



# ARKANSAS ELECTRIC COOPERATIVE CORPORATION

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*Effective September 25, 2018*

## CONTRACTOR SAFETY AND HEALTH WORK RULES

### Article I Purpose and Applicability

**1. Purpose.** These *Contractor Safety and Health Work Rules* (Rules) convey AECC's minimum expectations regarding safety and health practices of Contractors performing work on behalf of AECC. These Rules may exceed the requirements of federal, state and local regulatory agencies, and are in addition to any safety and health procedures, policies, guidance, and/or work instructions of the Contractor.

**2. Applicability.** These Rules apply to all Contractors (including Qualified and Non-Qualified Contractors) and Workers performing Work on behalf of AECC.

### Article II Contractor

**1. Independent Contractor.** Each Contractor is and shall remain an independent contractor as to all Work performed under any applicable contract. Nothing herein shall relieve a Contractor of its sole responsibility for the safety of its Workers and their Work performance. Contractor shall take all appropriate actions to enforce and ensure that these Rules, in addition to the following (together, collectively referred to as "Requirements"), are strictly adhered to:

- A. State, federal, and local safety and health requirements that are in effect or that may take effect during the Work;
- B. Work specific guidance and instructions; and
- C. Site-specific rules and/or addenda.

**2. Inform and Educate.** Contractor is required to inform and educate its Workers of the Requirements prior to the start of Work to ensure compliance. In accordance with the Occupational Safety and Health Administration (OSHA) regulations, Contractor must provide safety training in a language and vocabulary Workers can understand.

**3. Safety Statistics.** Contractor and Workers must maintain Work Site records of man-hours worked for AECC and of all injuries and illnesses occurring and reported while working on behalf of AECC, specifically identifying those that meet the OSHA definition of "recordable." Particularly for large or long-duration projects, AECC's designated safety representative (DSR) shall be provided with copies of such Work Site injury and Work-hour records at the completion of the job. AECC's focus on evaluating Contractor safety performance, as demonstrated by Work Site injury and illness statistics, indicates to Contractor that satisfactory performance extends far beyond pre-bid and pre-job submittals and discussions. Such statistics can also be used to

measure the effectiveness of Contractor safety programs and the Contractor's performance of the Work.

**4. Designation of Competent Person.** The Contractor shall assign or designate a Competent Person to each Work Site at which Work is being performed, as required in 29 CFR 1926.20(b)(2) and defined in 29 CFR 1926.32(f). Such designation shall be documented and maintained by the Contractor, and made available to the DSR upon request.

Safety-related communication between the Contractor and AECC should be made through Contractor's Competent Person and DSR. Contractor's Competent Person shall take appropriate corrective actions for safety violations committed by personnel of Contractor or its Workers. However, if the DSR notes safety violations either as to personnel or equipment, the DSR may halt Work progress at the Contractor's expense until such time that the unsafe condition has been corrected.

### **Article III General Safety and Health Rules**

**1. Planning and Forethought.** The Contractor shall exercise planning and forethought regarding all Work. At a minimum, this requires the Contractor to apply the same planning and management skills to the safety aspects of the job as to the bid preparation, work assignment, job scheduling, and other productivity and quality aspects. To facilitate this planning process, prior to commencing Work, Contractor is required to complete and submit to the DSR for preapproval a Safe Work Plan for each phase of the job which they have bid.

**2. Emergency Response/Medical.** Prior to the start of Work, Contractor must coordinate their emergency response/E-911 protocol plans ("911 Protocols") with the DSR. Contractor's 911 Protocols must address, at minimum:

- A. Reporting and responding to medical emergencies,
- B. Security emergencies,
- C. Evacuation alarms and routes,
- D. Available medical treatment;
- E. Facilities, etc.

Periodic drills should be conducted to practice and improve the 911 Protocols. Contractor shall be equipped with its own first aid kit. Contractor is responsible for arranging for transportation for its workers to receive medical attention for minor injuries.

**3. Pre-job Safety Briefings.** A High Risk Contractor (Civil, Line, Electrical, Test, Vegetation Management, General Construction, etc.) must conduct and document pre-job safety discussions with all Workers that will be involved in the job at the start of each shift, when the scope of Work changes, and/or before new Work assignments. These discussions must cover the actual and potential hazards of the job, safety considerations, the specific personal protective equipment requirements, AECC site specific safety requirements, and all other precautions required to prevent injury or damage and to protect the environment.

All other Contractors (low or Medium-Risk) shall perform a similar pre-job safety briefing, but it need not be documented. Contractor shall maintain such documentation upon the Work Site and make it available to the DSR upon request.

**4. Training.** Contractor shall have training and certification records, licenses, and other such documentation for its Workers that are pertinent to the work to be performed on site, and available to the DSR upon request. Prior to commencing Work, and annually thereafter, Contractor and its Workers are required to attend Contractor Safety Orientation (“Orientation”), which will be conducted by the DSR, or designee. After Orientation, the Contractor and its Workers will verify their participation and understanding by listing their names on an Orientation Form, which will be forwarded to the AECC Safety Department.

**5. Inspection and Maintenance Records.** Inspection, maintenance, repair, and certification records of cranes, hoists, personnel lifts, scaffolds, excavations, etc., are subject to AECC Safety Department review and approval and must be readily available, upon request. If AECC determines the documentation of any required records are insufficient, AECC may request the records be updated and completed, or terminate the contract.

**6. Alcohol, Controlled Substances, and Weapons.** No alcoholic beverages, beverages labeled as alcoholic, controlled substances (other than prescribed drugs), or weapons are allowed on AECC Facilities or Work Sites, including parking lots, nor shall any Worker under the influence of alcohol and/or drugs be allowed on AECC Facilities or Work Sites. The sale or use of alcohol and/or controlled substances on AECC Facilities or Work Sites is strictly prohibited. All Workers reporting for Work in an unfit condition to safely perform assigned Work functions shall be immediately dismissed from AECC Facilities or Work Sites.

**7. Regulatory Inspections.** Contractor shall promptly inform the DSR of any and all inspections, visits, observations, audits, or inquiries of any kind (telephone, electronic, in-person, etc.) (collectively “Inspections”) affecting or pertaining in any way to the Contractor’s work under the contract by any federal, state or local agency, and the reasons therefore. Contractor shall keep the DSR updated on the status of any regulatory matters arising out of such Inspections, including but not limited to safety, health citations and/or violations.

#### **Article IV Specific Safety and Health Rules**

**1. Trenching and Excavating.** No trenching or excavation Work may begin until the Contractor has designated a Competent Person to oversee the Work and has informed the DSR of the name(s) of the Competent Person(s) and the basis for such determination. Contractor is to assume the soil is Type C unless they prove otherwise with appropriate engineering tests. Contractor is responsible for contacting the appropriate “Call Before You Dig” or “Dig Safe” agency the requisite number of days (typically 2 to 3 business days) prior to the planned start of any excavation. An active “Call Before You Dig” or “Dig Safe” clearance is required before any mechanical excavation Work. All unattended trenches and excavations shall be guarded to prevent inadvertent falls.

Work Sites shall be cleaned up at the end of each day or more often if conditions warrant. All street surfaces and sidewalks must be swept clean at the end of each day.

**2. Scaffolding.** No scaffolding Work may begin until the Contractor has designated a Competent Person to oversee the Work and has informed the DSR of the name(s) of the Competent Person(s) and the basis for such determination. 100% fall protection or restraint is required at all times during erection, maintenance, use and dismantling of the scaffold whenever the fall hazard is six (6) feet or greater unless the Competent Person possesses documentation clearly describing why using 100% fall protection or restraint is not feasible or creates greater hazards. The

documentation shall also describe the methods that will be implemented to achieve as close to 100% fall protection or restraint as possible. Scaffold components may not be used for fall protection or restraint anchorage unless Contractor similarly possesses documentation by a "Qualified Person" as defined by OSHA 29 CFR 1926.450 validating the suitability of the components for such use. All documentation must be readily available for review by the AECC Safety Department. In addition, from the time scaffold erection is begun, and until scaffold dismantling is completed, the Competent Person shall inspect all scaffolding and associated components at least once each Work shift prior to their use and shall affix signs, tags, or equivalent means to conspicuously mark whether the scaffolding is or is not safe to use. Transfer of responsibility for the maintenance and inspection of the scaffolding must be coordinated and clearly noted among the DSR and other parties involved.

**3. Fall Protection.** 100% fall protection is required for all Workers exposed to fall hazards of four (4) feet or greater from structures that support overhead electrical lines (e.g., poles, towers, structures), six (6) feet or greater, in other construction activities, and lesser heights with the potential for serious injury, unless the Competent Person possesses documentation clearly describing why using 100% fall protection or restraint is not feasible or creates greater hazards. The documentation shall also describe the methods that will be implemented to achieve as close to 100% fall protection or restraint as possible, and must be readily available for review by the AECC Safety Department.

Before a Worker is allowed to climb, h/she must be a qualified climber and trained as required by OSHA regulation, 29 CFR 1910.269(a)(2)(i) and (a)(2)(ii). Each employee working from an aerial lift shall use a travel restraint system or a personal fall arrest system. Workers engaged in steel erection must comply with the requirements set forth in 29 CFR 1926.760.

**4. Housekeeping.** Contractor shall keep the Work Site neat, clean, and free of debris, trash, and hazards. Contractor shall store all materials in a neat and orderly fashion. At a minimum, the Contractor shall police the Work Site at the end of each shift.

**5. Hot Work.** Hot Work shall be coordinated with the DSR in advance. Hot Work requires the Contractor to conduct a Hazard Assessment and take appropriate actions to prevent the ignition of combustible and flammable materials, including but not limited to the use of welding tarps, fire watches, and the ready availability of fire extinguishers rated for the specific nature of the anticipated fire hazard(s).

**6. Smoking.** Smoking is prohibited in and within 25 feet of all occupied or occupiable AECC facilities, within 25 feet of flammable materials, and in other areas designated as such.

**7. Lifting and Hoisting.** Contractor must certify that all operators of mobile equipment such as cranes, derricks, boom lifts, etc., have been trained and certified on the proper operation of the equipment. Nonoperators, such as Signal Persons, shall also be trained and have proper certifications. Copies of this training and certification shall be maintained by the Contractor and readily available for review by the AECC Safety Department. Mobile crane operators must be qualified on each specific crane (type & rating) they are assigned to operate through a testing and qualification procedure.

The Contractor shall not move loads suspended from mobile equipment without the load being secured to prevent swinging. Tag lines shall be used on all loads except when there is a danger of the equipment, load, or tag line making contact with energized parts. Swing load radius must be kept clear during moving of suspended loads. Lifting devices and hardware (slings, chain,

shackles, etc.) shall be rated and properly connected for the application. Load charts shall be available and no load may be lifted until its weight has been determined.

**8. Guarding of Holes and Openings.** The Contractor shall guard or place appropriate barricades around temporary openings in floors, walls, excavations, etc., to prevent inadvertent entry. Covers over excavations or floor holes shall be of sufficient strength, conspicuously marked to indicate the hazard and the danger of removal, and secured to prevent inadvertent movement or removal whenever feasible.

**9. Ladders.** Only ladders constructed of fiberglass may be used in and around electrical equipment, including substations. Ladders are to be properly positioned. Straight and extension ladders are to be tied off at the top and bottom or footed by another person. Step ladders may be used only in the fully open position with the spreader brackets locked in place. No person may stand or sit on the steps or platforms on which standing or sitting is prohibited.

**10. Tools and Equipment.** Contractor is responsible for providing proper tools and equipment. Tools and equipment shall be maintained in safe condition and used as designed and without removing, defeating, or otherwise compromising guards or other safety devices.

Except in rare or emergency situations, AECC will not provide or lend tools or equipment, including personal protective equipment. However, if the circumstances arise whereby AECC does provide or lend its tools and equipment, Contractor shall inspect such tools and equipment before use as Contractor shall be solely responsible for assuring the safety of surrounding persons and of such tools and equipment before, during, and after use. Contractor shall hold AECC harmless against any damages or claims that may arise from Contractor's use of such tools and equipment. Contractor shall return the tools and equipment to AECC in the condition which it was received, except for reasonable wear and tear. Upon return to AECC, AECC may inspect such tools and equipment to establish its condition and substantiate whether any part of the tools and equipment have been overstressed or damaged as a result of Contractor's use. The cost of repairs or replacement to correct such overstressed or damaged condition resulting from such use shall be at AECC sole discretion, and at Contractor's sole expense.

**11. Walks and Roadways.** When performing Work on AECC Work Sites, Contractor shall not hinder or obstruct the normal flow of vehicular or pedestrian traffic without prior coordination with the DSR. In such cases, appropriate actions must be taken to alert traffic of the hazard and/or control the flow of traffic to ensure safety. In such cases, Contractor shall provide approved lights, barriers, signs, warning devices, signal persons, and/or other precautions appropriate to the situation.

**12. Lock out/Tag out.** Work at AECC Facilities may require the use of a lock out/tag out system. The Contractor is to coordinate lock out/tag out with the DSR. In some cases, the Contractor may be required to comply with AECC's lock out/tag out requirements.

**13. Confined Space Entry (including Enclosed Space Entry).** Contractor is to consider all confined spaces as permit-required confined spaces until informed otherwise by the DSR, Safety Department, or until Contractor conducts a written Hazard Assessment that documents otherwise. The Contractor is to coordinate all entries into confined spaces (whether permit-required confined spaces, non-permit confined spaces, or enclosed areas) with the DSR, the local facilities/building supervisor, and other Work groups to ensure each other's activities will not affect the safety or health of any person.

**14. Personal Protective Equipment (PPE).** As a minimum, most physical Work requires the use of safety glasses (including side shields) meeting the ANSI Z87 standard, safety shoes meeting the ASTM F 2413-05 international standard, and head protection in accordance with ANSI Z89.1 Type I, Class E. Contractor shall comply with AECC PPE requirements for the location or the type of Work. Determining any additional PPE requirements is the responsibility of the Contractor. The Contractor's PPE Hazard Assessment certifications must be readily available for review by the AECC Safety Department.

**15. Barriers, Warnings, Signs, and Signage Credibility.** AECC Work Sites, whether indoors or outdoors, restricted to entry by authorized persons shall be clearly marked and delineated. Unless otherwise permitted, such marking shall consist of conspicuous rope or tape barrier with appropriate DANGER, CAUTION, or other appropriate signs that (1) note the nature of the hazard and (2) provide guidance to the reader. When the signs or barriers are not available or their use is not practicable, such as for a momentary hazard exposure, the Contractor shall post Workers to prevent others from being exposed to the hazard(s).

All Traffic Control Plans and activities shall conform to the OSHA revised construction industry safety standards (29 CFR 1926.200-203) and Part VI of either the 1988 Edition of the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), with 1993 revisions (Revision 3) or the Millennium Edition of the FHWA MUTCD (Millennium Edition), instead of the American National Standards Institute (ANSI) D6.1-1971, Manual on Uniform Traffic Control Devices for Streets and Highways (1971 MUTCD). The placement of orange cones or signs alone is generally not considered adequate. Detours, whether for vehicular or pedestrian traffic, shall be clearly marked along the entire route. Signs, barriers, and similar markings shall be checked and maintained throughout the Work period of need and shall be removed promptly when the need has ended.

**16. Communications with AECC Personnel.** Planned Work activities which may affect AECC personnel or disrupt their Work shall be coordinated with the DSR and communicated to such personnel far enough in advance to allow for coordination, accommodations, or resolution of conflicts.

**17. Asbestos, Lead, and Other Hazardous Substances.** Asbestos, lead, and other hazardous substances may exist on or at AECC Work Sites. AECC will inform the Contractor of the known presence, location, and quantity of such substances in or adjacent to areas in which the Contractor is expected to Work, and the Contractor shall so inform its Workers, bring to AECC's attention any suspect or questionable substances that may be encountered during the course of Work, and take appropriate precautions.

**18. Nail Guns and Powder-Actuated Tools.** Nail guns, Hilti Guns, powder activated nail gun and similar tools shall be used in such a manner to ensure the projected fastener cannot miss or penetrate the intended surface and strike an unintended person or object, including but not limited to the fastener becoming an airborne projectile. Precautions include but are not limited to directing the line of fire away from other persons, including passersby, preventing access to the opposite sides of nailing surfaces (e.g. walls) and preventing access closer than 20 feet to Hilti or powder activated nail i.e., gun use. Powder actuated tools shall require the use of a Hot Work Permit in the area of natural gas, fuel oil, gasoline, propane, liquefied natural gas (LNG) and/or other flammable and combustible liquids.

**19. Arc Rated/Flame Resistant (AR/FR) Clothing/Arc Flash Protection.** The wearing of flame resistant clothing is required in energized locations and while performing certain

electrical or natural gas activities. The Contractor is to consult with the DSR to determine the specific requirements for FR Clothing, including arc flash protection. All FR clothing shall meet ASTM F1506 or ASTM F1959 and OSHA 29 CFR 1910.269 for electrical Work. All FR clothing shall meet NFPA 2112 and 2113 for affected natural gas, propane or LNG Work activities.

**20. Electrical Awareness.** Low and high voltage electrical lines and equipment exist throughout the AECC system. The Contractor must provide to all Workers, or ensure they have received, electrical awareness training appropriate to the Work they will be performing. The intent of the training is to ensure Workers understand the hazards of electricity and the actions they must take to prevent inadvertent contact.

Workers may enter a substation or switchyard only if they have: (1) attended a pre-entry safety training class and are escorted by an approved escort; (2) received a pre-entry safety briefing appropriate to the Work they will be performing and are escorted by an approved escort; or (3) completed unescorted access training and been granted unescorted access privileges by appropriate AECC personnel.

All documentation related to this requirement must readily available for review by the AECC Safety Department.

**21. Hazard Communication.** All Contractor-supplied hazardous materials and chemicals must be approved by the DSR prior to entry and use on AECC Work Sites. All Safety Data Sheets and associated instruction/warning sheets must be provided to AECC far enough in advance of the time of intended use to allow the AECC Safety Department to review, or the materials/chemicals may not enter AECC property. All containers used to handle chemicals, fluids, or hazardous material must be labeled. Minimum label requirements are product name, manufacturer or distributor, and hazard warning and shall meet OSHA and/or the United Nations Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

**22. Event Reporting.** Contractor shall report to the DSR all Workplace hazards, unsafe conditions, and safety and environmental concerns, regardless of cause. AECC also requires Contractor management to:

- A. Immediately (no later than 4 hours of occurrence) inform the DSR and analyze all occupational injuries, illnesses, vehicle accidents and other safety-related or environmental incidents (e.g., near-misses, fires, spills); and
- B. Identify their causes and actions taken to prevent recurrence in a written report; and, provide copies of all injury reports and analysis to the DSR.

Contractor also must inform the DSR immediately about safety, health, or environmental inspections or other inquiries by governmental authorities, deviations from governmental or site requirements, and damage to property or equipment.

If Contractor receives an OSHA citation concerning Work performed for AECC, Contractor must post the citation (or a copy of it) at or near the place where each violation occurred to make Workers aware of the hazards to which they may be exposed. The citation must remain posted in a place where Workers can see it, for three working days or until the violation is corrected, whichever is longer. Upon receiving an OSHA citation, Contractor shall correct cited violations by the deadline set in the OSHA citation and submit required abatement verification documentation.

Contractor shall report to the nearest OSHA office all work-related fatalities within 8 hours, and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours by telephone or in person to the OSHA Area Office that is nearest to the site of the incident, telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742), or by electronic submission using the reporting application located on OSHA's public Web site at [www.osha.gov](http://www.osha.gov).

Contractor cannot retaliate or discriminate against any Worker for reporting any OSHA concerns or violations to OSHA or to AECC.

## **ARTICLE V Compliance**

**1. Effect of Compliance.** Compliance with the Requirements does not relieve the Contractor from liability to AECC or others for negligent or improper performance of the Work. Further, neither compliance with the Requirements nor AECC's approval of any actions or procedures of the Contractor shall relieve the Contractor of its obligation to use due care in performing Work and to take any additional precautions necessary to prevent injury, adverse effects to the public, and/or property damage. The Contractor shall ensure safe Work practices, protect their Workers, and monitor the project's safety and health effects during the Work.

**2. Effect of Non-Compliance.** Any Contractor or Worker who fails to take the necessary safety corrective measures to conform to the Requirements shall be brought to the attention of the AECC Safety Department. The AECC Safety Department shall have the authority to:

- A. Suspend Work in progress;
- B. Terminate any and all active contracts; and/or
- C. Remove the Contractor from AECC's approved Contractor list.

## **ARTICLE VI Definitions**

All capitalized terms of significance in these Rules are defined in the Safety and Health Terminology Document, which is available upon request to the Safety Department.