are required prior to performing hot work in other than permanently designated welding shops and welding areas:
  - 6.3.1 PacifiCorp worker requests a burn permit through their designated individual.
    - 6.3.1.1 If the hot work is performed by a contractor employee the request shall be routed through the contractor supervisor/foreman who in turn contacts the PacifiCorp representative overseeing their project.
  - 6.3.2 The designated individual performs an inspection of the area where hot work is to be performed according to the criteria contained on the burn permit form. Inspection criteria includes:
    - 6.3.2.1 If practical the hot work object shall be relocated to a designated weld shop or weld area where no burn permit is required.
    - 6.3.2.2 If the hot work object cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place 35 feet from the hot work (fire hazards below the hot work must be removed completely for a distance of 35 feet horizontally on each level including ground floor).
    - 6.3.2.3 If the requirements in 6.3.2.2 are met a burn permit is not required the designated individual signs on the burn permit certifying the permit is not required and sends it to the plant safety administrator for filing with a one year retention.
  - 6.3.3 If the object cannot be relocated as explained in 6.3.2.1 and explosion and fire hazards cannot be moved as explained in 6.3.2.2 a burn permit is required. The designated individual completes the Burn permit, assigns a fire watch and reviews the job with all those involved. The following shall take place to control the explosion and fire hazards:
    - 6.3.3.1 Hot work shall be permitted only in areas that are or have been made fire safe.
    - 6.3.3.2 Barrier: If the object to be worked on cannot be moved and if all the fire hazards cannot be removed, then barriers shall be used to confine the heat, sparks, or slag, and to isolate the immovable fire hazards from the hot work ignition sources. Additional precautions may be necessary as follows:
      - 6.3.3.2.1 Combustible material: Appropriate measures must be taken to assure that sparks or molten metal from the hot work activity do not fall below the work area. In addition, if possible, the work area and the areas below the work area must be washed down prior to starting the hot work. Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily

## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

- combustible materials on the floor/s below will be exposed to sparks which may drop through the floor(s).
- 6.3.3.2.2 Where hot work is done near walls, partitions, ceilings, or a roof of combustible construction, fire resistant shields or barriers shall be provided to prevent ignition.
  - 6.3.3.2.3 If hot work is to be done on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation of heat. Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.
  - 6.3.3.2.4 Hot work shall not be attempted on a metal partition wall, ceiling or roof having combustible sandwich panel construction.
  - 6.3.3.2.5 Hot work on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs shall not be undertaken if the work is close enough to cause ignition by heat conduction.
- 6.3.3.3 The designated individual gives a copy to the fire watch to be maintained at the job site.
  - 6.3.3.4 If the job is to continue from one shift to a second shift the new fire watch reviews any concerns that the old fire watch had and verifies all conditions are being met as required by the burn permit. The fire watch then signs on the relief section (page 2 of permit). The supervisor/foreman holds a pre-job brief with the new crew before work begins.
  - 6.3.3.5 The designated individual is required to walk the area periodically verifying all conditions that are required on the burn permit are still being met.
  - 6.3.3.6 At the completion of the job, the fire watch is maintained for 30 minutes, signs and then enters the time and date the continuous fire watch was completed on the form. The fire watch then makes periodic checks over an additional 30 minutes. At the conclusion of the additional 30 minutes the fire watch signs and enters the date and time of the additional inspection was completed. At the conclusion of the additional 30 minutes, the designated individual cancels the permit by signing and dating it in the appropriate place. The copy is sent to the safety administrator for filing and retention for one year.
  - 6.3.3.7 If the restrictions for fire hazards and barriers cannot be followed then hot work shall not be performed.

### 7 ADDITIONAL PRECAUTIONS

#### 7.1 Protection of Personnel

- 7.1.1 When work allows, the welder (employee) should be enclosed in an individual booth painted with a finish of low reflectivity such as zinc oxide and lamp black or shall be enclosed with noncombustible screens. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields or shall be required to wear appropriate goggles.
- 7.1.2 Employees exposed to the hazards created by welding, cutting, or brazing operations shall be protected by PPE in accordance with the requirements of 29 CFR 1910 subpart I Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed.
- 7.1.3 Plant management shall spot check hot work activities as needed to verify the process is working. An error in the process may trigger an added training session.
- 7.1.4 The safety administrator shall review the permits and verify they are being completed correctly.

#### 7.2 Confined Spaces

- 7.2.1 When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur and the machine shut down.
- 7.2.2 In order to eliminate the possibility of gas escaping through leaks or improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the gas supply to the torch positively shut off at some point outside the confined space whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practical, the torch and hose shall also be removed from the confined space.
- 7.2.3 Ventilation is a prerequisite to work in confined spaces. Hot work in a confined space changes the condition of the space and may require the permit required confined space procedure to be followed.
- 7.2.4 When welding or cutting is being performed in any confined spaces the gas cylinders and welding machines shall be left outside the space. Before operations are started, heavy portable equipment mounted on wheels shall be securely blocked to prevent accidental movement.
- 7.2.5 After welding operations are completed, the welder shall mark the hot metal or provide some means of warning others of heat hazards.



## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

- 7.3 Hot work shall not be allowed in the following situations:
- 7.3.1 In areas not authorized by management.
  - 7.3.2 In sprinklered buildings while such protection is impaired, and it has been determined that the sprinkler system is an integral part of the fire protection plan for the burn permit. This does not preclude the system being removed from service to prevent discharge while the hot work is being performed.
  - 7.3.3 In the presence of potentially explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dusts with air), or explosive atmospheres that may develop inside unclean or improperly prepared tanks or equipment which have previously contained such materials, or that may develop in areas with an accumulation of combustible dusts.
  - 7.3.4 In areas near the storage of large quantities of exposed, readily ignitable materials where barriers would prove ineffective.
  - 7.3.5 In areas where there is dust accumulation within 35 feet of the area where hot work will be conducted unless the area can be washed down.
  - 7.3.6 Ducts, conveyor systems, and augers that might carry sparks to distant combustibles shall be protected or shut down.
  - 7.3.7 No hot work shall be performed on used drums, barrels, tanks or other containers until they have been cleaned thoroughly so as to make absolutely certain that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which when subjected to heat might produce flammable or toxic vapors. Any pipe lines or connections to the drum or vessel shall be disconnected or blanked.
  - 7.3.8 Venting or purging: All hollow spaces, cavities or containers shall be vented to permit the escape of air or gases before preheating or hot work. Purging with inert gas is recommended, if entry into the space is not required.

## **8 TRAINING**

- 8.1 Training will be conducted annually and shall include the following:
- 8.1.1 Review the requirements listed in OSHA 1910.251 thru 1910.255.
  - 8.1.2 Use of burn permit system.
  - 8.1.3 The responsibilities of the Supervisor.
  - 8.1.4 Fire watch responsibilities – specifically, the fire watch must know;
    - 8.1.4.1 That their only duty is fire watch.
    - 8.1.4.2 When they can terminate the watch.
    - 8.1.4.3 How to use the provided fire extinguisher.
    - 8.1.4.4 How to activate the emergency procedure for fire.
  - 8.1.5 Operator Responsibilities.
  - 8.1.6 Documentation requirements.
  - 8.1.7 Respirator Usage requirements.
  - 8.1.8 Fire Extinguisher training.



## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

8.2 Contractor shall be trained in these procedures prior to performing hot work

### **9 HOT WORK SAFETY MEASURES**

9.1 A designated welding area shall be established to meet the following requirements:

9.1.1 Floors swept and clean of combustibles within 35 feet beyond the designated hot work area.

9.1.2 Flammable and combustible liquids and material will be kept 35 feet beyond the designated hot work area.

9.1.3 Adequate ventilation shall be provided to the work area.

9.1.4 Protective dividers such as welding curtains or non-combustible walls shall be provided to contain sparks and slag from reaching flammable or combustible materials.

9.2 Requirements for welding conducted outside the designated welding area include:

9.2.1 Portable welding curtains or shields shall be used to protect other workers in the welding area.

9.2.2 A burn permit form shall be completed and all provisions complied with prior to beginning welding operation.

9.2.3 Respiratory protection is mandatory unless an adequate monitored air flow away from the welder and others present can be established and maintained.

9.2.4 Plastic materials are covered with welding tarps during welding procedures.

9.2.5 Fire watch shall be provided for all hot work operations as required by the designated individual.

9.2.6 The area shall be washed down prior to proceeding with the hot work.

### **10 REPORTING AND RECORDKEEPING**

10.1 The safety administrator shall maintain a training file on the burn authorization procedure to assure that all employees receive the proper training on the guidelines that have been established for hot work.

10.2 Cancelled burn permits are to be retained by the safety administrator for one-year.

## Appendix 4: PacifiCorp Energy Burn Authorization Procedure

### Appendix “A”

#### Safety Checklist –Hot Work

- Charged fire extinguishers readily available
- Authorized hot work area is free of combustible or flammable material
- Authorized hot work area has adequate exhaust ventilation
- Portable welding curtains are available for welding
- Burn permits are used for all work outside of authorized area
- Hot work on closed containers is not permitted
- Hot work on flammable liquid containers – even empty is not allowed
- Welding helmet lens are available in numerous shades
- Portable exhaust ventilation equipment is available and used
- Fire watches are used for hot work outside authorized areas
- Welding respirators are available and used
- Compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, and/or leakage
- Precautions taken to prevent mixture of oxygen with flammable gases, except at a burner or in a standard torch
- Only approved apparatus (torches, regulators, pressure-reducing valves, backflow preventer, flash arrester acetylene generators, manifolds) used
- Cylinders kept away from sources of heat
- Cylinders kept away from elevators, stairs, or gangways
- Used drums, barrels, tanks and other containers thoroughly cleaned so that no explosive or hazardous chemical substances remain
- Required PPE used properly and inspected
- When working in a confined space, air monitoring must be completed and there must be a means provided for quick egress in case of an emergency

#### Workers have been trained in:

- Only authorized and trained personnel permitted to use welding, cutting or brazing equipment
- Respiratory hazards of hot work
- Safe use of welding, cutting and brazing equipment
- Fire hazards of hot work
- Use and limitations of hot work PPE
- Burn permit system

PacifiCorp Energy - Generation
Hot Work Permit Procedure

**Appendix “B”**

Below is the list of Managing Director approved designated welding shops/welding areas.  
(Plant specific listing)

Signed (Managing Director)





**VII. COMPLETING THE PERMIT**

**SECTION A**

Completed by the PacifiCorp Designated Individual

Step	Action
1	Enter Date, specific location of where the hot work will take place and the description of the work to be done. Proceed to section B

**SECTION B**

Completed and endorsed by the PacifiCorp Designated Individual

Step	Action
1	Endorse only if there is no chance for fire or explosion. This endorsement will allow the job without a full burn permit. If the job is deemed to not require a permit send the burn permit signed only in section B to plant safety administrator for filing. If the job will require a permit do not sign SECTION B and proceed to SECTION C and D

**SECTION C – Issuing the permit**

Step	Action
1	The person performing the hot work and PacifiCorp Designated Individual shall inspect the hot work area and check the 'Yes' box for each item listed when the condition or requirement has been satisfied, or mark 'N/A' when the item does not apply to the hot work area. If necessary, ensure competent assistance is used to determine that the precaution is in place. If the condition or requirement cannot be satisfied, check the 'No' box. Indicate the mitigation measures in the lines provided on the Burn permit form itself.
2	The Designated Individual must complete the following: <ul style="list-style-type: none"> <li>• Hold a pre-job brief for this work with the assigned employees</li> <li>• Review the Burn permit with the person performing the hot work and the fire watch</li> <li>• Inspect the hot work area before any hot work begins and be aware of all potential fire hazards</li> <li>• Verify that the required fire protection and extinguishing equipment are properly located in the hot work area</li> </ul>
3	The person performing the hot work, fire watch and designated individual endorse the permit indicating all of section C has been met and it is okay to begin hot work.
4	<ul style="list-style-type: none"> <li>• PacifiCorp Designated Individual gives a copy to the fire watch</li> <li>• The fire watch shall post the copy of the issued burn permit in a conspicuous and prominent position at the hot work area where the hot work is to be performed.</li> </ul>
5	Proceed to SECTION D when the hot work is completed.



**SECTION D – Canceling the permit**

Step	Action
1	Fire watch completes the continuous inspection of the hot work area for the 30 minute period after the completion of hot work, and endorse, time and date copy of the Burn permit. This 30 minute inspection shall be continuous.
2	Fire watch completes an inspection of the hot work area 1 hour after the completion of hot work, and endorse, time and date the copy of the Burn permit. This second half hour is not required to be continuous.
3	PacifiCorp supervisor/foreman or the contractor plant representative/PacifiCorp person overseeing a contractor signs the copy canceling the permit.
4	PacifiCorp supervisor/foreman or the contractor plant representative/PacifiCorp person overseeing a contractor put any comments on the copy
5	Send permit to safety for filing.

**NOTE:** The Facility Manager shall ensure that the Burn Permits are retained for at least one year from the date of cancellation to facilitate reviews of the Burn Authorization Procedure. Any problems encountered during Hot Work procedures shall be noted on the permit.

**Appendix 5: Hydro Resources Non-Plant Personnel Tagout General Awareness Training**

HYDRO RESOURCES TAGOUT TAGS

 <p style="text-align: center; font-size: small;">FRONT OF TAG</p>	 <p style="text-align: center; font-size: small;">BACK OF TAG</p>
---	--

**Tags state “Do Not Operate”, operating a device with a tag on it is not permitted under any circumstances.**

**A tag cannot be removed from a device as long as one individual is signed onto the tagout. All signatures must be released before a tag can be removed and a device operated.**

**Operating a device in any manner with a tag on it will result in disciplinary action which could result in your termination.**

**Non-Plant Personnel must be represented by a PacifiCorp Representative.**

The **PacifiCorp Representative** is responsible for understanding the work to be done, applying for a tagout, verifying the tagout and explaining to you the boundaries of the tagout. You will also be offered the opportunity to check the tags if you wish. The PacifiCorp representative will not release his tagout until all Non-Plant Personnel under his responsibility have released their signatures on the Non-Plant Personnel Sign-on Sheet.

- Non-Plant Personnel:**  
Responsibilities:
- Understanding the work to be done and the protection required.
  - Acknowledge by signing on the “Non-Plant Personnel Sign On Sheet” that the protections provided by the tagout boundaries have been fully explained to them and they are adequate for the work being done and they have been offered the opportunity to inspect the tagout boundaries.
  - Releasing your signature on the Non-Plant Personnel Sign-on Sheet when protection is no longer required.

Personnel may install personal locks or other protective devices following the establishment of a tagout as an extra level of personal protection. However, such personal locks may remain only during work periods, and may only be installed by personnel actually working on the job. If work extends over several shifts, personnel will install and remove their locks at the beginning and end of each work period. Locks may be left in place for short periods of time during a shift when work has been temporarily halted, such as for lunch or breaks. All personal locks or other protective devices must identify the employee.

I understand that I have the option of adding my personal lock over a PacifiCorp Tagout. \_\_\_\_\_  
Initials

**Remember:** If you leave the work site without releasing your signature and you do not return, the tagout will not be able to be released unless the local Production Manager follows the Non-Plant Personnel Off Duty or Off Site release procedure. This procedure is to be used only when absolutely necessary, its use is very time consuming and is taken very seriously.

Printed Name \_\_\_\_\_ Company Name \_\_\_\_\_

Signature of Non-Plant Person \_\_\_\_\_ Date \_\_\_\_\_



## Hydro Generation - Lockout Log Sheet

Name of Qualified Worker (Print): \_\_\_\_\_

Date	Location	Equipment Description and Nature of Work	Lock Point Descriptions	Lock Point Position/Condition	Qualified Employee Contacted	Date/Time Locks Removed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Turn into Production Manager at the end of each month



**Appendix 7: Contractor Accident Report**

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**Accident Report**

<b>PERSONAL DATA FOR ACCIDENT</b>		
Name (Last, First, Middle Initial): Employee #		
Occupation:		
Company Name:	Immediate Supervisor:	Company Phone #:
Company Address:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>ACCIDENT DATA</b>		
Date of Accident:	Time:	Place Accident Occurred:
Body Parts Injured:		
Was Accident Fatal? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was Accident on PacifiCorp property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was employee able to return to work the next scheduled work day? Yes <input type="checkbox"/> No <input type="checkbox"/>		
First full (8 hour) Day Away From Work:		
Was time-off authorized by physician? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how many days:	
Type of Treatment:	First Aid <input type="checkbox"/>	None <input type="checkbox"/> Hospital <input type="checkbox"/> Physician <input type="checkbox"/>
Who administered medical treatment? (name & address)		
Nature of Injury: (sprain, strain, etc.)		
Source of Injury (name the object or item that directly injured the employee or was the cause of injury):		

DESCRIPTION OF ACCIDENT / INCIDENT

DESCRIBE IN DETAIL HOW ACCIDENT, ILLNESS OR INCIDENT OCCURRED:

PLANT PERSON NOTIFIED: (NAME)

NAME TOOLS, EQUIPMENT OR MACHINERY BEING USED AT TIME OF ACCIDENT:

DESCRIBE ACTIVITY AT TIME OF ACCIDENT:

WHAT COULD HAVE BEEN DONE TO PREVENT THIS ACCIDENT?

WHAT STEPS HAVE BEEN TAKEN TO PREVENT THIS FROM OCCURRING AGAIN?

FURTHER RECOMMENDATIONS:

NAME(S) OF WITNESS(ES) TO ACCIDENT:

DISTRIBUTION:  
PLANT SAFETY/SECURITY  
COORDINATOR  
PROJECT MANAGER  
FILE

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

ALL ITEMS MUST BE ANSWERED FULLY. THIS REPORT MUST BE GIVEN TO THE APPROPRIATE SAFETY AND SECURITY SUPERVISOR WITHIN ONE (1) DAY OF OCCURRENCE.

## Appendix 8: Aquatic Invasive Species Assurance Program

### **Aquatic Invasive Species Assurance Program**

Contractor shall maintain an Aquatic Invasive Species Assurance Program (“AISAP”) that shall at a minimum meet all aquatic invasive species requirements applicable to the Work including without limit all applicable federal, state, or local laws or regulations regarding aquatic invasive species. As of November 1, 2012, applicable state requirements may include, but are not limited to the following:

#### **a) CALIFORNIA**

##### CALIFORNIA STATUTES

Statutes on Fish and Game, California Fish and Game Code, Division 3: Fish and Game Generally

See especially:

- Chapter 2, Article 1: Importation, Transportation, and Sheltering of Restricted Live Wild Animals—Generally (Cal. Fish and Game Code § 2118)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=02001-03000&file=2116-2127>
- Chapter 2, Article 3: Importation, Transportation, and Sheltering of Restricted Live Wild Animals—Aquatic Plants and Animals (Cal. Fish and Game Code §§ 2270-2272)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=02001-03000&file=2270-2272>
- Chapter 3.5: Aquatic Invasive Species (Cal. Fish and Game Code §§ 2300-2302)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=02001-03000&file=2300-2302>

Statutes on Fish, Cal. Fish and Game Code, Division 6: Fish

See especially:

- Chapter 5, Article 1: Fish Planting and Propagation—General Provisions (Cal. Fish and Game Code §§ 6400-6403)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=06001-07000&file=6400-6403>

The Marine Invasive Species Act, California Public Resources Code, Division 36

See especially:

- Chapter 1: General Provisions (Cal. Pub. Res. Code §§ 71200-71201)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&group=71001-72000&file=71200-71202>
- Chapter 2: Ballast Water Management Requirements (Cal. Pub. Res. Code §§ 71203-71210.5)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&group=71001-72000&file=71203-71210.5>

California Porter-Cologne Water Quality Control Act, California Water Code, Division 7, §§ 13000 et seq.

See e.g.:

- Chapter 2: Definitions (Cal. Water Code §13050) (the Act includes the regulation of “biological” pollutants by defining them as relevant characteristics of water quality; aquatic invasive species are an example of this kind of pollutant if they are discharged into receiving waters)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wat&group=13001-14000&file=13050-13051>

Plant Quarantine and Pest Control, California Food and Agriculture Code, Division 4

See especially:

- Chapter 5, Article 1: Quarantine Regulations and Inspection Stations— General Provisions (Cal. Food & Agr. Code §§ 5301-5312)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=05001-06000&file=5301-5312>
- Chapter 5, Article 2: Quarantine Regulations and Inspection Stations— Quarantine and Other Regulations for Pests Within the State (Cal. Food & Agr. Code §§ 5321-5323)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=05001-06000&file=5321-5323>

Other Statutes, for a more comprehensive list of California Statutes related to aquatic invasive species see:

- The California Aquatic Invasive Species Management Plan (January 2008), at pages 46 to 49 (listing state and federal authorities addressing aquatic invasive species)  
<http://www.dfg.ca.gov/invasives/plan/>
- Appendixes to the California Aquatic Invasive Species Management Plan (January 2008), Appendix C: State Authorities, Legislation & Agencies, at pages 37 to 45 (listing state and federal authorities addressing aquatic invasive species)  
<http://www.dfg.ca.gov/invasives/plan/>

#### OTHER CALIFORNIA RESOURCES

Invasive Species Program: Quagga and Zebra Mussels

<http://www.dfg.ca.gov/invasives/quaggamussel/>

#### **b) IDAHO**

##### IDAHO STATUTES

The Idaho Invasive Species Act of 2008, Idaho Code §§ 22-1901 through 22-1917

<http://www.legislature.idaho.gov/idstat/Title22/T22CH19.htm>

The Idaho Plant Pest Act of 2002, Idaho Code §§ 22-2001 through 22-2023  
<http://www.legislature.idaho.gov/idstat/Title22/T22CH20.htm>

Idaho Code § 67-7008A – Additional fees – Deposit into invasive species fund  
<http://legislature.idaho.gov/idstat/Title67/T67CH70SECT67-7008A.htm>

### IDAHO REGULATIONS

IDAPA 02, Title 06, Chapter 09 – Rules Governing Invasive Species  
<http://adminrules.idaho.gov/rules/current/02/0609.pdf>

### OTHER IDAHO RESOURCES

Idaho Aquatic Nuisance Species Plan (2007)  
<http://www.agri.state.id.us/Categories/Environment/InvasiveSpeciesCouncil/documents/Idaho%20Aquatic%20Nuisance%20Species%20Plan.pdf>

Idaho Invasive Species Program Faq's  
[http://www.agri.state.id.us/Categories/Environment/InvasiveSpeciesCouncil/IISF\\_FAQ.php](http://www.agri.state.id.us/Categories/Environment/InvasiveSpeciesCouncil/IISF_FAQ.php)

## **c) MONTANA**

### MONTANA STATUTES

Montana Aquatic Invasive Species Act, Montana Code Annotated (MCA), Title 80, Chapter 7, Part 10 (MCA §§ 80-7-1001 through 80-7-1014)  
[http://data.opi.mt.gov/bills/mca\\_toc/80\\_7\\_10.htm](http://data.opi.mt.gov/bills/mca_toc/80_7_10.htm)

Importation, Introduction, and Transportation of Wildlife, MCA, Title 87, Chapter 5, Part 7 (MCA §§ 87-5-701 through 87-5-725)  
[http://data.opi.mt.gov/bills/mca\\_toc/87\\_5\\_7.htm](http://data.opi.mt.gov/bills/mca_toc/87_5_7.htm)

### MONTANA REGULATIONS

Noxious Weed Management, Montana Administrative Rules (MAR), Title 4, Chapter 5 (MAR 4.5.101 through 4.5.501)  
<http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=4%2E5>

Aquatic Invasive Species Inspection Stations, MAR 12.11.341  
<http://www.mtrules.org/gateway/RuleNo.asp?RN=12%2E11%2E341>

### OTHER MONTANA RESOURCES

Montana Fish, Wildlife & Parks – Aquatic Invasive Species  
<http://fwp.mt.gov/fishAndWildlife/species/ais/>

**d) OREGON**

OREGON STATUTES

Aquatic Invasive Species Prevention, Oregon Revised Statutes 830.560 to 830.594  
<http://www.leg.state.or.us/ors/830.html>

OREGON REGULATIONS

Aquatic Invasive Species, Oregon Administrative Rules (OAR) 250-010-0650 through 250-010-0660  
[http://arcweb.sos.state.or.us/pages/rules/oars\\_200/oar\\_250/250\\_010.html](http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_250/250_010.html)

Aquatic Invasive Species Control, OAR 635-059-0000 through 635-059-0050  
[http://arcweb.sos.state.or.us/pages/rules/oars\\_600/oar\\_635/635\\_059.html](http://arcweb.sos.state.or.us/pages/rules/oars_600/oar_635/635_059.html)

OTHER OREGON RESOURCES

Aquatic Invasive Species Prevention Program (AISPP)  
<http://www.oregon.gov/OSMB/pages/index.aspx>

**e) UTAH**

UTAH STATUTES

Aquatic Invasive Species Interdiction Act, Utah Code Title 23, Chapter 27 (Utah Code §§ 23-27-101 through 23-27-401)  
<http://le.utah.gov/UtahCode/section.jsp?code=23-27>

UTAH REGULATIONS

Aquatic Invasive Species Interdiction, Utah Administrative Code Rule 657-60 (UAC §§ 657-60-1 through 657-60-12)  
<http://www.rules.utah.gov/publicat/code/r657/r657-060.htm>

OTHER UTAH RESOURCES

2010 Utah Aquatic Invasive Species Management Plan (Utah Division of Wildlife Resources), *see especially* pages 10-13 (Utah laws related to aquatic invasive species)  
<http://wildlife.utah.gov/mussels/plan.php>

f) WASHINGTON

WASHINGTON STATUTES

Aquatic Invasive Species Prevention Account, Revised Code of Washington (RCW) 77.12.879

<http://apps.leg.wa.gov/rcw/default.aspx?cite=77.12.879>

Aquatic Invasive Species, RCW 77.12.882

<http://apps.leg.wa.gov/rcw/default.aspx?cite=77.12.882>

Fish and Wildlife Enforcement Code, RCW Title 77, Chapter 15 (RCW 77.15.005 through 77.15.902)

<http://apps.leg.wa.gov/rcw/default.aspx?cite=77.15>

See especially:

- RCW 77.15.080, Fish and wildlife officers – Inspection authority
- RCW 77.15.250, Unlawful release of fish, shellfish, or wildlife – Penalty – Unlawful release of deleterious exotic wildlife - Penalty
- RCW 77.15.253, Unlawful use of prohibited aquatic animal species – Penalty
- RCW 77.15.290, Unlawful transportation of fish or wildlife – Unlawful transport of aquatic plants – Penalty
- RCW 77.15.293, Unlawfully avoiding aquatic invasive species check stations – Penalty

WASHINGTON REGULATIONS

Non-native Aquatic Species, Washington Administrative Code (WAC) 232-12-016

<http://apps.leg.wa.gov/wac/default.aspx?cite=232-12-016>

Deleterious Exotic Wildlife, WAC 232-12-017

<http://apps.leg.wa.gov/wac/default.aspx?cite=232-12-017>

Aquatic Nuisance Species, WAC 232-12-01701

<http://apps.leg.wa.gov/wac/default.aspx?cite=232-12-01701>

OTHER WASHINGTON RESOURCES

State Of Washington Department Of Fish And Wildlife Enforcement Program – Aquatic Invasive Species Enforcement 2008 Report

<http://wdfw.wa.gov/publications/00521/wdfw00521.pdf>

**FOR AN INSPECTION CALL: 888-WDF-WAIS**

**g) WYOMING**

WYOMING STATUTES

Wyoming Aquatic Invasive Species Act, Wyoming Statutes, Title 23, Chapter 4, Article 2 (§§ 23-4-201 through 23-4-206)

<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title23/Title23.htm>

Wyoming Weed and Pest Control Act, Wyoming Statutes, Title 11, Chapter 5 (§§ 11-5-101 through 11-5-303)

<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title11/Title11.htm>

Other State Laws, for additional laws in Wyoming related to aquatic invasive species see:

- Wyoming Aquatic Invasive Species Management Plan, at pages 19-21 (listing existing state authorities and programs)

[http://wgfd.wyo.gov/web2011/Departments/Fishing/pdfs/WY\\_AIS\\_MANAGEMENT\\_PLAN0000165.pdf](http://wgfd.wyo.gov/web2011/Departments/Fishing/pdfs/WY_AIS_MANAGEMENT_PLAN0000165.pdf)

WYOMING REGULATIONS

Regulations for Aquatic Invasive Species, Wyoming Game and Fish Commission Rules, Chapter 62

<http://soswy.state.wy.us/Rules/RULES/7907.pdf>

OTHER WYOMING RESOURCES

Aquatic Invasive Species – Protect Your Waters (September 2010)

<http://wgfd.wyo.gov/web2011/fishing-1000206.aspx>