COMMONWEALTH OF KENTUCKY

BEFORE THE PUBLIC SERVICE COMMISSION

IN THE MATTER OF:		
JACKSON PURCHASE ENERGY CORPORATION	)	
	)	**CASE NO. 2017-00202**
ALLEGED FAILURE TO COMPLY WITH KRS 278.042	)	

RESPONSE OF JACKSON PURCHASE ENERGY CORPORATION TO COMMISSION STAFF'S POST-HEARING REQUEST FOR INFORMATION PROPOUNDED AUGUST 18, 2017

Filed: September 1, 2017

Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

1. Provide copies of all memoranda, transcripts, and audio recordings of any interview with, and all written statements of, Terry Doublin concerning the January 6, 2017 accident that is the subject of this proceeding.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

Jackson Purchase Energy Corporation's internal investigation included interviews of Terry Doublin that were conducted by the cooperative's counsel, Richard Walter, shortly following the accident that is the subject of this proceeding. Copies of Mr. Walter's handwritten notes from these three (3) interviews (with accompanying affidavit) are attached at Page 2 through Page 10 of this Response. No transcripts or audio recordings of these interviews exist.

The only written statement of Terry Doublin was provided by Jackson Purchase Energy as Appendix I to its 7-Day Utility Summary Report submitted January 13, 2017. A copy of Jackson Purchase Energy's 7-Day Report was attached to the Accident Investigation Staff Report dated February 16, 2017, which itself was attached as an appendix to the Commission's Order entered herein on May 24, 2017. For convenience, an additional copy of Mr. Doublin's written statement is provided at Page 11 of this Response.

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION
IN THE MATTER OF JACKSON PURCHASE ENERGY CORPORATION
CASE NO. 2017-00202

AFFIDAVIT OF RICHARD L. WALTER

Comes the affiant, Richard L. Walter, and after being first duly sworn, states and deposes as follows:

1. That the affiant is of full legal age and is making this affidavit of his own personal knowledge and belief.

2. As a post-hearing request for information, Jackson Purchase was to file with the Commission, notes of the interviews conducted by this affiant with Terry Doublin on or after the January 6, 2017 incident which is the subject of Case No. 2017-00202.

3. Appended to this affidavit are those notes of counsel relative to the to the interviews with Terry Doublin as a part of the investigation occurring on that date and thereafter.

FURTHER THE AFFIANT SAYETH NAUGHT.

RICHARD L. WALTER

SUBSCRIBED, SWORN TO AND ACKNOWLEDGED before me by Richard L. Walter on this the 28th day of August 2017.

My commission expires January 7, 2020

Michelle Rae Ward
Notary Public, Ky., State at Large

NOTARY ID# 548191

Terry Dublin
12405 Childress Rd
Kevil Ky 42053

270-339-5757

maintenance
Line Foreman
26 years 1990 - groundman
line man
underground foreman
maintenance

Josh's experience very intelligent
very smart.

no unsafe work practices
were witnessed from Josh.

left facility @ 9 am.
very cold - snowing.
came back to Paducah to eat
this was
Gary dispatch
people out of power

first pulled up at McCracken Village snowing

Floor [illegible] [illegible] | [illegible] #2 [illegible]

Josh driving - Something bypassing breaker so 2 wires together

line was slacked.
pull the line out to where breaker
Josh pulled the line - long pole
pull switch

- after pull switch

- wear gloves
- hot line indicator
- ground the line

Basic training

- Job briefing conducted

Josh was going to pull switch
as it was on his side

then Terry going to walk line
to see if he could determine
what they had.

Josh sees sq in bucket while Terry
walking line

Terry walks some 1 min or so

bucket raised - c/w see
Josh

hollered at Josh - no response

Terry calls Mayday

lowers bucket

Josh 1/2 standing - breathing

got him out - unconscious

start CPR

AED put on by Terry
↓
not working right

Red Truck guy
~~Paramedic~~ happened by personal vehicle
helped

older gentleman - paramedic
↓ Prob w/ ambulance service

d/n know how long Josh down

Phillip
Tom
Eric
) all came.

NO one killed line

Josh was
NO sleeves
NO gloves

he believes left hand
burn mark.

Copper wire lightly

Josh - very smart

John was little goofy.

continued
investigation #2

1st stop Breaker pole

cut out - hear
breaker pole - opened breaker
pull down

drove down - clr deaf

set back up
talked about it (Tab briefing)

Terry said → Josh go up & see what
we need to do -

Terry going to walk to
see if anything
behind house
2 spans (3 poles)
turned around
clr see Josh

brought Josh down
slumped over
dumped bucket - drug him
out

Add out of trunk

power at on

but ~~if~~ then
optional

Check compressor engage

until Phillips + volunteer fire light

what happens

① Stinger on line side
comes off of OCB, lead long
= 7'
bypass cut out

load side stinger on
bypass cut out

touching — flame light

2 stingers stuck together

take off connect to N side of pole

wire still attach

(Find out size of wire; connectors needed)

strap around arm 2 jacks

make metal to metal contact

go up & look

3rd conv

Follow up
1/11/2017

Tony – location w/i truck of gloves/sleeves unknown

availability of glove liners – yes

throwing gloves in the bin

Phillip
/ hasn't shown – lead
/ gloves
/ came off
/ when
no rubber gloves

We pulled up and saw Chase Harris down I told Josh I wanted to kill he breaker so we pulled up to Breaker he told me to call Dispatch and tell them what we were going to do and he would pull the Riddle then we set track up where wire was broke I told Josh to see what all we needed to get I was going to walk line out to see what broke it he went up in bucket and on my way back I noticed he was not visable in bucket so I ran back called for mayday and got him down.

1-6-17

Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

2. State whether Terry Doublin used a notebook or otherwise kept records to memorialize his or his crew's work activities on January 6, 2017. If so, provide a copy of the notebook and/or records.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

Other than his written statement referenced in Jackson Purchase Energy Corporation's Response to Item No. 1 of this Request for Information, Mr. Doublin did not use a notebook or otherwise keep records to memorialize his or his crew's work activities on January 6, 2017.

Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

3. Provide the results of Jackson Purchase's evaluation of whether to require written documentation of job briefings for all jobs.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

Jackson Purchase Energy Corporation continues to research and test various job briefing methodologies and tools to ensure any proposed changes to its existing policies and practices are appropriately analyzed and fully developed. This process requires, among other things, the input of management, supervisors, and other employees from each of the cooperative's operational divisions, as well as consideration of implementation techniques that promote the successful adoption and utilization of any new procedures. Jackson Purchase Energy remains committed to identifying the implications and assessing the effectiveness of requiring written job briefings for all jobs; however, because the evaluative process remains ongoing, there are no definitive results to provide at this time.

Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

4. Provide copies of all communications Jackson Purchase has made to the Kentucky Labor Cabinet in connection with the fatality of Joshua Franklin, including notices of intent to contest citations and notifications of penalties.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

The requested documents are attached at Page 2 through Page 568 of this Response. Due to their voluminous nature, Jackson Purchase Energy has contemporaneously filed a Motion for Deviation from Filing Requirements requesting that it be allowed to file one (1) copy of the attached documents in paper medium and ten (10) copies in electronic medium (on ten (10) identical compact discs) with the Commission.

Jackson Purchase Energy
P.O. Box 4030 • 2900 Irvin Cobb Drive
Paducah, KY 42002-4030
270.442.7321 • 800.633.4044
Visit our Web Site www.JPEnergy.com

January 18, 2017

Mr. Chris Williams,
OSH Certified Safety Compliance Officer II
1047 US Hwy 127 S
Suite 4
Frankfort, KY 40601

RE: OSH Accident Investigation Report

Dear Mr. Williams,

Please find enclosed the summary report and requested information dealing with the accident that occurred on Jackson Purchase Energy Corporation lines on January 6, 2017. Please return a file stamped copy of the report in the envelope provided.

Should you need additional information concerning this accident, please contact me at (270)-442-7321.

Sincerely,

Scott Ribble
Vice President, Engineering and Operations

Enclosures

RE: Summary Report for Incident Involving Jackson Purchase Energy Corporation (JPEC) Employee Contact on Friday, January 6, 2017.

On or about 11:15 a.m. on Friday January 6, 2017, JPEC dispatch was alerted to an outage in the Magruder Village subdivision off Bethel Church Rd near the city of Kevil in western McCracken County. This neighborhood is served by the Woodville Rd. circuit out of Kevil Substation. The outage was relayed to JPEC's service crew, Unit 3, which was manned by Terry Doublin and Joshua Franklin. Terry is a Crew Leader and was hired in October of 1990. Joshua is a Line Technician and was hired in January of 2008.

According to the statement provided by Terry when they arrived and began investigating the cause of the outage they found a "phase hanging down." The location of the line break was at Pole_00008445. The line in question is a 3 strand 8A copperweld cable.

After discovering the cause of the outage, Terry's statement continues that he and Joshua went to the upline protection device at Pole_00008439, approximately 575 feet to the south on Bethel Church Rd, and pulled down the handle to open the recloser. Terry and Joshua then went back to Pole_00008445 and had a verbal job briefing laying out that Joshua was to determine what hardware would be needed to complete the repair and Terry would walk a section of line to determine if a cause could be found for the break. As Terry began to inspect downline, Joshua went up in the bucket.

From both Terry's written statement and the police report, Terry was returning to the truck after doing his inspection and he noticed that Joshua was not visible in the bucket. Terry stated that he waited for a few seconds and still not being able to see Joshua he ran to the bucket, lowered the bucket and dumped the bucket over. Terry found Joshua inside. Terry then initiated a mayday call over the radio, pulled Joshua from the bucket and began providing CPR.

The mayday call was initiated at 12:05 p.m. JPEC dispatch center received and immediately relayed the information to 911. Phillip Kendall, JPEC Operations Supervisor, was the first JPEC employee to reach the scene to assist. He stated that when he arrived, West McCracken and Kevil Volunteer Fire Fighters has arrived and were assisting with CPR and first aid. After Phillip arrived on scene, Tony Martin, JPEC Operations Supervisor, along with Eric Todd and Kenny Harper, JPEC Crew Leaders arrived to assist. Soon after, Mercy EMS arrived and transported Joshua to Lourdes Hospital in Paducah, KY. After Joshua was stabilized, he was air-lifted to Vanderbilt University Hospital Burn Unit by Life Flight.

I was notified at 12:07 p.m. along with Dennis Cannon, JPEC President and CEO, and Murray Riley, JPEC Safety Coordinator. Vanessa Blagg, JPEC Human Resource Generalist was also notified of the mayday call. Notification of JPEC board members was activated by Dennis while I worked with crews in the field to secure their job sites and head into the office. McCracken County Sherriff, Jon Hayden, was in the area and arrived at JPEC headquarters. Sheriff Hayden was able to fill Dennis and myself in with some details on location of the accident and status of EMS help for Joshua. Vanessa had already notified workers compensation insurance of the accident and then gathered the necessary emergency documents and headed out to Joshua's house to make contact with his wife Christa. At 1:05 p.m., Steve Kingsolver, Utility Regulatory and Safety Investigator for the Kentucky Public Service Commission was

notified of the incident. I spoke with Murray, who happened to be in Nashville on an unrelated matter. He remained in town and went to Vanderbilt to receive Joshua's family. After verifying with Dennis that all notifications were made I began to gather the needed equipment to go to the accident site.

The accident site is roughly 45 mins from the office and I arrived on scene around 3:05 p.m. and witnessed Unit 3 parked with the bucket down and dumped over in the driveway at 4645 Bethel Church Rd. Present at the scene were Tony, Phillip, Kenny, Eric, and Terry. I discussed with Phillip and Tony my plans of documenting the scene and restoring service to the members affected by the outage. I then asked Eric and Kenny to take Terry back to the office where he would be needed to issue a statement to JPEC general counsel Richard Walter.

Starting at Pole_00008439 it was noticed from the ground that although the recloser was open the line side jumper of the recloser appeared to be touching the load side jumper of the bypass fuse cutout of the recloser. The fuse cutout for the road side phase that ran up Bethel Church Rd was open and the fuse appeared blown. Upon closer aerial inspection of the two jumpers it was found that not only were the wires touching but they were fused together. This caused the line feeding north up Bethel Church Rd to remain energized bypassing the open recloser. Pressure was applied to the fused wires to separate the jumpers. As the wires separated an arc was created indicating the presence of load. No grounds had been installed at this location.

Unit 3 was located at Pole_00008445 and parked where the crew could perform the necessary repairs to the road side phase off the driver side rear corner of Unit 3. Unit 3 was grounded to the system neutral by means of the pole ground at the location the crew was working. Looking at the lines on top of the pole two phases and the neutral fed through the pole in an east to west route and on toward Magruder Village and a single phase line took off and continued north along Bethel Church Rd. It was noticed that the single phase line that continued north along Bethel Church Rd was still connected to the broken conductor by means of a jumper and connectors. This may have allowed the copper to hang down but not fall to the ground as the single phase line running north may have supported it. This may confirm the comment that Terry made in his written statement mentioning a "phase hanging down". However when found, a hoist had been installed on the crossarm that was connected to a grip which secured the 8A copperweld. There were no grounds installed on the primary conductor. No rubber blankets or line hoses were installed on the phases or crossarm and jumpers.

At the location where Joshua had received first aid, his hard hat, safety vest, harness and clothing were identified along with various tools that had spilled out from the bucket. Joshua's rubber gloves and sleeves were not found on the ground or in the bucket. No one on the scene said that Joshua had been wearing gloves and sleeves and the PPE had gone with emergency personnel.

After documenting the scene with photos, power was restored and Unit 3 was impounded at JPEC's warehouse with the passenger cab and all bins locked and the keys secured by Phillip.

Joshua's rubber gloves and sleeves were found in a bin of Unit 3 on Monday morning January 9 when a representative with Kentucky Labor Cabinet was beginning his investigation of the incident and

asked to look at all the rubber blankets and hoses from Unit 3 along with Joshua's gloves and sleeves. Murray supplied the investigator with the requested personal protective equipment.

Scott Ribble

Vice President of Engineering and Operations
Jackson Purchase Energy Corporation

Kentucky Labor Cabinet Requested Items
Page 1 of 2

1. 1A-1 Form (1st Report of Injury or Illness Form) / OSH 301 – attached to report as Appendix A
2. Accident Investigation Report (KPSC 7 Day Summary Report) - this document
3. Utility Photographs of Accident site – attached to report as Appendix B
4. Witness Statement - attached to report as Appendix C
5. Witness Contact Information – attached to report as Appendix D
6. Injured EE Contact Information – attached to report as Appendix E
7. Service Location - attached to report as Appendix F
8. Work Order # - There is not a work order number for this job. The accident occurred in response to an outage.
9. Training Records of Employees - attached to report as Appendix G
10. Inspection Records for Rubber Insulating Equipment/Tools (blankets, gloves, sleeves, hotsticks) - attached to report as Appendix H
11. Copy of Job Briefing Before Work Began at the Accident Site – For all work, JPEC employees are required to have a job briefing. For planned work (e.g. work orders) there is space on the work order for any job briefing notes and signatures. For trouble calls, employees are still required to have a job briefing but it is verbal in nature. No physical paper is produced when a trouble call comes into dispatch and relayed to a crew in the field. W.O. example is attached to report as Appendix I
12. Crew Audits/Inspections - attached to report as Appendix J
13. Truck Information (Truck #3, Mfg. International, Model # 4300)
14. Photos of Truck – Kentucky Cabinet of Labor inspector took pictures of the truck. No further action is required. (per inspector)
15. Truck Inspection Records (Di-electric tests, structural analysis/weld inspections) - attached to report as Appendix K
16. Truck Maintenance Records - attached to report as Appendix L
17. 1st Aid Training Records – listed in training records (see Appendix G)
18. 1st Aid Supplies - attached to report as Appendix M

Kentucky Labor Cabinet Requested Items
Page 2 of 2

19. REA Specs Page - According to JPEC's oldest paper maps, the subdivision and facilities along Bethel Church Rd were built prior to 1971. The birthmark on Pole_00008445 is illegible. Construction is not consistent with REA Specs. JPEC believes facilities were obtained from Federal Government during or after the construction of Paducah Gaseous Diffusion Plant.

20. Payroll Records for EE - attached to report as Appendix N

21. Past Disciplinary Actions Taken for Violations of Safety Rules - attached to report as Appendix O

22. Procedures for Performing Work Due to an Outage – JPEC Procedure 6-2 (JPEC General Outage Response) is attached to report as Appendix P.

23. Procedures for employees regarding inspecting of lines/jumpers/equipment prior to working on lines – See JPEC Safety Manual Section 601 (J), (L) in Appendix S. JPEC also has monthly safety training topics that address the issue – See Appendix G.

24. Procedure for employee to work on de-energized lines/guy wires/equipment energized lines/guy wires/equipment – (1) JPEC Procedures 8-9 (Personal Protective Equipment and Procedure) and (2) JPEC Procedure 8-20 (JPEC Personal Protective and Vehicle Grounding) are attached to report as Appendix Q. See also JPEC Safety Manual 601 (J), 602 (B) in Appendix S.

25. 2012-2017 OSH 300 (log) and OSH 300A (summary) – attached to this report as Appendix R

26. Safety Manual – attached to this report as Appendix S

Appendix A – 1A-1 Form (1st Report of Injury or Illness Form) / OSH 301

1A-1 WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS

General

Employer (Name & Address incl. zip)
Jackson Purchase Energy Corporation
P.O. Box 4030
2900 Irvin Cobb Drive
Paducah, KY 42002-4030

Carrier/Administrator Claim Number

Jurisdiction | Jurisdiction Claim Number

Insured Report Number

Employer's Location Address (if different) | Location No.

Sic Code | Employer FEIN [redacted] | Phone No. (270) 442-7321

Carrier/Claims Admin

Carrier (Name, Address & Phone Number)

Policy Period
To
☒ Check if self insured

Claims Admin (Name, Address & Phone Number)

Carrier FEIN | Policy Number or Self-insured Number | Administrator FEIN

Agent Name & Code Number

Employee/Wage

Legal Name (Last, First, Middle)
Joshua R. Franklin

Date of Birth [redacted] | Social Security Number [redacted] | Date Hired 01-03-08 | State of Hire Kentucky

Address (Incl. Zip) [redacted]

Sex: ☒ Male ☐ Female ☐ Unknown

Marital Status: ☐ Unmarried/Single/Div. ☒ Married ☐ Separated ☐ Unknown

Occupation/Job Title: Line Technician

Employment Status: Full time

Phone [redacted]

No. of Dependents: 2

NCCI Class Code

Wage Rate: $ [redacted] ☐ Day ☐ Week ☐ Month ☒ Other

Days Worked/Wk: 5

Hrs Worked per Day: 8

Full Pay for Date of Injury? ☒ Yes ☐ No

Old Salary Continue? ☐ Yes ☐ No

Occurrence

Time Employee Began Work: 7:00 ☒ AM ☐ PM

Date of Injury or Illness: 01-06-17

Time Occurred: 12:05 ☐ AM ☒ PM

Last Work Date: 01-06-17

Date Employer Notified: 01-06-17

Date Disability Began

Employer Contact Name/Phone Number
Vanessa Blagg (270) 441-0823

Did Injury/Illness Exposure Occur on Employer's Premises? ☐ Yes ☒ No

Type of Illness/Injury: Electrical Shock

Type of Illness/Injury Code

Part of Body Affected: Both hands, heart, lungs

Part of Body Affected Code

Department or location where accident or illness exposure occurred
Truck was parked at 4646 Bethel Church Road, Kevil KY

All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.
Was in the bucket of line truck

Specific Activity the Employee was engaged in when the accident or illness exposure occurred.
On an outage call to restore power

Work Process the Employee Was Engaged in when accident or illness exposure occurred.
In bucket

How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill.
Contact with live wire

Cause of Injury Code

Date Returned to Work

If Fatal, Date of Death

Were Safeguards or Safety Equipment Provided? ☒ Yes ☐ No

Were they used? ☐ Yes ☐ No

Treatment

Physician/Health Care Provider (Name & Address)
1530 Lone Oak Road
Paducah, KY 42001
270-444-2111

Hospital (Name & Address)
Lourdes Hospital
1530 Lone Oak Road
Paducah, KY 42001
270-444-2111
Airlifted to Vanderbilt Hospital in Nashville, TN

Initial Treatment
0 ☐ No Medical Treatment
1 ☐ Minor: By Employer
2 ☐ Minor Clinic/Hosp
3 ☒ Emergency Care
4 ☒ Hospitalized > 24 hr.
5 ☒ Future Major Medical/Lost Time Anticipated

Other

Witness to Accident (Name & Phone Number)
Terry Doublin was on the site but did not see the incident occur [redacted]

Date Administrator Notified: 01-06-17

Date Prepared: 01-09-17

Preparer's Name & Title: Vanessa Blagg, Human Resources Generalist

Preparer's Phone Number: (270) 441-0823

1A-1 (2/95)

SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE

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Applicable in Alaska

A person who willfully makes a false or misleading statement or representation for the purpose of obtaining or denying a benefit or payment is guilty of theft by deception.

Applicable in Arkansas

Any person or entity who willfully and knowingly makes any material false statement or representation for the purpose of obtaining any benefit or payment, or for the purpose of defeating or wrongfully decreasing any claim for benefit or payment or obtaining or avoiding worker's compensation coverage or avoiding payment of the proper insurance premium (or who aids and abets for either said purpose), under this chapter shall be guilty of a Class D. felony.

Applicable in California

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Applicable in Connecticut

This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.

Applicable in Delaware and Oklahoma

Any person who, knowingly and with intent to injure, defraud, or deceive any Insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony. The lack of such a statement shall not constitute a defense against prosecution under this section. *Delaware Statutes Regulation: Del #C Section 913(B)

Applicable in Florida

Any person who, knowingly and with intent to injure, defraud or deceive any employer or employee, insurance company or self-insured program, files any statement of claim containing any false or misleading information is guilty of a felony of the third degree.

Applicable in Idaho

Any person who Knowingly and with the intent to injure, Defraud, or Deceive any Insurance Company, Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.

Applicable in Indiana

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

Applicable in Kentucky and New York

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. In New York, such person shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Applicable in Michigan

Any person who knowingly and with intent to injure or defraud any insurer submits a claim containing any false, incomplete, or misleading information shall, upon conviction, be subject to imprisonment for up to one year for a misdemeanor conviction or up to ten years for a felony conviction and payment of a fine of up to $5,000.00.

Applicable in Minnesota

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Applicable in Nevada

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

Applicable in New Hampshire

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

Applicable in New Jersey

Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Applicable in Ohio

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Applicable in Pennsylvania

Any person who knowingly and with intent to injure or defraud any insurer files a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years or payment of a fine of up to $50,000.

Applicable in Utah

Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.

EMPLOYEE SIGNATURE: _____

IA-1 (2-95)

Appendix B: Utility Photographs

Pole_00008439 (Jumpers)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

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Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Accident Site)

Pole_00008445 (Accident Site)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Accident Site)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Truck Ground)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Truck Ground to Pole Ground)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Pole Top with Hoist and Grip)

Pole_00008445 (Truck Ground to Pole Ground)

Pole_00008445 (Truck Ground Measurement)

Pole_00008445 (Accident Site)

Pole_00008439 (Jumpers)

Pole_00008439 (Jumpers)

Pole_00008439 (Jumpers)

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Pole_00008439 (Jumpers)

Pole_00008439 (Jumpers)

Pole_00008439 (Jumpers)

Pole_00008439 (Jumpers)

Pole_00008439 (Road Side Fuse - blown)

Pole_00008445 (Bells, 8A CWC deadend and Jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm

Pole_00008445 (8A CWC with Hotline Clamp to Phase running up Bethel Church Rd)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm

Pole_00008445

Pole_00008445

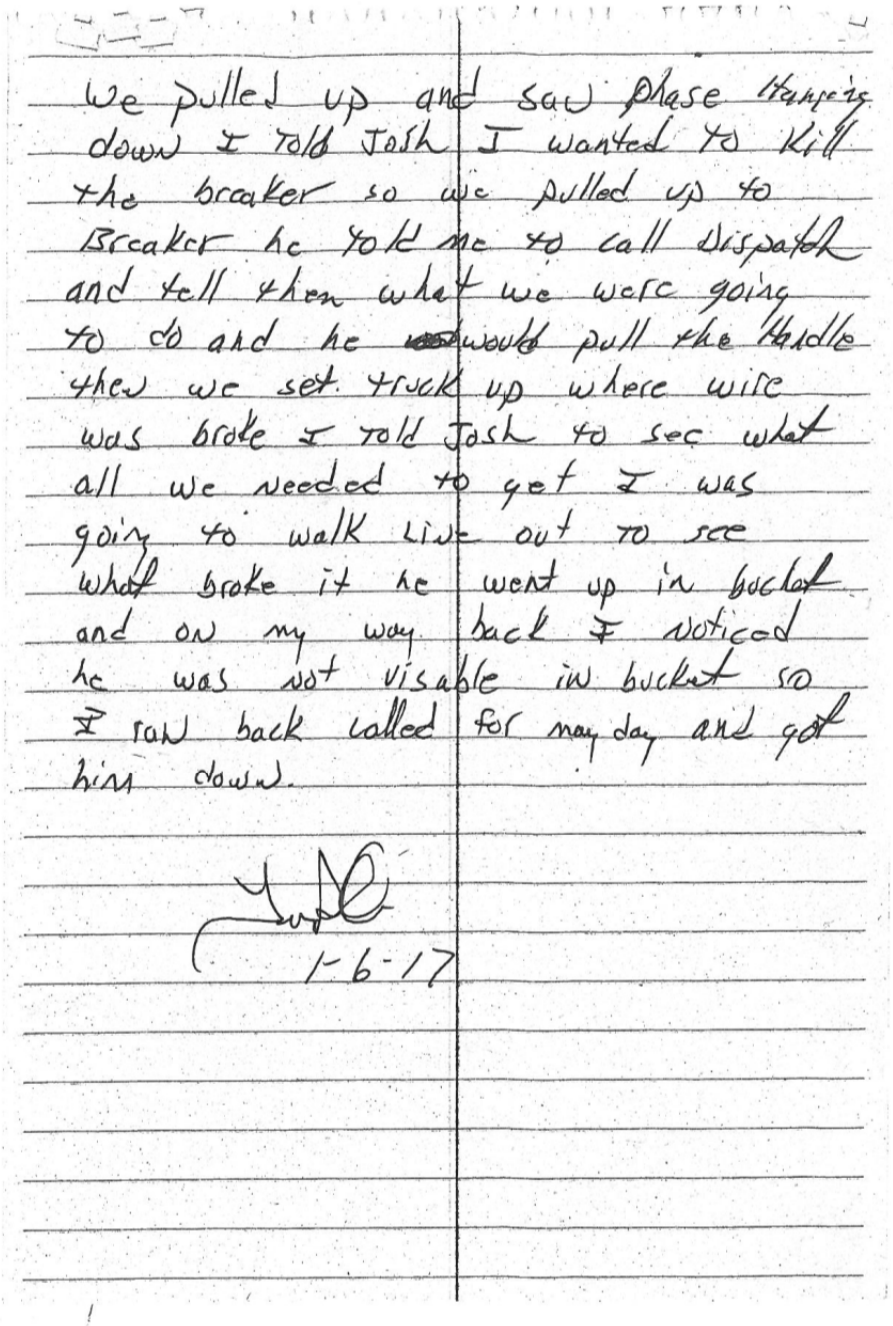
Pole_00008445

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445 (Bells, 8A CWC deadend and jumper over crossarm)

Pole_00008445

Appendix C – Witness Statement



We pulled up and saw Chase Harpers down I told Josh I wanted to kill the breaker so we pulled up to Breaker he told me to call Dispatch and tell them what we were going to do and he ~~would~~ would pull the Handle then we set truck up where wire was broke I told Josh to see what all we needed to get I was going to walk line out to see what broke it he went up in bucket and on my way back I noticed he was not visable in bucket so I ran back called for may day and got him down.

1-6-17

Appendix D – Witness Contact Information

Terry Doublin
[redacted]

Appendix E – Injured EE Contact Information

Joshua Franklin
[redacted]

Appendix F – Service Location

Appendix G – Training Records of Employees

2016 online training has not been added to this list. The following were required training in 2016 and all employees did complete:

1. Back Safety and Injury Prevention
2. Bloodborne Pathogens
3. Cardiopulmonary Resuscitation (CPR)
4. Cold Stress
5. Computer Security
6. Distracted Driving
7. Heat Stress
8. Discrimination-Free Workplace
9. Electrical Safety
10. Ethics
11. Office Ergonomics
12. Radio Communications
13. Slips, Trips, and Falls
14. Violence in the Workplace

NAME		DEPT/EM	TYPE OF TRAINING	PLACE	DATE(S)
Doublin	**Terry**	**05-201**	PPE	JPEC	November 15, 2016
			Flagger Training	JPEC	November 9, 2016
			Facts About Spiders	JPEC	October 26, 2016
			Hazard Recognition	JPEC	October 13, 2016
			Prof Dev Day - Group Activity/Breast Cancer Awareness Month/United Way Kick-Off/"None of Us are Better Than All of Us"/Anti-Harassment/People Are Different…So?/Cooperative Update	JPEC	October 10, 2016
			Digger Derrick Safety	JPEC	September 14, 2016
			Hazwoper Training	JPEC	August 23, 2016
			Job Briefing	JPEC	August 11, 2016
			Sharpening Your Financial IQ	JPEC	July 20, 2016
			Retirement Security & 401(k) Presentation	JPEC	July 19, 2016
			Achieving Your Retirement Goals	JPEC	July 19, 2016
			Flagger	JPEC	June 30, 2016
			SPCC Training	JPEC	June 7, 2016
			Strategic Planning	JPEC	May 31, 2016
			Pole Top/Bucket Rescue - ***inside & outside***	JPEC	May 19, 2016
			Chainsaw Safety	JPEC	April 27, 2016
			Texting & Driving	JPEC	March 23, 2016
			Grounding	JPEC	March 16, 2016
			Net Metering	JPEC	March 2, 2016
			Flooding/KY Workers Comp Act (KRS Chapter 342)	JPEC	February 18, 2016
			Safety Attitude	JPEC	February 5, 2016
			Hazard ID	JPEC	December 10, 2015
			Slips, Trips & Falls	JPEC	November 19, 2015
			Liberty Nat. Life Insurance Co.	JPEC	November 16, 2015
			Job Briefing	JPEC	October 14, 2015
			Prof Dev Day - BRFA/Violence in the Workplace/Communicating Ain't What It Used To Be/United Way Kick-Off/Anti-Harassment/Review of Past Accident Cases - General Issues in Lawsuits Against Cooperatives	JPEC	October 12, 2015
			Fire Extinguishers	JPEC	September 24, 2015
			HazMat Refresher	JPEC	August 31, 2015
			Working Underground	JPEC	August 26, 2015
			Leadership	JPEC	August 18, 2015
			Working Energizing Lines	JPEC	July 16, 2015
			Back Safety - Proper Lifting	JPEC	June 29, 2015
			SPCC	JPEC	June 24, 2015
			Pole Top Rescue	JPEC	May 28, 2015
			Bucket Truck Rescue	JPEC	May 28, 2015
			Traffic Control	JPEC	May 14, 2015
			Substation Training (Bryan Street)	JPEC	May 12, 2015
			Workplace Violence	JPEC	April 16, 2015
			Meth Lab Awareness	JPEC	March 25, 2015
			Dress Code Procedure - **received a copy of the dress code procedure**	JPEC	March 11, 2015
			Driving Safely	JPEC	March 11, 2015
			Lockout/Tagout	JPEC	February 26, 2015
			Safe Driving Behavior For Commercial Motor Vehicles (CMV's) - Online Training	JPEC	February 19, 2015
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	February 19, 2015
			Driver Safety - Online Training	JPEC	February 19, 2015
			Distracted Driving - Online Training	JPEC	February 19, 2015
			Discrimination-Free Workplace - Online Training	JPEC	February 19, 2015
			Slips, Trips & Falls - Online Training	JPEC	February 18, 2015
			Heat Stress - Online Training	JPEC	February 18, 2015

			Confined Spaces - Online Training	JPEC	February 18, 2015
			Cold Stress - Online Training	JPEC	February 18, 2015
			Back Safety & Injury Prevention - Online Training	JPEC	February 18, 2015
			CPR/First Aid	JPEC	February 10, 2015
			Superintendent's & Foreman's Conference	Bowling Green, KY	January 28-30, 2015
			Ladder Safety	JPEC	January 21, 2015
			Liberty Nat. Life Insurance Co.	JPEC	November 18, 2014
			AFLAC	JPEC	November 17, 2014
			PPE	JPEC	October 15, 2014
			Fire Extinguisher Safety	JPEC	September 19, 2014
			Policy 900-7 Review - Confidentiality of Personnel Files, Etc	JPEC	September 3, 2014
			Driver Safety	JPEC	August 21, 2014
			Working Underground	JPEC	August 12, 2014
			Equipment Safety	JPEC	July 17, 2014
			Hazard ID	JPEC	June 26, 2014
			Pole Top/Bucket Rescue	JPEC	May 27, 2014
			Hazwoper Training	JPEC	April 21, 2014
			Summer Safety	JPEC	April 16, 2014
			Working On Or Near Energized Lines	JPEC	March 13, 2014
			Storm Restoration (Video)	JPEC	March 4, 2014
			Transformer Banking	JPEC	March 4, 2014
			PDD - Fault Finding Wizard/"ARE YOU SURE"/Transformer Banking	JPEC	February 17, 2014
			Prof Dev Day - Workplace Harassment	JPEC	February 17, 2014
			Safe Driving Behavior For Commercial Motor Vehicles (CMV's) - Online Training	JPEC	January 29, 2014
			Personal Protective Equipment - Online Training	JPEC	January 29, 2014
			Hand and Power Tools - Online Training	JPEC	January 29, 2014
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	January 29, 2014
			Driver Safety - Online Training	JPEC	January 23, 2014
			Discrimination-Free Workplace - Online Training	JPEC	January 23, 2014
			Cardiopulmonary Resuscitation (CPR) - Online Training	JPEC	January 23, 2014
			Bloodborne Pathogens (BBP) - Online Training	JPEC	January 23, 2014
			Safety At Home	JPEC	January 23, 2014
			Coping With Stress In The Workplace	JPEC	December 12, 2013
			Violence In The Workplace - Online Training	JPEC	October 31, 2013
			Radio Communications - Online Training	JPEC	October 31, 2013
			Industrial Ergonomics - Online Training	JPEC	October 31, 2013
			Stretching	JPEC	October 16, 2013
			Hazard Communication - Online Training	JPEC	October 15, 2013
			Fall Protection - Online Training	JPEC	October 15, 2013
			CPR, AED & First Aid Classes	JPEC	September 18, 2013
			Confined Spaces	JPEC	September 17, 2013
			Substation Safety	JPEC	August 14, 2013
			Accident Review & Office Safety	JPEC	August 1, 2013
			Job Briefings	JPEC	July 17, 2013
			Dealing With Difficult Customers/People	JPEC	July 2, 2013
			SPCC Training	JPEC	June 25, 2013
			Pole Top/Bucket Rescue	JPEC	May 22, 2013
			Fire Extinguisher Safety	JPEC	April 18, 2013
			Gas Detector	JPEC	March 27, 2013
			Load Securement	JPEC	March 19, 2013
			Being A Good Groundman	JPEC	March 7, 2013
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	March 5, 2013
			Electrical Safety - Online Training	JPEC	March 5, 2013
			Driver Safety - Online Training	JPEC	March 5, 2013
			Hazwoper Training	JPEC	February 27, 2013
			Making Good Connections	JPEC	February 26, 2013
			PDD - Safety: Emerg. Evac. Procedures (Fire, Tornado, Earthquake & Violence)	JPEC	February 18, 2013
			PDD - Information Security Awareness: "The More You Know"	JPEC	February 18, 2013
			PDD - Sexual Harassment: "None Of Your @#$% Business"	JPEC	February 18, 2013
			PDD - Cust. Svce.: "The Customer Is Always…"	JPEC	February 18, 2013
			Prof Dev Day - Leadership Development: "Success Is A Choice"	JPEC	February 18, 2013
			Watthour Metering	JPEC	February 13, 2013
			Layers of Safety	JPEC	January 31, 2013
			Accident Review	JPEC	December 18, 2012
			Hazard Communication	JPEC	December 13, 2012
			Safety Leadership	JPEC	October 9, 2012
			Dealing With Difficult Customers and General Field Safety	JPEC	September 19, 2012
			Drug & Alcohol Test Policy Review	JPEC	September 19, 2012
			Traffic Control	JPEC	August 8, 2012
			DOT Regulations	JPEC	August 2, 2012
			Rigging	JPEC	July 19, 2012
			Working On URD	JPEC	July 12, 2012
			SPCC	JPEC	June 21, 2012
			Pole Top/Bucket Rescue	JPEC	June 12, 2012
			Lockout/Tagout	JPEC	May 10, 2012
			Hazard Recognition	JPEC	May 3, 2012
			Substation Safety	JPEC	April 11, 2012
			Grounding	JPEC	April 5, 2012
			Job Briefings	JPEC	March 21, 2012
			Slips, Trips & Falls	JPEC	March 7, 2012
			Hazwoper Training	JPEC	February 29, 2012
			PDD - Internal Safety	JPEC	February 20, 2012
			PDD - Information Security Update	JPEC	February 20, 2012
			PDD - Pension Plan Review	JPEC	February 20, 2012
			PDD - Workplace Safety	JPEC	February 20, 2012
			PDD - Workplace Communications	JPEC	February 20, 2012
			Prof Dev Day - Workplace Harassment	JPEC	February 20, 2012
			Safety Leadership	JPEC	February 16, 2012
			Ergonomics/Back Safety	JPEC	February 9, 2012
			Traffic Control (Flagger) - Online Training	JPEC	January 25, 2012
			Slips, Trips & Falls - Online Training	JPEC	January 25, 2012
			Personal Protective Equipment - Online Training	JPEC	January 25, 2012
			Incident Investigation - Online Training	JPEC	January 25, 2012
			Heat and Cold Stress - Online Training	JPEC	January 25, 2012
			Hazard Communication - Online Training	JPEC	January 25, 2012
			Hand and Power Tools - Online Training	JPEC	January 25, 2012
			Fall Protection - Online Training	JPEC	January 25, 2012
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	January 25, 2012
			EWT - Job Briefings - Online Training	JPEC	January 25, 2012
			Drug and Alcohol-Free Workplace - Online Training	JPEC	January 25, 2012
			Driver Safety - Online Training	JPEC	January 25, 2012
			Cardiopulmonary Resuscitation (CPR) - Online Training	JPEC	January 25, 2012
			"Birth of an Accident"	JPEC	January 19, 2012
			Cell Phone Usage/Distracted Driving	JPEC	January 4, 2012
			Holiday Safety	JPEC	December 1, 2011
			Forklift Training - Part 2	JPEC	October 13, 2011
			Confined Spaces/Forklift Training	JPEC	October 12, 2011
			Load Securement	JPEC	September 13, 2011

			CPR, First Aid & AED (Defibrilator) Training	JPEC	September 1, 2011
			PPE	JPEC	August 11, 2011
			Working On Energized Lines	JPEC	August 3, 2011
			Back Safety	JPEC	July 7, 2011
			SPCC - Oil Prevention Plan	JPEC	July 6, 2011
			Underground Workshop	Owenton, KY	June 8-10, 2011
			Hazard ID	JPEC	June 7, 2011
			Ladder Safety	JPEC	June 2, 2011
			Pole Top Rescue	JPEC	May 25, 2011
			Bucket Truck Rescue	JPEC	May 25, 2011
			Driving School	JPEC	March 3, 2011
			Prof Development Day - Safety Culture	JPEC	February 21, 2011
			Prof Development Day - Emergency Procedures	JPEC	February 21, 2011
			Grounding	JPEC	February 10, 2011
			Slips, Trips & Falls	JPEC	February 10, 2011
			RCCU	JPEC	January 27, 2011
			Equipment Operations	JPEC	January 27, 2011
			Holiday Safety	JPEC	December 16, 2010
			Fire Extinguishers	JPEC	October 13, 2010
			Reducing Your Chances of Becoming a Victim	JPEC	October 12, 2010
			Working On Energized Lines	JPEC	August 24, 2010
			PPE	JPEC	August 12, 2010
			Using Multi-Meters	JPEC	July 15, 2010
			MSHA Required Site Specific Hazard Awareness Training	Vulcan Materials	July 8, 2010
			Bucket Truck Safety	JPEC	June 28, 2010
			Pole Top Rescue	JPEC	May 27, 2010
			Bucket Truck Rescue	JPEC	May 27, 2010
			Grounding and Cover-up	JPEC	May 12, 2010
			Life Insurance & Cooperative.com	JPEC	April 28, 2010
			Spill Response	JPEC	April 6, 2010
			Back School	JPEC	April 6, 2010
			Fall Protection & Ladder Safety	JPEC	March 23, 2010
			Emergency Response and SPCC Annual Refresher Training	JPEC	March 17, 2010
			Rigging	JPEC	March 10, 2010
			Tower Safety	JPEC	February 23, 2010
			Slips, Trips & Falls	JPEC	February 18, 2010
			Safety Leadership	JPEC	January 28, 2010
			Work Zone Cable & Wire Safety Review	JPEC	January 11, 2010
			Backing & Driving	JPEC	January 6, 2010
			Customer Service Training	JPEC	December 8, 2009
			Accident Investigation	JPEC	November 24, 2009
			Fire Safety	JPEC	October 14, 2009
			Backing	JPEC	September 23, 2009
			Job Briefing	JPEC	August 27, 2009
			Big Rivers Unwind	JPEC	August 26, 2009
			Accident Review	JPEC	August 20, 2009
			Hazard Communication	JPEC	August 12, 2009
			Introduction to OSHA / Cell Phone Safety	JPEC	July 27, 2009
			Spill Response and SPCC Training	JPEC	July 15, 2009
			Workplace Harrassment	JPEC	July 7, 2009
			Big Rivers Electric Corporation Pole Top Rescue	JPEC	June 25, 2009
			Big Rivers Electric Corporation Bucket Rescue	JPEC	June 25, 2009
			LOTO & Communications	JPEC	May 28, 2009
			CPR/First Aid/AED	JPEC	May 21, 2009
			Job Setup	JPEC	May 11, 2009
			NRECA Pension Review	JPEC	April 29,2009
			Safe Installation of Anchors	JPEC	April 14, 2009
			Basic Safety	JPEC	March 25, 2009
			Back Safety	JPEC	March 11, 2009
			Password Policies (800-2)	JPEC	January 21, 2009
			Home Safety	JPEC	January 13, 2009
			Cold Weather Safety	JPEC	December 18, 2008
			Slips, Trips & Falls	JPEC	October 29, 2008
			Job Briefing	JPEC	October 9, 2008
			Accident Review	JPEC	August 6, 2008
			AED Demo	JPEC	July 11, 2008
			Traffic Control	JPEC	July 10, 2008
			Pole Top Rescue	JPEC	June 18, 2008
			Job Setup	JPEC	May 8, 2008
			Back School	JPEC	April 15, 2008
			Trenching Training	JPEC	April 3, 2008
			Lock Out/Tag Out	JPEC	March 12, 2008
			Oil Spill Clean Up	JPEC	March 11, 2008
			PPE/Rubber Goods/Grounds	JPEC	March 5, 2008
			DOT Regulations	JPEC	February 21, 2008
			HazMat Training	JPEC	February 20, 2008
			Substation Training	JPEC	February 12, 2008
			Emergency Procedures	JPEC	February 7, 2008
			Helpful Health Hints	JPEC	January 3, 2008
			JPEC Substation Training	JPEC	December 5, 2007
			Practical Ergonomics	JPEC	November 15, 2007
			NRECA Group Insurance & Pension Plans	JPEC	November 7, 2007
			ADRS Training-Identity Theft	JPEC	September 11, 2007
			First Aid Course	Occunet	May 2, 2007
			Reasonable Suspicion Training (Occunet)	JPEC	March 6, 2007
			Policy Distribution and Review, Policies 900-8, 900-17, 900-19	JPEC	April 10, 2006
			Drug & Alcohol Awareness Program	JPEC	March 29, 2006
			Work Place Harassment Training	JPEC	March 27, 2006
			Drug-Free Workplace Training	JPEC	March 3, 2006
			Zodiak Game Training Schedule	JPEC	September 21, 2005
			CPR, First Aid & AED (Defibrillator) Training	JPEC	April 26, 2005
			NRECA Benefit Update	JPEC	February 16, 2005
			Dinosaur Brains & Lizard Logic	JPEC	September 15, 2004
			Financial Peace Workshop	JPEC	September 14, 2004
			Financial Peace Workshop	Info Age Park	September 11, 2004
			KAEC & Owen Underground Workshop	Owenton, KY	September 1-3, 2004
			Customer Service Training	JPEC	July 13, 2004
			Driver Performance Test	JPEC	September 11, 2003
			Personal Protective Equipment	JPEC	September 10, 2003
			Hazard Recognition	JPEC	September 10, 2003
			Back Issues	JPEC	September 10, 2003
			Hazard Communication	JPEC	September 10, 2003
			Accident Information and Loss Control	JPEC	September 10, 2003
			Fire Safety	JPEC	September 10, 2003
			Hearing Conservation	JPEC	September 10, 2003
			Work Zone Safety	JPEC	September 10, 2003
			Understanding Your 401(K) Plan Knowing SelectRE	JPEC	December 11, 2002
			Violence in the Workplace	JPEC	June 13, 2002

			Hazardous Energy Control (Lockout/Tagout)	JPEC	March 20, 2002
			American Red Cross First Aid and CPR	JPEC	February 26, 1998
			Ethics in Business	JPEC	November 2, 1999
			Portman Training Center Lift Truck Safety Training	?	December 17, 1997
			Customer Service Training Makeup Session	JPEC	November 10, 1997
			Sexual Harassment Training	JPEC	November 6, 1997
			Customer Service Training Makeup Session 4	JPEC	November 3, 1997
			Customer Service Training Session 2	JPEC	September 17, 1997
			Customer Service Training Session 1	JPEC	September 11, 1997
			Jackson Purchase ECC Flagging Quiz	JPEC	September 8, 1997
			KAEC Safety and Loss Prevention Program URD Workshop	Bowling Green, KY	September 3-5, 1997
			Work Place Violence	JPEC	April 29, 1997
			Transformer Connections Unit 2 Quiz	JPEC	April 14, 1997
			Transformer Connections Unit 1 Quiz	JPEC	March 19, 1997
			Electromagnetic Induction Review Quiz	JPEC	January 16, 1997
			Setting and Replacing Poles Quiz	JPEC	November 7, 1996
			Safety In Transmission and Distribution Maintenance Quiz	JPEC	January 23, 1996
			Back Safety	JPEC	January 11, 1996
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test ?	?	July 31, 1995
			Live Line Maintenance Workshop	JPEC	June 28-30, 1995
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test ?	JPEC	October 13, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test ?	JPEC	June 21, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-7A	JPEC	May ?, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-6A	JPEC	April 12,1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-5A	JPEC	April 12,1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-4	JPEC	March 4, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-3A	JPEC	February 8, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-2	JPEC	January 6, 1994
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test ?	JPEC	August 31, 1993
			KAEC Basic Skills Workshop	Danville, KY	June 2-4, 1993
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-9	JPEC	May 28, 1993
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-8	JPEC	April 28, 1993
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-7	JPEC	February 19, 1993
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-6	JPEC	January 29, 1993
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 5	JPEC	May 28, 1992
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 4	JPEC	April 2, 1992
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 3	JPEC	April 2, 1992
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-2	JPEC	January 15, 1992
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1-1	JPEC	January 8, 1992
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2-1A1-1	JPEC	November 23, ?
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 2B	JPEC	?
			Merchant Power Lineman Job Training and Safety (Correspondence Program) test 1A	JPEC	?
			Apprentice Lineman Training	Merchant	?, 1991
			Bucket trucks, Hazardous Conditions, Digger derrick trucks	?	October 17, 1991
			Pole setting, climbing, hardwiring, Baker Board, Pole-top Rescue, etc.	JPEC	August 12, 1991
			Metering School	?	May 1-5, 1989

NAME		DEPT/EMP#	TYPE OF TRAINING	PLACE	DATE(S)
Franklin	**Joshua**	**05-338**	PPE	JPEC	November 15, 2016
			Flagger Training	JPEC	November 9, 2016
			Facts About Spiders	JPEC	October 26, 2016
			Prof Dev Day - Group Activity/Breast Cancer Awareness Month/United Way Kick-Off/"None of Us are Better Than All of Us"/Anti-Harassment/People Are Different…So?/Cooperative Update	JPEC	October 10, 2016
			Digger Derrick Safety	JPEC	September 14, 2016
			Trouble Shooting Underground	JPEC	August 31, 2016
			Slips, Trips & Falls	JPEC	August 31, 2016
			Job Briefing	JPEC	August 11, 2016
			Intermediate Skills Workshop	Danville, KY	August 3-5, 2016
			Retirement Security & 401(k) Presentation	JPEC	July 19, 2016
			Achieving Your Retirement Goals	JPEC	July 19, 2016
			Flagger	JPEC	June 30, 2016
			SPCC Training	JPEC	June 7, 2016
			Strategic Planning	JPEC	May 31, 2016
			Chainsaw Safety	JPEC	April 27, 2016
			Locator Training	JPEC	April 13, 2016
			Net Metering	JPEC	March 2, 2016
			Flooding/KY Workers Comp Act (KRS Chapter 342)	JPEC	February 18, 2016
			Safety Attitude	JPEC	February 5, 2016
			Hazard ID	JPEC	December 10, 2015
			Slips, Trips & Falls	JPEC	November 19, 2015
			Slips, Trips & Falls - Online Training	JPEC	November 16, 2015
			Safe Driving Behavior For Commercial Motor Vehicles (CMV's) - Online Training	JPEC	November 16, 2015
			Heat Stress - Online Training	JPEC	November 16, 2015
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	November 16, 2015
			Driver Safety - Online Training	JPEC	November 16, 2015
			Distracted Driving - Online Training	JPEC	November 16, 2015
			Discrimination-Free Workplace - Online Training	JPEC	November 16, 2015
			Confined Spaces - Online Training	JPEC	November 16, 2015
			Cold Stress - Online Training	JPEC	November 16, 2015
			Back Safety & Injury Prevention - Online Training	JPEC	November 16, 2015
			Liberty Nat. Life Insurance Co.	JPEC	November 16, 2015
			PPE	JPEC	November 12, 2015
			Job Briefing	JPEC	October 14, 2015
			Fire Extinguishers	JPEC	September 24, 2015
			Working Underground	JPEC	August 26, 2015
			2015 URD Workshop	Jackson Energy	August 19-21, 2015
			Leadership	JPEC	August 18, 2015
			2015 KY Lineman's Rodeo	Hopkinsville, KY	July 30-31, 2015
			Working Energizing Lines	JPEC	July 16, 2015
			Back Safety - Proper Lifting	JPEC	June 29, 2015
			SPCC	JPEC	June 4, 2015
			Pole Top Rescue	JPEC	May 28, 2015
			Bucket Truck Rescue	JPEC	May 28, 2015
			Traffic Control	JPEC	May 14, 2015
			Substation Training (Bryan Street)	JPEC	May 12, 2015
			Workplace Violence	JPEC	April 16, 2015
			Meth Lab Awareness	JPEC	March 25, 2015
			Dress Code Procedure - **received a copy of the dress code procedure**	JPEC	March 11, 2015
			Driving Safely	JPEC	March 11, 2015
			Locating Underground	JPEC	January 29, 2015
			Job Briefing	JPEC	January 29, 2015
			Ladder Safety	JPEC	January 21, 2015
			May Day Procedures	JPEC	December 17, 2014
			Safe Driving Behavior For Commercial Motor Vehicles (CMV's) - Online Training	JPEC	December 2, 2014
			Personal Protective Equipment - Online Training	JPEC	December 2, 2014
			Hand and Power Tools - Online Training	JPEC	December 2, 2014
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	December 2, 2014
			Liberty Nat. Life Insurance Co.	JPEC	November 18, 2014
			Driver Safety - Online Training	JPEC	November 17, 2014
			Discrimination-Free Workplace - Online Training	JPEC	November 17, 2014
			Cardiopulmonary Resuscitation (CPR) - Online Training	JPEC	November 17, 2014

			Bloodborne Pathogens (BBP) - Online Training	JPEC	November 17, 2014
			AFLAC	JPEC	November 17, 2014
			Underground Locate	JPEC	November 12, 2014
			Fire Extinguisher Safety	JPEC	September 19, 2014
			Substation Safety	JPEC	September 9, 2014
			Policy 900-7 Review - Confidentiality of Personnel Files, Etc	JPEC	September 3, 2014
			Driver Safety	JPEC	August 21, 2014
			Working Underground	JPEC	August 12, 2014
			KY Lineman's Rodeo	Danville, KY	July 24-25, 2014
			Equipment Safety	JPEC	July 17, 2014
			Hazard ID	JPEC	June 26, 2014
			Oil Spill	JPEC	June 5, 2014
			Pole Top/Bucket Rescue	JPEC	May 27, 2014
			Basic Skills Workshop	Winchester, KY	April 23-25, 2014
			Summer Safety	JPEC	April 16, 2014
			Working On Or Near Energized Lines	JPEC	March 13, 2014
			Storm Restoration (Video)	JPEC	March 4, 2014
			Transformer Banking	JPEC	March 4, 2014
			PDD - Fault Finding Wizard/"ARE YOU SURE"/Transformer Banking	JPEC	February 17, 2014
			Prof Dev Day - Workplace Harassment	JPEC	February 17, 2014
			Safety At Home	JPEC	January 23, 2014
			***** DID NOT FINISH ONLINE TRAINING FOR 2013 *****		
			Electrical Safety - Online Training	JPEC	November 26, 2013
			Driver Safety - Online Training	JPEC	November 26, 2013
			Fall Protection	JPEC	November 14, 2013
			Stretching	JPEC	October 16, 2013
			CPR, AED & First Aid Classes	JPEC	September 18, 2013
			Confined Spaces	JPEC	September 17, 2013
			Substation Safety	JPEC	August 14, 2013
			Accident Review & Office Safety	JPEC	August 1, 2013
			Job Briefings	JPEC	July 17, 2013
			Dealing With Difficult Customers/People	JPEC	July 2, 2013
			SPCC Training	JPEC	June 25, 2013
			Pole Top/Bucket Rescue	JPEC	May 22, 2013
			Fire Extinguisher Safety	JPEC	April 18, 2013
			Load Securement	JPEC	March 19, 2013
			Being A Good Groundman	JPEC	March 7, 2013
			Making Good Connections	JPEC	February 26, 2013
			PDD - Safety: Emerg. Evac. Procedures (Fire, Tornado, Earthquake & Violence)	JPEC	February 18, 2013
			PDD - Information Security Awareness: "The More You Know"	JPEC	February 18, 2013
			PDD - Sexual Harassment: "None Of Your @#$% Business"	JPEC	February 18, 2013
			PDD - Cust. Svce.: "The Customer Is Always..."	JPEC	February 18, 2013
			Prof Dev Day - Leadership Development: "Success Is A Choice"	JPEC	February 18, 2013
			Watthour Metering	JPEC	February 13, 2013
			Layers of Safety	JPEC	January 31, 2013
			Chainsaw Safety	JPEC	January 8, 2013
			Traffic Control (Flagger) - Online Training	JPEC	December 4, 2012
			Slips, Trips & Falls - Online Training	JPEC	November 26, 2012
			Personal Protective Equipment - Online Training	JPEC	November 26, 2012
			Incident Investigation - Online Training	JPEC	November 26, 2012
			Heat and Cold Stress - Online Training	JPEC	November 26, 2012
			Hazard Communication - Online Training	JPEC	November 26, 2012
			Hand and Power Tools - Online Training	JPEC	November 26, 2012
			Hazard ID	JPEC	November 13, 2012
			Safety Leadership	JPEC	October 9, 2012
			Dealing With Difficult Customers and General Field Safety	JPEC	September 19, 2012
			Drug & Alcohol Test Policy Review	JPEC	September 19, 2012
			Traffic Control	JPEC	August 8, 2012
			DOT Regulations	JPEC	August 2, 2012
			Rigging	JPEC	July 19, 2012
			SPCC	JPEC	June 21, 2012
			Pole Top/Bucket Rescue	JPEC	June 12, 2012
			Working On Or Near Energized Lines	JPEC	June 7, 2012
			Lockout/Tagout	JPEC	May 10, 2012
			Hazard Recognition	JPEC	May 3, 2012

			Grounding	JPEC	April 5, 2012
			Basic Skills Workshop	Bowling Green, KY	March 28-30, 2012
			Fall Protection - Online Training	JPEC	March 22, 2012
			Excavation, Trenching & Shoring Safety - Online Training	JPEC	March 22, 2012
			EWT - Job Briefings - Online Training	JPEC	March 22, 2012
			Drug and Alcohol-Free Workplace - Online Training	JPEC	March 22, 2012
			Driver Safety - Online Training	JPEC	March 22, 2012
			Cardiopulmonary Resuscitation (CPR) - Online Training	JPEC	March 22, 2012
			Job Briefings	JPEC	March 21, 2012
			Slips, Trips & Falls	JPEC	March 7, 2012
			PDD - Internal Safety	JPEC	February 20, 2012
			PDD - Information Security Update	JPEC	February 20, 2012
			PDD - Pension Plan Review	JPEC	February 20, 2012
			PDD - Workplace Safety	JPEC	February 20, 2012
			PDD - Workplace Communications	JPEC	February 20, 2012
			Prof Dev Day - Workplace Harassment	JPEC	February 20, 2012
			Apprentice Training - AMI & Spec Book	JPEC	February 17, 2012
			Safety Leadership	JPEC	February 16, 2012
			Apprentice Training - Regulators & Transformers	JPEC	February 9, 2012
			Ergonomics/Back Safety	JPEC	February 9, 2012
			"Birth of an Accident"	JPEC	January 19, 2012
			Cell Phone Usage/Distracted Driving	JPEC	January 4, 2012
			Holiday Safety	JPEC	December 1, 2011
			Off The Job Safety	JPEC	November 10, 2011
			Forklift Training - Part 2	JPEC	October 12, 2011
			Confined Spaces/Forklift Training	JPEC	October 12, 2011
			CPR, First Aid & AED (Defibrilator) Training	JPEC	September 14, 2011
			Load Securement	JPEC	September 13, 2011
			Working On Energized Lines	JPEC	August 3, 2011
			Accident Review	JPEC	July 19, 2011
			Back Safety	JPEC	July 7, 2011
			SPCC - Oil Prevention Plan	JPEC	July 6, 2011
			Hazard ID	JPEC	June 7, 2011
			Ladder Safety	JPEC	June 2, 2011
			Bucket Truck Rescue	JPEC	May 25, 2011
			Basic Skills Workshop	JPEC	April 13-15, 2011
			Dangers of Text Messaging & Driving	JPEC	March 14, 2011
			Driver Workshop	JPEC	March 3, 2011
			Driving School	JPEC	March 3, 2011
			Section 302-304 Vehicle Operations	JPEC	February 25, 2011
			Prof Development Day - Safety Culture	JPEC	February 21, 2011
			Prof Development Day - Emergency Procedures	JPEC	February 21, 2011
			Section 301 Vehicle Operations	JPEC	February 18, 2011
			Grounding	JPEC	February 10, 2011
			Slips, Trips & Falls	JPEC	February 10, 2011
			Apprentice Training	JPEC	February 9, 2011
			RCCU	JPEC	January 27, 2011
			Equipment Operations	JPEC	January 27, 2011
			Red Asphalt	JPEC	January 27, 2011
			Bucket Truck Safety	JPEC	January 18, 2011
			CMV Regulations Handbook	JPEC	January 11, 2011
			Defensive Driving	JPEC	January 6, 2011
			Driving	JPEC	January 5, 2011
			Section 101-111 APPA	JPEC	January 4, 2011
			Holiday Safety	JPEC	December 16, 2010
			Hazard ID	JPEC	November 9, 2010
			Hazard Communication	JPEC	October 26, 2010
			Fire Extinguishers	JPEC	October 13, 2010
			Reducing Your Chances of Becoming a Victim	JPEC	October 12, 2010
			Basic Work Zone Traffic Control and Flagger Training	JPEC	September 16. 2010
			PPE	JPEC	August 12, 2010
			Using Multi-Meters	JPEC	July 15, 2010
			MSHA Required Site Specific Hazard Awareness Training	Vulcan Materials	July 8, 2010
			Bucket Truck Safety	JPEC	June 28, 2010
			Pole Top Rescue	JPEC	May 27, 2010

			Bucket Truck Rescue	JPEC	May 27, 2010
			Grounding and Cover-up	JPEC	May 12, 2010
			Life Insurance & Cooperative.com	JPEC	April 27, 2010
			Spill Response	JPEC	April 6, 2010
			Back School	JPEC	April 6, 2010
			Fall Protection & Ladder Safety	JPEC	March 23, 2010
			Rigging	JPEC	March 10, 2010
			Slips, Trips & Falls	JPEC	February 18, 2010
			Safety Leadership	JPEC	January 28, 2010
			Work Zone Cable & Wire Safety Review	JPEC	January 11, 2010
			Backing & Driving	JPEC	January 6, 2010
			Apprentice Training: Voltage regulators, Form 6 OCR switching Substations	JPEC	December 11, 2009
			Hazardous Recognition	JPEC	December 10, 2009
			Customer Service Training	JPEC	December 8, 2009
			Accident Investigation	JPEC	November 24, 2009
			Fire Safety	JPEC	October 14, 2009
			Backing	JPEC	September 23, 2009
			Job Briefing	JPEC	August 27, 2009
			Big Rivers Unwind	JPEC	August 25, 2009
			Accident Review	JPEC	August 20, 2009
			Hazard Communication	JPEC	August 12, 2009
			Apprentice Linemen Training	JPEC	July 31, 2009
			Introduction to OSHA / Cell Phone Safety	JPEC	July 27, 2009
			Workplace Harrassment	JPEC	July 7, 2009
			Big Rivers Electric Corporation Pole Top Rescue	JPEC	June 25, 2009
			Big Rivers Electric Corporation Bucket Rescue	JPEC	June 25, 2009
			Trenching & Excavation Safety	JPEC	June 16, 2009
			CPR/First Aid/AED	JPEC	June 23, 2009
			LOTO & Communications	JPEC	May 28, 2009
			Job Setup	JPEC	May 11, 2009
			TVPPA Lineman Apprenticeship Unit 3 (corres crs) Basic Skills & Knowledge for Lineman	JPEC	May 1, 2009
			NRECA Pension Review	JPEC	April 28, 2009
			Safe Installation of Anchors	JPEC	April 14, 2009
			TVPPA Lineman Apprenticeship Unit 2 (corres crs) Fundamentals of Alternating Current	JPEC	April 9, 2009
			Basic Safety	JPEC	March 25, 2009
			Back Safety	JPEC	March 11, 2009
			Password Policies (800-2)	JPEC	January 21, 2009
			Apprentice Lineman Training	JPEC	January 16, 2009
			TVPPA Lineman Apprenticeship Unit 1 (correspondence crs) Basic Math & Electricity	JPEC	January 1, 2009
			Cold Weather Safety	JPEC	December 18, 2008
			Slips, Trips & Falls	JPEC	October 29, 2008
			Job Briefing	JPEC	October 9, 2008
			Safety Leadership	JPEC	September 10, 2008
			NRECA Pension Plan Review	JPEC	September 9, 2008
			KAEC New Employee Orientation	JPEC	August 26, 2008
			Accident Review	JPEC	August 6, 2008
			Pole Top Rescue	JPEC	June 18, 2008
			Job Setup	JPEC	May 8, 2008
			Back School	JPEC	April 15, 2008
			Trenching Training	JPEC	April 3, 2008
			KAEC 2008 Basic Skills Training Workshop	Danville, KY	March 26-28, 2008
			TVPPA Pre- Apprentice Assessment Workshop	Scottsboro, AL	March 9-15, 2008
			JPEC Substation Training	JPEC	March 6, 2008
			PPE/Rubber Goods/Grounds	JPEC	March 5, 2008
			Capacitors, Regulators & Transformers	JPEC	March 2, 2008
			DOT Regulations	JPEC	February 21, 2008
			Emergency Procedures	JPEC	February 7, 2008

Appendix H - Inspection Records for Rubber Insulating Equipment/Tools (blankets, gloves, sleeves, hotsticks)

Blanket and Linehose change out

Unit #	Recorded Dates that blankets and linehoses changed out										
3	5/14/2012	11/20/2012		3/22/2013	12/31/2013	7/9/2014	2/10/2015	6/9/2015	1/12/2016	6/15/2016	12/20/2016

Jackson Purchase Energy does not track testing of individual hoses, blankets or gloves. Groups of blankets, hoses and gloves are sent to be tested in batches. PPE that passes tests are then available for use in JPEC changeout programs or for individual replacement of bad PPE.

JACKSON PURCHASE ENERGY CORP.
RUBBER SLEEVES

Date: 9-22-16

Last	First	ID#	Size	Date	Initial
Burrow	Keith	320	Regular		
Byassee	Cody	364	Regular	9-22-16	CB
Coffer	Steve	153	Regular		
Colley	Taylor	362	Regular	9-27-16	TC
Cope	Dustin	363	Regular	9-22-16	DC
Corn	Darryl	229	X-Large		
Cornwell	Joseph	304	Large		
Denfip	David	225	Regular	9-22-16	DD
Doublin	Terry	201	Large	9-22-16	TD
Downing	Mike	160	Regular		
Evrard	Jim	233	Regular		
Franklin	Josh	338	Regular	9-22-16	JF
Gipson	Jason	344	Regular	9-22-16	JG
Goodman	Jeremy	314	X-Large	9-22-16	JG
Harper	Kenny	268	Regular	9/22/16	KH
Humphrey	Shane	308	Regular	9-22-16	SH
Hurley	Brian	337	Regular	9-22-16	BH
Johnson	Jimmy	258	Regular	9-22-16	JJ
Joiner	Micah	350	Regular	9-22-16	MJ
Keith	Stephen	365	Regular	9-22-16	SK
Kelso	Mike	329	Regular	9-22-16	MK
Smith	Robby	292	Regular	9-22-16	RS
Story	Jason	245	Regular	9-22-16	JS
Sutton	John	293	Regular	9-22-16	
Thweatt	Zach	361	Regular	9-22-16	ZT
Todd	Eric	253	Regular	9-22-16	ET
Vied	Greg	224	Regular	9-22-16	GV
Washam	Mike	219	Regular	9-22-16	MW
Womble	Billy	281	Regular	9-22-16	BW

TO BE CHANGED EVERY 6 MONTHS

JACKSON PURCHASE ENERGY CORP.
RUBBER GLOVES

Date: 9-22-16

Last	First	ID#	Size	20kV	5kV	Month	Initial
Burrow	Keith	320	9 1/2				
Byassee	Cody	364	9 1/2			9-22-16	CB
~~Coffer~~	~~Steve~~	~~153~~	~~9 1/2~~				
Colley	Taylor	362	9 1/2	✓		9-27-16	TC
Cope	Dustin	363	9 1/2	✓		9-22-16	DC
Corn	Darryl	229	10	✓		9-25-16	DC
Cornwell	Joseph	304	9 1/2				
Denfip	David	225	9 1/2	✓		9-22-16	DP
Dillworth	Tom	285	10				
Doublin	Terry	201	10	✓		9-22-16	TD
Downing	Mike	160	9 1/2				
Evrard	Jim	233	9 1/2	✓		9-22-16	JE
Franklin	Josh	338	8			9-22-16	JF
Gipson	Jason	344	9 1/2	✓		9-22-16	JG
Goodman	Jeremy	314	~~10 1/2~~ 11	✓		9-22-16	JG
Hardie	Shane	267	~~9 1/2~~ 10		✓	9-22-16	SH
Hardin	Jamie	190	8			9/22	
Harper	Kenny	268	9 1/2	✓	✓	9-22-16	KH
Humphrey	Shane	308	10	✓		9-22-16	SH
Hurley	Brian	337	9 1/2	✓	✓	9-22-16	BH
Johnson	Jimmy	258	9 1/2	✓		9-22-16	JH
Joiner	Micah	350	9 1/2	✓		9-22-16	MJ
Keith	Stephen	365	9 1/2	✓		9-22-16	SK
Kelso	Mike	329	9 1/2	✓		9-22-16	MK
Kendall	Phillip	186	10			9-22-16	PK
Martin	Tony	152	9 1/2			9-22-16	TM
Pearson	Michelle	246	8				
Riley	Murray	302	10 1/2			9-22-16	MR
Russell	Kelly	203	10		✓	9/22	KR
Sanderson	Greg	322	10				
Smith	Robby	292	10	✓		9-22-16	RS
Story	Jason	245	9 1/2	✓		9-22-16	JS
Sutton	John	293	9 1/2			9-22-16	JS
Thweatt	Zach	361	9 1/2	✓		9-22-16	ZT
Todd	Eric	253	9	✓		9-22-16	ET
Vied	Greg	224	9 1/2	✓		9-22-16	GV
Washam	Mike	219	9 1/2	✓	✓	9-22-16	MW
Womble	Billy	281	9	✓		9-22-16	BW

Changed

TO BE CHANGED EVERY 2 MONTHS

Hotsticks

TORCO
Torco
TESTING SERVICES, INC.
P.O. BOX 1717 – Louisville 40201
(502) 561-0506

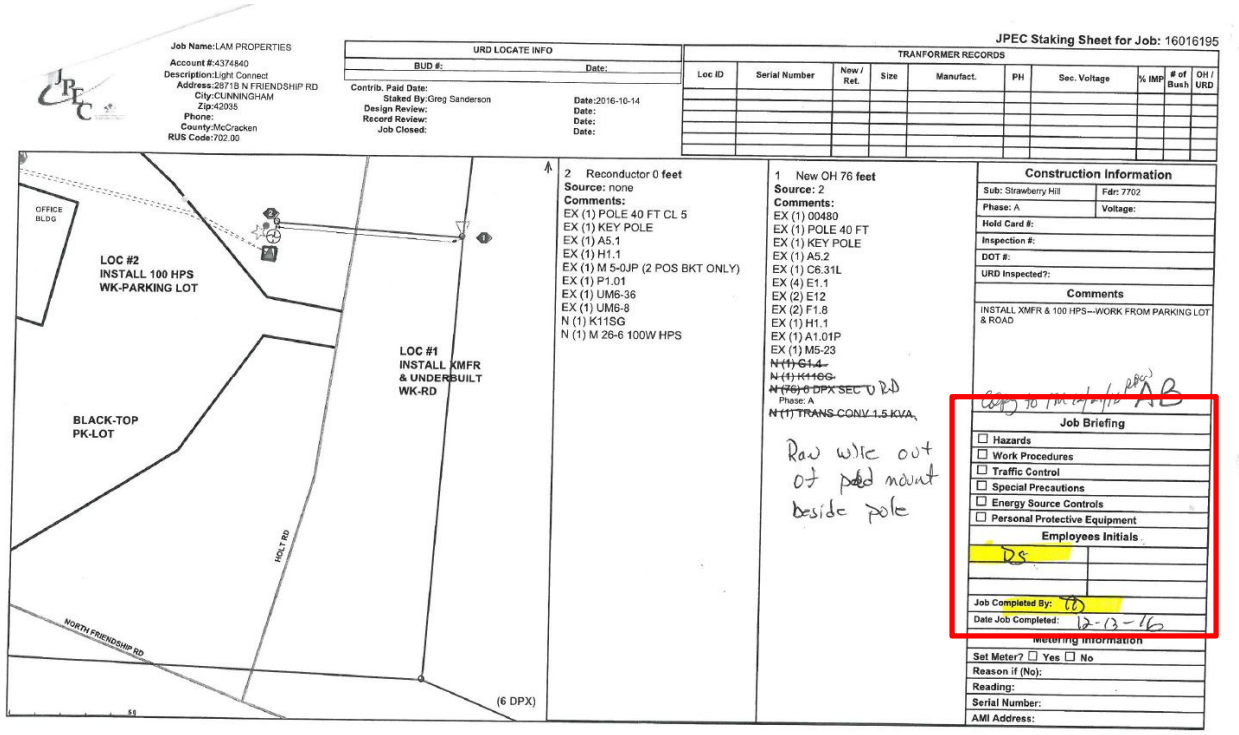
CUSTOMER JPEC TECH. Campbell DATE 9-21-16

	UNIT#	ITEM TESTED	PASS	FAIL
1.	10	Shotgun	✓	
2.	"	Extendo	✓	
3.	22	"	✓	
4.	"	Shotgun	✓	
5.	23	"	✓	
6.	"	"	✓	
7.	"	Extendo	✓	
8.	16	"	✓	
9.	"	Shotgun	✓	
10.	"	"	✓	
11.	"	Short Extendo	✓	
12.	22	" "	✓	
13.	17	" "	✓	
14.	"	Shotgun	✓	
15.	"	Extendo	✓	
16.	25	"	✓	
17.	21	"	✓	
18.	12	"	✓	
19.	"	Shotgun	✓	
20.	13	"	✓	
21.	"	Extendo	✓	
22.	28	"	✓	
23.	"	Shotgun	✓	
24.	15	"	✓	
25.	"	Extendo	✓	

	UNIT#	ITEM TESTED	PASS	FAIL
26.	9	Shotgun	✓	
27.	"	Extendo	✓	
28.	"	Short Extendo		✓
29.	6	Extendo	✓	
30.	"	Shotgun	✓	
31.	White	"	✓	
32.	"	"	✓	
33.	"	"	✓	
34.	"	"	✓	
35.	"	"	✓	
36.	"	"	✓	
37.	35	"	✓	
38.	"	Extendo	✓	
39.	4	"	✓	
40.	"	Shotgun	✓	
41.	"	Short Extendo	✓	
42.	35	" "	✓	
43.	9	" "	✓	
44.	3	" "	✓	
45.	"	Extendo	✓	
46.	"	Shotgun	✓	
47.	30	"	✓	
48.	"	Extendo	✓	
49.	"	Short Extendo	✓	
50.	"	Measuring	✓	

Appendix I – W.O. Example of Job Briefing

For all work, JPEC employees are required to have a job briefing. For planned work (e.g. work orders) there is space on the work order for any job briefing notes and signatures. For trouble calls, employees are still required to have a job briefing but it is verbal in nature. No physical paper is produced when a trouble call comes into dispatch and relayed to a crew in the field.



JPEC Staking Sheet for Job: 16016195

Job Name: LAM PROPERTIES
Account #: 4374840
Description: Light Connect
Address: 2871B N FRIENDSHIP RD
City: CUNNINGHAM
Zip: 42035
Phone:
County: McCracken
RUS Code: 702.00

URD LOCATE INFO
BUD #: Date:

Contrib. Paid Date:
Staked By: Greg Sanderson Date: 2016-10-14
Design Review: Date:
Record Review: Date:
Job Closed: Date:

TRANFORMER RECORDS

Loc ID	Serial Number	New / Ret.	Size	Manufact.	PH	Sec. Voltage	% IMP	# of Bush	OH / URD

OFFICE BLDG

LOC #2
INSTALL 100 HPS
WK-PARKING LOT

LOC #1
INSTALL XMFR
& UNDERBUILT
WK-RD

BLACK-TOP
PK-LOT

HOLT RD

NORTH FRIENDSHIP RD

(6 DPX)

2 Reconductor 0 feet
Source: none
Comments:
EX (1) POLE 40 FT CL 5
EX (1) KEY POLE
EX (1) A5.1
EX (1) H1.1
EX (1) M 5-0JP (2 POS BKT ONLY)
EX (1) P1.01
EX (1) UM6-36
EX (1) UM6-8
N (1) K11SG
N (1) M 26-6 100W HPS

1 New OH 76 feet
Source: 2
Comments:
EX (1) 00480
EX (1) POLE 40 FT
EX (1) KEY POLE
EX (1) A5.2
EX (1) C6.31L
EX (4) E1.1
EX (2) E12
EX (2) F1.8
EX (1) H1.1
EX (1) A1.01P
EX (1) M5-23
~~N (1) G1.4~~
~~N (1) K11GG~~
~~N (76) 0 DPX SEC 0 RD~~
Phase: A
~~N (1) TRANS CONV 1.5 KVA~~

Raw wire out of pad mount beside pole

Construction Information

Sub: Strawberry Hill	Fdr: 7702
Phase: A	Voltage:
Hold Card #:	
Inspection #:	
DOT #:	
URD Inspected?:	

Comments

INSTALL XMFR & 100 HPS--WORK FROM PARKING LOT & ROAD

Job Briefing

- ☐ Hazards
- ☐ Work Procedures
- ☐ Traffic Control
- ☐ Special Precautions
- ☐ Energy Source Controls
- ☐ Personal Protective Equipment

Employees Initials

DS

Job Completed By:
Date Job Completed: 12-13-16

Metering Information

Set Meter? ☐ Yes ☐ No
Reason if (No):
Reading:
Serial Number:
AMI Address:

Appendix J – Crew Audits / Inspections

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley Date: 1-5-16

Sub-Foreman: J Story

Crew Members: D Cope S Humphrey J Franklin

Vehicle Nos:

LWD

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt			
	b. Harness	✓		✓
	c. Lanyards			✓
7	**Tailgate Conference Held**	✓		✓
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: (LWD) Waste Path Change Xformer

JS

jf

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 1-25-16

Sub-Foreman: Istory

Crew Members: Dustin Cope Franklin SHumphrey

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: System Solutions UTD

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 2/5/16

Sub-Foreman: Jason Story

Crew Members: M Washam, T Franklin, S Humphrey, Z Thrasth, T Collie, D Cope, C Bysee

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**	✓		
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: Strawberry Hills (Chandler apartment) cut cable

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley Date: 1-12-16

Sub-Foreman: J Stacy

Crew Members: J Franklin S Humphrey D Cope

Vehicle Nos: _____

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: 1 Running underground Service (Industrial Park)

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M. Riley **Date:** 7-24-16

Sub-Foreman: J Storm

Crew Members: J Franklin

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: Epperson Car Accident

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 7-6 7-6-16

Sub-Foreman: Shane H

Crew Members: Josh F Taylor C

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	O/A		
	b. Cones	✓		
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Trans Energizing URD Service

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M. Riley Date: 12-14-16

Sub-Foreman: K Harper

Crew Members: M.J JF JE SK Jaxon Stacy JS

Vehicle Nos: 1148 Sket 1949 Symsonia

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection			
	d. Hearing Protection	✓		
	e. Hand Protection			✓
	f. Foot Protection	✓		
		✓		
2	**Vehicle Protective Grounds**			
		✓		
3	**Personal Protective Grounds**			
				✓
4	**Traffic Control Devices:**			
	a. Signs			
	b. Cones			✓
	c. Flagman with Proper Equipment			
5	**Chocks**			
		✓		
6	**Fall Protection:**			
	a. Safety Belt			
	b. Harness	✓		
	c. Lanyards	✓		
		✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Safety Briefing done w/ crew Regarding Jaxon Stacy Working w/ Crew

MJ JE SK JF JS Jaxon

audit

Appendix K – Truck Inspection Records (Di-electric tests, structural analysis/weld inspections)

TEST REPORT # 13

CUSTOMER JPEC

TRUCK # 3 S/N 2110945070

Torco TESTING SERVICES, INC.

P.O. Box 1717 - Louisville, KY 40201
(502) 561-0506
Toll Free 888-540-0065
Website: torcotesting.com

STATE Ky. TECH. Campbell DATE 9-22-16 TIME 3:15 AM PM

MODEL HR46M Terex-Telelect TEMP 90 °F R.H. 43 %

AC DIELECTRIC TEST
ANSI/SIA A92.2 SECTION 5.4.3 CATEGORY C

AREA TESTED	APPLIED VOLTAGE KVAC	TEST TIME MIN.	LEAKAGE MILLIAMP	RESULTS
BASKET SHAFT TO LOWER BOOM	40	1	.155	Passed
LOWER BOOM INSERT	35	3	.721	Passed
BASKET TO CHASSIS	40	1	.312	
EXTENSIBLE BOOM				
BASKET LINER	35	1		Passed
HYDRAULIC OIL	28.3			
HOT STICKS			DIELECTRIC	
OTHER				

COMMENTS ON DIELECTRIC TEST

STRUCTURAL ANALYSIS
ANSI/SIA A92.2 8.2.4

VT – Visual Inspection
ULT – Ultrasonic Test
MT – Magnetic Particle Testing

AREA TESTED	RESULTS	AREA TESTED	RESULTS
Accessible outrigger welds	VT	Accessible outrigger pins	ULT
Lower pedestal welds	VT	Anchor bolts	—
Accessible cylinder block welds	VT, MT	Accessible turntable bolts	ULT
Welds at elbow	VT, MT	Lower boom hinge pin	ULT
Welds at basket area	VT	Accessible cylinder pins	ULT
Welds on head of boom	—	Upper boom hinge pin	ULT
Boom support	VT	Basket shaft	—
Auger support brace	—	Auger hanger pins	—
Winch line hooks	—	Pintle hook	VT
Turret welds	VT, MT		

NONDESTRUCTIVE FIBERGLASS ANALYSIS	RESULTS

COMMENTS ON STRUCTURAL ANALYSIS

① Winch line rope on jib showing some wear. Repaired 9/22/16 lhs.

The test results reported herein reflect the condition of the equipment at the time and under the conditions stated herein, and Torco MAKES NO WARRANTIES, and DISCLAIMS ALL WARRANTIES, whether EXPRESS or IMPLIED, as to any matter whatsoever, including without limitation, the condition of the equipment tested, its merchantability or its fitness for any particular purpose. Structural Analysis is limited to accessible welds and pins. This is a test, not a guarantee.

Torco TESTING SERVICES, INC.
P.O. Box 1717 - Louisville, KY 40201
(502) 561-0506
Toll Free 888-540-0065
Website: torcotesting.com

TEST REPORT # 6

CUSTOMER Jackson Purchase STATE Ky TECH. Mayer DATE 9-14-15 TIME 4:30 AM PM

TRUCK # 3 S/N 2110945070 MODEL HR46M Telelect TEMP 81 °F R.H. 32 %

AC DIELECTRIC TEST
ANSI/SIA A92.2 SECTION 5.4.3 CATEGORY C

AREA TESTED	APPLIED VOLTAGE KVAC	TEST TIME MIN.	LEAKAGE MILLIAMP	RESULTS
BASKET SHAFT TO LOWER BOOM	40	1	.108	PASSED
LOWER BOOM INSERT	50	1	.703	PASSED
BASKET TO CHASSIS	40	1	.249	
EXTENSIBLE BOOM				
BASKET LINER	35	1		PASSED
HYDRAULIC OIL	29.8			

HOT STICKS DIELECTRIC

OTHER

COMMENTS ON DIELECTRIC TEST

STRUCTURAL ANALYSIS
ANSI/SIA A92.2 8.2.4

VT – Visual Inspection
ULT – Ultrasonic Test
MT – Magnetic Particle Testing

AREA TESTED	RESULTS	AREA TESTED	RESULTS
Accessible outrigger welds	VT	Accessible outrigger pins	ULT
Lower pedestal welds	VT	Anchor bolts	—
Accessible cylinder block welds	VT/MT	Accessible turntable bolts	ULT
Welds at elbow	VT	Lower boom hinge pin	ULT
Welds at basket area	VT	Accessible cylinder pins	ULT
Welds on head of boom	VT	Upper boom hinge pin	ULT
Boom support	VT	Basket shaft	ULT
Auger support brace	—	Auger hanger pins	—
Winch line hooks	VT	Pintle hook	VT
Turret welds	VT		

NONDESTRUCTIVE FIBERGLASS ANALYSIS	RESULTS

COMMENTS ON STRUCTURAL ANALYSIS
① Bull & Pinnion gears dry @ rotation 9/14/15
② Winch line rope showing wear OK

The test results reported herein reflect the condition of the equipment at the time and under the conditions stated herein, and Torco MAKES NO WARRANTIES, and DISCLAIMS ALL WARRANTIES, whether EXPRESS or IMPLIED, as to any matter whatsoever, including without limitation, the condition of the equipment

01/17/2017 2:44:37 pm

Fleet Management
Fleet Asset Service History

Fleet Asset	Description	Service Code	Closed Date	Actual Reading	Meter Type	Service Technician
003	2012 INTL 4300	BOOM - BOOM REPAIRS	12/01/2016	139,403.00	Miles	126 - JACK WALDRIDGE
Comments:	replace seal and install hydraulic motor on rotation gear box					
003	2012 INTL 4300	BOOM - BOOM REPAIRS	11/08/2016	138,069.00	Miles	126 - JACK WALDRIDGE
Comments:						
003	2012 INTL 4300	BOOM - BOOM REPAIRS	10/27/2016	137,287.00	Miles	126 - JACK WALDRIDGE
Comments:	install z kit					
003	2012 INTL 4300	FUEL - Fuel Tanks	10/18/2016	136,578.00	Miles	126 - JACK WALDRIDGE
Comments:	changed out fuel filter					
003	2012 INTL 4300	RAD - Radiator	10/07/2016	135,839.00	Miles	126 - JACK WALDRIDGE
Comments:	tear down and replaced rad hose clamps fill with antifreeze					
003	2012 INTL 4300	RAD - Radiator	10/06/2016	135,839.00	Miles	126 - JACK WALDRIDGE
Comments:	serivecall to check leak call tow truck bring to shop					
003	2012 INTL 4300	TIRE - Tires	11/08/2016	138,069.00	Miles	126 - JACK WALDRIDGE
Comments:	install new tires					

Appendix M – 1st Aid Supplies

STANDARD ASSORTMENT UNIT FIRST AID KITS

UNIT #	DESCRIPTION PER UNIT	PER UNIT
02-07-95	1" X 3" Adhesive Bandage	16
02-02-25	Ammonia Inhalant	10
02-11-50	PVP Iodine Swabs	10
02-07-66	2" Offset Bandage	4
02-03-72	TYVEK Triangular Bandage	1
02-00-56	Burn Ointment 1/8 oz	6
02-07-68	4" Offset Bandage	1
02-06-99	Eye Wash 1 oz.	1
02-10-45	Sting-Kill Swabs	10
02-06-67	Cold Pak	1
02-00-20	Knucklebands	8
02-05-10	24" X 72" Compress	1
02-08-55	Fingertip Bandage	10
02-03-05	Gauze 4" X 6 yards	1
02-12-05	Ivy Screen	5
02-11-30	Ivarest	6
02-99-99	Latex Gloves	2
02-04-75	Creosote Wash	6

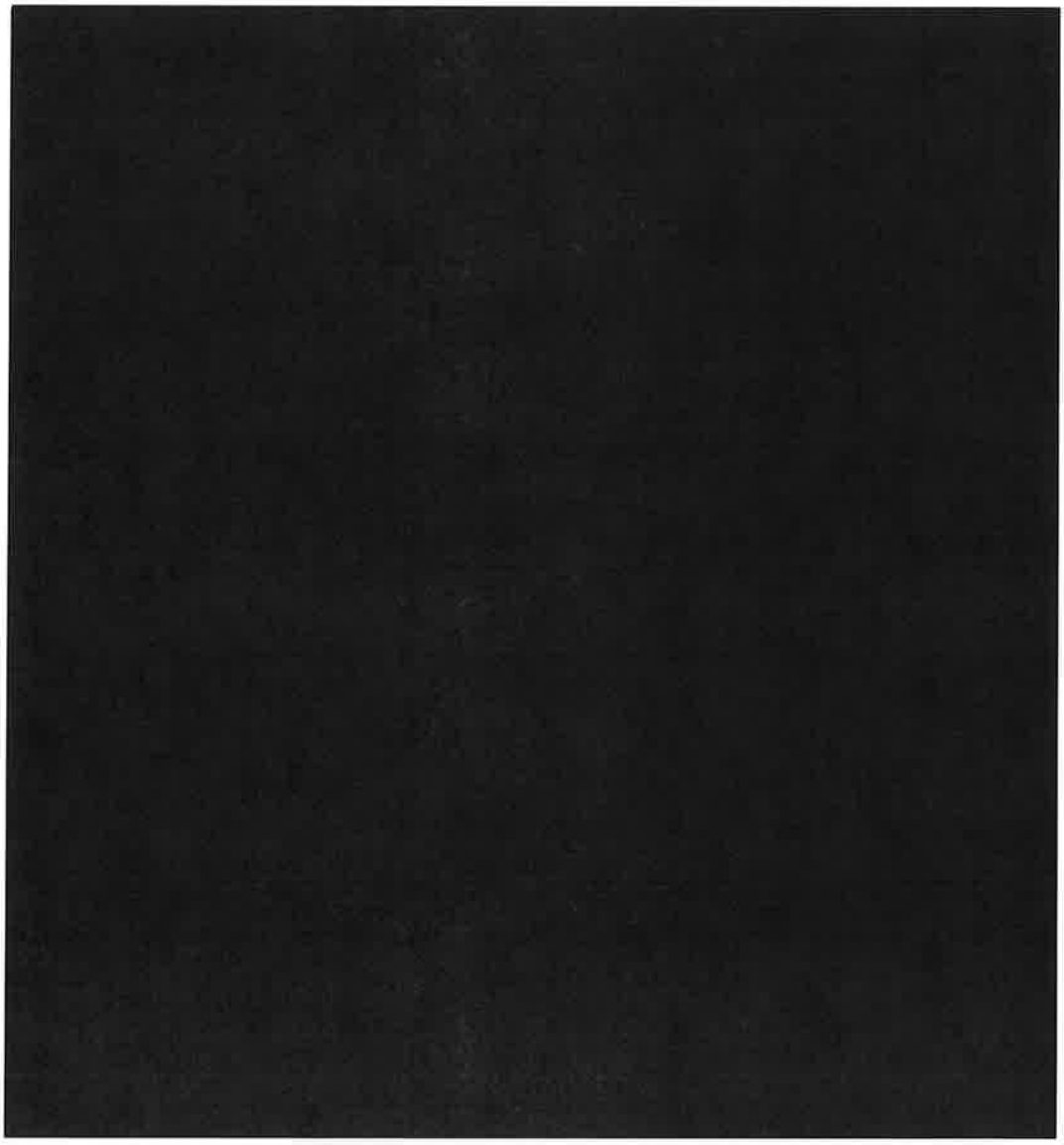
Appendix N – Payroll Records for EE

Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13368 (EFT)
Date: 12/16/2016

Employee: 338 JOSHUA FRANKLIN



Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13368 (EFT)
Date: 12/16/2016

Employee: **338 JOSHUA FRANKLIN**

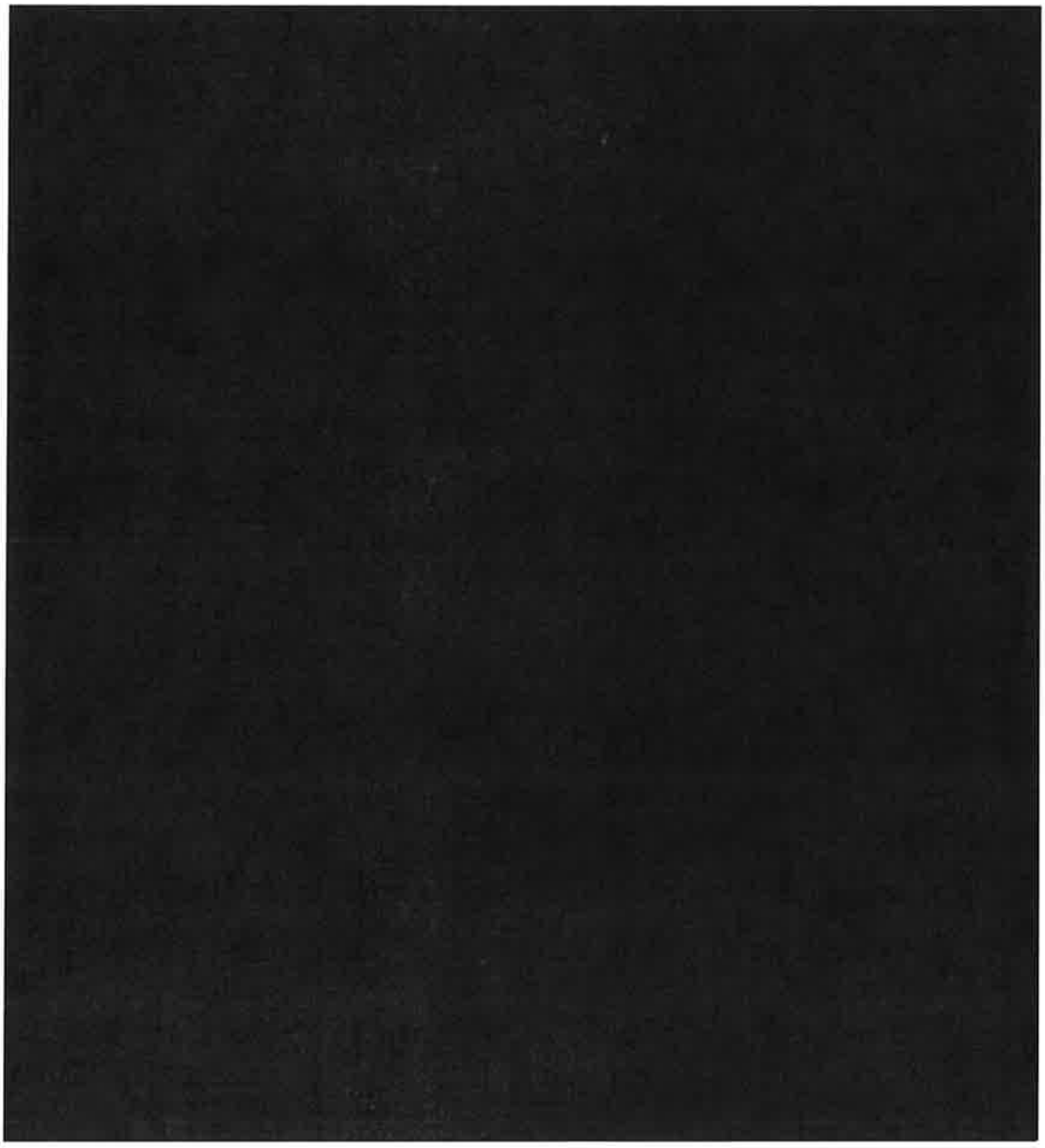
[redacted]

Jackson Purchase Energy Corporation
P.O. Box 4030 • 2900 New Crider Drive
Paducah, KY 42002-4030
270-442-7321 • 800-633-4044

PLEASE DETACH AND RETAIN

No. 13312 (EFT)
Date: 12/16/2016

Employee: **338 JOSHUA FRANKLIN**



Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13312 (EFT)
Date: 12/16/2016

Employee: **338 JOSHUA FRANKLIN**

[redacted]

PTO

Jackson Purchase Energy Corporation
P.O. Box 4030 • 2900 Irvin Cobb Drive
Paducah, KY 42002-4030
270-442-7321 • 800-633-4044
Your Touchstone Energy® Partner

PLEASE DETACH AND RETAIN

No. 13418 (EFT)
Date: 12/23/2016

Employee: **338 JOSHUA FRANKLIN**

[redacted]

Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13418 (EFT)
Date: 12/23/2016

Employee: **338 JOSHUA FRANKLIN**

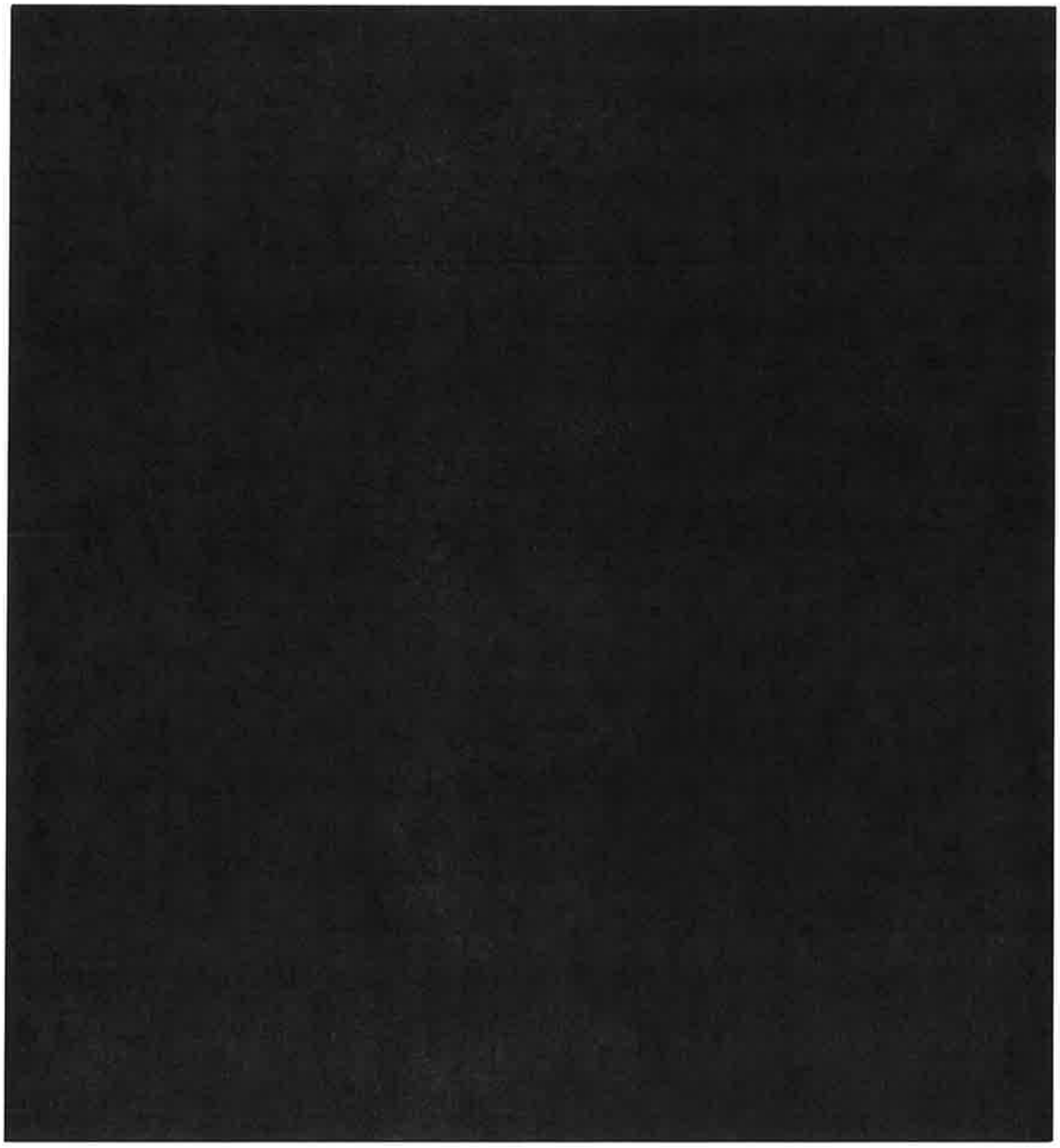
[redacted]

Jackson Purchase Energy Corporation
P.O. Box 4030 - 2500 Irvin Cobb Drive
Paducah, KY 42002-4030
270-443-7231 - 800-633-4044

PLEASE DETACH AND RETAIN

No. 13547 (EFT)
Date: 12/30/2016

Employee: **338 JOSHUA FRANKLIN**



Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13547 (EFT)
Date: 12/30/2016

Employee: **338 JOSHUA FRANKLIN**

[redacted]

Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13640 (EFT)
Date: 01/06/2017

Employee: **338 JOSHUA FRANKLIN**

[redacted]

Jackson Purchase Energy Corporation

PLEASE DETACH AND RETAIN

No. 13705 (EFT)
Date: 01/13/2017

Employee: **338 JOSHUA FRANKLIN**

[redacted]

Appendix O - Past Disciplinary Actions Taken for Violations of Safety Rules

FILE

Memorandum

To: Personnel File
From: Richard Binkley
Date: July 15, 2008
Re: EMPLOYEE REPRIMAND – Vehicle Violation – 2008-02

After reviewing incident 2008-02, the Safety Committee concluded that this incident is in violation of Section 3, Vehicle Operations, 306B found in the 13th edition of the APPA Safety Manual, P4 - Penalty Level Four of the Disciplinary Procedure 6-13 First Offense.

Josh was backing Unit 22 around a company vehicle when he clipped the back end of that vehicle.

A written reprimand is given to Josh Franklin regarding the above incident that occurred on July 3, 2008 in the company parking lot.

This reprimand will be placed in Josh's personnel file and will remain active for six months.

Richard Binkley
Richard Binkley
Manager of Operations

Date: 7/15/08

Employee

Date: 7/15/08

sjh

FILE

Memorandum

To: Personnel File
From: Richard Binkley
Date: January 19, 2012
Re: Vehicle Violation

After reviewing the accident that occurred on December 15, 2011 in which you backed into Unit #4 while at a jobsite in Livingston County, the Safety Committee concluded that you were in violation of Section 3, Vehicle Operations, 306 B found in the 13th Edition of the APPA Safety Manual.

Josh Franklin was backing out of the jobsite when he backed into Unit #4.

A written reprimand is given to Josh Franklin regarding the above incident that occurred on December 15, 2011 in Livingston County.

This reprimand will be placed in Josh Franklin's personnel file and will remain active for six months.

Richard Binkley
Supervisor

Date: 1/19/12

Josh Franklin
Employee

Date: 1/20/12

On August 16, 1993, violations of Jackson Purchase E.C.C. safety manual rules based on the Kentucky Occupational Safety and Health Standards were made by Terry Doublin and members of his crew which resulted in the death of Gregory Conyers, a member of that crew. The manual states, "It is the responsibility of every employee to comply with safety and health standards and all rules which are applicable to his own actions and conduct." It further states, "Every employee shall carefully study (not merely read) those safety rules applicable to his duties. Compliance with these safety rules is mandatory and is considered a requirement for employment."

As a member of a JPECC crew, Mr. Doublin was responsible for compliance with rule 519-d (1),

> If safe clearance cannot be maintained, the conductors shall be deenergized, covered with protective devices, spread, or pole guards shall be used, to minimize accidental contact.

and with rule 520:

> With exception of equipment certified for work on the proper voltage, mechanical equipment shall not be operated closer to any energized line or equipment than the clearances set forth in Table 5-1 unless:
>
> 1) An insulated barrier is installed between the energized part and the mechanical equipment, or
> 2) The mechanical equipment is grounded, or
> 3) The mechanical equipment is insulated, or
> 4) The mechanical equipment is considered as energized.

neither of which were done.

Due to the seriousness of the safety violations, the management of JPECC has determined that the disciplinary action to be taken will be two days suspension without pay.

A copy of this disciplinary action will be retained in the employee's file. Should there be a reccurrence of safety violations, Terry Doublin understands he may be terminated.

Terry Doublin
Employee's signature

8-23-93
Date

Department Manager

8-23-93
Date

Personnel Manager

8/23/93
Date

Appendix P - Procedures for Performing Work Due to an Outage

JPEC GENERAL OUTAGE RESPONSE

OBJECTIVE:

To establish a step-by-step method for troubleshooting and restoring service interruptions occurring on the electric distribution system.

SCOPE:

This procedure applies to all JPEC employees.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this procedure.

PROCEDURE:

1. Receive call and determine location (account number).
2. Proceed to location of reported outage.
3. Determine extent of the outage.
   - A. Individual meter:
     1. JPEC problem or
     2. Member/owner's problem.
   - B. Individual transformer (one or more meters).
   - C. Small single phase tap out (few meters).
   - D. Large single phase tap out (many meters).
   - E. One or two phases of a small three-phase tap out.
   - F. One or two phases of a large three-phase tap out.
   - G. Line three-phase recloser open.
   - H. Substation recloser open.
   - I. Entire substation out.
4. For 3A2 above:
   - A. Notify member/owner of issue and assist in getting help, if possible.
   - B. Report details to Dispatch.
5. For 3A1, 3B and 3C above:
   - A. Determine the cause.
   - B. Report the cause to Dispatch.
   - C. If repairs will take more than 30 minutes, provide Dispatch with an estimated time of restoration.
   - D. Make the necessary repairs.
   - E. Restore service as quickly as possible.
   - F. Report the details to Dispatch.

6. For 3D above:
   A. Determine the cause of the outage and the length of time to make repairs.
   B. Report the cause to Dispatch.
   C. If repairs will take more than 30 minutes, provide Dispatch with an estimated time of restoration.
   D. If the repair time is determined to be short, proceed with repairs. Skip to step F below.
   E. If the repair time is determined to be long and service can be restored to a number of accounts with little work, notify Dispatch, restore as many accounts as possible, and proceed with repair.
   F. Restore service as quickly as possible.
   G. Report details to Dispatch.
7. For 3E & 3F above:
   A. Determine if the condition is detrimental to any known three-phase equipment.
   B. Isolate the known equipment.
   C. Determine the cause of outage and, if necessary, open the remaining phases to make repairs.
   D. Follow the steps from Item 6 above.
8. For 3G above:
   A. Patrol the line to the next sectionalizing point.
   B. Determine the cause of outage.
   C. Follow the steps from Item 6 above.
9. For 3H & 3I above:
   A. Follow general substation Procedure 6-3 or 6-4 as appropriate or
   B. Follow Procedure 5 for Reidland Substation.
   C. Follow Procedure 6-6 for Shell Substation.

ACCEPTED: 3/10/2011

Appendix Q - Procedure for employee to work on de-energized lines/guy wires/equipment

PERSONAL PROTECTIVE EQUIPMENT

I. OBJECTIVE

This procedure applies to all employees who, by the nature of their work, will be required to use and wear personal protective equipment at all times when exposed to hazardous conditions. This procedure establishes a routine of use, care and inspection for personal protective equipment (PPE) consistent with regulatory standards and good work practices.

II. PURPOSE

To insure that adequate PPE is provided for and used by all Jackson Purchase Energy Corporation (JPEC) employees exposed to injuries common to the electric industry and to define procedures to comply with OSHA Regulations and the requirements of the American Public Power Association (APPA) Safety Manual approved by JPEC regarding the use of PPE.

III. ADMINISTRATION

The President and Chief Executive Officer of JPEC and his designees are responsible for the enforcement of this Procedure.

PPE consists of the following:

Section A EYE AND FACE PROTECTION

Section B HEAD PROTECTION

Section C RUBBER GLOVES AND SLEEVES

Section D CLIMBING EQUIPMENT

The procedures for need, use, and care of these items can be found in the corresponding sections (listed above) on the following pages.

Section A EYE AND FACE PROTECTION

I. DEFINITION

Safety glasses shall mean only those approved by ANSI Standard Z89.1-2003.

Corrective eyeglasses shall mean only those prescribed by a licensed eye care professional for the correction of vision. It shall not include contact lenses.

II. PROCEDURE

In order to prevent eye injuries, promote safe work practices by employees and comply with OSHA regulations, the following will apply:

A. Approved eye and face protection must be worn whenever JPEC employees are exposed to the hazards of flying particles and/or electrical shock or arc burns, which include all times that JPEC employees are engaged in the construction or maintenance of electrical transmission or distribution lines or equipment. Specific areas where eye and face protection must be properly worn (but not limited to) are:

1. All areas and activities that require the use of a hard hat.
2. Areas where there is the possibility of dust or flying particles.
3. Whenever there is the possibility of an electrical arc or flash.
4. Performing construction or maintenance activities.
5. Welding or cutting metal.
6. Drilling or chipping.
7. Grinding.
8. Using power tools.
9. Sawing.
10. Hammering.
11. Handling acid or caustic chemicals.
12. Making cad-weld connections.
13. Using powder actuated tools.
14. Any time a crew leader or supervisor requests it be worn.

EXCEPTIONS

1. Eye and face protection need not be worn while reading meters unless there is exposure from dust or flying particles or the area is listed as a "Hard Hat Area".
2. Eye and face protection need not be worn while performing engineering duties such as staking or work order inspection unless there is exposure from dust or flying particles, the employee is engaged in an activity that requires the use of a hard hat (i.e., when hammer testing a pole, using

measuring sticks to check conductor height, etc.) or the area is listed as a "Hard Hat Area".

B. Employees operating welders will wear welding face shields with the appropriate tinted shields. Cutting goggles will be worn when using cutting torches.

C. Safety glasses will be kept clean and serviceable.

D. Eye and face protective equipment are to be inspected daily prior to use. Defective equipment shall be immediately replaced.

E. Approved safety glasses will be issued as follows:

Non-corrective Lenses:

1. Employees will be issued two pairs of approved safety glasses each year if needed: one pair with clear glass and one with tinted glass.
2. Employees will also be issued a case for each pair of glasses received.
3. Replacement lenses will be issued to replace unserviceable lenses.

Prescription or Corrective Lenses:

1. Every two years, JPEC will pay the cost of the approved prescription safety lenses up to $ 20 for single vision lenses, up to $85 for bifocal, and up to $110 for progressive vision bifocal provided the employee can prove they already have a pair of progressive vision bifocals and can wear them without problems.
   JPEC will pay up to $50 for the purchase of approved safety frames with either attached or removable side shields.
   JPEC will pay half the cost up to $15 for no-glare coating and/or half the cost up to $30 for transitional lenses.
2. JPEC will pay up to $59 plus tax for replacement lenses during the two years should the employee's prescription change.
3. JPEC will reimburse the covered cost as long as the glasses meet ANSI standards.
4. JPEC will not pay for employee eye examinations.

III. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

Section B HEAD PROTECTION

I. PROCEDURE

A. Each employee shall read and work within the guidelines of JPEC safety policies, safety procedures, and the current edition of the APPA Safety Manual approved by JPEC pertaining to head protection.

B. A workplace hazards assessment, conducted by the Safety Coordinator, identifies all PPE required by JPEC's employees.

C. Hard hats must be worn whenever JPEC employees are exposed to the hazards of falling or flying objects, electrical shock or arc burns, which include all times that JPEC employees are engaged in the construction or maintenance of electrical transmission or distribution lines or equipment.

Specific areas where hard hats must be properly worn, but not limited to:

1. All construction areas designated as "Hard Hat Areas" or in any consumer facility or area where hard hats are required.
2. Areas where any digger derrick, aerial lift, trencher, backhoe, or overhead lifting device is in operation.
3. Areas where there is a possibility of falling objects.
4. Areas on or adjacent to roads or highways where construction or maintenance activity is being performed.
5. While climbing poles, towers, etc. or working in the area of a climber.
6. Any time a crew leader or supervisor requests they be worn.

EXCEPTIONS
1. Hard hats need not be worn while reading meters unless there is exposure from falling or flying objects or the area is listed as a "Hard Hat Area".
2. Hard hats need not be worn while performing engineering duties such as staking or work order inspection unless there is exposure from falling or flying objects (i.e., when hammer testing a pole, using measuring sticks to check conductor height, etc.) or the area is listed as a "Hard Hat Area".

D. JPEC shall provide hard hats for each employee who is required to wear one. The provided hard hats shall meet or exceed the requirements of the ANSI Z89.1 standard for Type 1, Class E hard hats in impact and electrical protection.

E. Hard hats are to be inspected and documented on a monthly basis, also checked daily prior to use. Dirty or defective equipment shall be cleaned,

repaired or replaced. The Safety Coordinator shall inspect all head protection every three months.

F. Replacement may be accomplished by submitting damaged, defective or dated equipment to the Safety Coordinator or his representative and exchanged for new equipment:

1. Defective equipment includes broken or loose suspension, visible cracks, breaks or gouges in the shell or contamination to the point cleaning is ineffective.
2. Hard hats should be replaced within two (2) to three (3) years or when damaged or cannot be adequately cleaned with soap and water.

II. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

Section C RUBBER GLOVES AND SLEEVES

I. PROCEDURE

A. Each employee required to work on electrical circuits or devices that are energized or could be energized at 50 volts or higher shall follow procedures outlined in the current edition of the APPA Safety Manual approved by JPEC.

NOTE: Primary voltage as referred to in this procedure is 12,470 volts phase to phase and 7,200 volts phase to ground.

B. Employees shall wear the proper rubber protective equipment when required by this procedure, required by the APPA Safety Manual approved by JPEC, requested by supervision, or engaged in any activity where experience or good work practice has shown that it should be used.

C. All previously energized conductors shall be considered energized until properly tested for voltage and properly grounded.

D. Class 2 (20 kV) rubber gloves and sleeves shall be worn for all live line maintenance and construction procedures.

E. Class 2 (20 kV) rubber gloves and sleeves shall be worn while working on any pole, structure, or electrical device on which energized primary lines or equipment are located. This includes any structure that has lines or equipment that could be energized, or are close to energized lines or equipment where any employee could make contact.

F. Class 2 (20 kV) rubber gloves shall be worn when using fiberglass hot sticks. This includes extendo, measuring and shot gun sticks.

EXCEPTION
Rubber gloves may or may not be worn when using an extendo stick from the ground at a minimum of twenty (20) feet.

G. When rubber gloves, or rubber gloves and sleeves, are required they shall be put on before an employee ascends the pole or structure. They shall not be removed until the employee descends back to the ground. When using an aerial device, the proper rubber PPE shall be put on before raising the device out of its cradle. The PPE shall not be removed until the device is returned back to its cradle.

H. Class 2 (20 kV) rubber gloves shall be worn when opening energized URD transformers or switching cabinets. When working inside these devices, the provisions of B-G above will apply.

I. Class 2 (20 kV) gloves shall be worn when opening or closing switches rated at 500 volts and above.

J. Class 0 (5 kV) or Class 2 (20 kV) rubber gloves shall be worn when opening, working on conductors, devices, structures, or circuits that are energized or could be energized at voltages between 50 volts and 500 volts.

K. Rubber gloves and sleeves shall be worn lock to lock.

EXCEPTIONS

1. When working on security lights from an insulated aerial device where there is a clearance greater than the 2′ 2″ minimum approach distance to primary voltage conductors, the use of sleeves may be omitted.
2. On platform structures only, employees may remove their gloves and sleeves only after properly insulating energized conductors above ground potential. An employee may never work closer than 5′ to an energized conductor without wearing rubber gloves and sleeves. See APPA Safety Manual, Rule 604 (C).
3. On primary fixtures, where URD cables are to be terminated and primary conductors have been properly insulated, employees may remove their rubber gloves and sleeves only if the newly installed cable can be moved at least 5′ or more from energized conductors. Employees must wear their rubber gloves and sleeves as soon as the primary cable terminations are completed.
4. When working on non-conductive communication cable only, this cable being a minimum of 40″ below the lowest potentially energized supply conductor or potentially energized electrical equipment.

L. Rubber gloves shall not be used without proper protectors. Protectors shall be free of holes and of the proper type and length for the rubber gloves being used.

M. Rubber gloves, glove protectors and sleeves that have been issued to employees shall be stored in bags that are supplied for that purpose. Other objects shall not be stored in those bags with the gloves, protectors or sleeves. The bags should be hung in an upright position in as clean an area as possible free of sunlight, chemicals, and physical hazards.

N. Rubber gloves and sleeves shall be inspected for corona cracks or other damage prior to use at least once per day; preferably at the beginning of the work period and at any other time their condition is in doubt. Gloves shall be air tested daily.

O. All rubber gloves, protectors and bags shall be issued by the Safety Coordinator or their representative. The issuing and testing interval will be determined by this procedure:

1. Rubber gloves issued to all personnel shall be exchanged approximately every sixty (60) days or when the gloves are damaged or their condition is suspect.
2. Rubber sleeves shall be exchanged every six (6) months when they are damaged or their condition is suspect.
3. The rubber gloves and sleeves issues shall be tested before first issue. Gloves shall not have a test date older than six (6) months and in addition, sleeves shall not have a test date older than one (1) year when being issued.
4. Rubber protective equipment stored before being issued shall be separated from goods stored for shipment or testing.

II. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

Section D CLIMBING EQUIPMENT

I. PROCEDURE

A. Each employee required to climb poles shall follow procedures outlined in the current edition of the APPA Safety Manual approved by JPEC.

B. Employees shall wear the proper climbing equipment when required by this procedure, required by the APPA Safety Manual approved by JPEC, requested by supervision, or engaged in any activity where experience or good work practice has shown that it should be used.

C. Climbing equipment will be kept clean and serviceable.

D. Climbing equipment is to be inspected daily prior to use. Defective equipment shall be immediately replaced. The Safety Coordinator shall inspect all climbing equipment every three months.

E. Approved climbing equipment will be issued as follows:

1. If an employee wishes to use 100% fall protection equipment, he/she will be issued the Buckingham Buck Squeeze 483D with a Rope Adjuster 9-8.

2. Training will be provided when the employee receives the equipment and prior to the employee's use of the equipment.

3. Once an employee is equipped with 100% fall protection equipment, he will not be allowed to return to regular climbing equipment. An employee using climbing equipment other than 100% fall protection equipment that has received 100% fall protection equipment will be subject to disciplinary action up to and including termination as determined by JPEC management if the employee has not received management's approval to do so.

F. If an employee's existing climbing equipment is deemed unsafe for continued use by the Safety Coordinator for any reason including, but not limited to, wear and tear, it will be replaced with the following equipment:

1. Body belt: Buckingham Staked D belt 2019M

2. Safety or pole strap: Bashlin Pole Strap 52N-2HL

3. Climbers: Buckingham Contoured offset steel climbers w/twist

4. Pads: Bashlin Pad 140DS

5. Top straps: Bashlin 28" top strap 86N

G. Employees are responsible for the care of the climbing equipment issued to them. If climbing equipment is lost, abused, or otherwise improperly cared for, the employee will be responsible for the replacement of that equipment.

H. If an employee wishes to use a brand and/or model of climbing equipment other than that provided by JPEC as stated above, he/she may under the following guidelines:

1. The brand and/or model proposed by the employee must meet all applicable standards (i.e. ANSI, etc.).

2. The employee will not receive compensation for any cost difference in the equipment of his/her choosing versus the equipment provided by JPEC should the employee's preferred equipment cost less than that provided by JPEC.

3. The employee will be required to compensate JPEC for any cost difference in the equipment of his/her choosing versus the equipment provided by JPEC should the employee's preferred equipment cost more than that provided by JPEC.

I. In order for an employee to receive replacement equipment for equipment that is worn, the Safety Coordinator must inspect the existing equipment, determine that the existing equipment is unsafe for use, and approve the replacement equipment.

J. If an employee wishes to change to 100% fall protection, the Safety Coordinator must be notified prior to the change. Training in the use of 100% fall protection equipment must be performed before an employee is allowed to use this equipment.

II. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

III. ADOPTED

Date: June 25, 2003

IV. REVISED

Date: November 10, 2004
June 1, 2005
April 11, 2007
October 14, 2009
June 9, 2011

JACKSON PURCHASE ENERGY CORPORATION
PERSONAL PROTECTIVE AND VEHICLE GROUNDING

PURPOSE

To insure a safe work area is maintained, free from hazardous voltages, in areas where previously energized conductors and/or equipment exist.

OBJECTIVE

To establish a uniform practice for the use of protective grounds.

"IF IT'S NOT GROUNDED, IT'S NOT DEAD"!!!

PROCEDURE

1. Each employee will read and work within the guidelines of Jackson Purchase Energy's safety policies, safety procedures and the current edition of the American Public Power Association Safety Manual pertaining to personal protective and vehicle grounding.

2. Protective grounds shall be used on any previously energized conductor or equipment, which has been energized at greater than 50 volts, before any employee may consider the conductor/equipment as being de-energized.

3. Before grounding conductors or equipment, lockout/tagout procedures shall be followed, as appropriate:

   A. Clearance shall be obtained.
   B. Voltage tests shall be made.
   C. Grounds may be applied if no voltage is indicated.

4. Equal potential grounding is the preferred method and should be used whenever the work area permits:

   A. Install a chain binder on the pole as close as practical to an area just below the worker on the pole.
   B. Install a jumper (minimum #2 AWG-CU.) to the system neutral and the chain binder. Note: the neutral end of grounding jumpers are to be attached first and removed last.
   C. Install a grounding jumper from the chain binder to each phase conductor.

5. Two point, or bracket grounds, are to be used where equal potential grounding is not practical:

   A. Install grounds as close as practical to and on both sides of the work location.
   B. Place a grounding jumper to the system neutral and to each phase conductor.

6. Where a large work area is involved, grounds shall be installed on both sides of the work area and at each work location, on each previously energized conductor before it is worked.

7. New conductor may be considered as de-energized if no means of electrical contact is possible and if no induced voltage is present.

8. New conductor shall be grounded as soon as practical after being installed on any fixture where energized lines exist.

9. When grounds are being installed, live line maintenance practices shall be observed.

10. Downed conductors shall be tested for voltage and a visible isolation from energy provided before grounding. Such lines shall be treated as energized until they are grounded.

11. Bucket trucks, working in the proximity of energized primary lines, shall be grounded or barricaded and treated as hot.

12. Crane trucks (digger derricks), working in the proximity of energized lines, shall be grounded.

13. URD circuits shall be isolated, tested for voltage and grounded, using approved grounding conductors, prior to working on conductors or equipment.

14. URD cables, remote from open points, shall be tested with a grounding probe prior to cutting the cable.

15. Ground cables shall be removed from phase conductors first and the neutral conductor last, using approved live line tools and rubber gloves.

16. The installation and removal of all protective grounds requires the use of rubber gloves, safety glasses, a hardhat, approved hot sticks and appropriate clothing as a minimum.

17. Jackson Purchase Energy's supervisory personnel are responsible for enforcing all of the Corporation's safety policies and procedures.

18. All personal protective and vehicles grounds shall be inspected before use.

NOTE: NO WORKER HAS EVER BEEN ELECTROCUTED ON A PROPERLY GROUNDED CIRCUIT.!!

Accepted: 9/12/97
Revised: 3/9/05

Appendix R - 2012-2017 OSH 300 (log) and OSH 300A (summary)

DRAFT

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 17

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name Jackson Purchase Energy Corporation

City Paducah State KY

Identify the person			Describe the case			Classify the case: SELECT ONLY ONE box for each case based on the most serious outcome for that case				Enter the number of days the injured or ill worker was:		Select the "Injury" column or choose one type of illness: (M)					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	(G) Death	(H) Days away from work	Remained at Work: (I) Job transfer or restriction	Remained at Work: (J) Other recordable cases	(K) Away from work	(L) On job transfer or restriction	(1) Injury	(2) Skin disorder	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses
	Joshua Franklin	Line Technician	1 / 6	Bethel Church Rd Kevil, KY	contact with live wire	●				days	days	●					
			/							days	days						
			/							days	days						
			/							days	days						
			/							days	days						
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					Page totals	1	0	0	0			1	0	0	0	0	0

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Save Input | Add a Form Page

Page 1 of 1

DRAFT

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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Year 20 16

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name Jackson Purchase Energy Corporation

City Paducah State KY

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Select the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	(G) Death	(H) Days away from work	(I) Remained at Work: Job transfer or restriction	(J) Remained at Work: Other record-able cases	(K) Away from work	(L) On job transfer or restriction	(M)(1) Injury	(2) Skin disorder	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses
01-16	Joseph D. Cornwell	Line Technician	1 / 26	Oaks Rd., Paducah KY	Slipped and fell causing neck and back pain		●			180 days	0 days	●					
02-16	Jason Gipson	Line Technician	3 / 31	2900 Irvin Cobb Drive Paducah KY 42003	Working in warehouse received cut on face				●	– days	– days	●					
03-16	Penelope Overton	Distribution Engineer	7 / 9	During storm restoration work, not sure	Tick bite on back of left knee from walking in tall grass				●	– days	– days						●
04-16	Kenny Harper	Crew Leader	7 / 27	Kreb Station Road Paducah KY	Retiring pole and service, hanging security light started cramping. Left hand/finger tendonitis		●			1 days	115 days	●					
			/							days	days						
			/							days	days						
			/							days	days						
			/							days	days						
			/							days	days						
			/							days	days						
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Page 1 of 1

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
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Year 20 15

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	3	2
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	45
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	5	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment information

Your establishment name: Jackson Purchase Energy Corporation

Street: 2900 Irvin Cobb Drive

City: Paducah State: KY Zip: 42003

Industry description (*e.g., Manufacture of motor truck trailers*)
Electric Utility

Standard Industrial Classification (SIC), if known (*e.g., 3715*)
4911

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees: 71

Total hours worked by all employees last year: 144789

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Dan Lee — President/CEO

Company executive — Title

Phone 270-442-7321 Date 1/27/2016

Save Input

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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Year 20 15

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name Jackson Purchase Energy Corporation

City Paducah State KY

Identify the person			Describe the case			Classify the case: SELECT ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Select the "Injury" column or choose one type of illness: (M)					
								Remained at Work									
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
1-15	Joseph D. Cornwell	Line Tech	6 / 26	Bluebird Lane	Strain, left knee			●		0 days	3 days	●					
2-15	Stephen M. Keith	Apprentice	7 / 7	3390 Hinkleville Road	Cat bite, right hand (below thumb)				●	days	days	●					
3-15	William H. Womble	Line Tech	7 / 8	757 Country Road	Strain, left knee			●		days	5 days	●					
4-15	Zachary R. Thweatt	Apprentice	11 / 30	Blandville Road	Broke 4th finger on right hand			●		days	37 days	●					
5-15	Gregory G. Vied	Crew Leader	12 / 2	600 Lovelaceville-Florence Station Road	Scratch to left eye				●	days	days	●					
			/							days	days						
			/							days	days						
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OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2014

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name: Jackson Purchase Energy Corporation

City: Paducah State: Kentucky

Identify the person				Describe the case		Classify the case											
(A) Case No.	(B)	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away from work (days)	On job transfer or restriction (days)	(M) Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
								Job transfer or restriction	Other record-able cases								
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
01-14	Joshua Franklin	Line Technician	4/1	Doe Run Rd.	Stepped onto back of truck; right foot slipped and hit step.			X			12	X					
02-14	John Sutton	Line Technician	5/7	101 Warnick Rd.	Preparing to set meter base; stepped down from a concrete block; foot rolled; sprained ankle			X			14	X					
03-14	Jim Evrard	Line Technician	6/25	6450 Joppa Landing Rd	EE holding wire reel; other workers stopped pulling wire; reel back lashed; they pulled and reel jerked.			X			128	X					
				Page totals		*0*	*0*	*3*	*0*	*0*	*154*	*3*	*0*	*0*	*0*	*0*	*0*

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
	(1)	(2)	(3)	(4)	(5)	(6)

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OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2014

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	3	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	154
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	3	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Establishment information

Your establishment name: Jackson Purchase Energy Corporation

Street: 2900 Irvin Cobb Drive

City: Paducah State: Kentucky Zip: 42003

Industry description (e.g., Manufacture of motor truck trailers)
Electric Utility

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
4911

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees: 73

Total hours worked by all employees last year: 142,530

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Scott Gibble
Company Executive

VP Engineering & Operations
Title

(270) 442-7321
Phone

1/28/2015
Date

OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2013

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name: Jackson Purchase Energy Corporation

City: Paducah State: Kentucky

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
(A) Case No.	(B)	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:						(M)					
						Death	Days away from work	Remained at work		Away from work (days)	On job transfer or restriction (days)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
								Job transfer or restriction	Other record-able cases								
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
01-13	Jason Story	Crew Leader	1/14	Goodman Lumber Company	Pulling wire; felt pain in right shoulder.			X			69	X					
02-13	Dustin Groves	Line Technician	1/14	Wice Church Rd.	Walking down steep bank; slipped; twisted left knee.			X			6	X					
03-13	John Sutton	Line Technician	1/21	Pole Yard	Unloading material into dumpster; fell off truck; fractured left wrist			X			112	X					
04-13	David Denfip	Crew Leader	4/18	Acct. # 46-46-10	Operating digger truck; felt pain in right elbow after twisting rotation handle on digger.			X			11	X					
05-13	Dustin Groves	Line Technician	7/8	Armstrong Rd., Livingston Co.	Building line; working in tall grass; tick stuck to back of head.				X								X
06-13	Michelle Pearson	Joint Use Adm.	10/14	545 Lydon Rd.	Attempting to inspect secondary pedestal; bitten onleft elbow by a dog.				X			X					X
					Page totals	0	0	34	2	0	179 198	15	0	0	0	0	2

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin Disorder (2) | Respiratory Condition (3) | Poisoning (4) | Hearing Loss (5) | All other illnesses (6)

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

Year 2013

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

al number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	~~14~~	2
(G)	(H)	(I)	(J)

Number of Days

ıal number of vs away from	Total number of days of job transfer or restriction
0	~~129~~ 198
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	~~45~~	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	1

t this Summary page from February 1 to April 30 of the year following the year covered by the form

Establishment information

Your establishment name Jackson Purchase Energy Corporation

Street 2900 Irvin Cobb Drive

City Paducah State Kentucky Zip 42003

Industry description (e.g., Manufacture of motor truck trailers)
Electric Utility

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
4911

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees 72

Total hours worked by all employees last year 143,782

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

D. Kelly Ferguson
Company executive

President/CEO
Title

(270) 442-7321
Phone

January 31, 2014
Date

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2012

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name: Jackson Purchase Energy Corporation

City: Paducah State: Kentucky

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
(A) Case No.	(B)	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:						(M)					
						Death	Days away from work	Remained at work		Away from work (days)	On job transfer or restriction (days)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
								Job transfer or restriction	Other record-able cases								
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
01-11	Jim Evrard	Line Technician	7/30		While assembling anchor rod, dropped flare on toe.				X			X					
					Page totals	*0*	*0*	*0*	*1*	*0*	*0*	*1*	*0*	*0*	*0*	*0*	*0*

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin Disorder (2) | Respiratory Condition (3) | Poisoning (4) | Hearing Loss (5) | All other illnesses (6)

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

Year 2012

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	1	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Establishment information

Your establishment name: Jackson Purchase Energy Corporation

Street: 2900 Irvin Cobb Drive

City: Paducah State: Kentucky Zip: 42003

Industry description (e.g., Manufacture of motor truck trailers)
Electric Utility

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
4911

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees: 76

Total hours worked by all employees last year: 168,976

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive

President/CEO
Title

(270) 442-7321
Phone

February 6, 2013
Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Appendix S -- JPEC Safety Manual -- APPA 13th Revision 2004 -- As Amended by JPEC

Safety Manual
For An Electric Utility

The 2004 revisions to this manual were prepared by:

Richard King, CSP
Paul Weida, CSP
Jeromy Lund
David Cahill, RNC, CSP
John Borowski, CIH, CSP
Shelly Miller

Black & Veatch
PO Box 8405
Kansas City, MO 64114-0405

Assistance was provided by members of the APPA Safety Committee, including:

Jon Beasley — MEAG Power, Atlanta, GA
Mike Byrd / Jim Shill — ElectriCities of North Carolina, NC
Sam Bridges / Edwin Glynn/ J.R.Richardson — Denton Municipal Electric, TX
Jim Coleman / Scott Windham — Santee Cooper, SC
Jerry Comstock / Dave Holloway — Fayetteville Public Works Commission, NC
Carey Gammill — Clarksdale Public Utilities, MS
Lee Hicks — Peru Utilities, IN
David McAlpine — Taunton Municipal Light Plant, MA
Robert Padgett — Lakeland Electric, FL
Joel Trotter — Longmont Power & Communications, CO
Michael Willetts — Minnesota Municipal Utilities Association, Plymouth, MN

Rev. 13, 2004

APPA Safety Manual
Thirteenth Edition 2004

For additional copies of this manual,
please contact:

APPA Publications Department
American Public Power Association
2301 M Street, N.W.
Washington, DC 20037-1484
(202) 467-2926

Rev. 13, 2004

FOREWORD

This manual has been prepared for the guidance and safety of all employees of publicly-owned electric utilities. Strict observance of safety rules is necessary to prevent accidents. Lack of enforcement or repeated and flagrant violations of rules can only result in accidents, with accompanying injury and economic loss. In order to facilitate the implementation of the requirements of this manual, a qualified person shall be assigned by the Utility to coordinate the implementation.

An accident is defined as an unplanned event invariably preceded by an unsafe act(s) and/or unsafe condition(s) that frequently results in injury or damage and interrupts the completion of an activity. Accidents are an unnecessary waste of both our human and economic resources. Though many accidents are due to unsafe conditions and can be minimized with periodic inspections and preventive maintenance, the majority of accidents are due to unsafe acts and human failure. It is the responsibility of every employee to comply with safety and health standards and all rules that are applicable to their own actions and conduct.

In the preparation of this manual, it is recognized that local conditions, laws, and regulations may cause some minor conflicts. In the event of such conflict, you are advised to adhere to the most restrictive regulations governing the situation in question. The publicly-owned electric utility has the responsibility for making interpretations of the rules contained in this manual.

This manual shall be observed in all situations to which it applies, without respect to where statements may appear.

The American Public Power Association (APPA) has acted as the publisher of this *Safety Manual* for its member utilities since 1977. The *Manual* is provided as part of an *advisory* service of APPA; the use of the *Safety Manual* by any APPA member is strictly *voluntary*. Each APPA member and its employees decide the obligations and sanctions that emanate from the use of this *Manual*. APPA, its Safety Committee

members, and authors are providing safety rules and work procedures that they believe promote greater safety and economic welfare, but APPA, its Safety Committee, members, and authors are not attempting to render engineering, legal, or other professional services. If such services are required, the assistance of an appropriate professional should be sought.

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APPA has no power or authority to police or enforce compliance with the contents of this document, and any certification of compliance with requirements of this document is made at the peril of the certifier.

Contents

DEFINITIONS

Aerial Device: Any piece of equipment utilizing a bucket or platform to place the worker(s) at an elevated worksite.

Affected Employee: An employee whose job requires him to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him to work in an area in which such servicing or maintenance is being performed.

Alive or Live: Electrically connected to a source of potential difference or electrically charged so as to have a potential significantly different from that of the earth in the vicinity. The term "live" is sometimes used in place of the term "current-carrying," where the intent is clear, to avoid repetition of the longer term.

Anchorage: A secure means of attachment for lifelines, lanyards, and straps.

ANSI: American National Standards Institute.

Approved: The term "approved," when used in connection with methods, tools, or equipment, refers to the methods, tools, or equipment approved by the Utility through committee, departmental action, or safety rule.

Attendant: An employee assigned to remain immediately outside the entrance to an enclosed or other space to render assistance as needed to employees inside the space.

Authorized Person: One who has the authority to perform specific duties under certain conditions or who is carrying out orders from the responsible authority and who is knowledgeable in the construction and operation of the equipment and the hazards involved.

Automatic Circuit Recloser: A self-controlled device for interrupting and reclosing an alternating current circuit with a predetermined sequence of opening and reclosing followed by resetting, hold-closed, or lockout operation.

Backreamer: A downhole tool that increases the diameter of a pilot bore hole to accommodate the size of the product being pulled.

Barrier: A physical obstruction that is intended to prevent contact with energized lines or equipment or to prevent unauthorized access to a work area.

Barricade: A physical obstruction such as tapes, cones, or A-Frame type wood or metal structures intended to warn and limit access to a hazardous area.

Benching (Benching System): A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels.

Body Belt (Safety Belt): A strap that both secures around the waist and attaches to a lanyard, lifeline, or strap.

Body Harness: Straps that are secured about an employee in a manner that distributes the arresting forces over at least the thighs, shoulders, and pelvis with provisions for attaching a lanyard, lifeline, or deceleration device.

Bond: The electrical interconnection of conductive parts designed to maintain a common electrical potential.

Bus: A conductor or a group of conductors that serves as a common connection for two or more circuits.

Bushing: An insulating structure, including a through conductor or providing a passageway for such a conductor, with provision for

mounting on a barrier, conducting or otherwise, for the purposes of insulating the conductor from the barrier and conducting current from one side of the barrier to the other.

Cable: A conductor with insulation, or a stranded conductor with or without insulation and other coverings (single-conductor cable), or a combination of conductors insulated from one another (multiple-conductor cable).

Cable Sheath: A conductive protective covering applied to cables (may consist of multiple layers, one or more of which is conductive).

Catastrophic Release: A major uncontrolled emission, fire, or explosion involving one or more highly hazardous chemicals that presents serious danger to employees in the workplace.

Cellular Telephone: A type of short-wave analog or digital transmission in which a subscriber has a wireless connection from a mobile telephone to a relatively nearby transmitter. The transmitter's span of coverage is called a cell.

Circuit: A conductor or system of conductors through which an electric current is intended to flow.

Clear Hot Stick Distance: The minimum distance for the use of live-line tools held by linemen when performing live-line work.

Clearance: (for work) Authorization to perform specified work or permission to enter a restricted area.

Clearance: (between objects) The clear distance between two objects measured surface-to-surface.

Combustible Liquids: Any liquid having a flash point at or higher than 140° F and less than 200° F.

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Communication Lines: The conductors and their supporting or containing structures that are used for public or private signal or communication service.

Note: Telephone, telegraph, railroad signal, data, clock, fire, police-alarm, community television antenna, fiber-optics and other similar systems are included.

Conductor: A material, usually in the form of a wire, cable, or busbar, suitable for carrying an electric current.

Covered Conductor: A conductor covered with a dielectric having no rated insulating strength or having a rated insulating strength less than the voltage of the circuit in which the conductor is used.

Confined Space: An enclosed space that is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit (some examples are tanks, vessels, silos, storage bins, hoppers, vaults, pits, and dike areas); is not designed for continuous employee occupancy; and has one or more of the following characteristics: contains or has a known potential to contain a hazardous atmosphere, contains a material with the potential for engulfment of an entrant, has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section, or contains any other recognized serious safety or health hazard.

Contractor: Organization contracted by Utility to perform work on Utility property.

Current-Carrying Part: A conducting part intended to be connected in an electric circuit to a source of voltage. Noncurrent-carrying parts are those not intended to be so connected.

De-Energized: Free from any electrical connection to a source of potential difference and from electric charge; not having a potential different from that of the earth.

Designated Person: Refer to Authorized Person.

Directional Boring Machine: A steerable, horizontal boring machine that allows trenchless installation of underground utilities.

Disciplinary Action: Administrative action taken by the employer against the employee; may vary from verbal reprimand to dismissal.

Disconnected: Disconnected from any energy source.

Effectively Grounded: Intentionally connected to earth though a ground connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the buildup of voltages that may result in undue hazard to connected equipment or to persons.

Electric Line Truck: A truck used to transport personnel, tools, and material for electric supply line work.

Electric Supply Equipment: Equipment that produces, modifies, regulates, controls, or safeguards supply of electrical energy.

Electric Supply Lines: Conductors used to transmit electrical energy and their necessary supporting or containing structures. Signal lines of more than 400 volts are always supply lines within this section, and those with less than 400 volts are considered as supply lines if so run and operated throughout.

Electric Utility: An organization responsible for the installation, operation, or maintenance of an electric supply system.

Emergency: An emergency occurs when an unusual condition exists that endangers life and/or property.

Employee: In the broad sense, any person employed by or representing the Utility. In general usage, a person employed by the Utility and below the level of supervisor.

Employer: Utility.

Enclosed: Surrounded by a case, cage, or fence, which will protect the contained equipment and prevent accidental contact of a person with live parts.

Enclosed Space: A working space such as a manhole, vault, tunnel, or shaft that has a limited means of egress or entry, that is designed for periodic employee entry under normal operating conditions, and that under normal conditions does not contain a hazardous atmosphere but may contain a hazardous atmosphere under abnormal conditions.

Energized (also Alive or Live): Electrically connected to a source of potential difference or electrically charged so as to have a potential different from that of the earth or different from that of adjacent conductors or equipment.

Energy Isolating Device: A physical device that prevents the transmission or release of energy, including, but not limited to, the following: a manually operated electric circuit breaker, a disconnect switch, a manually operated switch, a slide gate, a slip blind, a line valve, blocks and any other similar device with a visible indication of the position of the device (push buttons, selector switches, and other control circuit type devices are not energy isolating devices).

Energy Source: Any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, or other energy source that could cause injury to personnel.

Equipment (Electric): A general term including material, fittings, devices, appliances, fixtures, apparatus, etc., used as part of or in connection with an electrical installation.

Excavations: Any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Exposed: (a) In such a position that in case of failure of supports or insulation, contact with another circuit or line may result, or (b) An object or device that can be inadvertently touched or approached nearer than a safe distance by any person. Applied to objects not suitably guarded or situated. Not isolated or guarded.

Exposure: Exposure occurs whenever and wherever a person is subjected to electric, magnetic, or electromagnetic fields or to contact currents other than those originating from physiological processes in the body and other natural phenomena.

Eye Loupe: A small, high-powered magnifying lens held close to the eye.

Fall Arrest System: (fall from one level to another) The assemblage of equipment such as line worker's body belt or full body harness in conjunction with a deceleration device and an anchorage to limit the forces a worker experiences during a fall from one elevation to another.

Fall Protection Program: A program intended to protect workers from injury due to falls when working at elevations.

Fall Prevention System: (prevents fall from one level to another) A system intended to prevent a worker from falling from one elevation to another. Such systems include positioning devices, guardrails, barriers, and restraint systems.

Fall Protection System (Hardware): Consists of either a fall prevention system or a fall arrest system.

Fell: The process of severing a tree from the stump so that it drops to the ground. "Feller" is the person who fells the tree.

Flammable Liquid: Any liquid having a flash point less than 140° F and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100° F.

Flares: The word "flares" shall be used to indicate flares, torches, fuses, red lanterns, reflectors, or any other equipment that is adaptable for the purpose intended.

Foreman or Supervisor: Any person, regardless of classification, who is directly in charge of a specific job or specific jobs. (Depending upon local classification, this person may be a "lead man," working foreman, foreman, general foreman, supervisor, or superintendent.)

Free Fall: The act of falling before the personal fall protection system begins to arrest the fall.

Governmental: Any type of political agency having control over a certain activity, including federal, state, county, township, city, etc.

Ground: (noun) The connection, established either intentionally or accidentally, of an electric circuit or equipment with reference ground through a conductor, or other conducting object or substance.

Ground: (reference) That conductive body, usually earth, to which an electric potential is referenced.

Ground: (verb) Connecting or establishing a connection, either intentionally or accidentally, of an electric circuit or equipment to reference ground. Connect to earth or some conducting body that serves in place of earth.

Grounding Electrode (Ground Electrode): A conductor embedded in the earth, used for maintaining ground potential on conductors connected to it and for dissipating into the earth current conducted to it.

Grounded System: A system of conductors in which at least one conductor or point (usually the middle wire or neutral point of transformer or generator winding) is intentionally grounded, either solidly or through a current-limiting device (not a current-interrupting device).

Guarded: Protected by personnel, or covered, fenced, or enclosed by means of suitable casings, barrier rails, screens, mats, platforms, or other suitable devices in accordance with standard barricading technique designed to prevent dangerous approach or contact by persons or objects. (Wires that are insulated but not otherwise protected are not considered guarded.)

Hands Free Cellular Telephone: A device that allows a cellular telephone user to transmit and receive aural messages without the need for physically holding the telephone. Usually in the form of a headpiece with a microphone.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (escape unaided from an enclosed space), injury or acute illness from one or more of the following causes: (1) Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit (LFL); (2) Airborne combustible dust at a concentration that meets or exceeds its LFL; (3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent; (4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or PEL; (5) Any other atmospheric condition that is immediately dangerous to life or health.

Hazard Communication Program: Utility-developed program to ensure that information concerning hazardous chemicals (material) is transmitted to employees through the use of warnings, procedures, Material Safety Data Sheets (MSDSs), and employee training.

Hazardous Material (Substances): Any substance that is a physical hazard or a health hazard. A substance is a physical hazard when there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water reactive. The substance is a health hazard when it is determined to be a carcinogen, a toxic or highly toxic agent, a reproductive toxin, irritant, corrosive, sensitizer, hepatotoxin, nephrotoxic, neurotoxin, an agent that acts on the hematopoietic system, or an agent that damages the lungs, skin, eyes, or mucous membranes.

Highly Hazardous Chemical: A substance possessing toxic, reactive, flammable, or explosive properties that are listed in OSHA Standard 29 CFR 1910.119.

High Power Test: Tests in which fault currents, load currents and line dropping currents are used to test equipment, either at the equipment's rated voltage or at lower voltages.

High Voltage Test: Tests in which voltages of approximately 1000 volts are used as a practical minimum and in which the voltage source has sufficient energy to cause injury.

High Wind: A wind of such velocity that an employee would be exposed to being blown from elevated locations, an employee or material handling equipment could lose control of material being handled, or an employee could be exposed to other hazards not controlled by the standard involved. Winds exceeding 40 mph, or winds exceeding 30 mph if material handling is involved, are considered to be high winds unless precautions are taken to protect employees from the hazardous effects of the wind.

Hold Cards (Hold Tags): A card or tag type device, usually having a predominant color of white or red, which warns or cautions against the operation of a particular switch, device, circuit, tool, machine, etc. The use of such tags must be respected; equipment or items so tagged must not be activated or used without full and proper authority from a responsible person.

Hot-Line Tools and Ropes: Those tools and ropes that are especially designed for work on energized high voltage lines and equipment. Insulated aerial equipment especially designed for work on energized high voltage lines and equipment shall be considered "hot-line."

Hot Work Permit: A permit to do work that may result in temperatures or sparks capable of supporting ignition of flammable or combustible materials.

Immediately Dangerous to Life or Health (IDLH): Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Insulated: Separated from other conducting surfaces by a dielectric substance or air space, permanently offering a high resistance to the passage of current and to disruptive discharge through the substance or space.

Isolated: A circuit or object that is not readily accessible to persons unless special means of access are used.

Jobsite: The point where the employees are assembled to perform the work.

Lanyard (Strap): A flexible line used to secure a body belt or body harness to a lifeline or directly to a point of anchorage.

Lifeline: A line provided for direct or indirect attachment to a worker's body belt, body harness, lanyard, or deceleration device. Such lifelines may be horizontal or vertical in application.

Line Clearance Tree Trimmer: An employee who, through related training or on-the-job experience or both, is familiar with the special techniques and hazards involved in line clearance.

Line Clearance Tree Trimming: The pruning, trimming, repairing, maintaining, removing or clearing of trees or the cutting of brush that is within 10 feet (305 cm) of electric supply lines and equipment.

Load Dispatcher--Power Dispatcher--System Operator: Person designated by the employer as having authority over switching and clearances of high voltage lines and station equipment.

Manhole: A subsurface enclosure, which personnel may enter, that is used for installing, operating, and maintaining equipment and/or cable.

Manhole Opening: An opening through which persons may enter into a confined or enclosed space.

Material Safety Data Sheet (MSDS): A document provided by manufacturers and importers of chemicals to convey information to the users of their products. The information includes data on physical characteristics, fire and explosion hazards, reactivity, and health hazards; special precautions; and fire and spill procedures.

Maximum Permissible Exposure Limits (MPE): The maximum electric and magnetic field strengths or their plane wave equivalent power densities to which a person may be exposed without harmful effect and with an acceptable safety factor as determined by the FCC's 1997 Regulation.

Minimum Approach Distance: The closest distance an employee is permitted to approach an energized or a grounded object.

Mobile Telephone: A telephone that uses a satellite service to access a network of communication towers. Intended for use with mobile and wireless telephones.

Near Miss: An unintended, unplanned, or unexpected event that could have, but did not, result in personnel injury or property damage.

Occupational Safety and Health Act (OSHA) of 1970: Requires employers to provide to employees a workplace free from recognized hazards and to comply with safety and health standards established by the Act. The Act also charges each employee with a legal duty to comply with the Act's safety and health standards. The federal Act pertains to most employers but specifically excludes federal, state, and local government employees. However, numerous states have developed safety and health standards that require compliance by all government entities.

Pad Mount: Transformer or equipment in a surface-mounted enclosure normally worked from ground level.

Pager: A small telecommunications device that receives (and, in some cases, transmits) alert signals and/or short messages.

Permit-Required Confined Space: A confined space that has one or more of the following characteristics: (1) contains or has a potential to contain a hazardous atmosphere; (2) contains a material that has a potential for engulfing an entrant; (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor with slopes downward and tapers to a smaller cross section; or (4) contains any other recognized serious safety or health hazard.

Personal Monitoring Device: A battery operated Radio Frequency Exposure (RFE) monitoring device that is designed to be worn on a person and which will alarm when the RFE exposure exceeds 50 percent of the Maximum Permissible Exposure Limit (MPE) for occupational environments.

Polychlorinated Biphenyls (PCBs): A hazardous nonconductive and noncombustible liquid used in some transformers and capacitors. It has several trade names--Pyranol, Askeral, Inerteen, etc.

Physically Render Inoperative: The use of locks, blind flanges, or other similar devices or procedures to prevent the operation of switches, breakers, valves, and operating controls.

Positioning Device: A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface such as a wall or pole and to work with both hands free.

Primary Compartment: A compartment containing voltages greater than 600 volts.

Primary Voltage: Any electrical circuit that normally operates at more than 600 volts.

Protective System: A method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Public: Any individual not an employee or representative of the Utility.

Qualified Person (for Electric Power Generation, Transmission and Distribution): One knowledgeable in the construction and operation of the electric power generation, transmission, and distribution equipment involved, along with the associated hazards. Qualified employees shall be trained and competent in: (1) the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment; (2) the skills and techniques necessary to determine the nominal voltage of exposed live parts; (3) the minimum approach distances corresponding to the voltages to which the qualified

employee will be exposed; and (4) the proper use of precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized parts of electric equipment. An employee who is undergoing on-the-job training and who, in the course of that training, has demonstrated an ability to perform duties safely at his level of training and who is under the direct supervision of a qualified employee is considered to be a qualified employee for the performance of those duties. An employee undergoing on-the-job training must meet the full requirements for fall protection.

Qualified Person (in general): A qualified person is one who is specifically qualified to do a particular job because of education, training and/or experience. It is possible, even likely, that a qualified person in one context or situation would not be a qualified person in another situation.

Radio Frequency (RF): For the purposes of the Federal Communications Commission (FCC) standard, the frequency range is from 3 kHz to 300 GHz.

Reduced Visibility: Times when normal visibility is reduced because of insufficient daylight (dawn or dusk) or adverse weather conditions such as fog, heavy rainfall, or snow.

Registered Professional Engineer: A person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer registered in any state is deemed to be a "registered professional engineer" within the meaning of this standard when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

Road: The paved or unpaved surface of a roadway upon which vehicles are intended to travel. When the road is paved, the entire surface is thus included.

Roadway: The road and the areas immediately adjacent thereto, such as the shoulder of the road, parking strip, etc. This area normally extends approximately 15 feet from the road.

Rope Grab: A device that attaches to a lifeline as an anchoring point to provide a means for arresting a fall.

Safety Can: An approved closed container of not more than 5 gallon capacity having a flash-arresting screen, spring-closing lid, and spout cover and designed so that it will safely relieve internal pressure when subjected to a fire.

Safety Rule: A positive rule requiring compliance by all employees concerned. Deviation from safety rules is not permitted and is subject to disciplinary action.

Secondary Compartment: A compartment containing voltages less than 600 volts.

Secondary Voltage: Any electrical circuit that normally operates at less than 600 volts.

Shall: When the word "shall" appears in the wording of a rule, the rule is to be obeyed as written. (A mandatory requirement.)

Shield (Shield System): A structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shield structures can be permanent or portable and moved along as work progresses.

Shoring (Shoring System): A structure such as a metal hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Should: When the word "should" appears in the wording of a rule, the rule is to be obeyed as written when it is reasonable or practical to do so. (An advisory requirement.)

Sloping (Sloping System): A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as soil type, environmental conditions of exposure, and application of surcharge loads.

Snap-Hook: A self-closing device with a keeper, latch, or other similar arrangement that will remain closed until manually opened. Such devices include self-closing, single-action, double-action, or double-locking snap-hooks.

Stable Rock: Natural solid mineral material that can be excavated with vertical sides and which will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

Step Bolt: A bolt or rung attached at intervals along a structural member and used for foot placement during climbing or standing.

Strike Sensing System: A system with dual circuits to measure elevated electrical potential on the directional boring machine and current flow along the drill string.

Supervisor: See Forman.

Switch: A device for opening and closing or changing the connection of a circuit. In these rules, a switch is understood to be manually operable, unless otherwise stated.

Swivel: Joins a backreamer assembly to a conduit adapter, and permits the backreamer to rotate without turning the conduit that is being pulled in. It is also a device that can be placed between a pull line and a conductor being strung to allow the pull line and conductor to rotate.

System Operator: A qualified person designated to operate the system or its parts.

Tailboard Safety Talk: A short informal discussion of the work to be accomplished and the safety measures to be incorporated. Normally conducted by the foreman, these discussions are sometimes referred to as "tailgate talks," "tool box talks," or "5 minute safety talks." Refer also to Paragraph 1405, Job Briefings.

Transferring: The act of moving from one distinct object or location to another.

Transitioning: The act of moving from one location to another on equipment or a structure while going around or over an object.

Transformer: A device used to transfer electric energy from one circuit to another.

Underground Residential Distribution (URD): A general term that covers the necessary facilities to furnish underground service, generally to residential and commercial customers and usually through directly buried cable.

Unsafe Conditions: Used to indicate dangerous conditions, hazardous conditions, defective conditions, or unusual conditions that could be conducive to accidents.

Utility: The employer. The entity having jurisdiction and control over the operation of the utility (including such entities as municipal utilities, electrical cooperatives, etc.).

Vented Vault: A vault that has provision for air changes using exhaust flue stacks and low level air intakes operating on differentials of pressure and temperature, providing for airflow which precludes a hazardous atmosphere from developing.

Vault: An enclosure above or below ground, which personnel may enter, used for installing, operating, and/or maintaining equipment and/or cable.

Voltage: The effective (RMS) potential difference between any two conductors or between a conductor and ground. The voltage specified in this manual shall mean the maximum effective voltage to which the personnel or protective equipment may be subjected. Low voltage includes voltages up to 600 volts. High voltage shall mean voltages in excess of 600 volts.

Voltage of an Effectively Grounded Circuit: The voltage between any conductor and ground, unless otherwise indicated.

Voltage Limiter: A device used to detect potential differences between the directional boring unit and ground.

Warning Signs: For the purpose of these rules, any sign or similar means of employee or public notification alerting an employee to an actual or possible hazard. Included are "Danger" signs, "Caution" signs, traffic protection signs, instructional signs, and informational signs.

Wireless Telephone: Telecommunications in which electromagnetic waves (rather than some form of wire) carry a signal over part or all of the communication path.

Worksite: The location on the structure or equipment where, after the worker has completed climbing (horizontally and vertically), the worker is in position to perform the assigned work or task.

INTRODUCTION

Accident Prevention

No phase of operations is of greater importance than accident prevention. The degree of safety and the results accomplished are directly proportional to the effort expended to control the conditions, practices, and human actions that are responsible for accidents.

Purpose

The purpose of this manual is to assist in the elimination or prevention of accidents.

Effectiveness

a) This manual shall be effective as of the date of issuance; compliance by every employee is mandatory and is considered a requirement for employment.

b) Existing governmental codes, statutes, rules, and orders shall be considered a part of this manual, and where any conflict exists between the two, those of governmental status shall prevail.

Emergency Conditions

In case of emergency involving hazard to life, a supervisor or employee in charge of any work may modify or suspend such portion of this manual as may be considered temporarily necessary to permit proper handling of the specific emergency. In any such case, the person so acting shall be fully accountable for the reasonableness of his/her actions.

Occupational Safety and Health Requirements

The Utility is responsible to have its employees comply with all aspects of Occupational Safety and Health Act rules (or as modified by the state) and may be subject to severe penalties for violation of these requirements by any employee. As stated in the Occupational Safety and Health Act, "Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued

pursuant to this Act which are applicable to their own actions and conduct."

Those employees who do not abide by the safety rules of this manual or other Utility safety requirements shall be subject to disciplinary action, which may include dismissal.

Supervisor Responsibilities

Supervisors shall be responsible not only for their own safety but also for the safe work performance of other employees under their supervision. Before assigning work to an employee, the supervisor shall be sure the employee knows and understands the hazards associated with the work and the proper procedures to perform the work safely.

Supervisors at all levels shall accept, in a cooperative manner, all reports of hazards; and employees shall not be reprimanded or penalized for reporting hazards.

Responsibility of Employees

Employees share with the employer the responsibility for safety. Each employee is responsible for their own safety, the safety of their fellow employees, and the safety of the general public. Employees shall become familiar with and use all the protective devices which are provided for their protection.

Employees shall report all unsafe equipment, unsafe tools, and hazardous conditions that come to their attention.

Knowledge of Safety Rules

Every employee shall become thoroughly familiar with the contents of this manual as they apply to their work activities.

Conditions Not Covered

Although each employee is primarily responsible for their own safety, in all instances where conditions are not covered by this *Manual* or the job is not completely understood, the employee shall obtain specific instructions from a supervisor before proceeding with the work.

Qualifications for Duty

Any supervisor, having reasonable grounds to suspect that an employee under their jurisdiction is either mentally or physically unfit for the work assigned, shall prohibit such employee from working until satisfactory medical or other evidence indicating employee fitness is secured.

Care in Performance of Duties

Each employee shall use reasonable care in the performance of their duties and act in such a manner as to assure at all times maximum safety to themselves, their fellow employees, and the public.

Resources

The contents of this *Safety Manual* were developed from various sources, which included the Occupational Safety and Health Act of 1970. To assist the user of the *Manual* to obtain additional information concerning a specific section, the applicable Occupational Safety and Health Act (OSHA) standard reference number has been included in the respective section. Sections without reference numbers fall under the Act's "General Duty Clause," which states that employees shall be provided a workplace free of recognized hazards.

Gender Wording

The male or masculine pronoun is used throughout this *Safety Manual* for convenience. The reference applies equally to males and females.

Section 1 GENERAL RULES

101 Application

a) Every employee shall carefully study (not merely read) those safety rules applicable to their assigned duties. Compliance with these safety rules is mandatory and is considered a requirement for employment.

b) If an employee is called upon to perform work that could be considered hazardous and proper protection is not provided, the matter should be brought to the attention of their supervisor before starting the work. If questions arise, interpretation rests finally with the supervisor.

c) These rules represent minimum requirements and are only intended to cover average conditions. Employees shall use good judgment in dealing with conditions not covered in these rules. Additionally, employees shall follow all Utility policies and procedures.

102 Employee's Responsibility for Safety

a) Before beginning a job, employees shall satisfy themselves that they can perform the task without injury. If they are in doubt as to their ability to perform the work, they shall call this to the attention of their Supervisor.

b) Before starting a job, employees shall thoroughly understand the work to be done, their part in the work, and the safety rules that apply.

103 Reporting Employee Injuries

a) Injuries, no matter how slight, shall be reported to the person in charge as soon as practical.

b) All minor injuries shall be properly treated and reported to the employee's supervisor.

c) When professional medical services are necessary, a physician designated by the Utility should be used whenever possible. Such injuries shall be reported to management immediately.

d) In case of serious or fatal accidents to employees, appropriate action shall be taken promptly. The accident shall be reported immediately to the department head or manager.
e) Near misses as well as actual injuries should be reported.
f) Employees shall refer to Utility policies for additional requirements.

104 Reporting Utility Vehicle Accidents

a) The driver shall report accurately and immediately every accident involving a vehicle in their possession, according to Utility policy. Additional reports shall be made to the police or state authority as required.
b) The driver shall not discuss or argue the causes or results of an accident with other parties but shall secure all pertinent facts and information. Questions asked by proper authority shall be answered, but under no circumstances shall fault or negligence be admitted or any statement signed for anyone except proper representatives of the Utility.
c) Should the other driver demand immediate action, referral shall be made to the employee's supervisor.
d) The driver, when involved in an accident, shall stop and give his name and address, and the employer's name and address. The driver shall also secure the name and address of others involved in the accident and of witnesses to the accident (this is very important). The driver shall also note position of the vehicle(s) after the collision in reference to edge of road, sidewalk line, center of intersection, etc.
e) If any person is injured as the result of the vehicle accident, employees shall see that necessary emergency aid is provided.
f) Near misses as well as actual accidents should be reported, according to Utility policy.

105 Reporting Hazardous Conditions

a) When a hazardous condition that may cause injury or property damage or interfere with services is observed, regardless of the department in which the condition exists, the employee shall report it promptly to a proper authority and, when necessary, guard the area.

b) An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location, and the nature of the trouble. The employee shall immediately refer this information to the person having responsibility for such matters.

106 Taking Chances

a) Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed (tailboard conference). Under no circumstances shall safety be sacrificed for speed.

b) Employees shall always try to place themselves in a safe and secure position.

107 Practical Jokes

Employees shall not engage in practical jokes or "horseplay."

108 Guards

a) No guard shall be removed from any machine or piece of equipment except to perform required maintenance.

b) Guards removed to perform maintenance operations shall be replaced immediately, and the machine shall not be operated while the guards are removed (except for maintenance certification).

c) For additional information concerning guarding requirements, refer to OSHA Standards 29 CFR 1910.243 and 29 CFR 1910, Subpart 0.

109 Hazardous Energy Control/Lockout-Tagout (Refer to Utility Dispatching Policies)

a) Before starting work on any circuit, machine, belting, shafting, or other apparatus that is out-of-service, employees shall assure themselves that the apparatus is physically rendered inoperative and that a standard Hold Card, tag, and/or lockout device is properly attached to the apparatus control.

b) No switch, governor, valve, throttle, or other device used to put a circuit or equipment into service shall be operated while a Hold Card or similar device is attached to it.

c) A Hold Card, or similar device, that has been placed for the protection of workers shall be removed only by authorization of the person in whose name it was placed, and then only after the work has been completed and workers and tools are in the clear. (Follow Utility operating instructions pertaining to the equipment involved.)

d) Each employee in charge of work on any equipment shall have their Hold Card or similar device secured to the apparatus control.

Note: See Paragraph 626 covering clearances and Paragraphs 1001, 1002, 1003, 1004, and 1020 covering work on boilers.

e) For additional information concerning Hold Cards and tag requirements, refer to OSHA Standards 29 CFR 1910.269 and 29 CFR 1910.147.

110 Warnings

a) Warning signs shall be heeded. Persons seen in a dangerous situation shall be warned without being startled. Employees not required to be near potentially dangerous places shall keep away from them.

b) For additional information concerning warning signs, refer to OSHA Standard 29 CFR 1910.145.

111 Intoxicating Beverages and Drugs

Being under the influence of or the use of intoxicating beverages or drugs on Utility premises or on the job or during working hours is prohibited and shall be sufficient cause for disciplinary action. Any employee taking drugs prescribed by a physician or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor.

112 Housekeeping

Work locations and both the inside and outside of vehicles and buildings shall be kept clean and orderly at all times:

a) Combustible materials, such as oil soaked rags, waste, and shavings, shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

b) Both clean rags and used rags shall be kept in metal or metal-lined bins having metal covers.

c) Flammable liquids shall be used only for their designed purposes. Gasoline, benzene, naphtha, lacquer thinner, etc., shall not be used for cleaning purposes or for starting or kindling fires.

d) Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats, or other methods shall be used to reduce the hazard of slipping.

e) Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

f) Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

g) No clothing shall be allowed to hang on walls, behind doors, or in the space back of switchboards. No matches shall be left in clothes placed in lockers. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

h) Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around the neighborhood of substations, pole yards, buildings, oil tanks, or other structures.

i) UL approved, properly labeled safety cans shall be used for the handling and use of flammable liquids such as gasoline, naphtha, and lacquer thinner in quantities greater than 1 gallon. For quantities of 1 gallon or less, only the original container or UL approved, properly labeled safety shall be used. All solvents should be kept in approved, properly labeled containers. Gasoline, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in UL approved, properly labeled (yellow letters), red metal safety cans.

j) Paragraph 112-j does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, not more than 1 gallon of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.

k) In any building, except one provided for its storage, no more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room designed for storage of flammable and combustible liquids.

l) When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.

m) Flammable or combustible liquids shall not be stored in areas used for exits or stairways or areas normally used for the safe passage of people.

n) Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

o) For additional information concerning housekeeping requirements, refer to OSHA Standards 29 CFR 1910.141 and 29 CFR 1910.106.

113 Smoking

Smoking or open flames shall not be permitted in areas such as oil rooms, hydrogen or acetylene storage areas, or similar areas where dangerous gases might be present, nor in storerooms, battery rooms, flammable liquid storage and use locations, or other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

114 Clothing

a) All employees shall always wear clothing and shoes that are suitable for the particular type of work which they are doing, and that are in compliance with Utility policy. The employer shall ensure that each employee who is exposed to the hazards or flames or electric arcs does not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee.

As per NESC requirements, wearing appropriate clothing has been shown to limit the lasting effects of being caught in a flashover. The level of injury sustained by a worker involved in a flashover can be substantially reduced by careful selection of the clothing materials to be worn (to avoid fusing melted plastic to the skin, skin damage due to burning clothing, and unnecessary exposure of the skin to heat during a flashover.) Long sleeves are recommended in order to help reduce the amount of exposure to heat on the arms.

b) Clothing made of non-melting, flame resistant and flame-retardant material is acceptable under all conditions. This includes flame- retardant cotton and wool, as well as Nomex™ and PBI/Kevlar™ clothing. An electrical safety hat shall be worn when working on or near live parts where the possibility of an electric arc exists. Clothing made of acetate, polyester, nylon or rayon (either alone or in blends) may not be worn unless it has been adequately treated or is worn in such a manner as to eliminate the ignition and melting hazards.

c) When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles such as key or watch chains, rings, or wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts. When working in the vicinity of moving

equipment, employees should avoid pinching hazards, crush hazards, and avoid loose clothing which can catch on exposed hardware or extend into energized areas.

d) Each employee shall wear gloves suitable for the work. Rubber glove protectors shall not be used as work gloves. Metal articles such as rings, watches, bracelets, and other objects which could increase the opportunity for glove failure shall be removed prior to wearing rubber gloves.

e) Finger rings or unnecessary jewelry shall not be worn while climbing on or off structures or vehicles or while performing any task where the ring might be caught under or snagged by a projecting item. Rings and wrist watches with metal case and watch bands shall not be worn while working on or near energized equipment or lines. Medical alert bracelets may be worn with transparent bands that hold the bracelets snugly to the skin.

f) Due to the potential for heat-related illness when wearing protective clothing in ambient temperatures greater than 78F, employers shall provide employees additional awareness training regarding the recognition and prevention of signs and symptoms of heat-related illness. (Refer to the ACGIH 2003 TLV's and BEIs Manual.

g) Employees shall refer to Utility policies for additional clothing requirements.

115 Eye and Face Protection

Appropriate and approved eye and/or face protection shall be worn when an employee is engaged in the following work activities or when required by Utility policy:

a) Drilling or chipping stone, brick, concrete, paint, pipe coatings, or metal.

b) Power grinding, buffing, or wire brushing.

c) Flame welding, cutting, or burning (approved colored lenses shall be used).

d) Hand drilling or sawing of overhead objects.

e) Use of powered tools such as drills, saws, or sanders.

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(found on page 30)

115. Eye and Face Protection

Delete the following:

Paragraphs a) thru o)

This section shall read as follows:

Appropriate and approved eye and/or face protection shall be worn when required by Utility Procedure 8-9, Section I.

Date Approved: 4/27/06

Gary Joiner, Chair
Board of Directors

f) Dust or flying particles (compressed air used for cleaning purposes must be less than 30 psi, and then effective chip-guarding and personal protection must be used).

g) Gunniting, pouring hot lead or hot compounds, or using other hot or injurious substances.

h) Handling acids, caustics, chlorines, ammonia, or other similar liquids or gases, except when approved complete head coverings are worn (chemical goggles are necessary).

i) Brush chippers.

j) Thermite (cadweld) type welders.

k) Flying particles caused by other workers, if employee is within the range of such particles (a suitable screen around the work may be used instead).

l) Any other danger of injury to the eyes, or at the direction of a supervisor.

m) Any time there is a possibility of electrical flash, safety glasses shall be worn. If a worker may be exposed to an electrical hazard, all protective headwear, including prescription eyewear, must have an appropriate non-conductive rating. Refer to ANSI Z89.1-1986. The employer shall ensure employees are equipped with non-metallic prescriptive eyewear.

n) While using powder-actuated tools.

o) For additional information concerning eye and face protection requirements, refer to OSHA Standard 29 CFR 1910.133.

116 Supplemental Breathing Equipment

a) Approved breathing apparatus shall be used for the following:

(1) Entering or working in any confined or enclosed space or in any environment where an adequate supply of fresh air cannot be assured.

(2) Sandblasting.

(3) Exposure to any environmental condition that would be unhealthy.

b) Supplemental breathing equipment shall not be used unless the employee has been trained in its use, and it has been determined that the employee is physically able to perform the work and use the equipment.

c) For additional information concerning supplemental breathing equipment, refer to the Utility's respiratory protection program and OSHA Standards 29 CFR 1910.94 and 29 CFR 1910.134.

117 Fall Protection

a) When an employee is exposed to a fall in excess of 4 feet and protective measures such as catch platforms, guardrails, and safety nets are not practical, the employee shall be protected by the use of fall arrest equipment or positioning devices such as body belts, body harnesses, lanyards, lifelines, and rope grabs. When choosing fall arrest equipment or positioning devices, consideration should be given to the type of work to be performed and limiting the shock load on the body of the wearer in the event of a free fall.

b) Employees shall rig fall arrest equipment so that they cannot free fall more than 6 feet or contact any lower object. When positioning devices are used, they shall be rigged to limit free fall to 2 feet. Anchorage points for fall arrest equipment and positioning devices shall be capable of supporting a shock load and located above the employee's body belt or harness attachment point.

c) Body belts shall be worn snug just above the wearer's hips.

d) Employees shall avoid the following lanyard snaphook connections to help eliminate the possibility of accidental disengagement (roll-out):

(1) Snaphooks without locks.

(2) Two (or more) snaphooks connected to one D-ring.

(3) Two snaphooks connected to each other.

(4) A snaphook connected back on its integral lanyard.

(5) Improper dimensions of the D-ring, rebar, or other connection to the snaphook dimension.

e) Snaphooks may not be connected to loops made in webbing type lanyards.

f) When vertical lifelines are used, each employee shall be protected by a separate lifeline. The lifeline shall be properly weighted at the bottom and terminated to preclude a device such as a rope grab from falling off the line.

g) Horizontal lifelines should be limited to two persons at one time between supports.

h) Prior to each use, the employee shall visually inspect all fall arrest equipment and positioning devices for cuts, cracks, tears or abrasions, undue stretching, overall deterioration, mildew, operational defects, heat damage, or acid or other corrosion. Equipment showing any defect shall be removed from service.

i) All fall arrest equipment and positioning devices subjected to impacts caused by a free fall or by testing shall be removed from service.

j) Employees should store all fall arrest equipment and positioning devices in a cool dry place, which is not subjected to direct sunlight.

k) Employees shall not use fall arrest equipment or positioning devices until they have been properly trained in their use.

l) Fall arrest equipment shall be used on poles by qualified employees when such conditions as ice, high winds, design of structure (such as no hand holds) or the presence of contaminants exist that could cause the employee to lose his grip or footing. Fall arrest equipment is not required for qualified employees who are climbing or changing positions on poles, towers, or similar structures unless conditions such as those listed above exist. This exclusion does not apply to employees undergoing on-the-job training, even though they may be considered qualified employees for other purposes.

m) For additional information on fall arrest equipment and positioning device requirements, refer to OSHA Standards 29 CFR 1926.104 and 29 CFR 1910.269.

118 Life Jackets

When working where there is a danger of drowning, employees shall wear an approved personal flotation device or be protected by a safety belt and lanyard or by a safety net.

119 Head Protection

a) Approved safety head gear shall be worn by all employees in areas where falling objects, electrical contact, or other hazards may cause a head injury, and when required by Utility policy.

b) Safety head gear or head band assembly shall not be defaced or altered in any manner without approval.

c) Approved head shields or hoods shall be worn when welding with hydrogen, heliarc, or electric arc.

d) All employees whose hair length (facial hair included) may cause a hazard when working around moving machinery or an external heat source sufficient to cause a fire, shall keep the hair to a safe length or wear a hair net or other device to keep the hair from causing hazards.

e) For additional information concerning head protection requirements, refer to OSHA Standard 29 CFR 1910.135, ANSI Z89.1 for industrial workers, and ANSI Z89.2 for electrical workers.

120 Wearing Apparel

Each employee shall wear gloves and other clothing suitable for the work performed. Rubber glove protectors shall not be used as work gloves.

Appropriate footwear required for special work shall be worn as directed by the employee in charge. All employees must wear appropriate footwear for assigned jobs that will ensure minimum protection. When protective footwear is required, it shall meet the requirements of OSHA Standard 29 CFR 1910.136. (Other protective devices are to be used in specific types of work to provide adequate personal protection.)

Also refer to clothing restrictions in Paragraph 114.

121 Hand Tools

a) All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. Supervisors have the authority and responsibility to condemn unserviceable tools, regardless of ownership.)

b) Defective tools shall be tagged to prevent their use, or they shall be removed from the jobsite.

c) Employees shall always use the proper tool for the job performed. Makeshift and substitute tools shall only be used with proper authorization and under supervision.

d) Hammers with metal handles, screwdrivers or knives with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.

e) Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

f) Tools shall never be placed unsecured on elevated places.

g) As impact tools such as chisels, punches, drift pins, etc., become mushroomed or cracked, they shall be dressed, repaired, or replaced before further use.

h) Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

i) Shims shall not be used to make a wrench fit.

j) Wrenches with sprung or damaged jaws shall not be used.

k) Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.

l) Tools shall be used only for the purposes for which they have been approved.

m) Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.

n) Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire.

o) All cutting tools such as saws, wood chisels, drawknives, or axes shall be kept in suitable guards or in special compartments.

p) Tools shall not be left lying around where they may cause a person to trip or stumble.

q) When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.

r) The insulation on hand tools shall not be depended upon to protect users from electric shock.

s) When using such tools as screwdrivers and wrenches, employees should avoid using their wrists in a bent (flexed), extended, or twisted position for long periods of time. Employees should maintain their wrists in a neutral (straight) position.

t) For additional information concerning hand tools, refer to OSHA Standard 29 CFR 1910.242.

122 Portable Electric Tools

a) The noncurrent-carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

(1) The tool is an approved double-insulated type, or

(2) The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24 Vdc system.

b) All powered tools shall be examined before use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

c) Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

d) All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

e) Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.

f) Tools connected to a central power supply, including portable and vehicle mounted generators (not isolated and not double-insulated), shall be protected by a Ground Fault Interrupter (GFI) or by an "assured grounding system."

g) For additional information concerning portable electric tools, refer to OSHA Standards 29 CFR 1910, Subpart P and 29 CFR 1910.269.

h) Any cord and plug connected equipment supplied by other than premises wiring shall comply with one of the following:

(1) Equipped with a cord containing an equipment grounding conductor connected to the tool frame.

(2) Double insulated.

(3) Connected to the power supply through an isolating transformer with an ungrounded secondary.

123 Pneumatic Tools

a) Compressed air and compressed air tools shall be used with caution.

b) Pneumatic tools shall never be pointed at another person.

c) Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

d) Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

e) Compressed air shall not be used for cleaning purposes except when reduced to less than 30 psi, and then only with effective chip guarding and personal protective equipment.

f) Compressed air shall not be used to blow dust or dirt from clothing.

g) The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.

h) The use of hoses for hoisting or lowering tools shall not be permitted.

i) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure or disengagement of a connection.

j) Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

k) Eye protection, foot protection, and other protective devices shall be worn when their use could reduce the possibility of injury.

l) Pneumatic tools shall be operated only by competent persons who have been trained in their use.

m) A pneumatic tool used where it may contact exposed live electrical parts shall have a nonconductive hose and an accumulator to collect moisture.

n) Employees shall not use any part of their bodies to locate or attempt to stop an air leak.

o) For additional information concerning pneumatic tools, refer to OSHA Standards 29 CFR 1910, Subpart P and 29 CFR 1910.269.

124 Hydraulic Tools

a) Manufacturers' safe operating pressures for hydraulic tools, hoses, valves, pipes, filters, and fittings shall not be exceeded.

b) Pressure shall be released before connections are broken unless quick-acting, self-closing connectors are used.

c) Employees shall wear appropriate personal protective equipment and shall not use any part of their bodies to locate and attempt to stop a hydraulic leak.

d) The fluid used in hydraulic powered tools shall be fire resistant and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

e) All hydraulic lines longer than 35 feet should have check valves or provide for loss of insulating value due to partial vacuum, when used where they may come into contact with exposed live parts.

125 Power Lawn Mowers, Edgers, etc.

a) Employees shall ensure that all applicable guards are in place prior to using power lawn mowers.

b) All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is in use.

c) Prior to making adjustments, inspections, or repairs, the employee shall turn off the mower and permit it to come to a complete stop.

d) When operating a power mower, the employee shall perform the following:

(1) Remove any rocks, pieces of wire, or other foreign objects from the area to be mowed.

(2) Avoid placing the body in front of the discharge opening.

(3) Mow across the face of a slope or incline.

(4) Wear proper protective equipment including, as a minimum, safety glasses or safety goggles, appropriate hearing protection, and proper footwear.

e) For additional information concerning power lawn mowers, edgers, etc., refer to OSHA Standard 29 CFR 1910.243.

126 Powder-Actuated Tools

a) Only those employees who are trained and qualified in their operation shall use powder-actuated tools.

b) Explosive charges shall be carried and transported in approved containers.

c) Operators and assistants using these tools shall be safe-guarded by means of eye protection (safety eye goggles or face shields), a safety hat, and appropriate hearing protection.

d) Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started for the purpose of determining its suitability and eliminating the possibility of hazard to the operator and others.

e) Prior to use, the operator shall ensure that the protective shield is properly attached to the tool.

f) Prior to use, the operator shall inspect the tool to determine if it is clean, if moving parts operate freely, and if the barrel is free from obstructions.

g) A defective tool shall be tagged and immediately removed from service.

h) Powder-actuated tools shall not be used in an explosive or flammable atmosphere.

i) Tools shall not be loaded until just prior to the intended firing.

j) Only cartridges with an explosive charge adequate for the job and with proper penetration shall be used.

k) Tools and cartridges shall never be left unattended.

l) Tools shall never be pointed at any person.

m) In case of a misfire, the operator shall hold the tool in place for 30 seconds. He shall then try to operate the tool a second time and then wait another 30 seconds. Misfired cartridges shall be disposed of properly (place in metal container and return to supervisor).

n) Only powder charges, studs, or fasteners specified by the manufacturer for the specific tool shall be used.

o) For additional information concerning powder-actuated tools, refer to OSHA Standard 29 CFR 1910.243.

127 Safe Supports and Scaffolds

a) No employee, or any material or equipment, shall be supported or permitted to be supported on any portion of a tree, pole structure, scaffold, ladder, walkway, or other elevated structure, crane or derrick, etc., without first determining that such support is adequately strong and properly secured in place.

b) Employees shall check all scaffolding before use to ensure it is of sufficient strength and rigidity to safely support the weight of the persons and material to which it will be subjected.

c) Employees shall not use a scaffold from 4 to 10 feet in height having a minimum horizontal dimension of less than 45 inches unless proper guardrails are present to provide adequate employee protection.

d) Employees shall not use a scaffold over 10 feet in height unless a standard guardrail, with midrail and toeboard, is present to provide adequate employee protection.

e) Scaffold planks shall extend over their end supports by not less than 6 inches (unless cleated) nor more than 12 inches.

f) Scaffolds shall not be moved without first removing all loose tools, materials, and equipment resting on the scaffold deck.

g) All scaffolds shall be sufficiently secured and braced.

h) The footing and anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

i) Scaffolds shall not be altered or moved horizontally while being used or occupied except when specifically designed for such use. Movable scaffolds shall have the casters or wheels locked to prevent movement.

j) The width of all scaffolds, ramps, and platforms shall be sufficient to prevent congestion of persons, materials, or equipment, and in no case shall they be less than 18 inches wide.

k) Synthetic or natural fiber rope shall not be used as guardrails.

l) Employees working on suspended scaffolds shall be protected by an independent lifeline, body harness, and a lanyard.

m) Safe access shall be provided for all scaffolds. Structural members should not be used as a means of access.

n) For additional information concerning safe supports and scaffolds, refer to OSHA Standards 29 CFR 1910.28 and 29 CFR 1910.29.

128 Ladders--General

a) Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, nonconductive finish shall be used.

b) All ladders shall be inspected frequently and regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.

c) Ladders shall be sufficiently strong for their intended use.

d) Portable metal ladders and other portable conductive ladders shall not be used in the vicinity of exposed energized lines and equipment. (Exception: Such ladders may be used in specialized work, such as high voltage substations, where nonconductive ladders might present a greater hazard. These ladders shall be properly marked.)

e) Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.

f) When ascending or descending ladders, employees shall have both hands free and shall face the ladder.

g) Only one employee shall work from a ladder at one time (except for hook type ladders). If two employees are required, a second ladder shall be used.

h) Only Utility-owned ladders shall be used by employees.

i) Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.

j) Boxes, chairs, etc., shall not be used as ladders.

k) All ladders shall be capable of supporting at least 2.5 times the maximum intended load without failure.

l) When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.

m) The use of step ladders above 20 feet is prohibited and the use of extension ladders above 24 feet is strongly discouraged. Refer to your Utility's ladder policy.

n) Ladders of all types should never be left in place when employees leave the worksite for an extended period of time. They shall be laid on the ground or floor in a safe location or returned to the truck (storage position).

o) For additional information concerning ladder requirements, refer to OSHA Standards 29 CFR 1910.25, 29 CFR 1910.26, and 29 CFR 1910.27.

129 Straight Ladders

a) Portable straight ladders shall not be used without nonskid bases.

b) The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.

c) Straight ladders shall not be climbed beyond the third step from the top.

d) When dismounting from a ladder at an elevated position (such as a roof), the employee shall ensure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.

e) Employees shall belt off to a ladder whenever both hands must be used for the job or a possibility of the employee falling from an elevated position exists.

f) Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.

g) A ladder shall not be placed against an unsafe support.

130 Step Ladders

a) The top step shall not be used, except for platform ladders.

b) Step ladder legs shall be fully spread and the spreading bars locked in place.

c) Step ladders shall not be used as straight ladders.

d) When an employee is working on a step ladder more than 10 feet high (except a platform ladder), the ladder shall be held by another person.

131 Material Handling and Storage

a) An employee shall obtain assistance in lifting heavy objects or use power equipment.

b) When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.

c) When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.

The right way to lift is easiest and safest. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles.

d) Employees should avoid twisting or excessive bending when lifting or setting down loads.

e) When moving a load horizontally, employees should push the load rather than pull it.

f) When performing a task that requires repetitive lifting, the load should be positioned to limit bending and twisting. The use of lift tables, pallets, and mechanical devices should be considered.

g) When gripping, grasping, or lifting an object such as a pipe or board, the whole hand and all the fingers should be used. Gripping, grasping, and lifting with just the thumb and index finger should be avoided.

h) In areas not restricted to qualified employees only, materials and equipment may not be stored closer to energized lines or exposed energized parts of equipment than the following distances plus the maximum sag and side swing of all conductors:

(1) For lines and equipment energized at 50 kV or less, the distance is 10 feet.

(2) For lines and equipment energized at more than 50 kV, the distance is 10 feet plus 4 inches for every 10 kV over 50 kV.

i) Materials stored near energized lines or equipment must meet the spacing requirements of OSHA Standard 29 CFR 1910.269 (k).

132 Explosives

a) The transportation, handling, storage, and use of dynamite and other explosives, including blasting agents, shall be directed and supervised by persons of proven experience and competency in blasting and use of explosives.

b) A blaster shall be qualified, by reason of training, knowledge, or experience, in the field of transporting, storing, handling, and use of explosives, and have a working knowledge of state and local laws and regulations which pertain to explosives. Blasters shall be required to furnish satisfactory evidence of competency in handling explosives and performing, in a safe manner, the type of blasting that will be required.

c) Notification shall be made before any explosives or blasting agents are brought on the jobsite. Such notification should accompany a comprehensive detailed blasting program. The required program must, as a minimum, show proposed methods and procedures for conforming with these and referenced standards and regulations, including the following:

- Method and equipment for transporting explosives and detonators.
- Type and location of storage facilities.
- Type and quantity of explosives and detonators.
- Primer assembly procedure and location.
- Employee training programs.
- Provisions for protecting persons, structures, and private and public property.
- Provisions for developing and distributing a daily blasting plan covering hole diameter, spacing, loading, and delay patterns.
- Provisions for disposal of explosives, blasting agents, and associated materials.

d) The persons authorized by the utility shall provide such reasonable and adequate security as is necessary to prevent loss or theft of explosives. He shall maintain an inventory of all explosives on the jobsite, including a record of explosives received and withdrawn from the magazines.

e) Blasting operations in the immediate vicinity of buildings, public roads, overhead power lines, utility services, or similar facilities shall not be undertaken until the owners and/or the operators have been notified and all necessary precautions taken for safe control of the blasting operations.

f) Explosives are intentionally manufactured to explode, and when supplied with sufficient initiating energy, will do so. Furthermore, explosives will not distinguish between initiating energy supplied purposely and initiating energy supplied accidentally. Therefore, the burden of protecting explosives from accidental sources of initiating energy must rest with those who handle and use explosives.

g) Only persons authorized by the Utility to do so shall use explosives or explosive material. These persons shall be qualified by training and experience in the safe handling, transporting, storing, and use of explosives and shall have a working knowledge of applicable federal, state, and local laws. Many jurisdictions require the qualified person to hold a license. These persons shall be a minimum of 21 years of age. In addition, the qualified person shall be able to give and understand written and verbal orders; shall be in good physical condition; and not addicted to, or under the influence of, intoxicants, narcotics, and similar drugs. (Similar drugs may include certain prescription drugs if such drugs diminish the physical ability or mental capacity of the blaster.)

h) Explosives and blasting caps (detonators) shall not be transported on the same vehicle, except by permission of the authority having jurisdiction. Blasting supplies shall not be transported with other materials or cargoes.

i) Explosives and detonators shall be carried and transported in the original manufacturer's container or other approved container.

j) Vehicles transporting explosives, detonators, and other blasting supplies shall have any exposed spark-producing metal on the inside of the body covered with nonsparking material; be marked or placarded on both sides, the front, and the rear with approved "explosives" signs; be equipped with fire extinguishers in good mechanical condition; and be driven by an appropriately licensed driver.

k) Motor vehicles or conveyances containing explosives, blasting agents, or blasting supplies shall not be taken inside a garage or shop. No repairs shall be performed on a motor vehicle or conveyance loaded with explosives, blasting agents, or blasting supplies.

l) Motor vehicles or conveyances containing explosives or blasting agents shall at all times be attended.

m) Because electric blasting caps, when not shielded by a closed metal box, have been known to be detonated by the operation of two-way radios in vehicles as well as by regular radio transmitter stations, no vehicle equipped with a radio transmitter shall be allowed within 100 feet of blasting operations or exposed electric caps, while the transmitter is in operation.

n) When electric blasting caps are used, adequate signs warning against the use of mobile radio transmitters shall be prominently displayed.

o) The blaster, prior to connecting the charge or initiating the explosives, shall ensure the protection of both the public and Utility employees through the use of warning signs and/or personnel stationed around the perimeter of the danger area.

p) Electrical connections shall be made only after the hole has been charged and the area is clear.

q) Before the blast is fired, a loud signal shall be given by the blaster who shall have made certain the area is clear of persons and extraneous materials. Blasting signals shall be posted as follows:

(1) Warning Signal: A 1 minute series of long blasts given 5 minutes prior to blast signal.

(2) Blast Signal: A short signal of blasts 1 minute prior to the shot.

(3) All Clear Signal: A prolonged blast following the inspection of the blast area.

r) In cases of misfires, no person shall return to the blast area until permitted to do so by the blaster. Misfires shall not be inspected until a sufficient waiting period has elapsed. For nonelectric blasting, the minimum waiting period is 1 hour; for electric blasting, the minimum period is 30 minutes.

s) Blasting cap leg wires shall be kept short-circuited (shunted) until they are connected into the circuit for firing.

t) For additional information concerning explosives, refer to OSHA Standard 29 CFR 1910.109.

Note: In addition to the above, all local, state, and federal laws covering the transportation and use of explosives shall be observed.

133 Compressed Gasses

a) Care shall be exercised in handling all compressed gas cylinders. They shall not be dropped, jarred, or exposed to temperature extremes.

b) Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use or connected to a welding set.

c) Cylinders shall not be rolled and shall not be lifted by the valve or valve cap; a suitable cradle or other device shall be used.

d) Cylinders shall have their contents properly identified.

e) Cylinders not having fixed handwheels shall have keys, handles, or nonadjustable wrenches on the valve stems while the cylinders are in service.

f) Compressed gas cylinders, whether full or empty, shall be stored in an upright position and chained or otherwise secured so that they cannot fall or be upset.

g) When cylinders are transported by powered vehicles, they shall be secured in a vertical upright position with the valve cap or valve protection device in place.

h) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a 5 foot high noncombustible barrier.

i) Cylinders shall not be placed where they might become part of an electric circuit or within 5 feet of an electrical outlet.

j) Hydrogen and fuel-gas cylinders shall be stored only in a separate room, compartment, building, or shelter specifically designed for that purpose as described in OSHA Standard 29 CFR 1910.253(B)(3).

k) Employees shall never force connections that do not fit nor shall they tamper with the safety relief devices of cylinder valves.

l) Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.

m) A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The supervisor shall be notified.

n) A flame shall never be used to detect gas leaks.

o) The recessed top of cylinders shall not be used as a place for tools.

p) No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.

q) A sign "Danger--No Smoking, Matches, or Open Lights" or one with equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used and/or stored.

r) Hydrogen: Special precautions shall be taken when using hydrogen to avoid the possibility of fire and explosion. "Danger--No Smoking" signs shall be posted where hydrogen is used and/or stored.

s) Oxygen: Oil, grease, or similar materials shall not be allowed to come in contact with any valve, fitting, regulator, or gauge of oxygen cylinders:

(1) Oxygen shall never be used as a substitute for compressed air.

(2) When an oxygen cylinder is in use, the valve should be opened fully to prevent leakage around the valve stem.

t) Acetylene: Acetylene cylinders shall be properly secured and always used, transported, or stored in a vertical position. Cylinders shall be protected from sparks, flames, and contact with electrical equipment:

(1) An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle and preferably no more than three-fourths of a turn.

(2) Employees shall not use acetylene in a free state at pressures higher than 15 psi.

u) Chlorine: Also refer to Paragraph 1012, Chlorine:

(1) Chlorine containers shall be stored and properly secured in a cool place protected from moisture.

(2) Every precaution shall be taken to prevent accidental discharge of the gas, and protective equipment shall be readily available for use in an emergency.

(3) Only employees who have been properly trained and provided with the necessary protective equipment shall attempt to stop cylinder leaks.

(4) Should a chlorine leak develop, the cylinder shall be placed so that only "gas" escapes. (An ammonia swab may be used to detect leaks.) Water should not be sprayed or poured on chlorine leaks.

(5) Chlorine cylinders shall never be used or stored near flammable materials.

(6) Dry chlorine shall be stored in an isolated area as mixing it with anything but water could cause a fire or explosion.

v) See Paragraph 201, Hazardous Materials, for additional information concerning hazardous compressed gases.

w) For additional information concerning compressed gas requirements, refer to OSHA Standard 29 CFR 1910.252.

134 Welding and Cutting--General

a) Welding and cutting shall be performed only by experienced and properly trained persons. Before welding or cutting is started, the area shall be inspected for potential fire hazards and a hot work permit will be obtained if required by company policy.

b) When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.

c) Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.

d) Matches and compressed gas lighters shall not be carried by welders or their helpers when engaged in welding or cutting operations.

e) A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area 1/2 hour after completion of welding.

f) Where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet before welding. Combustible floors shall be kept wet or be protected by fire-resistant shields. Where floors have been wetted down, personnel operating arc welding or cutting equipment shall be protected from possible shock.

g) To protect eyes, face, and body during welding and cutting, the operator shall wear an approved helmet or goggles, proper protective gloves, and clothing. Helpers or attendants shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.

h) Proper eye protection shall be worn to guard against flying particles when the helmet or goggles are raised.

i) Clothing made of non-melting, flame resistant and flame-retardant materials is acceptable under all conditions. This includes flame-retardant cotton and wool, as well as Nomex and PBI/Kevlar clothing made from cotton weighing 11 ounces per yard, single thickness, is acceptable for employees exposed to electric arcs. Clothing made from weights less than 11 ounces of 100-percent cotton or wool are acceptable if the employer determines that the fabric will not ignite and continue to burn under the arc of flame conditions to which its employees will be exposed. An electrical safety hat shall be worn when working on or near live parts where the possibility of an arc exists. Clothing made from acetate, polyester or nylon (either alone or in blends) may not be worn unless it has been adequately treated or worn in such a manner as to eliminate the ignition and melting hazards.

j) A shirt or jacket (nonsynthetic material), with full-length sleeves rolled down and buttoned, shall be worn when performing or while exposed to welding/cutting activities.

k) When performing welding activities, the employer shall ensure that each employee removes or renders nonconductive all exposed conductive articles such as key or watch chains, rings, wrist watches or bands, unless such articles do not increase the hazards associated with contact with the energized parts.

l) Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.

m) In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.

n) Welders shall place welding cable, hoses, and other equipment so that they are clear of passageways, ladders, and stairways.

o) Where the work permits, the welder should be enclosed in an individual booth or shall be enclosed with noncombustible screens. Workers or other persons adjacent to the welding areas shall be protected from rays by shields or shall be required to wear appropriate eye and face protection.

p) After welding or cutting operations are completed, the welder shall mark the hot metal or provide other means of warning other workers.

q) Potentially hazardous materials in fluxes, coatings, covering, and filler metals are released to the atmosphere during welding or cutting operations. While welding or cutting, adequate ventilation or approved respiratory protection equipment shall be used. Special precautions shall be taken when using materials that contain cadmium, fluorides, mercury, chlorinated hydrocarbons, stainless steel, zinc, galvanized materials, beryllium, and lead. Employees shall refer to the Utility's Hazard Communication Program for specific requirements pertaining to the above listed hazardous materials.

r) Employees welding or cutting in confined spaces shall conform to the requirements of Paragraph 202, Confined or Enclosed Spaces.

s) Gas welding and cutting: Only approved gas welding or cutting equipment shall be used:

(1) Approved backflow check valves shall be used on gas welding rigs in both gas and oxygen lines.

(2) Welding hose shall not be repaired with tape.

(3) Matches shall not be used to light a torch; a torch shall not be lighted on hot work. A friction lighter or other approved device shall be used.

(4) Oxygen or fuel-gas cylinders shall not be taken into confined spaces.

(5) Refer to Paragraph 133, Compressed Gasses, for additional requirements concerning specific gases, and compressed gas cylinder use, care, and storage requirements.

t) Electric welding: Only approved electric welding equipment shall be used:

(1) The electric welding machine shall be properly grounded before use.

(2) Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.

(3) Welders shall not strike arc with an electrode, whenever persons are nearby who might be affected by the arc.

(4) When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

(5) When the welder must leave the work or stop work for any appreciable length of time, or when the welding machine is to be moved, the power supply switch to the equipment shall be opened.

u) For additional information concerning the requirements for welding and cutting, refer to OSHA Standards 29 CFR 1910.252 and 29 CFR 1910.253.

135 Acids and Caustics

Refer to Paragraphs 1009, 1010, 1011, and 1012.

136. Cellular Telephones & Electronic Wireless Communication Devices

a) Personal use of telephones will be limited to the following guidelines:

(1) Cellular telephones should be used only for high priority personal communication and not for casual use.

(2) The volume of the ringer on the cellular telephones and pagers must be kept at a minimum as not to startle other workers performing tasks.

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(found on pages 52 and 53)

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a) Use of telephones will be limited to the following guidelines:

(1) Cellular telephones should be used only for high priority personal communication and not for casual use.

(2) The volume of the ringer on the cellular telephones and pagers must be kept at a minimum as not to startle other workers performing tasks.

(3) If a call must be received or made, the worker must ensure that the work area and all personnel in the work area are safe before answering or calling.

(4) Cellular telephones will be turned off or placed on voice mail while performing the following tasks:

- Performing any hot work.
- Working from the bucket of an aerial lift.
- Climbing or "belted off" on wooden poles or structures.
- Climbing or working on steel structures of a substation.
- Any time you are working with a crew or by yourself where the call would create a safety issue or unnecessary work stoppage.
- **Delete:** While driving or operating any vehicle, unless hands free call/talk system has been permanently installed on the vehicle.

(5) **Cellular phone calls should not be initiated by vehicle drivers unless the vehicle is parked in a safe location.**

Date Approved: 4/27/06

Gary Joiner

Gary Joiner, Chair
Board of Directors

(3) If a call must be received or made, the worker must ensure that the work area and all personnel in the work area are safe before answering or calling.

(4) Cellular telephones will be turned off or placed on voice mail while performing the following tasks:

- Performing any "hot work"
- Working from the bucket of an aerial lift
- Climbing or "belted off" on wooden poles or structures
- Climbing or working on steel structures of a substation
- Any time you are working with a crew or by yourself where the call would create a safety issue or unnecessary work stoppage
- While driving or operating any vehicle, unless hands free call/talk system has been permanently installed on the vehicle.

Section 2 HEALTH AND ENVIRONMENTAL CONTROL

This section deals with general health areas and depicts some of the control methods that employees must use for their protection. The general principles outlined in this section are applicable to all work activities. However, specific control measures applicable to a specific work activity are covered in the section dealing with that work activity.

Work processes and work locations can present health hazards to the employee. Because most of these health hazards do not pose an immediate danger, they are frequently not given the attention that is necessary.

In order for employees to be fully protected, they must become as knowledgeable as possible of potential health hazards. Thorough understanding of the principles of this section is essential.

201 Hazardous Materials

a) To reduce the risks of working with hazardous materials, manufacturers of hazardous materials are required to convey hazard information to the users of their products. This is accomplished through the use of Material Safety Data Sheets (MSDSs) and container labeling. Employees shall refer to the Utility's Hazard Communication Program for specific requirements for working with hazardous materials.

b) Employees can obtain a list of hazardous materials known to be in their work area from their supervisor.

c) The Material Safety Data Sheet is the main vehicle for communicating the hazards, safety handling requirements, and emergency procedures for each hazardous material. Employees shall know the location of the Material Safety Data Sheets for all hazardous materials known to be in their work areas.

d) Material Safety Data Sheets shall be made available to contractors working on Utility property.

e) Employees shall not use materials they find in unlabeled containers. Employees shall report unlabeled containers and containers with damaged labels to their supervisor.

f) Employees shall not transfer a hazardous substance from a labeled container to an unlabeled container within their work shift unless the unlabeled container will be under the exclusive control of the employee.

g) Employees shall take special precautions as defined in the Utility's Hazard Communication Program when working on or around unlabeled pipes.

h) Employees shall report all hazardous material spills and follow appropriate company emergency response procedures. Employees shall not attempt to control or clean up spills unless they have been properly trained and have the required personal protective equipment.

i) For additional information concerning the requirements for working with hazardous materials, refer to OSHA Standards 29 CFR 1910, Subpart Z and 29 CFR 1910.120.

202 Confined or Enclosed Spaces

A confined space is large enough for an employee to enter and perform assigned work and has limited or restricted means for entry or exit and is not designed for continuous employee occupancy. A permit-required confined space has one or more of the following characteristics:

(1) contains or has a potential to contain a hazardous atmosphere(s);

(2) contains a material that has the potential for engulfing an entrant;

(3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or

(4) contains any other recognized serious safety or health hazard.

Determine if the space to be entered is a permit-required confined space and enter accordingly.

a) Only employees who have been properly trained on the hazards associated with confined or enclosed space work shall be allowed to enter a confined space or enclosed space.

b) Employees who enter enclosed spaces or who serve as attendants shall be trained in the hazards of enclosed space entry, enclosed space entry procedures, and enclosed space rescue procedures.

c) Before any entrance cover to a confined or enclosed space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover.

d) When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier.

e) Before entering a confined or enclosed space, all levels of the space shall be tested for lack of oxygen and then for the presence of flammable or toxic gases and vapors. Monitoring instrumentation must be calibrated.

f) If a hazard increasing work activity is to take place in a confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.

g) If flammable or toxic gases or vapors are detected or if an oxygen deficiency is found, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapors.

h) While work is being performed in an enclosed space, a person with CPR and basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns in the area of the opening used for entry. If work is to be performed in a confined space, the Utility's written permit system shall be followed. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the

confined space, but shall be able to summon emergency and rescue services.

i) Entry into a confined or enclosed space with an unsafe atmosphere shall be avoided if at all possible. Employees required to enter a confined or enclosed space with an unsafe atmosphere shall be equipped with a fresh-air breathing apparatus, body harness, and lifeline monitored by a properly trained attendant. Necessary rescue personnel and equipment shall be available in the event of an emergency.

j) Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined or enclosed space that may contain flammable or explosive gases or vapors until the space has been properly cleared.

k) Compressed gas bottles shall not be taken into a confined space.

l) Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

m) Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned.

n) For additional information concerning confined space requirements, refer to OSHA Standards 29 CFR 1910.269 and 29 CFR 1910.146.

203 Noise

Table 2.1 Permissible Noise Exposures

Duration per day, hours:	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Note: Exposure to excessive noise can cause a gradual decay in hearing ability. Advancements are being made in the reduction of noise, but during the interim period, the employee shall wear proper ear protection when exposed to excessive noise.

a) Ear protection must be worn when there is a possibility of hearing damage, which can occur during continuous exposure to noise or impulse exposure to loud impact noise. When exposed to noise of 90 dBA (decibels) for more than 8 hours, 95 dBA for more than 4 hours, 100 dBA for more than 2 hours, or 105 dBA for more than 1 hour, proper ear protection must be worn. (If normal conversation can be understood about 2 feet away, the noise level is probably less than 90 dBA.) Protection must be worn when exposed to impact noise more than 140 dBA; e.g., noise similar to a rifle or shotgun discharge.

b) Specific areas where the noise level is greater than 90 dBA shall be identified, and time limits stated. Employees shall wear proper protective devices when exposed beyond posted limits.

c) Proper ear protection may consist of any of the following: ear muffs, ear plugs, molded ear protectors, or wax type ear plugs. Plain cotton is not acceptable. Ear protective devices shall be worn properly to provide the required protection and kept clean to reduce the possibility of ear infection.

d) For additional information concerning noise, refer to OSHA Standard 29 CFR 1910.95.

204 Lighting

Where natural illumination is not sufficient, artificial lighting shall be used. Temporary lighting (with the exception of battery powered) shall be protected with approved guards. In areas where flammable or combustible vapors, liquids, gases, dust, or fibers may be present, only intrinsically safe equipment approved for the hazardous location shall be used.

205 Asbestos

Note: Asbestos fibers that are airborne (suspended in the air) in a significant quantity can cause bodily harm if the fibers are inhaled. Whenever it is known that asbestos is in a facility, it is strongly recommended that an EPA-approved contractor be consulted.

a) Only those employees who have been properly trained and equipped with the necessary personal protective equipment shall handle asbestos.

b) Insofar as practicable, asbestos shall be handled, mixed, applied, removed, cut, scored, or otherwise worked in a wet state unless this procedure would render the product useless.

c) Asbestos cement, mortar, coating, plaster, etc., shall not be removed from the shipping container unless it is wetted, enclosed, or ventilated.

d) Negative air enclosures or other engineering controls (e.g., glove bags) that reduce the concentration of airborne asbestos fibers shall always be used when working with asbestos.

e) Personal Protective Equipment: Proper protective equipment, including clothing, must be worn when working in an area where there is a significant amount of airborne asbestos fibers:

(1) Respirators: Approved respirators shall be worn when there is a possibility of airborne concentrations of asbestos fibers. The type of respirator required shall be based on the airborne concentrations of asbestos fibers. At no time shall less than a half mask air-purifying respirator with a high efficiency filter be used. Refer to the Utility's Respiratory Protection Program for additional information.

(2) Special Clothing: Employees who are exposed to airborne concentrations of asbestos fibers that exceed the action level shall use special clothing such as coveralls, head coverings, gloves, and foot coverings. Clothing shall be changed only in the designated location and shall be kept separate from street clothes. Contaminated clothing shall be properly cared for or disposed of and kept separate from other laundry or disposed materials; it shall be transported in sealed, impermeable bags or similar containers and properly labeled to identify the possible hazard.

f) Housekeeping:

(1) All external surfaces shall be maintained free of accumulations of asbestos fibers.

(2) Asbestos waste and materials contaminated with asbestos, which may produce airborne concentrations, shall be collected and disposed of in sealed impermeable bags at least 6 mils thick, or similar containers. Bags or containers shall be evacuated of all air before sealing and all bags shall be double bagged and properly labeled.

g) Refer to Paragraph 201, Hazardous Materials, for additional information concerning asbestos.

h) For additional information concerning asbestos requirements, refer to OSHA Standard 29 CFR 1910.1001 and the Environmental Protection Agency's Worker Protection Rule 40 CFR 763.

206 Exhaust Ventilation

a) Exhaust systems, when provided at the work location, shall be used.

b) When an exhaust system does not provide adequate protection, other protective means, such as an approved respirator, shall be used in addition to (or in lieu of) the exhaust system.

c) For additional information concerning ventilation requirements, refer to OSHA Standard 29 CFR 1910.94.

207 Respirators

Note: In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used in accordance with the Utility's Respiratory Protection Program.

a) A sufficient number of respirator models and sizes shall be available so that the respirator is acceptable to, and correctly fits, the user:

(1) Respirators for Immediately Dangerous to Life and Health (IDLH) Atmospheres: For IDLH atmospheres, one of the following respirators must be provided and used in accordance with manufacturer's instructions:

(a) A full facepiece, pressure demand, self-contained breathing apparatus (SCBA) with a minimum service life of 30 minutes.

(b) A combination full facepiece, pressure demand, supplied-air respirator (SAR) with auxiliary self-contained air supply.

(c) Respirators provided only for escape from IDLH atmospheres shall be certified for escape from the atmosphere in which they will be used.

(d) All oxygen deficient atmospheres shall be considered IDLH.

(2) Respirators for Non-IDLH Atmospheres: Respirators shall be provided that are adequate to protect the health of the employee under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant. For protection against gases and vapors, one of the following respirators shall be provided:

(a) Atmosphere-supplying respirator (ASR).

(b) Air-purifying respirator (APR).

(3) Air-purifying respirators against gases and vapors are permitted only when:

(a) The respirator is equipped with an end-of-service-life indicator (ESLI) certified for the contaminant, or

(b) If there is no appropriate ESLI, a change schedule for canisters and cartridges, based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life, shall be implemented.

(4) For protection against particulates, one of the following respirators shall be provided:

(a) Atmosphere-supplying respirator.

(b) Air-purifying respirator equipped with a filter certified as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates.

(c) For contaminants consisting primarily of particles with mass median aerodynamic diameter (MMAD) of at least 2 micrometers (approximately 8×10^{-6} inch or ASTM Standard Sieve No. 5000), an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

b) Only employees who have been properly trained, fit tested, and determined physically able to perform the work and wear the respirator shall be assigned a task that requires the use of a respirator.

c) When respirators are provided for a particular work activity, they shall be used.

d) Use of a respirator shall follow the manufacturer's instructions, the specific instructions of supervision, and the Utility's Respirator Protection Program.

e) Persons using air line respirators, self-contained breathing apparatus, or similar respirator devices in immediately dangerous to life and health (IDLH) environments shall be equipped with a safety harness and lifeline or other equivalent means of rescue. At least one person with suitable self-contained breathing apparatus shall be at the nearest fresh-air base for emergency rescue.

f) Approved respirators shall be worn when:

(1) Applying paint or toxic liquids with pressure spray equipment inside buildings, except in shops where special approved rooms or booths are provided for this purpose.

(2) Buffing which creates an abnormal amount of dust.

(3) Welding or cutting involving hazardous materials without adequate ventilation.

(4) Handling lime or other toxic or caustic powdered chemicals.

(5) Exposed to abnormal amounts of coal dust.

(6) Sandblasting.

(7) Handling acids or caustics.

(8) Handling asbestos.

(9) Exposed to nuisance dusts.

(10) Handling fly or bottom ash.

(11) Exposed to known radiation hazards.

(12) Entering or working in areas of unknown air quality.

(13) Required by the Utility's Respiratory Protection Program or supervision.

g) All respirators shall be cleaned after use and stored in sanitary containers. Records of a Respirator Maintenance Program shall be kept.

h) The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:

(1) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function or

(2) Any condition that interferes with the face-to-facepiece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece of the user.

i) For additional information concerning respirator requirements, refer to OSHA Standard 1910.134.

208 Hours of Service Act

a) No employee should work more that a total of 16 hours time on duty, immediately preceded by 8 or more consecutive hours off duty time.

b) Duty begins when the employee reports to work and ends when the worker is released from work, and includes breaks, interim periods, or time spent engaged in any service for the employer.

c) For more information on working (waking) hours, refer to the U.S. DOT standards.

209 Personal Protective Equipment (PPE)

a) All employees shall be equipped with the appropriate PPE necessary to safely perform their jobs. The employer shall ensure that a preliminary assessment of work operations is performed to adequately evaluate the hazards and select suitable PPE for the employees. Any time PPE is worn, a job hazards analysis (JHA) should be completed prior to starting work.

b) Before any employee is assigned a new article of PPE to use during the course of their job, training should be conducted to instruct the employee on the use, care, inspection, and maintenance of the PPE.

c) When working on or near live electricity, the employer shall consider an arc flash/blast analysis of the electrical system. The arc flash/blast analysis would provide the qualified electrical workers with the flash protection boundary based upon the incident energy produced

APPA Safety Manual – 13th Edition
(found on page 64)

208 Hours of Service Act

DELETE THE FOLLOWING:

(a) No employee should work more than a total of 16 hours time on duty, immediately preceded by 8 or more consecutive hours off duty time.
(b) Duty begins when the employee reports to work and ends when the worker is released from work, and includes breaks, interim periods, or time spent engaged in any service for the employer.
(c) For more information on working (waking) hours, refer to the U.S. DOT standards.

Note: As of February 2, 2006 the Hours of Service Act does not apply to Utilities.

Date Approved: 4/27/06

Gary Joiner, Chair
Board of Directors

by the equipment. Limited, restricted, and prohibited approach boundaries should also be considered when performing the arc flash/blast analysis. The appropriate PPE may be selected based on the flash protection and approach boundaries. For more information regarding arc flash/blast analysis, refer to NFPA 70E Standard for Electrical Safety Requirements for Employee Workplaces and IEEE 1584 Guide for Performing Arc-Flash Hazard Calculations.

Section 3 VEHICLE OPERATIONS

301 General

a) Only specifically authorized employees who possess a valid license or permit for the equipment being used shall operate Utility-owned motor vehicles or personally owned vehicles on Utility business. All vehicle loading and operation shall be done according to applicable state and federal Department of Transportation rules and regulations.

b) Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.

c) The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.

d) A driver shall not permit unauthorized persons to drive or operate a Utility vehicle.

e) Passengers in Utility vehicles will only be allowed as specified by the Utility.

f) If seat belts are provided, they shall be used by all occupants.

g) Employees shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle except on the seats or inside the body walls. Passengers shall not stand in moving vehicles.

h) Employees shall not ride on trailers.

i) Employees shall not jump on or off vehicles in motion.

j) All vehicles shall be equipped with the appropriate safety and emergency equipment, such as fire extinguisher, first aid kit, traffic cones, signs, flares, and reflectors.

k) Refer to Section 15 for vehicle maintenance operations.

l) Employees shall refer to Utility policies for additional requirements.

302 Inspection of Equipment

a) The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before vehicle is used.

Memorandum

To: JPEC Management
From: The Safety Committee
Date: April 18, 2006
Re: EMPLOYEE RESPONSIBILITY

The Safety Committee recommends to management that all employees (drivers and passengers), traveling in company trucks be responsible for the inspections and the security of all loads hauled in/on trucks and attached trailers. Penalty for violation of this rule will be a P4 – Penalty Level Four of the Disciplinary Action Procedure, 6-13 as follows:

- 1st Offense: documented oral reprimand/written reprimand
- 2nd Offense: written reprimand/one day off
- 3rd Offense: two days/one week off without pay

G. Kelly Nuckols, CEO

Date: April 24, 2006

jf

b) The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.

c) All vehicle lights and reflectors shall be inspected by the employee; if found defective, they shall be repaired immediately.

d) The driver shall report any defects that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put into operation. Other items that affect safety shall be repaired prior to continued vehicle operation.

303 Exhaust Gas

The driver shall not operate the engine in any garage except when driving in or out, and then the engine shall be operated as little as practicable. The engine shall not be warmed up inside a garage nor shall the driver test the engine operation in a garage unless the exhaust gas is carried directly to outside atmosphere, or doors and windows are open so that adequate ventilation exists.

304 Operation

a) The operator of a motor vehicle shall clearly signal intention of turning, passing, or stopping.

b) Upon a signal from a vehicle approaching from the rear, the driver of a Utility vehicle shall yield the right-of-way.

c) Drivers shall be prepared to stop and yield the right-of-way in all instances when necessary to avoid an accident.

d) The driver of a vehicle shall be courteous toward other operators and pedestrians. The vehicle shall be operated in a safe manner, and the driver shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.

e) The driver shall maintain sufficient distance behind another vehicle to safely stop the vehicle in the clear distance ahead.

f) Drivers shall exercise added caution when driving through residential and school zones.

g) When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.

h) Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.

i) Before a vehicle is driven under or adjacent to energized equipment, especially in substation areas, the clearance shall be checked, especially that of the radio antenna, in order to ensure that proper clearances will be maintained between the vehicle and energized equipment.

j) All ignition systems shall be turned off and no smoking permitted while refueling.

k) When proceeding down grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.

305 Parking

a) When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow, whenever possible.

b) When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.

c) Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors, or red flags in accordance with state or local requirements.

d) Vehicles shall not be parked on bridges or over culverts except when necessary for work.

e) When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear or "park" position, and the parking brake set. The front wheels shall be cut into the curb, or if a curb is not present, the rear wheels shall be chocked.

Jackson Purchase Energy Corporation

Memorandum

To: JPEC Management

From: The Safety Committee

Date: 1/26/2010

Re: Amendment to APPA Safety Manual, Section 3 Vehicle Operations

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The Safety Committee recommends to management that the following amendment be inserted into the APPA Safety Manual, Section 3 Vehicle Operations, Section 304, labeled (L) with a Penalty 4 reprimand:

"While the vehicle is in motion, the driver shall at all times maintain control of the vehicle and insure the vehicle does not cause any property and/or equipment damage. Exceptions under this part may be made for extreme weather conditions, accidents caused by others, attempting to avoid potential accidents caused by others, or other circumstances under which the driver may be found not at fault for loss of control of the vehicle or for property and/or equipment damage."

G. Kelly Nuckols, President & CEO

January 26, 2010
Date

Jackson Purchase Energy Corporation
P.O. Box 4030
2900 Irvin Cobb Drive
Paducah, KY 42002-4030
270.442.7321 • 800.633.4044 Toll Free

f) Any DOT commercial motor vehicle shall be chocked while parked.

306 Backing

a) Whenever possible, the vehicle shall be positioned to avoid the necessity of backing.

b) Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. Another employee, if present, shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely.

c) When backing a vehicle which has an obstructed view to the rear, take the following precautions:

(1) A reverse signal (backup alarm) audible above the surrounding noise level shall be used, or

(2) An observer shall signal that it is safe to back.

(3) Back slowly.

(4) Watch both sides but do not depend entirely on mirrors.

(5) In any difficult backing situation, enlist the help of another person on the ground as a guide, when such help is available.

307 Stopping on the Highway

a) Stopping on the highway shall be avoided.

b) When it is absolutely necessary to stop on the highway, use extreme caution. Warning signals and lights shall be used:

(1) Rotating beacon shall be used, if vehicle is so equipped.

(2) Tail lights/emergency flashers shall be used.

(3) Flares or reflectors shall be placed to give adequate advance warning.

(4) If work is in progress, traffic control devices (together with flagmen, where necessary) shall be used in accordance with the manual on uniform traffic control.

308 Hauling Poles or Ladders

a) Poles, ladders, pipe, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.

b) Materials shall be securely fastened to prevent a hazard due to shifting.

c) Material that extends more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, red lights or an escort vehicle with strobe lights shall be used.

d) When a vehicle hauling long poles must enter congested areas or heavy traffic, escort vehicles displaying suitable warning signs should be used.

e) Refer to Paragraphs 617 and 618 for additional pole handling requirements.

309 Industrial Trucks--Fork Lifts

a) Industrial trucks shall be operated only by authorized persons who are qualified and trained in their use.

b) Brakes and controls shall be tested before use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be completed or reported immediately.

c) Equipment shall always be operated at a safe speed for existing conditions.

d) Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked, particularly overhead clearances.

e) Industrial trucks shall not be fueled with the engine running.

f) When picking up a load, forks shall be set squarely and as far as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.

g) Loads shall not be suspended or swung over other persons. No one should be allowed to stand, walk or work under elevated forks.

h) The operator shall always face in the direction of travel.

i) On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver, whether ascending or descending.

j) Sudden stops, which might spill the load, shall be avoided.

k) All loads shall be securely fastened or safely positioned to prevent tipping or falling.

l) Lift bars on fork lift trucks that are movable or replaceable shall be held firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.

m) Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.

n) No one shall be allowed to ride the truck, fork lift, or other equipment other than the operator, except when seats are provided for this purpose.

o) When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be chocked when the truck is parked on an incline.

p) Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

q) When loading or unloading trucks or railroad cars, approved dockboards that are properly secured shall be used. The wheels of the truck or railroad car shall be blocked.

r) For additional information concerning industrial trucks, refer to OSHA Standard 29 CFR 1910.178.

310 Cranes, Derricks, Hoisting Equipment

a) Only authorized persons shall be permitted in the cab or on the equipment. Only those designated persons who are trained and qualified shall operate the hoisting equipment.

b) No person shall be permitted to ride the hook, sling, or load of any hoisting equipment.

c) Load limits as specified by the manufacturer shall not be exceeded under any circumstances.

d) Operating and maintenance procedures as specified by the manufacturer shall be followed.

e) The following are the minimum checks which shall be made daily before use:

(1) All control mechanisms for maladjustment interfering with proper operation.

(2) All safety devices for malfunction.

(3) Deterioration or leakage in air or hydraulic systems.

(4) Hooks, hoist lines, slings, and load attachment devices.

(5) Fire extinguisher available (5 BC or larger).

f) Before a lift is attempted, the lifting mechanism shall be level and firmly supported with the hoist line centered over the center of gravity of the load to be lifted.

g) No load shall be lifted until its weight has been determined.

h) For the first lift of each day, the load shall be test lifted and the brakes checked (load lifted several inches, then tested).

i) With every load, the slings and bindings shall be checked and shall be readjusted as necessary to ensure safety and stability.

j) Signals to the equipment operator shall be given by one person designated to perform this task. The operator shall, however, obey a "Stop" signal given by anyone. Refer to Figure 3.1 for standard crane hoist hand signals.

k) When mobile hoists, cranes, or other similar lifting devices are used near energized lines or equipment, the lifting device shall be:

(1) Properly grounded,

(2) Insulated,

(3) Isolated, or

(4) Considered as energized.

l) No employee shall be under a suspended load or inside the angle of a winch line. No employee shall stand or work near a cable, chain, or rope under tension unless the nature of their work requires it.

m) Winch lines, ropes, or wire cables shall not be guided by hand when standing within reach of the drum or sheave.

n) Wire rope loops shall be made by proper slicing or mechanical clamping of the tail section. Wire rope clips shall not be used to form eyes in wire rope bridles or slings.

o) When U-bolt wire rope clips are used to form eyes in winch lines, the number used and the spacing provided shall be in accordance with Figure 3.2. The U-bolt shall be applied so that the U section is in contact with the dead end of the rope.

Figure 3.1 Crane Hoist Hand Signals

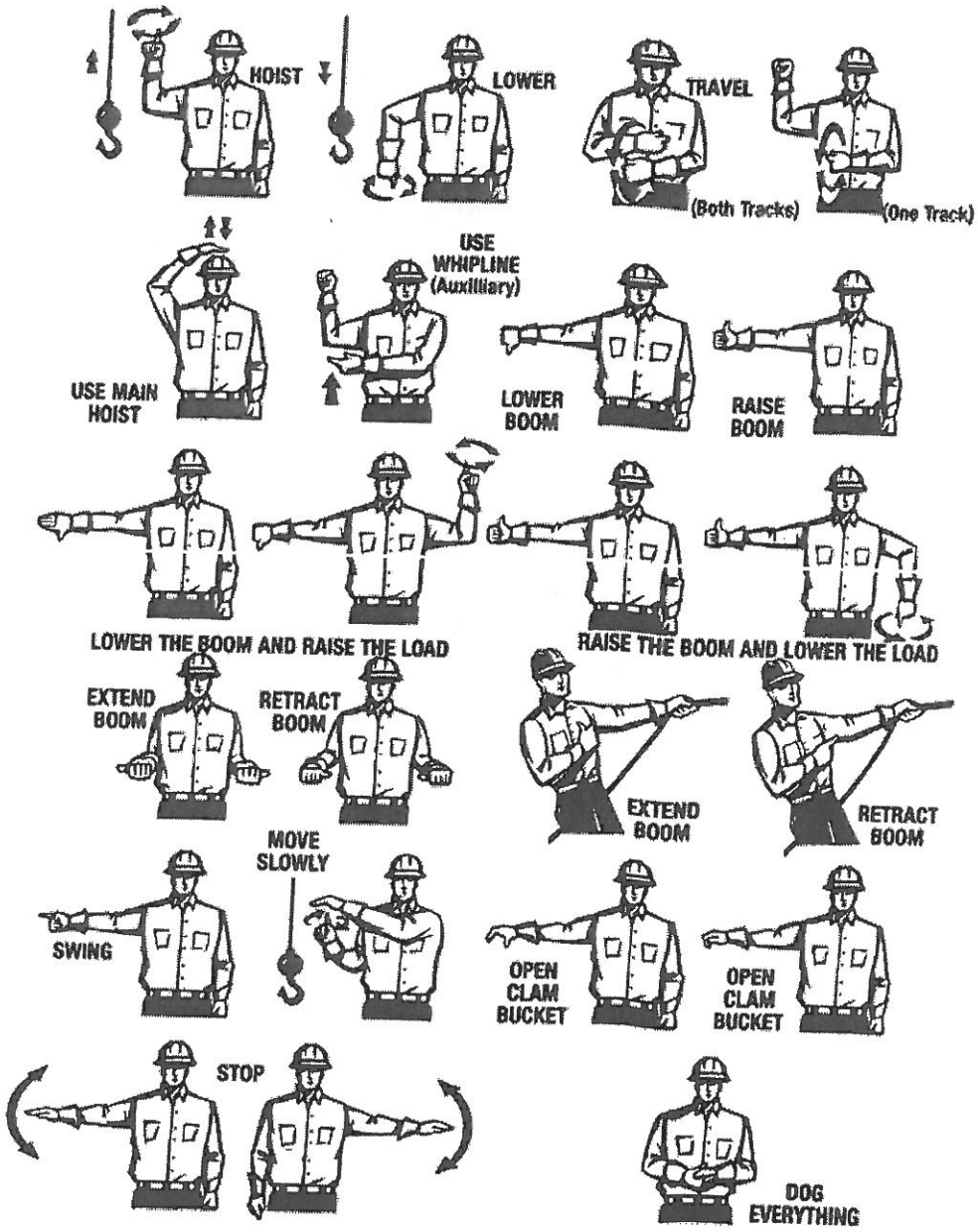


Figure 3.2 U-Bolt Wire Rope Clips

CORRECT METHOD = U-bolts of clips on short end of rope. (Live end not distorted.)

WRONG METHOD = U-bolts on live end of rope. (This will kink strands on live end.)

WRONG METHOD = Staggered clips; two correct and one wrong.

Table 3.1
Wire Ropes--Safe Loads

Size inch	Stranding	Improved Plow		Plow	
		Breaking Strength, tons	Permissible Working Loads, pounds	Breaking Strength, tons	Permissible Working Loads,* pounds
7/16	6x19	8.27	3,308	7.19	2,876
	8x19	7.09	2,836	6.17	2,468
	6x37	7.82	3,128	6.80	2,720
1/2	6X19	10.70	4,280	9.35	3,740
	8x19	9.23	3,692	9.02	3,208
	6x37	10.20	4,080	8.85	3,540
9/16	6x19	13.50	5,400	11.80	4,720
	8x19	11.60	4,640	10.10	4,040
	6x37	12.90	5,160	11.20	4,480
5/8	6x19	16.70	6,680	14.50	5,800
	8x19	14.30	5,720	12.40	4,960
	6x37	15.80	6,320	13.70	5,480

* All permissible working loads are based on a safety factor of 5.

p) Operators shall not leave their position at the controls of cranes, hoists, derricks, or other lifting devices while the load is suspended.

q) Operators of cranes, derrick, hoists, and other hoisting equipment shall exercise extreme caution when in close proximity to energized lines or equipment:

(1) When performing power transmission or distribution construction, refer to Section 6, Overhead Distribution and Transmission for applicable clearance requirements.

(2) When work does not involve power transmission or distribution construction and maintenance, minimum clearance distances shall be the following (numbers are expressed as phase-to-ground voltages):

(a) Up to 50 kV: 10 feet.

(b) Over 50 kV: 10 feet plus 0.4 inch for each 1 kV over 50 kV.

r) Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.

s) For additional information concerning cranes, derricks, and hoisting equipment, refer to OSHA Standards 29 CFR 1910.180 and 29 CFR 1910.181.

311 Rigging Equipment

a) All rigging equipment shall be of sufficient strength, proper type, and safe for its intended use.

b) Rigging equipment shall not be loaded beyond its rated capacity.

c) Before each use, all slings, fastenings, and attachments shall be inspected for damage or defects by a qualified person. Damaged or defective equipment shall be immediately removed from service.

d) Makeshift lifting devices formed from bolts, rods, or reinforcing steel shall not be used.

e) Slings shall not be shortened with knots, bolts, or other makeshift devices.

f) Slings used in a basket hitch shall have the load balanced to prevent slippage.

g) Unless used in a basket configuration, slings shall be securely attached to the load by the use of hooks with retaining devices or the use of shackles or other positive latching device.

h) Slings shall be padded or protected from the sharp edges of their loads.

i) A sling shall not be pulled from under a load when the load is resting on the sling.

j) Slings shall be long enough to provide the maximum practical angle between the sling leg and the horizontal plane of the load.

k) Shackle pins shall never be replaced with bolts or other non-approved devices.

l) Only hooks with approved retaining devices shall be used. Hooks shall never be rigged so that they are point loaded at the tip of the hook. The load shall be securely seated in the saddle of the hook.

m) When eye bolts are used, care shall be taken to ensure the bolt is not side loaded.

n) For additional information concerning rigging equipment, refer to OSHA Standard 29 CFR 1910.184.

312 Aerial Devices

a) Only authorized persons who are properly trained and qualified shall use or operate aerial devices.

b) The operating and maintenance instruction manuals issued by the manufacturer shall be followed.

c) Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.

d) Aerial devices shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be altered in any manner that might reduce its insulating value.

e) Prior to use, the equipment shall be given a warm-up period. The hydraulic system and the lift controls shall be checked and tested daily before use to determine if such features are in safe working condition. Malfunctions or unsafe operational conditions shall be

reported. Equipment that is not in proper operational condition shall not be used.

f) Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

g) The truck shall not be moved unless the boom is lowered, the basket cradled and secured, and the outriggers retracted.

h) Employees shall not ride in the bucket while the truck is traveling. (Exceptions: Employees may ride in the basket for short moves at the work location if the basket is returned to the cradled position for each move and the employees face the direction of travel.)

i) When employees are in the bucket of an aerial lift, the emergency brake of the vehicle shall be set. Wheel chocks or outriggers shall be used to provide added protection. When the vehicle is on an incline, wheel chocks shall be used regardless of whether outriggers are used. The truck should be approximately level when viewed from the rear.

j) When outriggers are used, they shall be set on pads or on a solid surface. Outriggers shall not be extended or retracted outside of clear view of the operator unless all persons are outside the range of possible equipment motion.

k) Employees shall not belt to an adjacent pole or structure. When working from an aerial lift, a body belt or harness shall be worn and a lanyard attached to the boom, basket or other acceptable attachment point.

l) Safety rules governing the use of hot-line tools, rubber goods, personal protective equipment, and general safe practices shall also apply to work done from aerial baskets. (Exception: Different rules apply when performing "live-line bare-hand" work.)

m) When a boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.

n) The operator shall always face in the direction in which the basket is moving and shall see that the path of the boom or basket is clear when it is being moved.

o) Employees shall not stand or sit on top or edge of the basket or on ladders placed in the basket. Employees' feet shall be on the floor of the basket the entire time they are in it.

p) Climbers shall not be worn by employees while in the basket.

q) When two employees are in the basket or baskets, one of them shall be designated to operate the controls. One employee shall give all signals, which shall be thoroughly understood by all persons concerned.

r) When two employees are working from the basket, extreme care shall be taken to avoid one employee contacting poles, crossarms, or other grounded or live equipment while the second employee is working on equipment at a different potential.

s) In no case shall more than one energized conductor or phase be worked at one time.

t) Clearances: The aerial lift, together with the employee in the basket and all tools and equipment, shall maintain proper clearances from unprotected energized conductors. If it is difficult for the operator to determine the distance between the equipment and the energized parts accurately, another person shall observe the clearance and give timely warnings when minimum clearance distance is approached. (Exception: Direct contact may be made when performing "live-line bare-hand" work.) Refer to Tables 6-1 and 6-2 for clearance requirements.

u) When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.

v) Aerial basket vehicles working adjacent to energized conductors or equipment shall be properly grounded or barricaded and treated as energized.

w) For additional information concerning aerial lifts, refer to OSHA Standards 29 CFR 1910.67 and 29 CFR 1910.269.

313 Reporting Utility Vehicle Accidents

Refer to Paragraph 104.

APPA Safety Manual – 13th Edition
(found on page 80)

312. Aerial Devices

v) Aerial basket vehicles working adjacent to energized **primary** conductors or equipment shall be properly grounded or barricaded and treated as energized.

Date Approved: 4/27/06

Gary Joiner

Gary Joiner, Chair
Board of Directors

314 Portable and Vehicle Mounted Generators

a) The generator may only supply equipment located on the generator or the vehicle and cord- and plug-connected equipment through receptacles mounted on the generator or the vehicle.

b) The noncurrent-carrying metal parts of the equipment and the equipment grounding conductor terminals of the receptacles shall be bonded to the generator frame.

c) In the case of vehicle mounted generators, the frame of the generator shall be bonded to the vehicle frame.

d) Any neutral conductor shall be bonded to the generator frame.

Section 4 WORK AREA PROTECTION

401 General

a) Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, Utility workers, and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high level standards, barricade rope, flagmen, etc., on approaches to work areas, excavations, open manholes, parked equipment, etc.

b) Work area protection is accomplished by the use of good informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and the equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance, and the use of good common sense. It is of the utmost importance that the work area be properly identified and that warning devices clearly convey the message to the traveling public well in advance of arrival at the work area.

c) The public must be warned in advance, then regulated and guided safely through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.

d) The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of common sense.

e) Refer to the "Manual on Uniform Traffic Control Devices."

f) For additional information concerning work area protection, refer to OSHA Standard 29 CFR 1910.269.

402 Equipment

a) Only those signs, standards, barricades, flags, and cones that conform to state or local codes shall be used.

b) All state and local traffic codes shall be followed when providing work area protection.

c) During night operations or in periods of reduced visibility, special precautions shall be taken. Adequate warning equipment,

which may include flashing lights, flares, or area illumination, shall be used.

d) Warning devices and equipment shall be removed as soon as the hazard is eliminated.

e) Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.

403 Flagmen

a) Flagmen or other appropriate traffic controls shall be used to supplement protection provided by signs, signals, and barricades whenever necessary.

b) Flagmen shall wear a red or orange warning vest or other garment. Warning garments worn at night shall be of a reflectorized material.

c) Flagmen using hand-signaling equipment shall ensure signals provide sufficient warning to protect themselves and the worksite. The use of sign paddles is preferred and the following should be used if available:

(1) Signal flags shall be red and at least 24 inches square.

(2) Sign paddles (Stop and Slow) shall be on a 6 foot staff, and of the appropriate size and shape.

(3) In periods of darkness or reduced visibility, red lights shall be used.

d) Flagmen shall place themselves in a protected position to reduce possibility of injury from traffic.

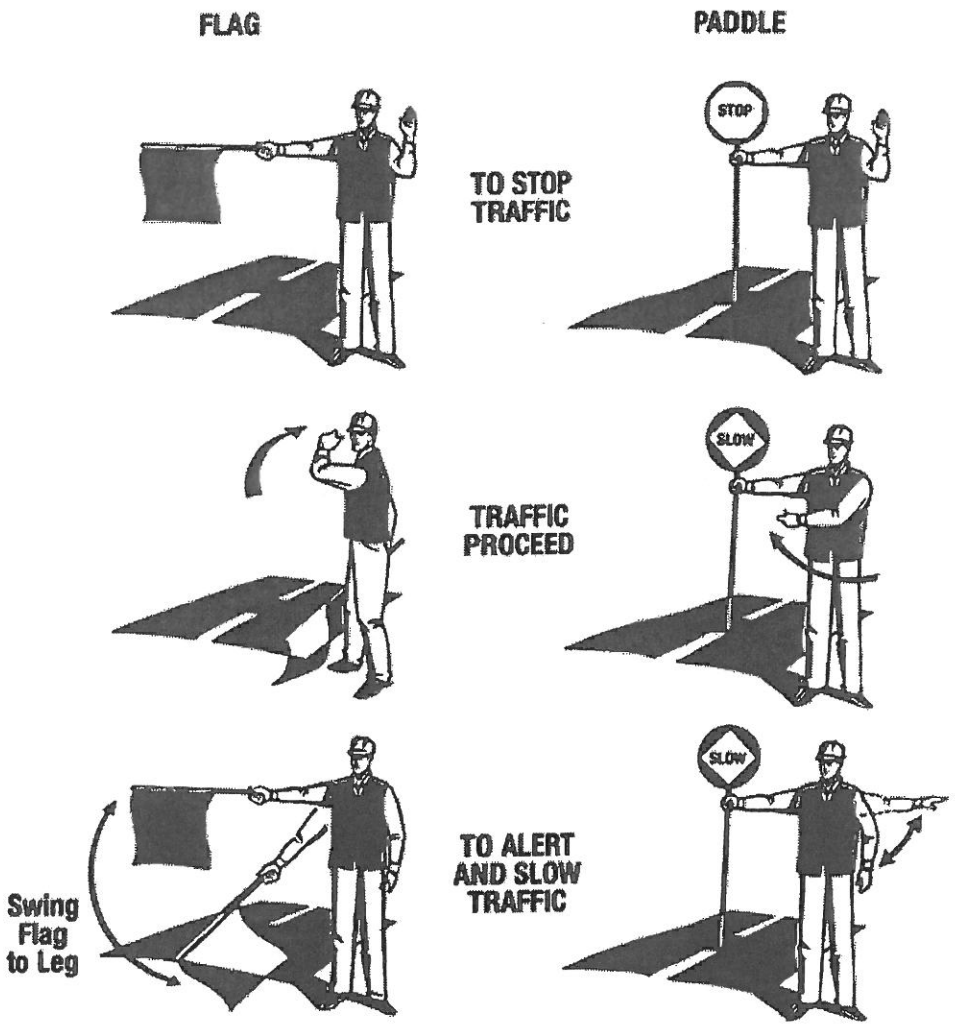
e) Flagmen shall ensure they can fully observe the operation and shall guide vehicular traffic in such a manner as to minimize the possibility of accidents or injury.

f) When flagmen are used at both ends of a jobsite, reliable communications or prearranged signals shall be used to ensure proper traffic flow.

g) Flagmen shall face traffic when giving signals.

h) Flagmen shall give positive, direct signals that leave no doubt as to their meaning.

Figure 4.1 Use of Hand-Signaling Devices by Flagger



Section 5 FIRE PROTECTION

501 Fire Protection and Emergency Plans

a) Employees shall become familiar with and follow all Utility emergency procedures and plans.

b) Employees shall familiarize themselves with the emergency exits, alarm signals, and escape procedures when working inside a building or structure.

c) In buildings or structures, all fire exits and escape routes shall be visibly marked and shall be kept free of obstructions. Fire exits or doors shall not be locked, chained, or barricaded at any time.

d) Employees shall be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work area.

e) Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.

f) Only properly trained employees equipped with the necessary protective equipment shall attempt to extinguish or contain a fire.

g) Fire brigade members shall follow the Utility's established policies and procedures.

h) For additional information concerning fire protection and emergency plans, refer to OSHA Standards 29 CFR 1910.38 and 29 CFR 1910.156.

502 Fire Extinguishers

a) All employees shall know the classes of fire, their burning characteristics, and the proper extinguishing agent to be used:

(1) Class "A" fires involve ordinary combustibles, such as wood, paper, some plastics, and textiles. Extinguishing agents include water, multipurpose dry chemical, high-expansion foams, and Halon.

(2) Class "B" fires involve flammable liquid and gas fires, such as oil, gasoline, paint, and grease. Extinguishing agents include carbon dioxide, dry chemical, low-expansion foam, and Halon.

(3) Class "C" fires involve energized electrical equipment. Extinguishing agents include carbon dioxide, dry chemical, and Halon.

(4) Class "D" fires involve combustible metals, such as magnesium, potassium, zinc, and titanium. Extinguishing agents include dry powder.

b) Halon is a gaseous extinguishing agent suitable for combating both Class "B" and "C" fires, especially at indoor locations. Both agents are slightly toxic in low concentrations (less than 5 percent) and will cause unconsciousness in a short period of time when the concentration is above 15 percent. When the extinguishing agent is released, precautionary measures similar to those for toxic confined spaces should be used.

c) Employees shall not enter confined spaces after using carbon dioxide extinguishers until the area has been thoroughly ventilated.

d) Fire extinguishers must not be blocked or hidden behind material or machines.

e) All fire extinguishers shall be conspicuously marked and shall be located close to the fire hazard, but not so close that they would be damaged or cut off by the fire.

f) Extinguishers that contain carbon tetrachloride or chlorobromomethane shall not be used.

g) Inverted type extinguishers such as self-generating soda acid or self-generating foam or gas cartridge water shall not be used.

h) All employees shall be trained on the operation of the fire extinguishers in their work area. The following general guidelines shall be considered when using a portable fire extinguisher:

(1) Look to see what is burning and be sure to use the correct extinguisher.

(2) Approach the fire from upwind if possible. Try to get approximately 6 to 8 feet close to the fire (depending on the size and type of the fire).

(3) Hold the extinguisher upright and aim it at the base of the fire.

(4) Be efficient. Most fire extinguishers are emptied in a few seconds.

i) Fire extinguishers shall be inspected visually at least once a month and thoroughly inspected at least annually.

j) For additional information concerning the requirements for fire extinguishers, refer to OSHA Standard 29 CFR 1910.157.

503 Hydrants, Standpipes, and Hose Stations

a) Vegetation, snow, and stored equipment shall be kept away from hydrants, hydrant houses, and valve and hose stations.

b) Control valves shall be tested frequently and shall be maintained in the proper position.

c) Connections should be checked with the local fire department to be sure that they are of a size and thread that will fit their equipment.

d) Only lined hose shall be used for hose stations.

e) Fire hose station hose and nozzles shall not be used for any other purpose.

f) When water flows through a fire hose and nozzle, the reverse action of the nozzle, called "nozzle reaction," can be considerable, tiring a person in a short period of time. A minimum of two persons should be available to eliminate this effect.

g) All movements involving an operating hose line shall be accomplished with slow deliberate movements.

h) The hose line should be kept in line with the direction of the nozzle stream flow. A sharp bend directly behind the nozzle will cause severe pressure to turn the nozzle and create excessive work and potential danger to the user.

i) After use, all hose shall be thoroughly dried and properly racked in the hose station.

j) For additional information concerning hydrants, standpipes, and hose stations, refer to OSHA Standard 29 CFR 1910.158.

504 Sprinkler Systems

a) Sprinkler system valve stations shall be kept free of all obstructions.

b) Valves for sprinkler systems shall be maintained in the proper position.

c) A minimum clearance of 36 inches shall be kept between the top of material storage and a sprinkler head deflector.
d) For additional information concerning sprinkler systems, refer to OSHA Standard 29 CFR 1910.159.

Section 6 OVERHEAD DISTRIBUTION AND TRANSMISSION

601 Working On or Near Exposed Energized Lines and Equipment

a) Only qualified employees and trainees working under their direct supervision may work on or with exposed energized lines or parts of equipment. Only qualified employees and trainees working under their direct supervision may work in areas containing unguarded, uninsulated energized lines or parts of equipment operating at 50 volts or more. When employees are performing work on or associated with exposed lines or equipment energized at 50 volts or more, persons trained in first aid and cardiopulmonary resuscitation (CPR) shall be available as follows:

(1) For field work involving two or more employees at a work location, at least two trained persons shall be available. Only one trained person needs to be available if all new employees are trained in first aid and CPR within 3 months of their hiring dates.

(2) For fixed work locations such as generating stations, the number of trained persons available shall be sufficient to ensure that each employee exposed to electric shock can be reached in 4 minutes by a trained person. Where the existing number of employees is not sufficient to meet this requirement (at a remote substation, for example), all employees at the work location shall be trained.

b) At least two employees will be present while the following types of work are being performed (except as noted in (c) below):

(1) Installation, repair or removal of de-energized lines if an employee is exposed to contact with other parts energized at more than 600 volts.

(2) Installation, repair or removal of lines energized at more than 600 volts.

(3) Installation, repair or removal of equipment such as transformers, capacitors and regulators, if an employee is

exposed to contact with parts energized at more than 600 volts.

(4) Work involving the use of mechanical equipment, other than insulated aerial lifts, near parts energized at more than 600 volts.

(5) Any other work that exposes an employee to electrical hazards greater than or equal to those listed above.

c) Two employees do not need to be present in the following operations:

(1) Routine switching of circuits (if it can be done safely).

(2) Work performed with live-line tools if the employee is positioned so that they are not within reach of or otherwise exposed to energized parts.

(3) Emergency repairs necessary to safeguard the general public.

d) Only qualified employees may work on or with exposed energized lines or parts of equipment. Only qualified employees may work in areas containing unguarded, uninsulated energized lines or parts of equipment operating at 50 volts or more. When two or more employees are working on the same line section, they shall only work on or contact the same conductor at one time.

Note: An employee undergoing on-the-job training who has demonstrated the ability to perform duties safely at his level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

e) No employee may approach or take any conductive object without an insulating handle closer to exposed energized parts than the minimum approach distances set forth in Tables 6.1 through 6.5 unless the employee is insulated from the energized part or the energized part is insulated from the employee and any other conductive object at a different potential, or the employee is insulated from any other conductive object, as during live-line bare-hand work. Refer to Paragraphs 602, 606, 609, and 906 for related information. Refer to OSHA Standard 29 CFR 1910.137.

Table 6.1
AC Live-Line Work Minimum Approach Distance
(NESC 2002 Table 441 - 1)

Nominal Voltage in Kilovolts Phase-to-Phase	Distance			
	Phase-to-Ground Exposure		Phase-to-Phase Exposure	
	(ft-in)	(m)	(ft-in)	(m)
0 to 0.300	Avoid Contact		Avoid Contact	
0.301 to 0.750	1-0	0.31	1-0	0.31
0.751 to 15	2-2	0.65	2-3	0.67
15.1 to 36.0	2-7	0.77	2-10	0.86
36.1 to 46.0	2-9	0.84	3-2	0.96
46.1 to 72.5	3-3	1.00	3-11	1.20
72.6 to 121	3-2	0.95	4-3	1.29
138 to 145	3-7	1.09	4-11	1.50
161 to 169	4-0	1.22	5-8	1.71
230 to 242	5-3	1.59	7-6	2.27
345 to 362	8-6	2.59	12-6	3.80
500 to 550	11-3	3.42	18-1	5.50
765 to 800	14-11	4.53	26-0	7.91

Note 1: These distances take into consideration the highest switching surge an employee will be exposed to on any system with air as the insulating medium and the maximum voltages shown.

Note 2: The clear live-line tool distance shall equal or exceed the values for the indicated voltage ranges.

Courtesy of National Electric Safety Code 2002 Table 441-1.

Table 6.2
AC Live-Line Work Minimum Approach Distance
With Overvoltage Factor Phase-to-Ground Exposure
(NESC 2002 Table 441-2)

Maximum Anticipated Per-Unit Transient Overvoltage	Distance in Feet-Inches						
	Maximum Phase-to-Phase Voltage in Kilovolts						
	121	145	169	242	362	550	800
1.5						6-0	9-8
1.6						6-6	10-8
1.7						7-0	11-8
1.8						7-7	12-8
1.9						8-1	13-9
2.0	2-5	2-9	3-0	3-10	5-3	8-9	14-11
2.1	2-6	2-10	3-2	4-0	5-5	9-4	
2.2	2-7	2-11	3-3	4-1	5-9	9-11	
2.3	2-8	3-0	3-4	4-3	6-1	10-6	
2.4	2-9	3-1	3-5	4-5	6-4	11-3	
2.5	2-9	3-2	3-6	4-6	6-8		
2.6	2-10	3-3	3-8	4-8	7-1		
2.7	2-11	3-4	3-9	4-10	7-5		
2.8	3-0	3-5	3-10	4-11	7-9		
2.9	3-1	3-6	3-11	5-1	8-2		
3.0	3-2	3-7	4-0	5-3	8-6		

Note 1: The distance specified in this table may be applied only where the maximum anticipated per-unit transient overvoltage has been determined by engineering analysis and has been supplied by the employer. Table 6.1 applies otherwise.

Note 2: The distances specified in this table are the air, bare-hand, and live-line tool distances.

Courtesy of National Electric Safety Code 2002 Table 441-2.

Table 6.3
AC Live-Line Work Minimum Approach Distance
With Overvoltage Factor Phase-to-Phase Exposure
(NESC 2002 Table 441-3)

Maximum Anticipated Per-Unit Transient Overvoltage	Distance in Feet-Inches Maximum Phase-to-Phase Voltage in Kilovolts						
	121	145	169	242	362	550	800
1.5						7-4	12-1
1.6						8-9	14-6
1.7						10-2	17-2
1.8						11-7	19-11
1.9						13-2	22-11
2.0	3-7	4-1	4-8	6-1	8-7	14-10	26-0
2.1	3-7	4-2	4-9	6-3	8-10	15-7	
2.2	3-8	4-3	4-10	6-4	9-2	16-4	
2.3	3-9	4-4	4-11	6-6	9-6	17-2	
2.4	3-10	4-5	5-0	6-7	9-11	18-1	
2.5	3-11	4-6	5-2	6-9	10-4		
2.6	4-0	4-7	5-3	6-11	10-9		
2.7	4-1	4-8	5-4	7-0	11-2		
2.8	4-1	4-9	5-5	7-2	11-7		
2.9	4-2	4-10	5-6	7-4	12-1		
3.0	4-3	4-11	5-8	7-6	12-6		

Note 1: The distance specified in this table may be applied only where the maximum anticipated per-unit transient overvoltage has been determined by engineering analysis and has been supplied by the employer. Table 6.1 applies otherwise.

Note 2: The distances specified in this table are the air, bare-hand, and live-line tool distances.

Courtesy of National Electric Safety Code 2002 Table 441-3.

Table 6.4
DC Live-Line Work Minimum Approach Distance
With Overvoltage Factor
(NESC 2002 Table 441-4)

Maximum Anticipated Per-Unit Transient Overvoltage	Distance in Feet-Inches				
	Maximum Line-to-Ground Voltage in Kilovolts				
	250	400	500	600	750
1.5 or lower	3-8	5-3	6-9	8-7	11-10
1.6	3-10	5-7	7-4	9-5	13-1
1.7	4-1	6-0	7-11	10-3	14-4
1.8	4-3	6-5	8-7	11-2	15-9

Note 1: The distance specified in this table may be applied only where the maximum anticipated per-unit transient overvoltage has been determined by engineering analysis and has been supplied by the employer. However, if the transient overvoltage factor is not known, a factor of 1.8 shall be assumed.

Note 2: The distances specified in this table are the air, bare-hand, and live-line tool distances.

Courtesy of National Electric Safety Code 2002 Table 441-4.

Table 6.5
Altitude Correction Factor
(NESC 2002 Table 441-5)

Altitude		Correction Factor
ft	m	
3,000	900	1.00
4,000	1,200	1.02
5,000	1,500	1.05
6,000	1,800	1.08
7,000	2,100	1.11
8,000	2,400	1.14
9,000	2,700	1.17
10,000	3,000	1.20
12,000	3,600	1.25
14,000	4,200	1.30
16,000	4,800	1.35
18,000	5,400	1.39
20,000	6,000	1.44

Note: If the work is performed at elevations greater than 3,000 ft (900 m) above mean sea level, the minimum approach distance shall be determined by multiplying the distances in Table 6.1 through Table 6.4 by the correction factor corresponding to the altitude at which work is performed.

Courtesy of National Electric Safety Code 2002 Table 441-5.

f) Employees may not work on equipment or lines in any position from which a shock or slip will tend to bring the body toward exposed parts that are at a potential different from the employee's body.

g) In connecting de-energized equipment or lines to an energized circuit by means of a conducting wire or device, employees shall first attach the wire to the de-energized part. When disconnecting, employees shall remove the source end first. Loose conductors shall be kept away from exposed energized parts.

h) When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove or render nonconductive all exposed conductive articles, such as key or watch chains, rings, or wrist watches or bands.

i) Employees shall immediately report to the nearest supervisor any defective line, apparatus or tool, or other condition, which in their judgment may be dangerous either to persons or property or likely to interrupt or delay service.

j) Electrical equipment and lines shall always be considered "live" unless they are positively known to be dead by testing and grounding. Before starting to work, preliminary inspection or test shall be made to determine what conditions exist. Care shall be exercised to handle neutral wires with the same caution that is used with energized wires.

k) Secondary windings of current or series transformers shall be short-circuited before any instrument, or other device connected in the circuit, is removed or disconnected.

l) Employees must evaluate existing conditions that relate to the safety of the work to be performed before work is started.

m) When two or more employees are working on the same structure, they shall only work on or contact the same conductor.

n) The automatic reclosing feature of circuit interrupting devices shall be made inoperative before work begins.

o) For additional information concerning overhead distribution and transmission requirements, refer to OSHA Standard 29 CFR 1910.269.

602 Flexible Protective Equipment (Rubber, Synthetics, etc.)

a) Flexible protective equipment should be considered as only partial protection and in no case should it be depended on as giving complete protection from energized conductors/equipment.

b) Employees shall not touch or work on any exposed energized lines or apparatus except when wearing protective equipment approved for the voltage to be contacted. Insulating sleeves shall be worn with insulating gloves. Insulating sleeves need not be worn under the following conditions:

(1) If exposed energized parts not being worked on are insulated from the employee, and

(2) The insulation is placed from a position not exposing the employee's upper arm to contact with other energized parts.

c) When work is to be done on or near energized lines, all energized and grounded conductors or guy wires within reach of any part of the body shall be covered with rubber protective equipment, except that part of the conductor on which the employee is to work.

d) When working on energized lines or apparatus, work should be done from below, if possible.

e) In applying flexible protective equipment, an employee shall always protect the nearest and lowest wires first, protecting themselves as they progress. The protective equipment shall extend beyond the reach of the employee's anticipated work position or extended reach distance. In removing rubber protective equipment, the reverse order shall be maintained.

f) Flexible blankets shall not be used on the ground without protecting them from physical damage and moisture by means of a tarpaulin, canvas, or protective mat.

g) Protective equipment shall be put on before entering the work area within which energized lines or apparatus may be reached and shall not be removed until the employee is completely out of reach of this area.

h) To avoid corona and ozone damage, rubber protective equipment shall not be allowed to remain in place on energized lines or

apparatus overnight or for more than one 8 hour period, unless approved by the supervisor in charge.

i) Flexible protective equipment shall be stored in special compartments on trucks and containers provided so that they will not be damaged by tools, chemicals or other equipment.

j) Bare communications conductors shall be treated as energized lines and shall be protected accordingly.

k) Blankets, gloves and sleeves shall be produced by a seamless process and will be marked with the appropriate class and type. The markings shall be nonconductive.

l) Electrical protective equipment shall be given periodic testing as shown in Table 6.6.

m) Equipment shall be free from harmful physical irregularities that can be detected by the tests or inspections required under this section.

n) Flexible protective equipment shall be inspected for damage before each use and immediately following any incident that can reasonably be suspected of having caused damage.

o) For additional information concerning flexible protective equipment, refer to Paragraph 604, Paragraph 905, and OSHA Standards 29 CFR 1910.137 and 29 CFR 1910.269. Refer to Table 6.7 for rubber insulating equipment voltage requirements.

603 Climbing and Working on Poles

a) All poles and structures shall be carefully inspected before climbing to assure that they are in a safe condition for the work to be performed and that they are capable of sustaining the additional or unbalanced stresses to which they will be subjected. The types of abnormalities that should be checked are general condition, cracks, holes, shell rot and decay, knots, depth of setting, soil conditions and burn marks. Acceptable tests for poles are hammer tests and rocking tests.

Table 6.6
Rubber Insulating Equipment
Test Intervals

Type of Equipment	When to Test
Rubber insulating line hose	Upon indication that insulating value is suspect
Rubber insulating covers	Upon indication that insulating value is suspect
Rubber insulating blankets	Before first issue and every 12 months thereafter*
Rubber insulating gloves	Before first issue and every 6 months thereafter*
Rubber insulating sleeves	Before first issue and every 12 months thereafter*

*If the insulating equipment has been electrically tested but not issued for service, it may not be placed into service unless it has been electrically tested within the previous 12 months.

Table 6.7
Rubber Insulating Equipment
Voltage Requirements

Class of Equipment	Maximum Use Voltage* (ac rms)	Retest Voltage** (ac rms)	Retest Voltage** (dc avg)
0	1,000	5,000	20,000
1	7,500	10,000	40,000
2	17,000	20,000	50,000
3	26,500	30,000	60,000
4	36,000	40,000	70,000

*The maximum use voltage is the ac voltage (rms) classification of the protective equipment that designates the maximum nominal design voltage of the energized system that may be safely worked. The nominal design voltage is equal to the phase-to-phase voltage on multiphase circuits. However, the phase-to-ground potential is considered to be the nominal design voltage:

(1) If there is no multiphase exposure in a system area and if the voltage exposure is limited to the phase-to-ground potential, or

(2) If the electrical equipment and devices are insulated or isolated or both so that the multiphase exposure on a grounded wye circuit is removed.

**The proof-test voltage shall be applied continuously for at least 1 minute, but no more than 3 minutes.

b) If poles or structures may be unsafe for climbing, they shall not be climbed until made safe by guying, bracing, or other adequate means.

c) Wires shall not be attached to or removed from a pole or structure until it is certain the pole or structure will withstand the altered strain.

d) Poles, except new poles, shall be thoroughly tested before they are climbed. If a pole is not strong enough to sustain a lineman's weight by reason of its condition or its placement (such as in soft ground), it shall be guyed or otherwise secured throughout the time any work is being performed on it. If the pole to be climbed is being replaced and the new pole is set adjacent to it, the old pole may be lashed to the new one in lieu of guying.

e) When poles are encountered that are unsafe to climb (ice, badly chewed, wide cracks, shell rot, etc.), an alternate means of climbing shall be used (use belt around pole while climbing) or the use of an aerial basket shall be considered.

f) Workers shall not wear their climbers while driving or riding in vehicles or when working on the ground, on ladders (except hook ladders), or on platforms in which the wearing of the climbers creates a hazard.

g) Gaffs on climbers shall be kept within safe length limits (1-1/4 inches minimum), properly shaped, and sharp.

h) Employees shall not work on an elevated pole or structure without first securing themselves with a safety strap.

i) Only approved body belts, body harnesses, and straps shall be used. Employees shall adhere to the fall protection requirements outlined in Paragraph 117.

j) Metal hooks, chains, etc., for holding tools or tape shall not be attached to body belt or harness. Leather or other nonconducting material shall be used for this purpose.

k) The safety strap shall not be put around a pole above the uppermost pole attachment position, except where pole top or attachment is above eye level. The safety strap shall not be used on pole steps, crossarm braces, insulators, insulator pins, conductors, rotten or otherwise weak crossarms, or on attachments that are being moved. When a safety strap must be attached to a crossarm, it shall

never be placed beyond the outside crossarm attachment. It shall be so placed that it will not be cut by line equipment or twisted or fouled by material that may give way under strain.

l) Employees shall not trust their weight to guy wires, pins, braces, conductors, or other such equipment that might prove unstable.

m) When two or more employees are to work on the same pole at the same time, each shall reach the working position before the next leaves the ground. They shall descend the pole one at a time.

n) When climbers are stored in the truck or tool room, the gaffs shall be covered.

o) Handline shall be hung in secure location when working on a pole or in a bucket.

604 Use and Care of Rubber Gloves

Note: Supervision or Utility rules may require the use of rubber sleeves in addition to rubber gloves.

a) The use of rubber gloves shall be in accordance with the following table:

Table 6.8
Maximum-Use Voltage for Rubber Gloves

Class of Glove	Voltage, V
0	1000
1	7500
2	17,000
3	26,500
4	36,000

b) Voltage shall be considered to be phase-to-phase voltage unless all conductors except the one being worked are insulated (with protective devices) or isolated so that physical contact cannot be made with any energized part. In that case, phase-to-ground voltage will determine maximum-use voltage.

c) Rubber gloves are recommended to be worn while working on any pole or other structure on which energized lines or equipment are located, on which lines and equipment that could be energized are located, or that are located close to energized lines or equipment where an employee could make contact. The rubber gloves should be put on before the employee ascends a pole or structure or raises an aerial device off the ground or device's cradle. Furthermore, employees should not remove the gloves until they have descended the pole or structure or returned the aerial device to the ground or cradle. As a minimum requirement, gloves shall be put on before the employee comes within falling or reaching distance (in any event not less than 5 feet) of unprotected energized circuits or apparatus or those that may become energized, and they shall not be removed until the employee is entirely out of falling or reaching distance of such circuits or apparatus. Employees shall refer to Utility policy regarding additional rubber glove requirements.

d) In addition, rubber gloves shall be worn during the following conditions:

(1) Working on or within falling or reaching distance of conductors, electrical equipment, or metal surface (crossarms, crossarm braces, or transformer cases), which are not effectively grounded and which may be or may become energized.

(2) During wet or stormy weather, working on or within falling or reaching distance of any conductor or equipment that may be or may become energized at any voltage.

(3) Required by supervision.

(4) Removing lead sheath and sleeves from cables and joints and opening or cutting cables (until they have been proven to be de-energized at the work location by positive tests).

(5) Performing tests on cables using approved testing devices.

(6) Operating manually controlled air-break switches.

(7) Opening and closing manually operated oil circuit breakers.

(8) Using approved switch sticks or live-line tools for opening, closing, removing, or replacing hot clamps, fuses, or fuse doors on cutouts or when making or breaking any circuit and during inclement weather. (Exception: gloves may not be worn when using an extendo stick from the ground at a minimum of 20 feet.)

(9) Using approved switch sticks or live-line tools for making tests to determine if lines are de-energized, in applying and removing grounding devices, and during inclement weather.

(10) Working on or near series street lighting circuits even though they are disconnected from the source of power.

(11) Repairing series fixtures or attachments, the circuit of which is exposed to energized conductors, except where the fixtures are disconnected from the line.

(12) Pulling in wires or handling other conducting materials near circuits, apparatus, or equipment that is or may become energized.

(13) Working on or near telephone or other circuits that are subject to induced voltages from energized high voltage circuits, unless such circuits to be worked are adequately grounded.

(14) Making physical contact with protective devices installed on energized conductors. While setting or removing poles between or near conductors energized above 600 volts, observe the following:

(i) If safe clearance cannot be maintained, the conductors shall be de-energized or covered with protective devices and spread, or pole guards shall be used to minimize accidental contact.

(ii) Workers handling the butt of the pole shall wear rubber gloves whether or not cant hooks, peaveys, or slings are used.

(iii) Until a pole is positively secured from moving against an energized conductor, no one shall step on or off the truck or touch any part of it without

using rubber gloves, if the employee is standing on the ground.

(15) Also refer to Paragraphs 903 and 905.

Note: "Reaching distance" includes the employee's reach as extended by handling conductive material and/or work equipment.

e) Rubber gloves shall never be worn inside out. They shall be exchanged any time they become damaged or the employee to whom they are assigned becomes suspicious of their condition. Leather protection should be worn over insulating gloves except as follows:

(1) Protector gloves need not be used with Class 0 gloves under limited use conditions, where small equipment and part manipulation require unusually high finger dexterity. In this case, extra care will be needed in the visual examination of the glove and in the avoidance of handling sharp objects.

(2) Any other class of glove may be used for similar work without protector gloves if the possibility of physical damage is small and if the class of glove is one class higher than that required for the voltage involved. Insulator gloves used without proper protector gloves may not be used at a higher voltage until tested.

f) Leather protectors or overgloves shall not be worn except over rubber gloves. Their use shall conform to the following table:

Table 6.9 Minimum Distance Between Protector Gauntlet and Cuff or Rubber Glove	
Class of Rubber Glove	Minimum Distance (inches)
0	1
1	1
2	2
3	3
4	4

g) Rubber gloves shall be inspected and given an air test before each day's use and immediately following any incident that could reasonably be suspected of having caused damage.

h) Gloves, when not in use, shall be kept in canvas bags or other approved containers and stored where they will not become damaged from sharp objects or be exposed to direct sunlight. They shall never be folded while stored nor shall other objects be placed upon them.

i) Rubber gloves shall be stored in the glove bag with the cuffs down to permit drainage and better ventilation and to reduce the possibility of damage.

j) Rubber gloves shall be produced by a seamless process and will be marked with the appropriate class and type. The marking shall be nonconductive.

k) In addition to the requirements outlined in g) above, rubber gloves shall be periodically tested according to Table 6.6.

l) Refer to Paragraph 905 and OSHA Standard 29 CFR 1910.137 for additional rubber glove requirements.

605 Working on Energized Lines with Live-Line Tools

a) Refer to Paragraph 604-c and Utility policy concerning the use of rubber gloves with live-line tools. As a minimum requirement,

rubber gloves shall be worn when making or breaking a circuit (such as switching and grounding procedures), when proper clearances cannot be maintained from underbuilt circuits, and during inclement weather.

b) Lines of No. 6 copper, No. 6 ACSR, and No. 8A Copperweld or smaller shall not be worked on with live-line tools except when installing or removing a tap.

c) Planned work with live-line tools shall not be started during unfavorable weather.

d) Before work with live-line maintenance tools is begun, the dispatcher or person having jurisdiction shall be notified. If during live-line tool work, an interruption to service occurs, the dispatcher or other person having jurisdiction shall be notified immediately.

e) Only tools approved by the Utility shall be used in live-line maintenance work.

f) A careful check shall be made to see that the condition of the structure and lines at the point of the work is such that the job may be performed safely. In addition, the adjacent spans and structures shall be carefully checked for defects in conductors, tie wires, insulators, and other equipment.

g) Under no circumstances shall a lineman depend on another worker to hold a live conductor clear of him.

h) When moving heavy conductors, blocks shall be used on the live-line tool so that they may be moved slowly and carefully.

i) While live-line work is in progress, no other work of any nature shall be performed on the same pole or structure.

j) All live-line tools, when not in use, shall be kept in proper storage containers or bags provided for that purpose and such containers or bags shall be stored in a dry and, if possible, warm place.

k) Live-line tools shall never be laid directly on the ground or against sharp objects such as barbed wire fences. Special tool holders or tarpaulins shall be used for this purpose.

l) All live-line tools shall be visually inspected before use each day. Tools to be used shall be wiped clean, and if any hazardous defects are indicated, such tools shall be removed from service.

m) Live-line tools used for primary employee protection shall be removed from service every 2 years for examination, cleaning, repair and service.

n) The automatic reclosing feature of circuit interrupting devices shall be made inoperative before work begins.

606 Working on Energized Lines Barehanded

a) Only employees who have been instructed and trained in live-line bare-hand work shall use the technique on energized circuits.

b) Live-line bare-hand work shall not be performed on voltages less than 69 kV.

c) Before using the live-line bare-hand technique on energized high voltage conductors or parts, a check shall be made of the following:

(1) The voltage rating of the circuit on which the work is to be performed.

(2) The clearance to ground of lines and other energized parts on which work is to be performed.

(3) The voltage limitations of the aerial lift equipment intended to be used.

d) Only equipment designed, tested, and intended for live-line bare-hand work shall be used.

e) The automatic reclosing feature of circuit-interrupting devices shall be made inoperative before working on any energized line or equipment.

f) Work shall not be performed during the progress of an electrical storm in the immediate vicinity.

g) A conductive bucket liner or other suitable conductive device shall be provided for bonding the insulated aerial device to the energized line or equipment.

(1) The employee shall be connected to the bucket liner by use of conductive shoes, leg clips, or other suitable means.

(2) Where necessary, adequate electrostatic shielding for the voltage being worked or conductive clothing shall be worn.

h) Only tools and equipment intended for live-line bare-hand work shall be used and such tools and equipment shall be kept clean and dry.

i) Before the boom is elevated, the outriggers on the aerial truck shall be extended and adjusted to stabilize the truck, and the body of the truck shall be bonded to an effective ground or barricaded and considered as energized equipment.

j) Before moving the aerial lift into the work position, all controls (ground level and bucket) shall be checked and tested to determine that they are in proper working condition.

k) Arm current tests shall be made before starting work each day, each time during the day higher voltage is going to be worked, and when changed conditions indicate a need for additional tests.

This test shall consist of placing the bucket in contact with an energized source equal to the voltage to be worked upon for a minimum of 3 minutes. The leakage current shall not exceed 1 microampere per kilovolt of nominal line-to-line voltage. Work operations shall be suspended immediately upon any indication of a malfunction in the equipment.

l) All aerial lifts to be used for live-line bare-hand work shall have dual controls (lower and upper) as required by the following:

(1) The upper controls shall be within easy reach of the employee in the basket. If a two-basket type lift is used, access to the controls shall be within easy reach from either basket.

(2) The lower set of controls shall be located near the base of the boom to permit override operation of equipment at any time.

m) Before the employee contacts the energized parts to be worked, the conductive bucket liner shall be bonded to the energized conductor by means of a positive connection that shall remain attached to the energized conductor until the work on the energized circuit is completed. The bond should be designed to break away in the event an emergency requires the bucket to be lowered to the ground.

n) The minimum clearance distances for live-line bare-hand work shall be as specified in Tables 6.1 through 6.4. These minimum clearance distances shall be maintained from all grounded objects and

from lines and equipment at a different potential than that to which the insulated aerial device is bonded unless such grounded objects or other lines and equipment are covered by insulated guards. These distances shall be maintained when approaching and leaving and when bonded to the energized circuit.

o) The use of handlines between buckets, booms, and the ground is prohibited.

p) No conductive materials more than 36 inches long shall be placed in the bucket, except for appropriate length jumpers, armor rods, and tools.

q) Uninsulated equipment or material shall not be passed between a pole or structure and an aerial lift while an employee working from the bucket is bonded to an energized part.

r) Nonconductive type handlines may be used from line to ground when not supported from the bucket.

s) A minimum clearance table (as shown in Table 6.1) shall be printed on a plate of durable nonconductive material and mounted in the bucket or its vicinity so as to be visible to the operator of the boom.

t) Insulated measuring sticks shall be used to verify clearance distances.

607 Working on De-Energized Lines and Equipment

a) General: All conductors and equipment shall be treated as energized until tested and grounded.

b) New Construction: New lines or equipment may be considered de-energized and worked as such under the following conditions:

(1) The lines or equipment are grounded, or

(2) The hazard of induced voltages is not present, and adequate clearances or other means are implemented to prevent contact with energized lines or equipment and the new lines or equipment.

c) Communication Conductors: Bare-wire communication conductors on power poles or structures shall be treated as energized lines unless protected by insulating materials.

d) Refer to Paragraphs 615 and 616 for grounding procedures and requirements.

608 Series Street Lighting Circuits

a) Before a series street lighting circuit is opened and work is performed thereon, one of the following procedures shall be performed:

(1) Circuit shall be disconnected from the source of supply by opening and physically rendering inoperative disconnecting switches or other absolute cutouts, to which Hold Cards shall be attached. Dependence shall not be placed on time switches or other automatic devices.

(2) Circuit shall be properly jumpered to avoid an open circuit condition.

b) All series street lighting circuits shall be considered as energized and worked on in accordance with Paragraphs 601, 604, and 605.

609 Working on Transformers

a) The primary leads of a distribution transformer shall be considered energized at full voltage until both the primary and secondary leads have been disconnected or it has been definitely determined that the secondary circuit to which it is attached is grounded.

b) The cases of all transformers connected to a source of supply shall be considered as being energized at the full primary voltage unless they are adequately grounded.

c) Employees shall not stand on or otherwise contact transformer cases while working on or near energized circuits.

d) Employees shall refer to Utility policy for procedures on grounding substation transformers.

610 Hoisting Cables--Conductive Material

a) Wire rope or other conductive material shall not be used to raise transformers, poles, or any other material near high voltage lines, except when the wire rope and any conductive material being raised are adequately protected by insulating covering, and such energized wires are properly covered.

b) Use of wire rope as a hoist line shall be discontinued when it becomes worn, deteriorated, or damaged to a degree that is unsafe.

c) Metallic slings (chain or cable) shall not be used near energized equipment.
d) Positive control of wire rope shall be maintained at all times.
e) Synthetic hoisting and pulling lines and ropes shall not be considered as nonconductive.

611 Working on Capacitors

a) Line capacitors shall be considered at full voltage until they have been removed from the line and the terminals short-circuited and discharged to ground by an approved method. The terminals shall not be short-circuited until the capacitors have been de-energized for at least 5 minutes.
b) Employees shall wear rubber gloves and use an approved hot stick while shorting and grounding terminals and during inclement weather.
c) Employees shall not come in contact with an ungrounded capacitor case until the capacitor has been disconnected from the circuit and the terminals shorted.
d) The terminals of all capacitors in storage shall be shorted.

612 PCBs (Pyranol, Askarel, Inerteen, etc.)

a) Only properly trained employees shall handle material containing PCBs.
b) Employees shall wear full protective gear (respirator, goggles, coveralls, gloves, and boots) when cleaning up after a rupture of a capacitor or transformer containing PCBs.
c) Before entering a confined space (such as a transformer vault) after the failure of equipment containing PCBs, the space shall be purged by forced ventilation, and employees entering the space shall wear proper auxiliary breathing equipment until tests indicate the space is free of fumes.
d) All materials such as rags, solvents, dirt, etc., contaminated by PCBs shall be disposed of according to Utility procedures and federal, state, and local regulations.

613 Stringing or Removing De-Energized Conductors

a) Prior to stringing operations, a briefing shall be held setting forth the plan of operation and specifying the type of equipment to be used, grounding devices and procedures to be followed, crossover methods to be employed, and the clearance authorization required.

b) If the conductor could accidentally contact an energized circuit or receive a dangerous induced voltage buildup, the conductor being installed or removed shall be grounded or provisions made to insulate or isolate the employee in order to further protect the employee from the hazard of the conductor.

c) If the existing line is de-energized, proper clearance authorization shall be secured and the line grounded on both sides of the crossover, or the line being strung or removed shall be considered and worked as energized.

d) When crossing over energized conductors in excess of 600 volts, rope nets or guard structures shall be installed unless provision is made to isolate or insulate the worker or the energized conductor. The automatic reclosing feature of the circuit interrupting device shall be made inoperative. In addition, a running ground shall be used on the line being strung or the line considered and worked as energized.

e) Conductors being strung in or removed shall be kept under positive control by the use of adequate tension reels, guard structures, tielines, or other means to prevent accidental contact with energized circuits.

f) A transmission clipping crew shall have a minimum of two structures clipped in between the crew and the conductor being sagged. When working on bare conductors, clipping and tying crews shall work between grounds at all times. The grounds shall remain intact until the conductors are clipped in, except on dead-end structures.

g) Adequate grounds shall be placed on all dead-end structures and shall remain intact until jumpers are installed to complete the circuit, or shall be removed as the last phase of aerial cleanup.

614 Stringing Adjacent to Energized Lines

a) Prior to stringing parallel to an existing energized transmission line, a competent determination shall be made to ascertain whether dangerous induced voltage buildups will occur, particularly during switching and ground fault conditions. If such dangerous induced voltage may exist, the provisions of Paragraphs 615-b through 615-j shall be followed.

b) When stringing adjacent to energized lines, the tension stringing method or other methods that preclude unintentional contact between the lines being pulled and any employee shall be used.

c) All pulling and tensioning equipment shall be effectively grounded.

d) A ground shall be installed between the tensioning reel setup and the first structure in order to ground each bare conductor, subconductor, and overhead ground conductor during stringing operations.

e) During stringing operations, each bare conductor, subconductor, and overhead ground conductor shall be grounded at the first tower adjacent to both the tensioning and pulling setup, and in increments so that no point is more than 2 miles from a ground.

f) The ground shall be left in place until conductor installation is completed.

g) Such grounds shall be removed as the last phase of aerial cleanup.

h) Except for moving type grounds, the grounds shall be placed and removed with a hot stick.

i) Conductors, subconductors, and overhead ground conductors shall be grounded at all dead-end or catch-off points.

j) A ground shall be located at each side and within 10 feet of the working area where conductors, subconductors, or overhead ground conductors are being spliced at ground level. The two ends to be spliced shall be bonded to each other.

k) All conductors, subconductors, and overhead ground conductors shall be bonded to the tower at any isolated tower where it may be necessary to complete work on the transmission line.

l) Work on dead-end towers shall require grounding on all de-energized lines.

m) Grounds may be removed as soon as the work is completed, provided that the line is not left open-circuited at the isolated tower at which work is being completed.

n) When performing work from the structures, clipping crews and all others working on conductors, subconductors, or overhead ground conductors shall be protected by individual grounds installed at every work location.

o) Where applicable, source side automatic reclosing devices shall be disabled before tension stringing begins.

p) The tension stringing method requires the use of protective covering or other approved measures designed to minimize the possibility that the conductors being installed or removed, will come in contact with energized lines or equipment.

q) One of the following methods shall be used to protect against accidental contact of moving conductors being installed during tension stringing activities:

(1) The conductor being installed, and the equipment used to install it, are positioned in such a manner as to not infringe on the minimum approach distance for the voltage of the energized system. All energized lines and equipment are positioned in such a manner as to prevent contact should the tensioning or pulling equipment fail.

(2) Energized lines exposed to accidental contact shall be covered with insulating protective material that will withstand the type of contact that might be made during the installation process.

r) Measures shall be taken to eliminate exposure to differences in potential in the event accidental contact occurs during tension stringing operations. Recommended measures for protection are listed below:

(1) Use best available ground source to help assure quick clearing of fuses or breakers in the event of accidental contact.

(2) Use traveling grounds on conductors and wire ropes during the conductor installation process.

(3) Bond equipment together to minimize potential differences.

(4) Provide grounding mats to extend area if equipotential.

(5) Employ insulating protective equipment or barricades as appropriate, to guard against hazardous potential differences.

s) Traveling grounds shall be left in place until the conductor installation is completed between the deadend structures.

t) Grounds should be removed as soon as practical when the installed conductor is being dead-ended.

u) Ungrounded conductors must be worked by using the appropriate hotline method.

v) Reliable two way communications, through two-way radio or other equivalent means, shall be maintained during the entire pulling process. The tugger operator, reel tension operator and the person following the conductor as it is moving, shall be in contact with each other at all times.

w) If two conductors are to be spliced, the conductor ends shall be bonded to each other and grounded before being spliced.

x) While the conductor or pull line is being pulled into position, employees are not permitted directly under operations.

615 Grounding--General

a) All previously energized conductors shall be considered energized until tested and properly grounded.

b) New Construction: New lines or equipment may be considered de-energized and worked as such where:

(1) The lines or equipment are grounded, or

(2) The hazard of induced voltage is not present and adequate clearances or other means are implemented to prevent contact with energized lines or equipment and the new lines or equipment.

c) Communication Conductors: Bare-wire communication conductors on power poles or structures shall be treated as energized lines unless protected by insulating materials.

d) Voltage Testing: De-energized conductors and equipment, which are to be grounded, shall first be tested for the presence of voltage.

e) Attaching and removing grounds:

(1) When attaching grounds, the ground end shall be attached first, and the other end shall be attached and removed by means of insulating tools.

(2) When removing grounds, the grounding device shall first be removed from the line or equipment using insulating tools.

f) Grounds shall be placed between work location and all sources of energy and as close as practicable to the work location, or grounds shall be placed at the work location. If work is to be performed at more than one location in a line section, the line section must be grounded and short-circuited at one location in the line section and the conductor to be worked on shall be grounded at each work location. The minimum distances shown in Tables 6.1 through 6.4 shall be maintained from ungrounded conductors at the work location. If making a ground is impracticable or the conditions resulting therefrom would be more hazardous than working on the lines or equipment without grounding, the grounds may be omitted and the line or equipment worked as energized using approved live-line methods. Temporary protective grounds shall be placed at equipotential zones and arranged in such a manner to prevent exposure to hazardous differences in electrical potential.

g) Testing Without Grounds: Grounds may be temporarily removed during tests. During the test procedure, each employee will use insulating equipment and shall be isolated from any hazards involved.

h) Grounding Electrode: When grounding electrodes are used, such electrodes shall have a resistance to ground low enough to remove the danger of harm to personnel or permit prompt operation of protective devices.

i) Grounding Tower: Grounding to tower shall be made with a tower clamp capable of conducting the anticipated fault current.

j) Ground Lead: A ground lead, to be attached to either a tower ground or driven ground, shall be capable of conducting the anticipated fault current and shall have minimum conductance of No. 2 AWG copper.

k) Lifting equipment shall be bonded to an effective ground or considered energized and barricaded when used near energized equipment or lines.

l) When a ground is to be attached to a line or to equipment, the ground-end connection shall be attached first, and then the other end shall be attached by means of a live-line tool.

m) When a ground is to be removed, the grounding device shall be removed from the line or equipment using a live-line tool before the ground-end connection is removed.

n) When work is performed on cable at a location remote from the cable terminal, the cable may not be grounded at the cable terminal if there is a possibility of hazardous transfer of potential should a fault occur.

616 Equal Potential Grounding

a) A chain binder, with provisions for attaching a personal protective ground, shall be tightened around the pole at a position below where the lineman will place his feet.

b) A personal protective ground shall be attached to the chain binder and extended to the system neutral. If the neutral is not present or cannot be approached safely, refer to Paragraphs 615-h and 615-i for alternate grounding.

c) Personal protective grounds shall be extended from the chain binder to each phase conductor or from the chain binder to a single phase, and from that phase to the other phases.

d) When work is completed, the personal protective grounds shall be removed in reverse order of installation.

e) When a circuit is to be opened (e.g., opening jumpers at a junction pole or cutting slack), a temporary personal protective ground shall be installed across the open point.

f) When it is not practical to use single-point grounding at the pole where work is to be performed, such as when wires are down, grounds shall be installed on both sides of the work location but not further than adjacent structures.

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(found on page 118)

615. Grounding - General

k) Lifting equipment shall be bonded to an effective ground or considered energized and barricaded when used near energized **primary** equipment or lines.

Date Approved: 4/27/06

Gary Joiner, Chair
Board of Directors

617 Pole Hauling and Temporary Storage

a) The trailing end of a load of poles shall be marked by a strobe light and illuminated warning devices. As an additional precaution, warning flags or lights may be placed in the center of long loads. An employee shall be used for flagging when necessary.

b) If it becomes necessary to store poles at the location where they are to be set, they shall be so placed that they will not interfere with traffic.

c) If poles left on or near streets, highways, or walkways overnight create a hazard, they shall be safeguarded by red lights or well-lighted warning signs.

d) Poles shall be so placed or blocked that they will not roll.

e) Employees shall not remain on a pole pile while poles are being hoisted.

f) Poles shall be securely fastened every 10 feet to the truck or trailer on which they are hauled.

g) When a load of poles is within working distance of the ground, load binders shall be so installed that they can and will be operated by employees while standing on the ground.

h) Employees shall not ride pole dollies or trailers.

i) The wheels of the transporting vehicle shall be chocked and securely braked prior to loading or unloading.

j) Refer to Paragraph 308 for additional requirements on hauling poles and ladders.

k) Poles--Average Weights (When furnished to A.S.A. specifications): Poles, even within the same class, vary in diameter and, hence, weight. Also, the moisture content of a pole changes under various conditions. Therefore, while weights given in the following tables should be taken as average values only, they should prove sufficiently reliable. Refer to Tables 6.10, 6.11, and 6.12.

Table 6.10
Western Red Cedar Total CCA Treatment
Poles--Average Weights
(When furnished to A.S.A. Specifications)
(Furnished by ANSI 05.1-1992)

Length (ft)	Class											
	H6	H5	H4	H3	H2	H1	1	2	3	4	5	6
30							762	666	581	501	442	383
35							970	828	739	640	564	495
40			1,993	1,822	1,702	1,544	1,191	1,049	904	789	703	627
45			2,393	2,185	1,990	1,871	1,426	1,250	1,092	950	851	
50		2,986	2,539	2,508	2,145	2,145	1,686	1,478	1,284	1,119	987	
55		3,484	3,214	2,940	2,686	2,451	1,954	1,709	1,485	1,313		
60	4,237	3,920	3,604	3,306	3,029	2,752	2,231	1,944	1,693	1,518		
65	4,847	4,484	4,142	3,818	3,389	3,089	2,511	2,195	1,912	1,709		
70	5,359	4,966	4,597	4,227	3,880	3,557	2,828	2,455	2,152	1,934		
75	5,890	5,471	5,075	4,679	4,283	3,937	3,099	2,742	2,742			
80	6,626	5,993	5,544	5,121	4,726	4,198	3,785	3,194	2,742			
85	7,210	6,706	6,058	5,610	5,161	4,600	4,023	3,524	3,033			
90	7,840	7,306	6,593	6,118	5,643	5,019	4,419	3,880	3,349			
95	8,560	7,995	7,432	6,709	6,207	5,488	4,967	4,310	3,726			
100	9,141	8,547	7,722	7,194	6,435	6,105	4,940	5,214	4,577			
105	9,840	9,184	8,349	7,762	6,963	6,782	6,600	5,669	5,029			
110	10,563	9,874	8,966	8,349	7,514	7,343	7,184	6,174	5,481			
115	11,309	10,599	9,639	8,956	8,072	7,953	7,844	6,679	5,933			
120	12,078	11,326	10,296	9,346	8,672	8,547	8,164	7,227				
	Pounds											

Table 6.11
Creosoted Yellow Pine
Poles--Average Weights
(When furnished to A.S.A. Specifications)
(Furnished by ANSI 05.1-1992)

Length (ft)	Class											
	H6	H5	H4	H3	H2	H1	1	2	3	4	5	6
	Pounds											
30												
35												
40					2,222	1,884						
45					2,585	2,222						
50					2,976	2,585						
55					3,454	2,976						
60					4,015	3,454						
65					4,620	4,015						
70					5,198	4,620						
75					5,863	5,198						
80					6,590	6,130						
85					7,458	6,600	5,863	4,730	3,883			
90					8,019	7,458	6,600	5,264	4,296			
					8,762	8,019	7,458	5,869	4,730			

Table 6.12
Douglas Fir Penta Treated
Poles--Average Weights
(When furnished to A.S.A. Specifications)
(Furnished by ANSI 05.1-1992)

Length (ft)	Class											
	H6	H5	H4	H3	H2	H1	1	2	3	4	5	6
30							1,065	890	765	635	520	410
35							1,210	1,065	920	805	695	605
40							1,545	1,310	1,165	1,025	895	770
45				3,034	2,635	2,280	1,930	1,560	1,410	1,225	1,075	930
50	4,397	3,998	3,825	3,490	3,000	2,573	2,225	1,870	1,625	1,420	1,245	
55	4,270	4,872	4,354	3,998	3,514	2,995	2,480	2,130	1,845	1,600		
60	6,130	5,577	5,021	4,584	4,109	3,605	2,845	2,480	2,155	1,845		
65	6,888	6,274	5,659	5,136	4,608	4,075	3,330	2,810	2,380			
70	7,728	7,056	6,374	5,765	5,136	4,574	3,860	3,145	2,635			
75	8,568	7,905	7,046	6,322	5,650	5,006	4,320	3,515	3,015			
80	9,398	8,659	7,785	6,955	6,230	5,530	4,985	4,045	3,575			
85	10,325	9,465	8,520	7,622	6,840	6,082	5,480	4,385	3,640			
90	11,395	10,498	9,394	8,486	7,478	6,658	6,035	4,945	4,080			
95	12,345	11,362	10,214	9,115	8,136	7,272	6,600	5,985				
100	13,325	12,254	11,069	9,821	8,789	7,853	7,205	6,545				
105	14,352	13,214	11,875	10,680	9,518	8,520	7,900	7,070				
110	15,418	14,433	12,974	11,669	10,320	9,173	8,555	7,670				
115	16,526	15,149	13,589	12,341	11,069	9,821	9,180	8,438				
120	17,563	16,109	14,568	13,147	11,731	10,493	9,990	9,032				
125		17,045	15,509	13,910	12,614	11,218	10,746					
	Pounds											

618 Setting and Removing Poles

a) If any holes are left unfilled at the end of the work period, they shall be protected with substantial coverings.

b) All persons not engaged in pole-setting operations shall keep out of the work area.

c) No one shall be on a gin pole when it is being used to raise another pole.

d) While setting or removing poles between or near conductors energized above 600 volts, observe the following:

(1) If safe clearance cannot be maintained, the conductors shall be de-energized or covered with protective devices and spread, or pole guards shall be used to minimize accidental contact.

(2) Workers handling the butt of the pole shall wear rubber gloves whether or not cant hooks, peaveys, or slings are used.

(3) Until a pole is positively secured from moving against an energized conductor, no one shall step on or off the truck or touch any part of it without using rubber gloves, if the employee is standing on the ground.

e) When pikes are used to hold poles in place while holes are being backfilled, the pikes shall be firmly grounded in all directions and shall not be removed until the backfill is sufficient to hold the pole. When a pole is being "canted" or "hooked," the pikes shall be held.

f) Employees shall not stand or pass under a suspended load or adjacent to, over, or under a loaded winch line.

g) Employees engaged in handling or working on poles shall wear suitable gloves and shall wear a shirt or jacket with the sleeves rolled down if needed.

h) Only those employees who are trained and qualified shall operate the hoisting equipment.

i) The hoist equipment load limits as specified by the manufacturer shall not be exceeded under any circumstance.

j) Hoisting equipment shall have a load-capacity chart and boom-angle indicator in view of the operator.

k) When removing set poles, extreme caution shall be exercised to assure the hoisting equipment is not overloaded due to the weight of

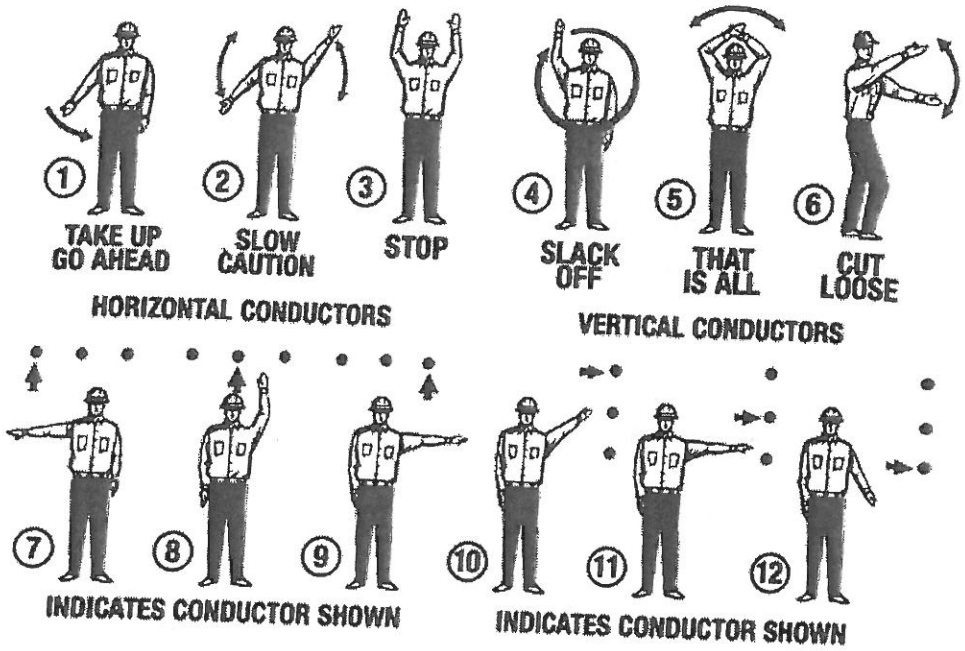
the pole and its adhesion to the ground. The use of sufficient lifting capacity, and/or loosing the earth around the pole along its entire depth, shall be considered.

l) Hoisting equipment operators shall accept signals only from the employee specifically designated. The operator shall obey the stop signal given by anyone.

m) When poles are set, moved or removed near exposed energized overhead conductors, the pole shall not contact the conductors.

n) Exposure to pole coatings, pesticides, and preservers during touching, removing, and breaking poles may increase the risk of developing dermal abrasion and irritation to the skin from chemicals. Common chemicals used include pentachlorophenol, creosote, copper naphthenate or arsenicals. Direct contact with the poles shall be minimized or eliminated by use of gloves at all times. Long sleeve shirts are recommended during the setting and removing of poles to minimize the amount of exposure through skin contact.

Figure 6.1 Suggested Standard Signals for Line Work



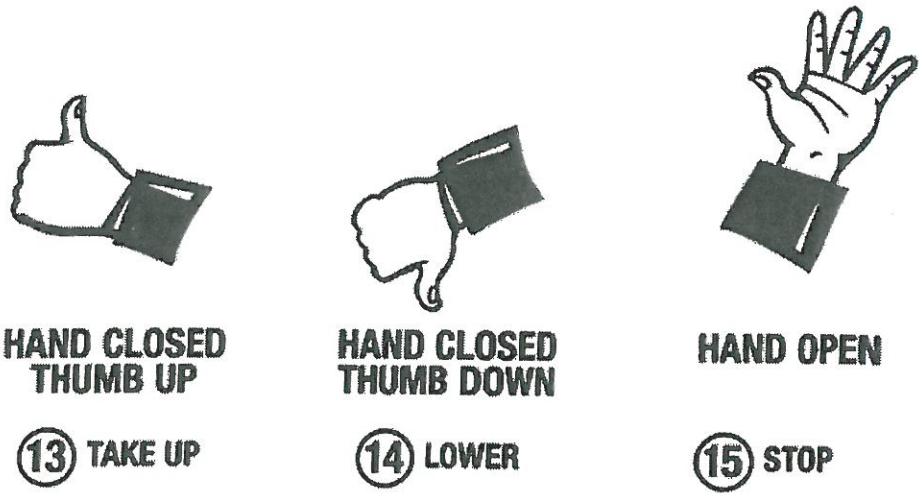
Signal 1 is used to indicate the direction of pull. Faster or slower motions of this signal are used to indicate speeds other than caution or slow speeds. Where there is a choice of conductors to be pulled, this signal is given with one of the indicating Signals 7-12, inclusive.

Signal 2 always follows either Signal 1 or Signal 4 and is an indication of slow speed for caution. This signal must be given continuously while the pull is being made at slow speed and is to be terminated by either giving Signal 1, Signal 4 (depending on direction), or Signal 3.

Signal 4 is used to indicate the direction of pull and is used in slacking or lowering as Signal 1 is used for taking up.

Signals 7-12 are always used in connection with either Signal 1 or 4 and are given at the same time either Signal 1 or 4 is given. In using Signals 10, 11, and 12, the person's arm on the wire side to be pulled is used for the indicating signal.

Figure 6.2 Truck Hoist Signals



Signals 13-15 are to be used only when the person signaling is within 50 feet of the truck operator.

619 Derrick Trucks, Cranes, etc.

With exception of equipment certified for work on the proper voltage, mechanical equipment shall not be operated closer to any energized line or equipment than the clearances set forth in Tables 6.1 through 6.4 unless:

(1) An insulated barrier is installed between the energized part and the mechanical equipment, and
(2) The mechanical equipment is grounded, or
(3) The mechanical equipment is insulated, or
(4) The mechanical equipment is considered as energized.

620 Fuses

When fuses must be installed or removed with one or both terminals energized at more than 300 volts, or with exposed parts energized at more than 50 volts, tools or gloves rated for the voltage shall be used. When installing expulsion type fuses, employees shall wear safety glasses or safety goggles and shall stand clear of the exhaust path of the fuse barrel.

621 Rope (Synthetic Fiber--Manilla)

a) A rope shall not be overloaded or dragged over rough or sharp objects.
b) Short bends over sharp edged surfaces should be avoided.
c) Kinks shall be removed before any strain is put on a rope.
d) When not in use, rope shall be dried, stored properly, and kept free from mechanical damage and excessive heat and dryness.
e) Rope shall be examined regularly for cuts, worn spots, burns, and rot. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.
f) The outward appearance of rope shall not be accepted as proof of quality or strength.
g) The safe loads shall not be exceeded.
h) Hand lines shall be a minimum of 1/2 inch diameter and have a strength equivalent to 1/2 inch manila.

622 Substations

a) Only those authorized to enter a substation shall be permitted to do so.

b) New employees and those not familiar with the hazardous conditions inherent in a substation shall be given special instructions (job briefing) before they are permitted to enter.

c) Movement of vehicles, gin poles, cranes, and other hoisting or mechanized equipment shall be controlled by signalmen or flagmen.

d) Mobile equipment with booms or extensions above the cab level shall be equipped with a minimum 1/0 AWG extra flexible copper or equivalent ground lead. The equipment shall be bonded to the station ground mat when being operated in a stationary position.

e) No parking shall be allowed within the substation unless required for work purposes.

f) Before driving a car or truck into a substation, the driver shall check the overhead clearance of the vehicle (e.g., radio antenna, boom, basket) to prevent contact with low lines or other structures.

g) Except for fuse replacement or other necessary access by qualified persons, the guarding of energized parts within a compartment shall be maintained during operation and maintenance functions to prevent accidental contact with energized parts and to prevent tools or other equipment from being dropped on energized parts.

h) When drawout type circuit breakers are removed or inserted, the breaker shall be in the open position and the control circuit shall also be rendered inoperative, if the design of the equipment permits.

i) When substation fences are expanded or a section is removed, grounding continuity shall be maintained and bonding shall be used to prevent electrical discontinuity.

j) When guards are removed from energized equipment, barriers shall be installed around the work area to prevent employees, who are not working on the equipment but are in the area, from contacting the exposed live parts.

k) Extreme caution shall be exercised in the handling of bus or tower steel, or other materials of a length that could contact energized equipment. Such material shall not be carried on the shoulder.

l) No material or equipment shall be stored under an energized bus or line or near energized equipment.

m) When a substation fence must be extended or removed for construction purposes, a temporary fence affording comparable protection shall be erected. Such temporary fencing, when constructed of metal, shall be bonded to the existing fence. All substation gates shall be kept closed and locked except when work is in progress and access can be controlled.

n) Sufficient access and working space shall be provided and maintained around electric equipment to permit ready and safe operation and maintenance of such equipment.

o) For additional information concerning substations, refer to OSHA Standard 29 CFR 1910.269.

p) For more specific information on guarding of rooms containing electrical supply equipment and guarding of energized parts, refer to OSHA Standard 29 CFR 1910.269 (u) (4) and (5).

623 Metering

a) Rubber gloves, hard hat, approved long sleeved shirt and eye protection shall be worn when installing or removing meters from energized meter sockets and meter sockets equipped with bypass capabilities. Leather gloves shall be worn if the socket is de-energized.

b) Meter sockets shall be inspected before the meter is installed and/or the service is energized. Checks shall be made to ensure there is no socket damage, loose connections, or foreign objects present that could cause a short circuit or flashover.

c) Voltage readings between the source, load, and ground shall be made to prevent cross-phasing, feedback, or phase-to-ground fault through the meter or meter socket.

d) Single-phase and three-phase meters installed in meter bases with bypass capabilities shall be disconnected or connected using one of the following methods:

(1) By using the facility main switch or disconnect;

(2) By using the portable service disconnect device; or

(3) By disconnecting the service or de-energizing the transformed station.

e) Before removing a meter, a visual inspection shall be made to determine if the meter or meter socket is damaged. If damage is indicated, the meter shall be de-energized before removal.

f) When setting socket type meters, the load side terminal shall be entered first, followed by the source side. The removal of the meter shall take place in the reverse order. Care shall be taken to prevent the meter ring from coming into contact with the socket terminals.

g) A meter shall not be disconnected by rotating the meter in the meter socket.

h) During testing, the energized socket or test equipment shall not be left unguarded. If a socket is to be left energized, a meter or approved socket cover shall be in place before leaving the work area.

i) Installation, removal, and maintenance of transformer rated meters shall only be performed by properly trained employees.

j) Under no circumstances shall the secondary terminals of a current transformer be opened. The transformer shall be shunted before the secondary metering circuit is opened.

k) A check shall be made to ensure that all instrument transformer cases and associated enclosures are properly grounded.

l) When approaching or working on customer property, employees shall watch for tripping hazards; defective stairs; and the presence of dogs, cats, or other potentially dangerous animals.

m) Before entering customer property, employees shall announce their presence and state their business if practical. Employees shall also notify the customer when leaving the property if practical.

n) If possible, employees shall turn off customer main switch prior to installing and removing socket type meters.

o) Employees shall push socket type meters into their socket. Employees shall never hit the meter with their hand or any other device.

624 Materials Handling and Storage

a) In areas not restricted to qualified employees only, materials or equipment may not be stored closer to energized lines or exposed energized parts of equipment than the following distances, plus an amount providing for the maximum sag and side swing of all

conductors and providing for the height and movement of material handling equipment:

(1) For lines and equipment energized at 50 kV or less, the distance is 10 feet (305 cm).

(2) For lines and equipment energized at more than 50 kV, the distance is 10 feet (305 cm) plus 4 inches (10 cm) for every 10 kV over 50 kV.

b) In areas restricted to qualified employees, material may not be stored within the working space around energized lines or equipment.

c) For more information regarding materials handling and storage near energized lines, refer to OSHA Standards 29 CFR 1910.269 and 29 CFR 1910.176.

625 Testing and Test Facilities

This section applies to testing involving interim measurements utilizing high voltage (1000 volts or more), high power or combinations of both, not to testing involving continuous measurements as in routine metering, relaying or normal line work.

a) Employees shall be trained in safe work practices upon their initial assignment to the test area.

b) Permanent test areas shall be guarded by walls, fences or barriers designed to keep employees out of the test areas.

c) In field testing, or at a temporary site where permanent fences or gates are not provided, one of the following means shall be used to prevent unauthorized employees from entering:

(1) The test area shall be guarded by the use of distinctively colored safety tape that is supported waist high and to which safety signs are attached.

(2) The test area shall be guarded by a barrier or barricade that limits access to the area, or

(3) The test area shall be guarded by one or more test observers stationed so that the entire area can be monitored.

d) Barriers shall be removed when the protection they provide is no longer needed.

e) Guarding shall be provided within the test areas to control access to test equipment or to apparatus under test that may become energized as part of the testing.

f) All conductive parts accessible to the test operator during the time the equipment is operating at high voltage shall be maintained at ground potential except for portions of the equipment that are isolated from the test operator by guarding.

g) When ungrounded terminals of test equipment or apparatus under test may be present, they shall be treated as energized until determined by tests to be de-energized.

h) Visible grounds shall be applied, either automatically or manually with proper insulating tools, to the high voltage circuits after they are de-energized and before work is performed on the circuit or item or apparatus under test. Common ground connections shall be solidly connected to the test equipment and the apparatus under test.

i) In high power testing, an isolating ground-return conductor system shall be provided so that no intentional passage of current, with its attendant voltage rise, can occur in the ground grid or in the earth. An isolated ground-return conductor need not be provided if the following conditions are met:

(1) If an isolated ground-return conductor cannot be provided due to the distance of the test site from the electric energy source, and

(2) If employees are protected from any hazardous step and touch potentials that may develop during the test.

j) In tests in which grounding of test equipment by means of the equipment grounding conductor located in the equipment power cord cannot be used due to increased hazards to test personnel or the prevention of satisfactory measurements, a ground that affords equivalent safety shall be provided and the safety ground shall be clearly indicated in the test setup.

k) When the test area is entered after equipment is de-energized, a ground shall be placed on the high voltage terminal and any other exposed terminals.

l) High capacitance equipment or apparatus shall be discharged through a resistor rated for the available energy.

m) A direct ground shall be applied to the exposed terminals when the stored energy drops to a level at which it is safe to do so.

n) If a test trailer or test vehicle is used in field testing, its chassis shall be grounded. Protection against hazardous touch potentials with

respect to the vehicle, instrument panels and other conductive parts accessible to employees shall be provided by bonding, insulation or isolation.

o) Control wiring, meter connections, test leads, and cables may not be run from a test area unless they are contained in a grounded metallic sheath and terminated in a grounded metallic enclosure, or unless other precautions are taken that demonstrate equivalent safety.

p) Meters and other instruments with accessible terminals or parts shall be isolated from test personnel. If this isolation is provided by locating test equipment in metal compartments with viewing windows, interlocks shall be provided to interrupt the power supply if the compartment cover is opened.

q) Safety practices governing employee work at temporary or field test areas shall provide for a routine check of the test areas for safety at the beginning of each series of tests.

r) The test operator in charge shall conduct these routine safety checks before each series of tests and shall verify at least the following conditions:

(1) Barriers and guards are in workable condition and are properly placed to isolate hazards.

(2) System test status signals, if used, are operable.

(3) Test power disconnects are clearly marked and readily available in an emergency.

(4) Ground connections are clearly identifiable.

(5) Personal protective equipment is provided and used as required.

(6) Signal, ground, and power cables are properly separated.

626 Hazardous Energy Control

Note: Refer to Utility-specific hazardous energy control and switching procedures.

a) If a system operator is in charge of the lines or equipment and their means of disconnection, the following steps shall be taken:

(1) A designated employee requests that the system operator de-energize the equipment. This designated

employee becomes the employee in charge and is responsible for the clearance.

(2) All switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be deenergized shall be opened. Such means shall be rendered inoperable, unless its design does not so permit, and tagged to indicate that employees are at work.

(3) Automatic and remotely controlled switches that could cause opened disconnecting means to close shall be tagged at the point of control.

(4) Tags shall prohibit operation of the disconnecting means and indicate that employees are at work.

(5) After the above steps have been taken, the equipment to be worked shall be tested to ensure it is de-energized.

(6) Protective grounds shall be installed (refer to OSHA Standard 29 CFR 1910.269(n)).

(7) The equipment may now be worked as de-energized.

(8) If two or more independent crews will be working on the same lines or equipment, each crew shall independently comply with the above steps.

(9) Transfer of clearance shall be communicated to the system operator and the employees in the crew. The new employee in charge shall now be responsible for the clearance.

(10) Clearance release requires the employee in charge to notify the employees under his direction that the clearance is to be released, determine that employees in the crew are clear of overhead lines and equipment, determine that protective grounds have been removed, report this information to the system operator, and release the clearance.

(11) The person releasing the clearance shall be the same person who requested it, unless the responsibility has been properly transferred.

(12) Tags may not be removed unless the associated clearance has been released.

(13) Only after all the above have been successfully accomplished, may the lines and equipment be re-energized.

b) If no system operator is in charge of the lines or equipment and their means of disconnection, one employee in the crew shall be designated as being in charge of the clearance. The employee in charge shall then take the place of the system operator and complete steps (2) through (13) above.

c) If only one crew will be working on the lines or equipment and if the means of disconnection is accessible and visible to and under the sole control of the employee in charge, then steps (1), (3), (4), (8), and (12) under a) in this section need not be taken.

d) For more information, refer to OSHA Standards 29 CFR 1910.269 and 29 CFR 1910.147.

Section 7 TREE TRIMMING

701 General

a) When tree trimming, tree felling, brush loading, or brush disposal operations are under way on a street, highway, or any other area accessible to the public, "People Working" signs, cones, red flags or flares, barricades, and other warning devices (or combinations thereof) shall be used to protect vehicular and pedestrian traffic.

b) Climbers with pole gaffs shall not be used in trees.

c) Dead or rotted limbs, regardless of size, shall not be used by employees for support.

d) No work shall be done in a tree until the employee is securely tied in or belted to the tree.

e) The climbing rope shall be crotched in such a manner as to prevent its "working out" on a lateral limb.

f) When working in a multiple trunk tree, the climbing rope shall preferably be crotched around a main trunk other than the one on which the employee is working.

g) Employee shall crotch their climbing rope in two places if a single crotch does not adequately protect them from falling into energized lines or falling back into trunk of tree.

h) The climbing rope shall not be used as a pull rope or as a hand line to lower limbs or branches.

i) The ground end of a climbing rope shall not be allowed to dangle over roadways and shall be kept free from obstructions, passing vehicles, etc.

j) The taut-line hitch shall not be released until the climber is on the ground.

k) Branches or other material shall not be dropped unless the immediate area has been cleared so that there is no possibility of injury to persons or damage to property. If such a possibility exists, a rope shall be used to lower branches or other materials.

l) When lowering heavy tree members, employees shall not tie fall lines around hands or bodies.

m) Employees shall not attempt to clear limbs or brush from under that side of tree where the climber is working.

n) Employees shall obtain assistance or use power equipment, if available, when lifting logs or other heavy loads.

o) When loading brush on a truck, employees shall not stand on or straddle the loaded brush.

p) Brush shall be hauled away promptly or otherwise disposed of to avoid presenting "an attractive nuisance" to children and to prevent injury to persons or damage to passing vehicles.

q) When hauling brush, care shall be taken that it does not extend over the sides of the truck.

r) When it is necessary to work in the vicinity of poison ivy, poison oak, or poison sumac, employees shall keep sleeves rolled down and wear gloves.

702 Working Near Energized Conductors

(The instructions below do not apply to electric power generation, transmission, and distribution qualified employees).

a) Before any employee climbs, enters, or works around any tree, a close inspection shall be made to determine whether an electric conductor passes within 10 feet of the tree.

b) Wires in proximity to tree trimming shall be considered as energized, unless proven to be dead and grounded.

c) All employees involved with tree trimming, other than line clearance tree trimmers, shall maintain the following minimum clearances from energized conductors and equipment (numbers expressed are phase-to-ground):

(1) For lines and equipment energized at 50 kV or less, the minimum clearance distance is 10 feet.

(2) For lines and equipment energized at more than 50 kV, the minimum clearance distance is 10 feet plus 4 inches for every 10 kV over 50 kV.

d) Only line clearance tree trimmers shall perform tree trimming if an electrical hazard exists or if parts of the trees are within 10 feet of exposed energized overhead conductors or equipment.

e) A second line clearance tree trimmer shall be within normal voice communication and have climbing gear within 50 feet of the work area if any of the following conditions exist:

(1) If a line clearance tree trimmer is to approach closer than 10 feet to any conductor or electrical apparatus energized at more than 750 volts.

(2) If branches or limbs being removed are closer to lines energized at more than 750 volts or are within the distances listed in Tables 6.1 and 6.2 (excluding the notes to those tables).

(3) If roping is necessary to remove branches or limbs from energized conductors or apparatus more than 750 volts.

f) Line clearance tree trimmers shall maintain clearances from energized conductors as shown in Tables 6.1 and 6.2 (excluding the notes to those tables).

g) Line clearance tree trimmers shall use insulating equipment and rubber gloves when removing branches that are contacting exposed energized conductors or equipment or that are within the distances (or have the potential to become within the distances) specified in Tables 6.1 and 6.2 (excluding the notes to those tables). Limbs being removed from contact with wires are to be handled with the same precautions as the wires themselves. Care shall be taken to prevent limbs being removed from coming in contact with tree trimmer's body.

h) Ladders, platforms, aerial lifts, tools, and equipment shall not be brought closer to an energized conductor or apparatus than the distances listed in Tables 6.1 and 6.2 (excluding notes to those tables).

i) Tree trimming and tree felling work should terminate and employees should move to a place of safety during electrical storms and periods of high winds or other unusual weather conditions that are dangerous to employees.

j) Employees shall not remove tree limbs or branches from above energized conductors while other employees are working in trees below the conductors in the same span.

k) Broken or fallen wires shall not be handled except by persons experienced in such work.

l) When working near wires, the employee shall have their climbing rope so secured that, in the event they slip or a limb breaks, they will swing free and clear of the wires.

m) Tree limbs shall not be dropped on conductors.

n) Ropes shall not be thrown over conductors or crossarms for the purpose of using the conductor or crossarm as a support or hitch.

o) Dry ropes shall be used in trees through which energized conductors pass.

p) For additional information concerning working near energized conductors, refer to OSHA Standard 29 CFR 1910.269.

703 Tree Felling

a) The employee felling the tree shall plan a clear retreat path before a cut is started.

b) The feller shall appraise the situation for dead limbs, the lean of the tree to be cut, wind conditions and other hazards, and exercise proper precautions before the cut is started.

c) When felling a tree, an undercut shall be made about 1/3 the diameter of the tree to guide the tree in the direction to fall and reduce the possibility of splitting. A back or felling cut shall be made parallel to the inner edge of the undercut and approximately 2 inches higher than the undercut.

d) The feller shall shut off his saw before he starts his retreat.

e) On terrain where trees are likely to slide or roll, fellers shall fell trees from the uphill side.

f) No one shall be allowed to work in a tree located near a tree that is being felled if there is any danger of its being struck by any part of the falling tree. The recommended distance between workers is twice the height of the trees being felled.

g) All persons not engaged in the felling operation shall be kept clear of guide ropes and other rigging.

h) Clear warning shall be given to all employees in the area when trees are to be felled or heavy tree members are to be dropped.

i) Once the felling of a tree has been started, it shall be completed before leaving the job.

j) For additional information concerning tree felling, refer to OSHA Standard 29 CFR 1910.266.

704 Care and Use of Tools and Rope

a) Ropes shall be inspected at least daily and before each use. Damaged sections shall be cut out and destroyed or the rope replaced.

b) Ropes shall be kept away from fire, acids, oil, chemicals, and all sources of excessive heat.

c) Dragging ropes over rough surfaces and sharp objects, such as rocks, shall be avoided. Ropes shall be stored separately from sharp-edged cutting tools.

d) The cutting edge of tools shall be suitably sheathed or guarded except while in actual use. Cutting tools shall be kept sharp and properly shaped.

e) When not in actual use, the trimmer's saw shall be returned to the scabbard.

f) Axes shall not be used in trees or carried on the shoulder.

g) Tools shall not be thrown into or dropped from a tree; they shall be raised or lowered by a suitable rope line.

h) A pruner shall not be laid on a limb or in a crotch, or hooked on a wire or rope. It shall be hooked over a limb strong enough to hold its weight.

i) Ladders shall be removed from the base of the tree when not in use.

j) Climbing ropes shall have a minimum diameter of 0.5 inch (1.2 cm) with a minimum breaking strength of 2,300 pounds (10.2 kN). Synthetic rope shall have an elasticity of not more than 7 percent.

k) Ropes shall be coiled and piled, or suspended so that air can circulate through the coils.

l) Rope ends shall be secured to prevent unraveling.

m) Climbing rope may not be spliced.

n) A rope that has compromised insulation (for instance, wet or contaminated) may not be used near exposed energized lines.

705 Powered Trimming Equipment

a) Employees operating powered trimming equipment shall wear suitable eye and face protection.

b) For hearing protection requirements, refer to Paragraph 203.

c) Chainsaw operators shall inspect the saw before each use to assure that all handles and guards are in place and tight, that all controls function properly, and that the muffler is operational.

d) Chainsaw operators shall follow manufacturer's instructions on operation and maintenance.

e) Power saws weighing more than 15 pounds that are used in trees shall be supported by a separate line, unless the work is performed from an aerial lift or no supporting limbs are available.

f) When starting a chainsaw, it shall be placed on or against a solid support and the area cleared of all co-workers.

g) The operator shall grip the chainsaw with both hands during the entire cutting operation.

h) The saw bumper shall be against tree or limb before starting a cut.

i) Chainsaw operators shall, when necessary, clear the immediate area around their work to make certain that brush will not interfere with either the chainsaw or operator.

j) All chainsaws shall be equipped with "deadman" controls, so the control cannot lock in "on" position.

k) The chainsaw engine or motor shall be stopped for the following:

(1) When working on any part of the chain or cutting bar.

(2) While the saw is being moved from one location to another, including being carried up into the tree.

(3) While unit is unattended.

l) A gasoline driven chainsaw engine shall be stopped when being refueled. If gas is spilled on the chainsaw during refueling, it shall be wiped off before the engine is started. Chainsaws shall not be started within 10 feet of a fueling area.

m) A gasoline driven chainsaw shall not be used above shoulder level or at a distance that would require the operator to relinquish a safe grip on the saw.

n) Employees shall not approach a chainsaw operator within the reach of the saw while the saw is in operation.

o) An employee shall never hand a pneumatic or hydraulic pruner or saw to another employee unless it is disconnected.

p) Powered tools shall not be left unattended if connected to a power source.

q) Powered tools shall not be adjusted or repaired while connected to power source.

r) For additional information concerning power trimming equipment, refer to OSHA Standard 29 CFR 1910.266.

s) Stump cutters shall be equipped with enclosures or guards to protect employees. Each employee in the immediate area of stump grinding operations shall wear personal protective equipment.

t) When backpack power units are used, the following precautions shall apply:

(1) No one except the operator shall be within 10 feet of the cutting head of a brush saw.

(2) The backpack power unit shall be equipped with a quick shutoff switch readily accessible to the operator.

(3) Backpack power unit engines shall be stopped for all cleaning, refueling, adjustments and repairs to the saw or motor except when the manufacturer's service procedure requires otherwise.

706 Chippers

a) Access panels for maintenance and adjustment of the chipper blades and associated drive train shall be in place and secure during operation.

b) Chippers shall never be parked directly under a tree being trimmed.

c) Employees shall not permit spectators to stand near the machine while feeding brush into chipper.

d) Full cover goggles or face shield shall be worn by an employee when feeding brush into chipper.

e) An employee shall never place hands or another part of their body into brush hopper while chipper is in operation.

f) Tools or other metallic objects shall not be used to push brush into chipper. Sweepings, which may contain foreign objects such as stones and nails, shall be loaded on truck and not fed into the chipper.

g) The ignition key shall be removed when chipper is left unattended.

h) For hearing protection requirements, refer to Paragraph 203.
i) Only wrist-length (nongauntlet) gloves shall be used by employees feeding a chipper.
j) Trailer chippers detached from trucks shall have their wheels chocked.
k) Brush chippers shall be equipped with a locking device in the ignition system.
l) For additional information on chippers, refer to OSHA Standard 29 CFR 1910.269.

707 Right-of-Way Clearing and Maintenance

a) When two or more employees are cutting brush, they shall be separated by at least 10 feet.
b) Under no circumstances shall anyone except the operator ride on a bulldozer, or any other heavy equipment used in land clearing.
c) Bulldozer operators shall wear seat belts, if the bulldozer is equipped with rollover protection.
d) Employees shall not anchor equipment to railroad tracks, fences, or structures belonging to others.
e) When emerging from right-of-way, prior to road travel, employees shall test brakes.

708 Use of Herbicides and Other Chemicals

a) Before using any herbicide or other chemical, employees shall read the label carefully and follow the directions and precautions listed. Refer to Paragraph 201, Hazardous Materials, for additional information.
b) Employees shall avoid skin contact with, or breathing mist of, spray material.
c) When working with toxic materials, proper respirator protection must be used.
d) Spray equipment shall be cleansed daily when using oil solutions.
e) Spraying shall not be done when wind exceeds 15 mph unless specifically authorized by supervisor.
f) Brush shall not be sprayed at a distance greater than 15 feet from a power spray nozzle.

g) Foliage and basal sprays shall not be used on wild cherry trees in areas where livestock may graze because of the poisonous acid that is generated.

h) Oil and other liquids spilled on power spray equipment shall be removed as soon as possible to prevent falls from slippery surfaces.

i) Walking and working surfaces of sprayers shall be covered with slip resistant material.

j) Hose connections on hydraulic sprayers shall be checked before use to prevent rupture.

k) Employees shall not smoke on or around mist-spray equipment when oil solutions are being mixed or used.

l) Herbicides and other chemicals shall never be left where they would create a hazard to persons or property.

m) Empty containers shall be disposed of in a safe manner. They shall never be thrown into ponds, lakes, or streams.

n) Where applicable, all employees who apply pesticides or herbicides shall be licensed or work under the direct supervision of a licensed operator.

o) Spray wastes shall be disposed of in a safe manner and in accordance with federal, state, and local regulations.

p) Equipment upon which employees stand while the vehicle is in motion shall be equipped with guardrails around the working area.

Section 8 UNDERGROUND LINES AND EQUIPMENT

801 Opening and Guarding Holes

Whenever a cover is to be removed from a manhole or a vault, or any other obstruction to traffic exists, the following precautions shall be taken:

(1) All obstructions to traffic shall be guarded by adequate signs, barricades, lights, flags, etc. Traffic shall be warned in sufficient time that an obstruction exists through the use of signs, high level standards, flashing lights, traffic cones, flagmen, etc., as may be needed.

(2) Where permissible and practicable, the truck shall also be placed to guard the work area against oncoming traffic.

(3) A blow torch or other open flame shall never be used to melt ice around a manhole or vault cover.

(4) Manhole, vault, and service box covers shall always be removed and replaced by means of approved hooks or hoists.

802 Entering Underground Structures

A confined space is large enough for an employee to enter and perform assigned work and has a limited or restricted means for entry or exit and is not designed for continuous employee occupancy. A permit-required confined space has one or more of the following characteristics:

(1) contains or has a potential to contain a hazardous atmosphere(s);

(2) contains a material that has the potential for engulfing an entrant;

(3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or

(4) contains any other recognized serious safety or health hazard.

Determine if the space to be entered is a permit-required confined space and enter accordingly.

a) Before an employee enters a street opening, such as a manhole or an unvented vault, it shall be promptly protected with a barrier, temporary cover, or other suitable guard.

b) When work is to be performed in a manhole or unvented vault, observe the following:

(1) No entry shall be permitted unless forced ventilation is used or the atmosphere is found to be safe by testing for oxygen deficiency and the presence of toxic, explosive gases or fumes.

(2) When unsafe conditions are detected by testing or other means, the work area shall be ventilated and otherwise made safe before entry.

(3) Provisions shall be made for an adequate continuous supply of clean air.

c) If in an emergency it becomes necessary for an employee to enter a manhole or vault with a hazardous atmosphere, the employee shall use an approved airline respirator or self-contained breathing apparatus and a body harness attached to a lifeline monitored by an attendant stationed at the manhole or vault opening. Refer to Paragraph 202 for additional confined or enclosed space requirements.

d) A ladder shall always be used in entering or leaving a manhole or vault. Climbing into or out of manholes or vaults by stepping on cables or hangers is forbidden.

e) While work is being performed in manholes (enclosed spaces), a qualified employee trained in first aid and CPR shall be available in the immediate vicinity to render emergency assistance if required. This requirement shall not preclude the employee in the immediate vicinity from occasionally entering a manhole to provide assistance other than emergency. This requirement does not preclude a qualified employee, working alone, from entering for brief periods of time a manhole where energized cables or equipment are in service for the purpose of inspection, housekeeping, taking readings, or similar work if such work can be performed safely.

f) Before any work is done on a cable, it shall be identified by an approved method. If there is any doubt as to the identification, work

shall not be started until it is checked and identified by the proper authority.

g) Where cables in manholes appear defective by the presence of abnormalities that could lead to or be an indication of an impending fault (such as oil or compound leaking from cable or joints, broken cable sheaths or joint sleeves, hot localized surface temperatures of cables or joints, or swollen joints whose circumference exceeds 3.5 times the standard sleeve size diameter), no employee may work in the manhole while the defective cable is energized. However, if the defective cable or splice cannot be de-energized because of service load conditions, employees may enter the manhole provided they are protected from the possible effects of a failure by shields or other devices that are capable of containing the adverse effects of a fault in the joint.

h) For additional requirements concerning confined or enclosed spaces, refer to Paragraph 202.

803 Work on Energized Cables

a) No employee shall approach or take any conductive object without an insulated handle closer to exposed energized parts of lines or equipment than indicated in Tables 6.1 and 6.2 unless the employee is insulated from the energized parts, the energized part is insulated from the employee and any other conductive object at a different potential, or the employee is insulated from any other conductive object.

b) Employees shall not work on equipment or lines in any position from which a shock or slip will tend to bring the employee's body toward exposed parts that are at a potential different from the employee's body.

c) When work is performed in the vicinity of exposed energized parts of equipment or lines, employees shall remove all exposed conductive articles. Conductive articles include the following: dangling neckwear, bracelets, keys, wristwatches, rings or similar articles must not be worn, except for medical alert bracelets which may be worn with transparent bands that hold the bracelets snugly to the skin. Metal rim prescriptive eyewear should not be worn near exposed energized parts.

d) All underground cables and apparatus energized at voltages greater than 600 volts shall be de-energized before work is done on the conductor or before the cables are cut into or spliced.

e) Before any work is performed on an energized cable, other cables and all grounded equipment with which contact can be made while working on the energized cable shall be covered with rubber blankets or approved insulating shields. (Cables with nonmetallic sheaths and those with an insulating jacket over the metallic sheath need not be covered.)

f) Because of the characteristics of a low voltage network system, when work is performed on cables or apparatus carrying less than 600 volts, employees shall take extra precautions in the use of necessary rubber protective equipment, in observing adequate clearances, and in using proper tools in order to prevent short circuits.

g) Employees shall wear rubber gloves with leather protectors and stand on rubber mats or insulated stools while cutting into and removing sheathing or sleeves and while testing an energized cable.

h) All employees working on or in the vicinity of lines or equipment exposed to voltages higher than those guarded against by the safety protective equipment provided shall assure themselves that the equipment or lines on which they are working are free from dangerous leakage or induction, or have been effectively grounded.

i) When a supply cable to be worked on as de-energized cannot be positively identified or determined to be de-energized, it shall be pierced or severed at the work location with a tool designed for this purpose.

j) Before cutting into an energized supply cable, the operating voltage shall be determined and appropriate precautions taken for handling conductors at that voltage.

k) Repair to cables shall be in accordance with the cable manufacturer's specifications.

l) When removing a section of sheath or sleeve on an energized cable that contains lead, refer to section 1019 of this Manual. Air monitoring during the splicing of lead-jacketed electrical lines has shown the potential for exposures to lead at or above the action level. Any soldering or heating of lead jacketed materials should be

conducted using proper engineering controls (i.e. ventilation), personal hygiene, PPE, and personal monitoring.

All Utility employees involved in the disturbance of lead-containing materials or lead based paint as part of regular work activities should have at least a lead awareness training class and have blood lead levels checked initially, then at least annually thereafter.

m) For more information regarding the OSHA lead standard, refer to 29 CFR 1910.1025 or IEEE's National Electric Safety Code C2-2002, Section 443.

804 Work on De-Energized Cables

a) When cables and apparatus are taken out of service to be worked on, the procedure outlined in Paragraph 607 shall be followed.

b) Before making an opening in or removing a part of the sheath or sleeve of a cable, the line shall be grounded at the first possible grounding point on each side of the work location.

c) When a high voltage cable is to be cut, a short section of the shielding, if any, completely around the cable shall be removed and tests made with two approved testing devices to determine whether the cable is de-energized. If no indication of a live cable is obtained, the employee may proceed with the work.

d) When opening a joint or splice in a high voltage cable, the sleeve of the joint shall be cut completely around near the wipes and then cut lengthwise and removed from the joint. No effort shall be made to remove the compound. The employee shall then test over each conductor with two approved testing devices. If no indication of a live cable is obtained, the employee shall remove the compound. If shielding tape is then encountered, it shall be removed and another test made over each conductor with two approved testing devices. If no indication of a live cable is then obtained, the employee shall pierce through the joint with a tool designed for this purpose until the tool touches one of the conductors. Before proceeding further, a test shall be made on the approved testing device.

e) When cutting or opening joints on low voltage cables, the same procedure as outlined for high tension cables shall be followed, except in testing. To determine whether the conductor is energized, the insulation shall be cut away to the conductor and tests made with an

approved tester. On multiple conductor cables, only one conductor shall be cut into at a time and tests shall be made on at least two conductors before proceeding with work.

f) Air monitoring during the splicing of lead-jacketed electrical lines has shown the potential for exposures to lead at or above the action level. Any soldering or heating of lead jacketed materials should be conducted using proper engineering controls (i.e. ventilation), personal hygiene, PPE, and personal monitoring.

All Utility employees involved in the disturbance of lead-containing materials or lead based paint as part of regular work activities should have at least a lead awareness training class and have blood lead levels checked initially, then at least annually thereafter.

For more information regarding the OSHA lead standard, refer to 29 CFR 1910.1025.

805 Pulling Cables

a) Employees shall not handle pull wires or pulling lines within reaching distance of blocks, sheaves, winch drums, and takeup reels.

b) Pull wires, steel pulling lines, or metal rodding shall not be pushed through ducts where energized equipment is present unless another employee is stationed at the other end of the run.

c) Employees shall not remain in a manhole or vault during pulling operations involving heavy pulling strains unless they can take a position clear of the pulling line.

806 Moving Energized Cables

a) Special care shall be taken when moving cables operating at voltages greater than 600 volts and then only when all other methods of movement (such as de-energizing) have been eliminated. A careful inspection of the cable to be moved shall take place before movement occurs. If cracks, voids, insulation damage or leaking oils are detected during the inspection, the cable shall not be moved in an energized state. All portions of the cable that are subject to damage must be clearly visible. Appropriate electrical protective equipment and live-line tools must be chosen and used during this operation.

b) All cables operating at voltages less than 600 volts may be moved at the discretion of the supervisor. They shall not, however, be moved if such movement require changing bends.

c) All energized cables shall be handled with rubber gloves except when applying fireproofing materials.

d) Energized cables that are moved shall be inspected for defects.

807 Heating Materials

a) Metals and insulating compounds shall be heated in such a manner as to prevent hazard to the employees working in manholes or vaults and to vehicular or pedestrian traffic.

b) Gloves, sleeves, and safety glasses shall be worn while heating or working with hot insulating compound or metals.

c) Furnaces and tanks containing liquefied petroleum gas such as butane or propane shall not be placed in a manhole or vault.

d) Cold solder scraps or dipper shall never be placed in a hot solder pot until the chill and any moisture have been removed from the scraps or dipper.

e) Heating pots for solder, oil, or compound shall be safely positioned so that the contents cannot enter the vault or manhole in the event of spillage.

f) Lighted furnaces or blow torches should not be left unattended.

g) Torches or furnaces must be kept at a safe distance from flammable materials.

Section 9 UNDERGROUND RESIDENTIAL DISTRIBUTION (URD)

901 Working On or Near Exposed Energized Lines and Equipment

a) Only qualified employees and trainees working under their direct supervision may work on or with exposed energized lines or parts of equipment or access enclosures. Only qualified employees and trainees working under their direct supervision may work in areas containing unguarded, uninsulated energized lines or parts of equipment operating at 50 volts or more. When employees are performing work on or associated with exposed lines or equipment energized at 50 volts or more, persons trained in first aid and cardiopulmonary resuscitation (CPR) shall be available as follows:

(1) For field work involving two or more employees at a work location, at least two trained persons shall be available. Only one trained person needs to be available if all new employees are trained in first aid and CPR within 3 months of their hire dates.

(2) For fixed work locations, the number of trained persons available shall be sufficient to ensure that each employee exposed to electric shock can be reached in 4 minutes by a trained person. Where the existing number of employees is not sufficient to meet this requirement (at a remote location, for example), all employees at the work location shall be trained.

b) At least two employees will be present while the following types of work are being performed (except as noted in c) below):

(1) Installation, repair or removal of de-energized lines if an employee is exposed to contact with other parts energized at more than 600 volts.

(2) Installation, repair or removal of lines energized at more than 600 volts.

Memorandum

To: JPEC Management

From: The Safety Committee

Date: April 18, 2006

Re: RULES FOR ALLOWING URD CONDUCTORS TO LAY ON GROUND

The Safety Committee recommends to management that the following rules apply when repairing URD supply cables:

1. As conditions permit, URD cable problems should be repaired permanently ASAP. (Any digging requires BUD notification).

2. If unfavorable conditions exist the URD cables may be laid directly on grade if they are guarded or otherwise located so that they do not unduly obstruct pedestrian or vehicular traffic and are appropriately marked. See 2002 NESC, Section 23, Clearances, Item 230, General.

Tracy Bensley, Vice-President of Engineering and Operations

Date: 4/24/06

jf

(3) Installation, repair or removal of equipment such as transformers, capacitors, regulators, switchgear, and sectionalizing cabinets, if an employee is exposed to contact with parts energized at more than 600 volts.

(4) Work involving the use of mechanical equipment, other than insulated aerial lifts, near parts energized at more than 600 volts.

(5) Any other work that exposes an employee to electrical hazards greater than or equal to those listed above.

c) Two employees do not need to be present in the following conditions:

(1) Routine switching of circuits (if it can be done safely).

(2) Work performed with live-line tools if the employee is positioned so that they are not within reach of or otherwise exposed to energized parts.

(3) Emergency repairs necessary to safeguard the general public.

d) Only qualified employees may work on or with exposed energized lines or parts of equipment. Only qualified employees may work in areas containing unguarded, uninsulated energized lines or parts of equipment operating at 50 volts or more. When two or more employees are working on the same line section, they shall only work on or contact the same conductor at one time.

Note: An employee undergoing on-the-job-training who has demonstrated the ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

e) No employee may approach or take any conductive object without an insulating handle closer to exposed energized parts than the clearances set forth in Tables 6.1 through 6.5 unless the employee is insulated from the energized part or the energized part is insulated from the employee and any other conductive object at a different potential or the employee is insulated from any other conductive object, as during

live-line bare-hand work. Refer to Paragraphs 602, 606, 609, and 906 for related information. Refer to OSHA Standard 29 CFR 1910.137.

902 General

a) Before a URD enclosure is opened, all unauthorized persons including private citizens shall be required to leave the work area and remain clear of all hazards involved in the work.

b) When underground equipment is being located, short sections of scrap cable could provide false indications of the actual position of permanent conductors; therefore, all scrap cable, regardless of length, is to be removed from the jobsite.

903 Opening and Closing Circuits

a) Utility switching procedures, including Hold Carding and tagging practices, shall be followed when sectionalizing URD systems.

b) When a URD circuit has opened, the route of the circuit shall be patrolled for obvious hazards before the circuit is reclosed.

c) Approved switching tools and rubber gloves shall both be used when switches (including secondary breakers and primary load-break elbows) in an energized circuit are opened or closed.

Note: Supervision may require the use of rubber sleeves in addition to rubber gloves.

d) Any URD primary circuit shall be de-energized by opening one or more load-break devices. De-energizing shall be done with a load-break elbow connector, load-break fuse cutout at the riser pole, load-break tool, or other approved load-break device.

e) Eye or face protection shall be worn when primary switching operations are performed.

f) System neutral on any circuit shall only be opened under the direct supervision of an authorized person.

904 Grounding

Note: A capacitance charge can remain in a URD cable after it has been disconnected from the circuit and a static type arc can occur when grounds are applied to such cables.

a) All URD cables and equipment, including services, that have been energized or could become energized from any source shall be considered as energized until the equipment is tested and has been grounded.

b) Before working on de-energized primary circuits or equipment:

(1) a visible open break shall be provided;
(2) a voltage test shall be made; and
(3) the equipment shall be grounded.

c) When work is to be done on equipment or cables of an underground system, precautions to prevent backfeed shall be taken, including grounding of secondary conductors.

d) De-energized cables to be worked on shall be grounded at a point as close to the work as possible.

e) All underground cables and apparatus carrying current at voltages greater than 600 volts shall be de-energized and grounded before cables are cut into or spliced.

f) All conductors of a circuit shall be de-energized when work is to be performed on any of them.

g) Ground lead shall be capable of conducting the anticipated fault current and shall have a minimum conductance of No. 2 AWG copper.

905 Rubber Glove Use

a) Rubber gloves shall be put on before any energized URD compartment or enclosure (including service pedestals) is opened and kept on until the compartment or enclosure is closed and locked or until all equipment is properly grounded, barricaded, and shielded.

b) Rubber gloves shall be worn when removing animals, vines, weeds, grass, or vegetation of any kind that has grown into an energized URD installation whether the equipment is opened or closed.

c) Rubber gloves shall be worn when energized primary cables are moved, handled, or protected.
d) Rubber gloves shall be worn when work is performed on energized secondaries and services.
e) Rubber gloves shall be worn when working on or contacting a neutral.
f) Rubber sleeves should be used with rubber gloves when working on URD.
g) Refer to Paragraph 604 for additional rubber glove requirements.

906 Work on Energized Equipment

a) When work is performed on cables or apparatus carrying less than 600 volts, employees shall take extra precautions in the use of necessary rubber protective equipment, in observing adequate clearances, and in using proper tools in order to prevent short circuits.
b) When energized enclosures are unlocked and opened, they shall be directly attended by a worker. They shall be kept closed and locked at all other times.
c) A primary or secondary system neutral on any energized circuit shall not be opened under any circumstances.
d) Elbow connectors provide a great deal of flexibility in switching and system sectionalizing. However, only those connectors designed and approved for load break use shall be used to connect or disconnect an energized circuit.
e) Only tools with insulated handles shall be used for making energized secondary connections or when work is performed within energized service pedestals, pad-mounted compartments, or submersible transformer enclosures.
f) Only one energized secondary or service conductor shall be worked on at any one time and protective devices shall be used to insulate or isolate it from all others.
g) Before any attempt is made to replace a damaged or blown cable limiter, the customer's service will be checked for faults by the use of either an ohmmeter or a voltmeter.

h) A shirt or jacket (nonsynthetic material), with full-length sleeves rolled down and buttoned, shall be worn when work is performed on any energized URD cable or apparatus.

The employer shall ensure that each employee who is exposed to the hazards of flames or electric arcs does not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee.

Note: Clothing made from the following types of fabrics, either alone or in blends, is prohibited by this paragraph, unless the employer can demonstrate that the fabric has been treated to withstand the conditions that may be encountered or that the clothing is worn in such a manner as to eliminate the hazard involved: acetate, nylon, polyester, rayon.

907 Excavations

Note: This paragraph applies to all excavation work, not just URD operations.

a) Before opening an excavation, all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.

b) The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.

c) When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means, usually by hand digging with an insulated shovel and the use of suitable gloves.

d) If electric cables are damaged, the following steps shall be taken:

(1) If the damaged cable belongs to a utility other than the one performing the work, this utility shall be notified at once.

(2) The area shall be barricaded and the public kept out until hazardous conditions can be eliminated.

e) If gas lines are damaged, the following steps shall be taken as soon as possible:

(1) The hole shall be left open to allow the gas to dissipate into the atmosphere. All possible sources of igniting the gas shall be removed or eliminated.

(2) Residents of the area shall be warned when necessary, and the public kept out of the area.

(3) The local fire department shall be notified immediately.

(4) The gas company shall be notified at once.

(5) The local police department shall be notified.

f) If communication cables are damaged, the communication company shall be notified at once.

g) While the excavation is open, underground installations shall be protected, supported, or removed to safeguard employees.

h) A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

i) Employees exposed to vehicular traffic shall wear orange reflectorized vests or other suitable garments.

j) No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

k) When mobile equipment is operated adjacent to an excavation and the operator does not have a clear and direct view of the edge of the excavation, a warning system such as barricades, a spotter, or stop logs shall be utilized. If possible, the grade should be away from the excavation.

l) Employees shall not work in excavations in which there is accumulated water or in excavations in which water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a body harness and lifeline.

m) If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable

means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation.

n) Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided.

o) Employees shall be protected from excavated material or equipment that could fall or roll into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into the excavation.

p) Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted before starting work and as needed throughout the shift. Inspections shall also be made after every rainstorm. Where the competent person finds evidence of a situation that could result in a possible cave-in, failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

q) Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.

r) When excavations are left open, warning, devices, barricades, or guardrails shall be placed to adequately protect the public and employees.

s) At the end of each workday, as much of the excavation as practical shall be closed. No more trench shall be open at one time than is necessary.

t) Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices.

u) When it is necessary to leave excavating equipment unattended, the blade, bucket, or scoop shall be lowered to the ground and the ignition system locked.

v) Each employee in an excavation shall be protected from cave-ins by an adequate protective system, either sloping or benching, or by a shoring or shield system, unless excavations are made entirely in stable rock or are less than 5 feet in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

w) When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.

x) Shoring and shield systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the shoring or shield system.

y) Removal of shoring systems shall begin at and progress from the bottom of the excavation. Members shall be released slowly so as to note any indication of possible cave-ins of the side of the excavation or possible failure of the remaining members.

z) Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of a sudden lateral load.

aa) Employees shall be protected from the hazards of cave-ins when entering or exiting the areas protected by shields.

bb) Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

cc) Sloping or benching, shoring or shielding for excavations greater than 20 feet deep shall be designed by a registered professional engineer. Refer to Table 9.1 for soil type maximum slope requirements for excavations less than 20 feet.

dd) For additional information on excavation requirements, refer to OSHA Standard 29 CFR 1926, Subpart P, Excavations.

ee) "Competent person" as used in this section is a person who meets all the requirements as set forth in OSHA Standard 29 CFR 1926, Subpart P, Excavations.

Table 9.1
Maximum Allowable Slopes for Excavations
Less Than 20 Feet Deep*

Soil or Rock Type	Maximum Allowable Slopes (H:V)**
Stable Rock	Vertical (90°)
Type A***	3/4:1 (53°)
Type B	1:1 (45°)
Type C	1:1/2:1 (34°)

*Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

**Numbers in parentheses are angles expressed in degrees from the horizontal. Angles have been rounded off.

***A short-term maximum allowable slope of 1/2H:1V (63°) is allowed in excavations in Type A soil that are 12 feet (3.67 m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67 m) in depth shall be 3/4H:1V (53°).

908 Directional Boring Operations

a) Employees shall read operators manual and comply with all manufacturer's requirements when using directional boring equipment.

b) Employees shall avoid all pinch points, rotating shafts and other moving parts that could cause injury.

c) Employees shall not wear loose-fitting clothing that may become entangled in the drill string and shall restrain long hair to keep it away from moving parts. Employees shall stay clear of drill rod and drill unit when drilling is in progress.

d) Proper care and maintenance of directional boring equipment shall be performed according to manufacturer's specifications.

e) Employees shall be properly trained in the safe use of directional boring equipment.

f) Employees shall follow all rules and regulations regarding open excavations as stated in Paragraph 907.

g) For appropriate work area protection, refer to Section 4, Work Area Protection.

h) Location of Underground Facilities:

(1) The person in charge shall contact a one call service and request the location of underground utilities and other services prior to starting boring operations. If a one call service is not available, each individual utility shall be contacted.

(2) The person in charge shall conduct a visual inspection of the jobsite looking for conditions that indicate there may be buried utilities or other obstructions in the bore path. Conditions may include: buried utility notices, utility using facilities without overhead lines, gas or water meters, junction boxes, drop boxes, pad-mounted transformers, light poles, manhole covers, sunken ground, or any other irregularity that may indicate previous trenching.

(3) The person in charge shall check to see that all utilities marked by other organizations look reasonable and that none appear to be overlooked. If locating equipment is available, spot checks of the locations flagged by others shall be made. If there is a doubt as to the location of a buried utility, the utility should be hand excavated to determine the exact location.

(4) One or more of the following boring methods shall be used when operations are within 10 feet of a utility. When practicable, all three should be used:

(a) Expose the utility along the bore path by careful hand digging or soft excavating.

(b) Have the utility shut down during the boring operation, and upon completion, tested prior to

turning on the service to ensure the utility has not been damaged during the operation.

(c) Use a steerable, tracked boring system and electrical strike system.

i) During premobilization inspection, employees shall:

(1) Check electronics before leaving the facility and follow manufacturer's instructions regarding calibration.

(2) Replace missing or damaged safety shields and safety signs.

(3) Inspect boring machine and check all fluid levels before leaving the facility. Look for loose chains, hydraulic leaks, fuel leaks, trailer tires, etc. Make sure all safety equipment is tested and available for use.

(4) Check trailer connections--safety chains, electrical connections, electric breakaway, trailer hitch, trailer brakes, and chain binders on boring machine.

(5) Before transporting equipment to the jobsite, inspect the site and note the overall grade or slope, including hills, ditches, and trenches. Consider the size of the area needed to set up the directional boring equipment. Also note any obstacles such as buildings, railroad tracks, and bodies of water.

j) Transportation:

(1) Employees shall find a safe place to park the truck and trailer and shall observe all safety rules regarding traffic control and other warnings for motorists and pedestrians.

(2) If the bore is near a road or other traffic, the appropriate federal, state, and local government agencies shall be contacted to determine the safety precautions and regulations to be observed. Appropriate traffic control shall be maintained as required.

k) Setup:

(1) The directional boring machine shall be firmly anchored on a level boring surface. If a level boring surface is not practicable, the directional boring machine shall be set up with the rod stack on the uphill side.

(2) Consideration shall be given to existing underground utilities or other obstructions when stacking the boring machine.

(3) All boring equipment shall be properly barricaded, as required, to keep spectators away.

(4) Pressurizing the drill string shall be preceded by a check that all connections are tight and all hoses and pipes are in good condition.

(5) Employees shall know telephone numbers of and have means to communicate with local emergency medical facilities.

(6) Applicable personal protective equipment, including but not limited to, hardhats, safety glasses, dielectric boots and dielectric gloves rated for the voltages involved, shall be worn by employees.

l) Bore Operations:

(1) Supervisors shall review jobsite hazards, safety and emergency procedures, and individual responsibilities with all personnel before work begins.

(2) Employees shall know the right-of-way and depth tolerances and take into account the backreamer diameter when planning the bore path.

(3) Employees shall use appropriate manufacturer recommended tools to tighten drill housings, backreamers, etc. Pipe wrenches, which can slip and fly off the rod causing serious injury, shall not be used.

(4) The drill string shall never be rotated when a wrench is attached to the pipe. Automated wrenches shall be used when possible.

(5) When backreaming and pulling in product, employees shall use extreme caution to keep loose clothing from becoming entangled.

(6) Railroad track signals, traffic signal loops, high voltage power lines, and other sources can affect electronic locator operation. Employees shall identify and resolve interferences before starting boring operations.

(7) While drilling and backreaming, employees shall make sure good water flow exists. Fluid cools the head electronics and reduces the amount of force required to bore.

(8) Employees shall lubricate drill pipe threads and keep threads free of dirt and debris.

(9) Employees shall inspect drill pipe for signs of damage, wear, or fatigue, and replace damaged or worn pipe before a break occurs.

(10) Locating, removing head, installing backreamer, pullback process, and hooking up service all require good communication. Radios or other effective means of communication shall be used.

(11) Cold weather has an effect on boring machinery and electronics. Employees shall follow manufacturer's requirements when boring in cold conditions.

(12) Employees operating the boring machine shall stop and investigate any sudden change in boring rate or anything that "doesn't feel right."

m) Electrical Strike Protection:

(1) Dielectric hightop boots and gloves rated for the voltages involved shall be worn at all times by the boring crew and locator to reduce the probability of injury. Pantlegs shall be tucked on the inside of electrically insulated boots.

(2) Electrically insulated sleeves shall be used when energized parts are not insulated from the employee or when employee's upper arms are exposed.

(3) Employees shall never bore near any power source in excess of the rating of the dielectric boots and gloves they are wearing.

(4) Leather protectors shall always be worn over insulating gloves to provide protection.

(5) As an added precaution, the locator shall stand 10 feet to the side of the bore path while the bore is progressing.

(6) When the directional boring machine requires ground contact by employees to operate, a grid system of wire mesh mats that is electrically bonded to the drill unit, and

appropriately covers the working areas of the operator and assistants, shall be used in accordance with the manufacturer's specifications.

(7) Barriers should be placed at least 6 feet away from all equipment that is electrically bonded. This shall include directional boring equipment, truck, trailer, entrance trench, exit trench, and bore path.

(8) A ground rod shall be driven and securely connected to the boring machine by a heavy-duty cable. If feasible, the ground rod shall be driven at least 6 feet away from the boring machine.

(9) If the boring machine is equipped with a voltage limiter, the voltage stake shall be placed at least 6 feet away and must not touch any other part of the equipment.

(10) Dielectric hightop boots and gloves rated for the voltages involved shall be worn by employees while installing grounding rods and voltage stakes.

(11) Sledgehammers shall not be used to install ground rods or voltage stakes; approved rod drivers shall be used.

(12) Each directional boring machine should have a strike detection system that includes a voltage stake, voltage limiter, and an electrical strike indicator. The electrical strike indicator should consist of dual detection sensors, reset feature and self-test circuit.

(13) Electronic strike sensing systems shall be tested prior to each use.

(14) All portions of the boring system shall be electrically bonded to reduce the likelihood of their damage from high voltage differentials.

n) Procedure in Event of an Electrical Strike:

Note: The following are guidelines; the specific equipment manufacturer's instructions shall be followed.

(1) A strike sensing system has both test and reset capabilities. If the machine does not have both elements, the crew cannot be certain the boring machine is not still energized after an electrical strike. For directional boring

machines without an adequate strike sensing system, the best policy would be to stay on the machine or grid until the utility has shut down electricity to the area.

(2) The operator shall warn the locator and bystanders to stay away.

(3) For directional boring machines with both test and reset capabilities, the following procedures shall be used:

(a) Do not step off the machine or grid mats and do not allow anyone to approach the work area.

(b) Move the drill head or backreamer away from the contact in hopes of disengaging it from the power source.

(c) Do not attempt to add or remove joints from the drill string. Breaking off the drill string can result in a lethal touch potential between it and the rest of the drilling unit.

(d) Attempt to reset the strike sensing control box. If it resets, go through its operational test. This verifies the current and voltage sensing circuits were not damaged during the strike.

(e) If the alarms continue after resetting, the drill string probably remains in contact with the power cable.

(f) Wait 1 minute or more for the utility's automatic reset breakers to complete all attempts to clear the short circuit. If the strike sensing system is operational and alarms remain off, the crew may leave the work area to notify the proper utility company. Employees shall not resume work without the power company's permission.

(g) If one cannot be sure the boring unit is no longer energized, have a person outside of the work area contact the proper utility company to shut off the line before anyone moves from their position.

o) Procedure in the Event of a Gas Line Strike:

No warning system tells directional boring crews that a gas line has been struck. Usually, the only indicator is the odor or sound of leaking gas. If a natural gas line is struck, use the following procedures:

(1) Stop the machine's engine immediately.

(2) Instruct the crew and others to leave the area immediately.

(3) Contact the gas utility.

(4) Call emergency personnel.

(5) Barricade the area off to keep spectators away.

(6) Do not let anyone return to the area until the utility company indicates that it is safe to return.

p) Procedure in the Event of a Fiber-Optic Strike:

(1) Warn people nearby that a strike has occurred.

(2) Contact emergency personnel.

(3) Contact utility company.

(4) Do not look into the ends of fiber-optic or unidentified cable. Vision damage can occur.

(5) Do not resume work until given permission by utility company.

Section 10 GENERATING STATIONS

1001 General

a) Visitors or uninstructed workers shall be accompanied by a qualified employee in stations and around Utility properties when life, service, or property might be endangered.

b) All employees entering an attended station, except employees regularly working at such station, shall immediately report their presence or purpose according to plant procedures.

c) When working on or near exposed energized lines and equipment, employees shall adhere to requirements of Paragraph 601.

d) Employees shall not work on gauge glasses until pressure has been relieved. Gauge glasses shall be pressurized carefully with only authorized personnel present.

e) All control, annunciator, and indicating light circuits on the back of control gauge boards shall be considered as energized. Employees working in back of these boards shall use precautions to guard against contact with exposed energized parts. Caution shall be exercised when disconnecting, blowing down, or draining gauge lines to prevent contact with exposed electrical equipment.

f) Should the water in the boiler become so low that it is not visible in the water column, the furnace fire shall be extinguished and other procedures followed as recommended by the manufacturer.

g) When prolonged welding or burning is to be done in the boiler drum, auxiliary ventilation shall be used.

h) On all water tube boilers where drums are equipped with manheads at each end, both manheads shall be removed from each drum before workers enter the boiler. For inspection purposes, only one manhead need be removed if a worker is stationed outside during periods of inspection. For drum entry, the requirements of Paragraph 202, Confined or Enclosed Spaces, shall be met.

i) Steam lines shall not be worked on while under pressure except for repacking valves or peening pinhole leaks.

j) The following rules shall apply to steam leaks:

(1) Leaky manhole covers, handhold plates, and bolted flanges shall not be worked on under pressure without specific approval.

(2) In the event there is a steam line rupture or leak, an employee should not move until the source and direction of the leak can be determined.

(3) All employees shall stay clear of steam leaks or ruptures. The area shall be adequately barricaded off until the system is isolated or repaired.

(4) An employee shall not in any instance use any part of his body to check for steam leaks.

(5) When it becomes necessary to check for steam leaks, a wooden dowel with a cloth attached, mirror or piece of metal shall be used.

k) Before entering the furnace or gas passes of a boiler, the following precautions shall be taken:

(1) All fuel shutoff valves shall be closed, physically rendered inoperative, and tagged with a Hold Card.

(2) Soot blower, steam, or air supply valves shall be closed, physically rendered inoperative, and a Hold Card placed on each valve.

(3) Hold Cards shall be placed on the controls, and the controls physically rendered inoperative on the mechanical firing equipment such as fuel oil pumps, air supply fans, gas lines, pulverizers, and dampers. Refer to Paragraph 109 and Utility clearance procedures.

(4) Hold Cards shall be placed and the controls physically rendered inoperative on all equipment that may cause motion within the furnace or gas passes, including rotating air heaters, retractable temperature probes, soot blowers, and bypass dampers.

(5) Thoroughly ventilate all areas in which work is to be performed. (It may be advisable to provide continuous forced ventilation during the progress of the work.)

l) When working inside the furnace or ash hopper, protection shall be provided against falling slag. Boilers should be satisfactorily cleaned when out of service for furnace work.

m) Refer to Hand Tools, Paragraph 121.

n) The number of CPR and first aid trained persons available shall be sufficient to ensure that each employee exposed to electric shock can be reached in 4 minutes by a trained person. Where the existing number of employees is not sufficient to meet this requirement (at a remote substation, for example), all employees at the work location shall be trained.

o) For additional information concerning the requirements for generating stations, refer to OSHA Standard 29 CFR 1910.269. For additional information on working near exposed energized lines and equipment, refer to Paragraph 601.

1002 Entering Confined Spaces

a) Before employees enter a confined or enclosed space, they shall notify their supervisor and shall see that all valves, switches, control devices, and other operating mechanisms have been so positioned, physically rendered inoperative, and tagged with Hold Cards as to prevent closing the exit opening, energizing electrically, evacuating the air, or flooding the space with steam, gas, water, or anything else that may endanger their lives or health.

b) To prevent the latching of self-locking doors or hatches while employees are working inside confined spaces, the locking devices shall be made inoperative or the doors (hatches) shall be secured in the open position.

c) Only authorized employees shall be allowed to work inside a furnace, boiler drum, pressure vessel, tank, or similar structure.

d) Before anyone enters a boiler drum, all valves, including blowdown valves, feedwater valves, steam valves, and fuel valves, shall be closed tightly and approved Hold Cards displayed (one on each of the blowdown valves and one at each of the water inlet valves). These cards shall not be removed until all work on the boiler has been completed; all men are out of the boiler; and all handhole, manhole, and heater plates have been replaced. Refer to Paragraph 109 and Utility clearance procedures.

e) Only circuits with approved low voltage (6-12 volts) or GFI (ground fault interrupter) power supplies for lighting shall be used in boiler drums, boilers, pressure vessels, and tanks. These circuits shall have extension cords of sufficient length so that the transformers and power supplies are located outside the wet areas at all time.

f) Before dismantling valves, flanges, and similar apparatus associated with boilers, pressure vessels, or pressure piping, the pressure shall be relieved and the equipment adequately drained.

g) Employees shall not smoke or use open flame in boiler while protective coating containing flammable liquids is being applied. Only explosion proof lamps shall be used.

h) Refer to Paragraph 202 for additional confined and enclosed space requirements.

1003 Boiler Plant

a) Waterwall ring header and economizer blowdown valves shall not be operated while the boiler is under load or being fired with other than ignition or pilot torches.

b) Should a blowoff line break, a tube fail, or some similar serious leak develop, the fire shall be drawn or retarded immediately and other procedures followed as recommended by the manufacturer.

c) When the blowdown line of a boiler being worked on is connected to a common blowdown line with other boilers and it becomes necessary to open the blowdown valves of the boiler being worked on, a Hold Card shall be attached to the blowdown valves and the valves physically rendered inoperative from all boilers. These Hold Cards shall not be removed until the valves of the boiler being worked on have been reclosed. Refer to Paragraphs 109 and 626 and Utility safe clearance procedure.

d) Employees shall not work on safety valves while the boiler is under pressure except to make necessary adjustments, nor shall they work near unvented safety valves while the boiler is under pressure.

e) Leaky manheads, handhole plates, and bolted flanges on steam lines shall not be worked on under pressure without getting specific approval from the plant superintendent or authorized representative.

f) Before a boiler water column is repaired or adjusted, the upper and lower shutoff valves shall be closed and the drain opened to release

the pressure. Before placing a boiler water column in service, all personnel shall place themselves so that if the gauge glass should rupture, no one would be in direct line of steam discharge.

g) While applying a hydrostatic test to a boiler, only those inspecting for leaks shall be inside the boiler. If safety valve gags are used, care shall be taken to see that they are removed before the boiler is fired.

h) All employees shall stay clear of pressurized oil or air escaping from a ruptured line or fitting. No attempt shall be made by an employee to stop or slow such a leak by using hands, feet, or other parts of the body. The pump, compressor, or engine shall be stopped as soon as the leak is detected.

i) Inlet and outlet circulating water valves shall be locked out or tagged out and physically rendered inoperative before employees enter the water box of a condenser. If these valves are electrically operated, their main breakers shall be opened, physically rendered inoperative, and locked out or tagged out. Refer to Paragraph 626 and Utility safe clearance procedure.

j) All boiler plant safety devices such as safety valves, relief valves, fuel tripping devices, auxiliary tripping relays, interlocks, and alarms shall be tested as set forth by plant management.

k) When lancing boilers, employees shall wear a long-sleeved shirt, buttoned at the collar (or slagging jacket), gloves, and a face shield.

l) The boiler operator shall be notified before any door on a boiler is opened, because the fire might flash out due to a positive pressure within.

m) Employees shall stand to one side when opening a boiler door.

n) Only authorized personnel shall be permitted to open boiler doors. When required, boiler doors shall be closed before leaving the area.

Note: In units that have both induced draft fans and forced draft fans, when practicable, the unit should be placed on a fixed load and the induced and forced draft fans placed on hand control to lessen the danger of a positive pressure.

o) Employees shall stand to one side when using plugs or brushes with an air gun to clean tubes. This procedure will guard against back pressure in a blocked tube that may drive the plug or brush back when the air gun is removed.

p) No one shall be at the opposite end of tubes being cleaned or plugged.

q) Before removing a valve bonnet or stuffing box gland, or breaking a flanged joint or other pressure connections, the pressure shall be relieved and the system drained, physically rendered inoperative, and Hold Cards attached.

r) Bolts, nuts, or other fasteners shall be loosened with special care until it is certain that pressure does not exist.

s) Employees shall use only hoses that are approved for the intended use.

t) Air and water hoses shall not be used for steam. Steam hoses shall be insulated sufficiently to avoid burns from accidental contact.

u) Sufficient access and working space shall be maintained around electric equipment.

v) When a work area is adjacent to, or partially or wholly surrounded by energized areas, the "safe" work area shall be clearly marked by the use of barricades, tape, rope, or other suitable means.

w) Areas are to be marked with barricades, tape or equivalent means, as above, without violating the minimum working clearance for the voltage involved.

x) While working or pounding on hopper to aid the removal of fly ash or siftings, employees shall wear dustproof goggles, dust respirator, gloves, and long-sleeved shirt buttoned at the collar.

y) Dustproof goggles shall be worn and care employed when removing inspection plugs from hoppers.

z) Ash pit doors and gates shall be opened and closed cautiously.

aa) The spray water shall be on if an occasion arises in which the ashes drop to the bottom of the pit (a jamming of large clinkers, etc.) and if it is necessary for an employee to "rod" the jammed passage.

bb) The employee shall wear an approved face shield, slagging jacket, and approved safety equipment to fully protect himself from any sudden release of hot ashes.

cc) The following apply to water and steam spaces associated with boilers:

(1) A designated employee shall inspect conditions before work is permitted and after its completion. Eye protection and full face protection, if necessary, shall be worn at all times when condenser, heater or boiler tubes are being cleaned.

(2) When it is necessary for employees to work near tube ends during cleaning, shielding shall be installed at tube ends.

1004 Boiler and Pressure Vessel Chemical Cleaning

a) Areas where chemical cleaning is in progress shall be cordoned off to restrict access during cleaning.

b) The chemical cleaning area shall be posted with signs restricting entry and warning of the health hazards associated with the chemicals being used and the potential for fire and explosion.

c) Only properly trained employees shall be allowed in restricted areas and limited in number to those necessary to accomplish the task safely.

d) Employees in restricted areas shall wear protective equipment as required by Utility policy and the Material Safety Data Sheet for the chemicals in use.

e) An emergency shower or water source shall be available for emergency use.

f) All chemical cleaning waste material shall be properly disposed of according to federal, state, and local regulations.

1005 Turbine Generators

Turbine generators shall be started and stopped in accordance with approved station operating instructions.

a) When working on or above open grating, a suitable covering shall be used to cover the grating in order to prevent tools or parts from dropping to a lower level.

b) Work area protection shall be provided or the danger area shall be barricaded when gratings are removed.

c) When opening any part of the turbine casing or steam side of the condenser, all valves or piping that may allow steam, air, or other

fluids to enter the turbine shall be closed, physically rendered inoperative, and Hold Cards attached. Also, all equipment that can cause motion to the turbine such as turning gear shall be physically rendered inoperative and Hold Cards attached.

d) Before exciter or generator brushes are changed while the generator is in service, the exciter or generator field shall be checked to determine that a ground condition does not exist. If the equipment has ground protecting devices, the protective devices shall be disconnected and Hold Cards attached before the brushes are changed.

1006 Gantry Cranes

a) Only qualified employees shall be permitted to operate a gantry crane.

b) Both rail clamps and wheel brakes shall be applied at all times when outdoor cranes are not in use.

c) Limit switches on cranes shall be tested regularly but should not be relied upon to stop the motor. Action of the crane shall be controlled by the operator at all times.

d) Gantry cranes shall not be used to make a side pull.

e) Automatic signals shall be sounded before starting and repeated during travel of the crane.

f) For additional information concerning the requirements for gantry cranes, refer to OSHA Standard 29 CFR 1910.179.

1007 Process Safety

a) To minimize the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals (highly hazardous chemicals), employees shall follow the Utility's operating and maintenance procedures when working on systems that contain highly hazardous chemicals. Employees shall follow the Utility's operating procedures for initial startup, normal operations, temporary operation, and emergency shutdowns. (Examples of highly hazardous chemical systems are chlorine systems, ammonia systems, and hydrogen cooling systems.)

b) Employees shall adhere to the requirements of Paragraph 201, Hazardous Materials; Paragraph 202, Confined or Enclosed Spaces;

and Paragraph 109, Hazardous Energy Control/Lockout-Tagout, when working on systems that contain highly hazardous chemicals.

c) Only properly trained employees shall operate or work on systems containing highly hazardous materials.

d) In the event of a spill or release of a highly hazardous material, employees shall take action as required in the Utility's emergency action plans.

e) Contractors working on Utility property shall be informed of the hazards and safe work practices when working on or around systems that contain highly hazardous chemicals.

f) For additional information concerning process safety requirements, refer to OSHA Standard 1910.119.

1008 Hydrogen Cooling Systems

a) Open flames shall be kept away from hydrogen cylinders and employees shall not smoke in the vicinity of cylinders or the manifolds to which they are connected. No smoking will be allowed in the immediate vicinity of the hydrogen seal oil unit or hydrogen dryers.

b) A sufficient quantity of CO_2 shall be readily available at all times to purge the hydrogen from the generator.

c) Any generator or other vessel containing air shall first be purged with CO_2 before hydrogen gas is admitted.

d) Any generator or other vessel containing hydrogen shall be purged before entering, first with CO_2, then with air. Tests for adequate oxygen shall be made with approved apparatus, and the removable link in the hydrogen supply line shall be removed before entering. Also, refer to Paragraph 202 for confined or enclosed entry requirements.

e) If hydrogen seal oil pressure is lost and cannot be immediately restored, the hydrogen shall be purged from the generator.

f) Only nonsparking tools shall be used in hydrogen areas.

1009 Acids and Caustics--Storage

a) Acids, in any quantity, shall be kept in an approved carboy or other container, prominently labeled. These containers shall not be used for any other purpose.

b) Acids shall not be stored near heaters, steam pipes, or other sources of heat.
c) Acid containers shall be securely stoppered or covered.
d) Acids kept on shelves shall not be stored higher than waist level.
e) If acids or caustics are spilled, they shall be flushed away with an ample supply of water--never wiped up.
f) Employees handling acids, caustics, or other corrosive, toxic chemicals shall wear approved gloves, aprons, eye and face protection and shall take precautions to prevent personal injury.
g) The use and toxic quality of new materials shall be investigated thoroughly, and personnel shall be advised of any hazards involved.
h) Chemical pumps shall be washed externally before repacking or performing maintenance work.
i) Storage areas for acids and caustics shall be posted with appropriate warning signs.
j) Areas where acid cleaning is to be done shall be barricaded by suitable means, and no smoking or open flames shall be permitted.
k) Suitable procedures shall be established to avoid explosions from released hydrogen or injuries from the chemicals.
l) Contact lenses shall not be worn when working in a laboratory or when handling acids, caustics, or other corrosive chemicals.

1010 Acids and Caustics--Handling

a) Only reliable, dependable, and properly trained employees or suppliers' personnel shall operate valves or other equipment that controls the movement of chemicals.
b) Approved protective equipment and clothing shall be worn whenever acids or caustics in harmful quantities may spill, splash, fly, or drip upon the person handling them. The quantity of acid or caustic handled shall determine the kind and quantity of clothing and equipment. Minimum protection shall be chemical goggles, acidproof gloves, and apron.
c) Should any acid, caustic, or other chemical come in contact with the eyes, they shall be thoroughly washed with large amounts of

running water and a physician consulted as soon as possible. DO NOT RUB THE EYES.

d) Employees shall not handle acids or caustics unless there is access to an adequate supply of water for quick drenching and flushing of the eyes and body.

e) After handling large quantities of caustics, employees shall take a shower to avoid skin irritation.

f) Before lifting or moving a carboy or other acid container, it shall be examined carefully to see that it is not in a leaky or defective condition. The wire holding the carboy stopper in place shall be checked to see that it has not corroded and that the stopper is secure. All movements shall be made slowly to avoid excessive agitation of the acid.

g) Before starting to unload a tank car or tank truck of acid, the acid storage tank shall be gauged to see if there is adequate space inside the tank to contain the acid being added without overflowing.

h) When tank cars or trucks are unloaded, warning signs shall be prominently posted and barriers placed so as to warn all personnel of the impending danger.

i) Only approved methods, tools, and equipment shall be used to extract acids and caustics from a container.

j) Acid in railroad tank cars or tank trucks shall be unloaded in accordance with the regulations of the Interstate Commerce Commission and the recommended practices of the Manufacturing Chemists Association.

1011 Acids and Caustics--General

a) When mixing acid or caustic with water, the acid or caustic shall be poured into the water, not the water into the acid or caustic.

b) If it is necessary to enter a tank or vat, the person entering shall wear approved hard hat or hood; rubber gloves; rubber or plastic outer clothing; and boots, shoes, or wooden clogs. They shall also wear a supplied-air mask and a lifeline. At least one worker shall remain outside the tank or vat to attend the lifeline. Refer to Paragraph 202 for additional confined and enclosed space requirements.

c) Hydrazine and morpholine are highly toxic and caustic shall never be handled without adequate ventilation. Skin or clothing contact and the breathing of fumes shall be avoided.

d) All small containers such as bottles or jars shall be washed thoroughly when emptied. Carboys, steel drums, tank trucks, or tank cars shall not be washed but shall be completely drained of all acid before returning to the acid supplier.

e) Open flames and smoking are prohibited when working with or near acid in metal containers, such as tanks, condensers, or boilers. Sparkproof tools shall always be used where there is a danger of accumulated hydrogen.

Note: Certain acids in contact with metal produce explosive hydrogen.

1012 Chlorine

a) When it is necessary to work on chlorine lines or equipment, all sources of chlorine shall be turned off at the chlorine cylinders and the lines safely discharged and purged with dry air (to normal path of usage, not to atmosphere) before any connection or pipe is opened. (Refer to Paragraph 109 for Hold Card procedure.)

b) In the event of a chlorine cylinder leak, only properly trained employees with the necessary personal protective equipment shall attempt to stop the leak. Employees shall follow the Utility's emergency response procedures.

c) Only employees who have been properly trained shall perform work on chlorine lines or equipment.

d) A chlorine system enclosure or shelter shall have available two units of approved, self-contained breathing apparatus and protective clothing. They shall be located outside the shelter or enclosure at a sufficient distance to make them approachable in the event of a chlorine leak.

e) Portable gas cylinders in storage shall have roof or shield covers for protection against the weather.

f) Chlorine system enclosures shall be posted with signs restricting entry and warning of hazard to health and the hazards of fire and explosion.

g) The number of personnel shall be limited to those necessary to accomplish the task safely.

h) Emergency repair kits shall be available near the shelter or enclosure to allow for the prompt repair of leaks in chlorine lines, equipment or containers.

i) Before repair procedure is started, chlorine tanks, pipes and equipment shall be purged with dry air and isolated from other sources of chlorine.

j) For more information on Hazardous Waste Operations and Emergency Response, refer to OSHA Standards 29 CFR 1910.120 and 29 CFR 1910.119.

1013 Coal Handling--Railway Operations

a) Only authorized employees shall operate railroad equipment.

b) Before moving a locomotive, the operator shall give a proper warning (car dumper excepted). A warning shall always be sounded when approaching a walk or driveway, when passing cars on an adjacent track, or when passing any structure obscuring the operator's vision.

c) When operated manually, the operator shall not move the locomotive when he is unable to see his switchman.

d) Employees shall not ride on footboards of locomotives.

e) Switchmen or brakemen shall use adequate signaling devices and standard railroad signals when working in conjunction with locomotive engineers, hand signals, or appropriate flags for daytime use, or lantern or red flares at night, for switching purposes.

f) Employees shall not mount locomotives when they are in motion.

g) Only in emergencies shall a locomotive be returned from the empty yard through the car dumper and then only after the operator has obtained clearance from the car dumper operator.

h) Work (except testing procedures) shall not be performed on locomotives while they are moving.

i) Locomotives shall not be operated at unsafe speeds. The train shall be kept under control at all times.

j) Whenever the locomotive engines are shut off, the hand brake shall be set. The operator key (lever) shall not be left in an unattended locomotive.

k) Locomotive operators shall follow all signals carefully. If signals are not fully understood, operators shall not move the train until clarification has been made.

l) Employees engaged in switching or dumping cars shall not line up drawheads with their feet.

m) Drawheads or knuckles shall not be shifted while locomotives or cars are in motion.

n) Flying switches shall not be made.

o) Employees shall not jump from one car to another while either is in motion.

p) Cars shall not be spotted where they will foul another track.

q) When shoving cars, the operator shall protect the front end of the train.

r) Employees shall not go between cars or board or leave locomotive cranes or cars while such equipment is in motion.

s) When a car is spotted for unloading on other than level ground, it shall be held in place by approved blockers in addition to setting the brakes.

t) Cars and equipment marked with a blue flag shall not be moved.

u) When a string of cars has been separated at a crossing or walkway, it shall not be recoupled unless the operator is at the crossing.

v) Employees shall not walk, stand, or sit on tracks except when necessary for the proper performance of duty.

w) Employees shall cross or walk on tracks at a safe distance from cars or locomotives.

x) Trains, engines, and cars shall be expected to move at any time, on any track, in either direction.

y) Approved car movers shall be used for moving cars by hand.

z) Companionways and catwalks must be kept free of tools and materials.

aa) Employees shall not crawl under or work beneath cars or locomotives unless the wheels have been blocked in both directions and warning flags placed at both ends.

bb) When thawing operations are in progress by use of oil-fired torches, adequate face protection and ear protection shall be used.

cc) Fire protection and first aid equipment shall be available in open flame thawing areas.

dd) When dusty coal conditions exist, dust respirators shall be used.

ee) Emergency safety key switches and pull ropes should be checked frequently and maintained in good condition.

ff) Pulley drives, gearing, motor couplings, and idlers at sealing strips shall be adequately guarded.

gg) When a railroad car is stopped for unloading, the car shall be secured from displacement that could endanger employees.

hh) An emergency means of stopping dump operations shall be provided at railcar dumps.

1014 Barges, Boats, and Docks

a) Employees shall stay clear of barge cables while barges are being moved.

b) When barges are moored at docks, the mooring lines shall be loose enough to allow sufficient movement of the barge to keep sway from passing boats from breaking lines, yet shall be tight enough to permit the passage of personnel from dock to barge.

c) Only authorized employees shall operate Utility boats.

d) The lifeboat and workboats shall, at all times, be equipped with a pair of oars and a ring buoy attached to a 50 foot coil of 1/2 inch line attached to the boat.

e) Docks and walkways shall be maintained in safe condition at all times. They shall be kept clear of all obstructions.

f) While working on boats, barges, rafts, or other floating equipment or on docks, employees shall wear approved life jackets or a belt and lifeline.

g) Employees shall not enter a barge that is being unloaded by a grab bucket, unless he is in full view of the crane operator or signalman.

h) Before working on a barge, the gunwales and end decks shall be cleared of loose coal.

i) Employees shall not work under a crane or grab bucket at any time.

j) Crane buckets shall always be lowered before the crane is left unattended.

1015 Car Shakers and Dumpers

a) Only tools approved by the Utility shall be used for releasing doors on hopper type cars.

b) Car shakers shall be shut off before employees climb onto the car, and the car shall not be moved until all personnel are out of the car.

c) Employees engaged in car shaker operations shall use suitable eye protection, hearing protection, and respiratory equipment as prevailing conditions dictate.

d) Cars shall not be moved through the car dumper for refueling purposes.

e) Only coal cars shall be permitted on the car dumper and car shaker tracks.

1016 Conveyors and Crushers

a) Employees shall stay clear of conveyors as they may start at any time.

b) Employees shall not ride conveyor belts or buckets.

c) Employees shall not attempt to clear a blocked conveyor or crusher or loosen any material therein (except from established positions outside the equipment) without first shutting off the power, physically rendering the switch inoperative, and tagging the control with a Hold Card.

d) Employees shall not clean around conveyor rollers while belt is in operation.

e) Coal dust shall not be cleaned up in a manner that will create a hazardous, dusty atmosphere. Use of compressed air is especially prohibited.

f) Belt conveyors shall be equipped with emergency stop cords for their entire exposed lengths.

g) Repairs shall not be made except when the electric system is shut off, physically rendered inoperative, and tagged with a Hold Card.
h) Employees shall cross over or under conveyors only where permanent walkways with railings have been installed.

1017 Coal Storage

a) Before entering a coal bunker, the associated mill feeder shall be physically rendered inoperative and tagged with a Hold Card. An air test shall be made to determine if toxic or explosive gas is present. If found, it shall be expelled before entering and frequent air tests shall be made during the progress of the work.
b) Employees entering a bunker for the purpose of dislodging coal or inspection shall wear an approved harness with lifeline attached. The lifeline shall be secured to a fixed support outside the bunker and another employee stationed to attend it and render assistance if needed.
c) When cleaning down coal in a bunker, employees shall not work from a position under the lodged coal and shall use nonsparking tools.
d) Employees shall not smoke in coal storage buildings or buildings housing coal crushing and handling equipment except in designated areas.
e) Only portable lights and extension cord lights meeting dust-proof requirements shall be used in coal storage buildings or buildings housing coal crushing and handling equipment. Portable electrical tools and appliances shall not be operated in these areas unless special precautions are taken to eliminate explosion hazards.
f) When welding or use of open flame is required in the coal conveyor system, the area shall be cleaned and wet down. Fire protective equipment shall be available and ready for use.
g) Refer to Paragraph 202 for additional confined or enclosed space requirements.

1018 Hydro Stations

a) Whenever it is necessary to work in a location where there is a possibility of falling into dangerous water, employees shall wear a U.S. Coast Guard-approved life jacket and/or safety belt with an approved lifeline attached.

b) Rigging equipment shall be inspected before and after using. Wood scaffold planks shall be free and clear of cracks and large knots.
c) Employees shall be protected from falling by secured guardrails or the use of approved belts, straps, harness, and lines.
d) A Hold Tag procedure shall be established before entering penstocks, scroll cases, and similar water passages.
e) A Hold Tag procedure shall be established before any internal work is performed on a generator.
f) The unit shall be secured by cables or blocked to prevent turning when working in the turbine or generator.
g) The elevation of the water shall be maintained at a safe level below crest when working flashboards and making other repairs.
h) Employees working on or close to water gates, valves, intakes, forebays, flumes, or other locations where increased or decreased water flow or levels may pose a significant hazard shall be warned before water flow changes are made.
i) Employees using boats in dangerous water shall wear approved life jackets.
j) At least two employees shall be present where any work is done inside tanks, tunnels, conduits, deep manholes, and other confined or deep spaces.
k) Deep and confined spaces shall be ventilated with fans or blowers before entering. Refer to Paragraph 202 for additional confined or enclosed space requirements.

1019 Lead

a) Permissible exposure limits shall not be exceeded.
b) Monitoring for lead levels shall be conducted in compliance with existing regulations.
c) Engineering and work practice controls shall be used to minimize lead exposure.
d) Respiratory protective equipment and other personal protective equipment shall be used in accordance with existing regulations.
e) Refer to OSHA Standard 29 CFR 1910.1025 for more information on lead exposure.
f) Air monitoring during the splicing of lead-jacketed electrical lines has shown the potential for exposures to lead at or above the

action level. Any soldering or heating of lead jacketed materials should be conducted using proper engineering controls (i.e. ventilation), personal hygiene, PPE, and personal monitoring.

All Utility employees involved in the disturbance of lead-containing materials or lead based paint as part of regular work activities should have at least a lead awareness training class and have blood lead levels checked initially, then at least annually thereafter.

For more information regarding the OSHA lead standard, refer to 29 CFR 1910.1025.

1020 Hazardous Energy Control

a) If an energy isolating device is not capable of being locked out, a tagout system shall be used.

b) Tags shall be attached to the same location as the lock would have been in a system that is capable of being locked out.

c) Tagging should offer the same degree of protection as locking. This may require additional safety measures such as removal of an isolating circuit, blocking of a control switch, opening of an extra disconnecting device or the removal of a valve handle.

d) Employees shall be trained to ensure that the purpose and function of the energy control programs are understood. Employees shall have the knowledge and skills required for the safe application, usage, and removal of energy controls.

e) Lockout and tagout devices shall be the only devices used for controlling energy and may not be used for other purposes.

f) Lockout and tagout devices shall be capable of withstanding the environment to which they will be exposed for the maximum period of time that exposure is expected.

g) Tags shall be so constructed as to not deteriorate in corrosive environments.

h) Locks and tags shall be standardized within the facility by color, shape or size. For tags, print and format shall be standardized.

i) Locks shall be substantial enough to prevent unauthorized removal without the use of excessive force.

j) Tags shall be substantial enough to prevent accidental removal. Tag device means of attachment shall be nonreusable,

attached by band, self-locking, and nonreleasable with a minimum unlocking strength of no less than 50 lbs.

k) Lockout and tagout devices shall have the capability of identifying the employee applying the devices.

l) Tags shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as "Do Not Start," "Do Not Open," "Do Not Operate," etc.

m) Lockout and tagout application and removal may only be performed by the authorized employees who are performing the servicing or maintenance.

n) Affected employees shall be notified of the application and removal of lockout or tagout devices. Notifications shall be given before controls are applied and after they are removed. Another notification must occur before the machine or equipment is re-energized.

o) The sequence of lockout/tagout application is as follows:

(1) Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the energy to be controlled and the method or means used to control it.

(2) The machine or equipment shall be turned off or shut down using the procedures established to do so in an orderly manner.

(3) All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate them from energy sources.

(4) Lockout or tagout devices shall be attached in a manner that will hold the energy isolating device in a "safe" or "off" position by authorized employees.

(5) When tags are used on energy isolating devices capable of accepting a lock, the tag shall be affixed at the same point of attachment as a lock would be.

(6) When a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

(7) After application of the lock or tag, all potentially hazardous energy shall be relieved, disconnected, restrained, or otherwise rendered safe.

(8) If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is complete or until the possibility of reaccumulation no longer exists.

(9) Before starting work on locked out or tagged out machines or equipment, the authorized employee shall verify that isolation and de-energizing have been accomplished. If normally energized parts are exposed to contact by an employee while the machine or equipment is de-energized, a test shall be performed to ensure that these parts are de-energized.

p) The sequence of release from lockout/tagout is as follows for the authorized employee:

(1) The work shall be inspected to ensure that nonessential items have been removed and that machine or equipment components are operationally intact.

(2) The work area shall be checked to ensure that all employees have been safely positioned or removed.

(3) After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout devices have been removed.

(4) Each lockout or tagout device should be removed by the authorized employee who applied it.

(5) If the lockout/tagout device cannot be removed by the authorized employee who applied it, the following conditions shall be met:

(a) Verify that the authorized employee who applied the device is not at the facility.

(b) Make all reasonable efforts to contact the authorized employee to inform him that the device has been removed.

(c) Ensure that the authorized employee has this knowledge before resuming work at the facility.

q) If the lockout/tagout devices must be temporarily removed from energy isolating devices and the machine or equipment must be energized to test or position the machine, equipment, or component, the following sequence of actions shall be followed:

(1) Clear the machine or equipment of tools and material.
(2) Remove employees from the area.
(3) Remove the lockout or tagout device.
(4) Energize and proceed with testing or positioning.
(5) De-energize all systems and reapply energy control measures to continue servicing or maintenance.

r) When servicing or maintenance is performed by a crew, craft department, or other group, they shall use a procedure which gives the employee a level of protection equivalent to that provided by the use of a personal lockout/tagout device. This procedure will consist of the following requirements, as a minimum:

(1) Primary responsibility shall be given to an authorized employee for a set number of employees working under the protection of a group lockout/tagout device.
(2) The authorized employee shall be able to ascertain the exposure status of all individual group members with regard to the lockout or tagout of the machine or equipment.
(3) When more than one craft, crew, department or other group is involved, assignment of overall job-associated lockout or tagout control responsibility shall be given to an authorized employee designated to coordinate the workforce and ensure continuity of protection.
(4) Each authorized employee shall affix a personal lockout or tagout device to the group lockout device when he begins work and shall remove those devices when he stops working on the machine or equipment.

s) Procedures shall be used during shift or personnel changes to ensure the continuity of lockout/tagout device protection between offgoing and ongoing employees.

t) Whenever outside servicing personnel are used, they and the Utility shall inform each other of their respective lockout/tagout procedures and ensure that employees from both sides understand and comply with each other's procedures.

u) If energy isolating devices are installed in a central location under the exclusive control of a system operator, the following requirements shall apply:

(1) The procedure shall afford employees with a level of protection equivalent to that provided by a personal lockout/tagout device.

(2) The system operator shall place and remove lockout/tagout devices in place of the authorized employee.

(3) Provisions shall be made to identify the authorized employee who is responsible for (that is, being protected by) the lockout or tagout device, to transfer responsibility for lockout and tagout devices. Provisions shall also be made to ensure that an authorized employee requesting removal or transfer of a lockout/tagout device is the one responsible for it before the device is removed or transferred.

Section 11 COMMUNICATION FACILITIES

1101 Fiber-Optic Systems

a) Employees shall be properly trained on the specific hazards of handling fiber-optic cable and equipment.

b) Under normal operating conditions, lightwave transmission systems are completely enclosed. The following precautions shall be observed with these systems:

(1) Employees shall not disconnect any fiber-optic cable or splice and stare into the optical connectors terminating the cables because of the potential for eye damage.

(2) Under no circumstances should an employee who has not satisfactorily completed an approved training course perform lightwave/fiber-optic operations.

(3) Because viewing lightwave emissions directly with an optical instrument, such as an eye loupe, greatly increases the risk of eye damage, an appropriate label must appear in plain view on the front of the main frame or fiber-optic termination/interconnection equipment identifying this hazard.

c) During service, maintenance, or restoration work, a lightwave transmission system can no longer be considered enclosed. Under such conditions, employees shall observe the following:

(1) Only authorized, trained employees are permitted to perform service, maintenance, and restoration work. Employees shall avoid exposing the eye to emissions from unterminated, energized fiber-optic connectors at close distances. The connectors associated with lightwave regenerators are normally recessed, thereby limiting the exposure distance. Under normal conditions, the regenerators can be removed or replaced without fear of eye injury. However, employees performing the removal or replacement work shall not stare or look directly into the vacant regenerator slot with optical instruments or magnifying lenses.

(2) Only authorized, trained employees are permitted to use lightwave test equipment during installation/servicing work, since this equipment contains semiconductor lasers.

(3) Unauthorized employees shall be excluded from the immediate area of lightwave transmission systems during installation and service work. The area shall be properly barricaded and posted.

d) If a fiber-optic cable breaks or is removed from its normal position, employees should observe the following precautions:

(1) Do not examine or stare into broken, severed, or disconnected fiber-optic cables.

(2) Report any cable problems to your supervisor, who can arrange for authorized, trained installation/service personnel to repair or replace the cables.

e) Employees who install, operate, maintain, or repair fiber-optic systems have, in addition to normal safety precautions, the following responsibilities:

(1) Observe all Utility rules, procedures, and practices established for the safe operation of these systems.

(2) Notify a supervisor immediately of conditions or practices that may cause potential personal injury or property damage.

(3) Report to a supervisor immediately any known or suspected accidental exposure to laser radiation.

(4) Use appropriate safety glasses and gloves when working with fiber-optic systems.

(5) When using an ultraviolet lamp for curing adhesive during splicing of fiber-optic material, only approved eyewear shall be worn.

(6) Employees shall always treat every fiber as active and when using laser, take the appropriate safety precautions.

(7) Eating or drinking in the fiber work area is prohibited.

(8) Employees shall not rub eyes or use the restroom without washing hands first.

(9) When work is performed on fiber-optic cables which contain conductive material, it must be isolated from energy sources.

(10) Always apply temporary grounding and bonding harnesses to the cable while working with it.

(11) Solvents and chemicals used for stripping fibers and cleaning shall be used in adequately ventilated areas.

f) Cleaved glass fibers are very sharp and can pierce the skin easily. Do not let cut pieces of fiber stick to your clothing or drop in the work area. Use tweezers to pick up cut pieces of the glass fibers and place them on a loop of tape kept for that purpose.

g) Employees shall wear safety glasses and gloves when handling fibers.

h) When using tools such as hook blades to strip cable, employees shall guard against the blade slipping and cutting their hands and arms.

i) When using diagonal cutters to cut or trim the metallic strength members of the cable, do not cut more than one strand member at a time and be sure to hold the portion to be cut as close to the floor as possible and away from other people.

j) When using razor blades for light trimming operations, always cut away from the body, do not use a dull blade, do not attempt heavy cutting with a razor blade, and dispose of razor blade properly.

k) When using utility knives for heavier cutting operations, always cut away from the body, never use a dull blade, and hold the knife in one hand and the cable with the other.

l) Fiber cable sheath ease of removal is contingent on temperature. Use extra caution in colder temperatures.

1102 Radio Frequency Radiation

a) Utilization of Radio Frequency (RF) Source Equipment Which Meets Applicable Safety Standards:

(1) RF source equipment shall meet all Federal Communication Commission (FCC) RF regulations and other applicable safety standards.

(2) FCC certification will be required on all future purchase orders for RF amplified equipment.

(3) Any service, modification, or action that has been performed on equipment that is responsible for amplifying or coupling amplified signals will be checked with RF survey equipment immediately after service and before returning that system to operational status.

b) RF Hazard Identification and Periodic Surveillance:

(1) Screening measurements shall be completed to identify potentially hazardous RF areas. More complex measurements may be necessary when employee exposures approach FCC established maximum permissible exposure (MPE) limits. (Refer to Table 11.1.)

(2) Conducting objects in close vicinity shall be evaluated to ensure that they do not constitute RF shock and burn hazards.

(3) Surveys of RF levels shall be conducted during the development of work practices to ensure they are effective in preventing excessive exposures to RF radiation.

(4) Appropriate work practices must be followed during the repair and maintenance of RF equipment.

(5) Surveys of RF levels shall be conducted to ensure that personal protective equipment is applicable and effective for the specific worksite conditions.

c) Identification and Implementation of Controls in RF Hazard Areas:

(1) Access to any areas where RF fields could exceed the FCC established maximum permissible exposure (MPE) limits for the general public shall be restricted.

(2) Exposure time and distance between the RF source and employee shall be controlled in order to ensure that workers' exposures remain below recommended levels.

(3) RF hazard areas shall be identified to alert employees of areas that are not to be occupied during RF application.

(4) The antenna and transmitter shall be deactivated prior to being serviced.

(5) Access to RF hazard areas shall be controlled with standard lockout/tagout procedures to ensure employees are not occupying these areas during the application of RF energy.

(6) Transmitters shall not be operated without shields.

(7) Appropriately selected and properly used RF protective clothing shall be used to reduce whole body RF absorption below established MPE.

Table 11.1
Limits for Maximum Permissible Exposure (MPE)

(A) Limits for Occupational/Controlled Exposure

Frequency Range (MHZ)	Electric Field Strength (E) (V/m)	Magnetic Field Strength (H) (A/m)	Power Density (S) (mW/cm^2)	Averaging Time IEI^2, IHI^2, or S (minutes)
0.3-3.0	614	1.63	(100)*	6
3.0-30	1,842/f	4.89/f	($900/f^2$)*	6
30-300	61.4	0.163	1.0	6
300-1,500	--	--	f/300	6
1,500-100,000	--	--	5	6

(B) Limits for General Population/Uncontrolled Exposure

Frequency Range (MHZ)	Electric Field Strength (E) (V/m)	Magnetic Field Strength (H) (A/m)	Power Density (S) (mW/cm^2)	Averaging Time IEI^2, IHI^2, or S (minutes)
0.3-1.34	614	1.63	(100)*	30
1.34-30	824/f	2.19/f	($180/f^2$)*	30
30-300	27.5	0.073	0.2	30
300-1,500	--	--	f/1,500	30
1,500-100,000	--	--	1.0	30

f = frequency in MHz *Plane-wave equivalent power density

Note 1: Occupational/controlled limits apply in situations in which persons are exposed as a consequence of their employment, provided those persons are fully aware of the potential for exposure and can exercise control over their exposure. Limits for occupational/controlled exposure also apply in situations when an individual is transient through a location where occupational/controlled limits apply, provided he is made aware of the potential for exposure.

Note 2: General population/uncontrolled exposures apply in situations in which the general public may be exposed, or in which persons that are exposed as a consequence of their employment may not be fully aware of the potential for exposure or cannot exercise control over their exposure.

(8) Employees working near or in the vicinity of radiating antennas or transmitters may be required to wear and use appropriately selected personal RF monitoring devices to ensure exposure levels are below the established MPE.

(9) RF hazard areas shall be clearly marked with appropriate signs, barricades, floor markings, etc., such that any worker who has access to the facility will be alerted not to occupy the hazardous locations.

(10) Signs shall be of standard design and shape, and of sufficient size to be recognized and readable from a safe distance. Refer to Figure 11.1.

(11) Screening measurements shall be used to determine where signs are to be located in order to alert workers approaching a RF hazard area.

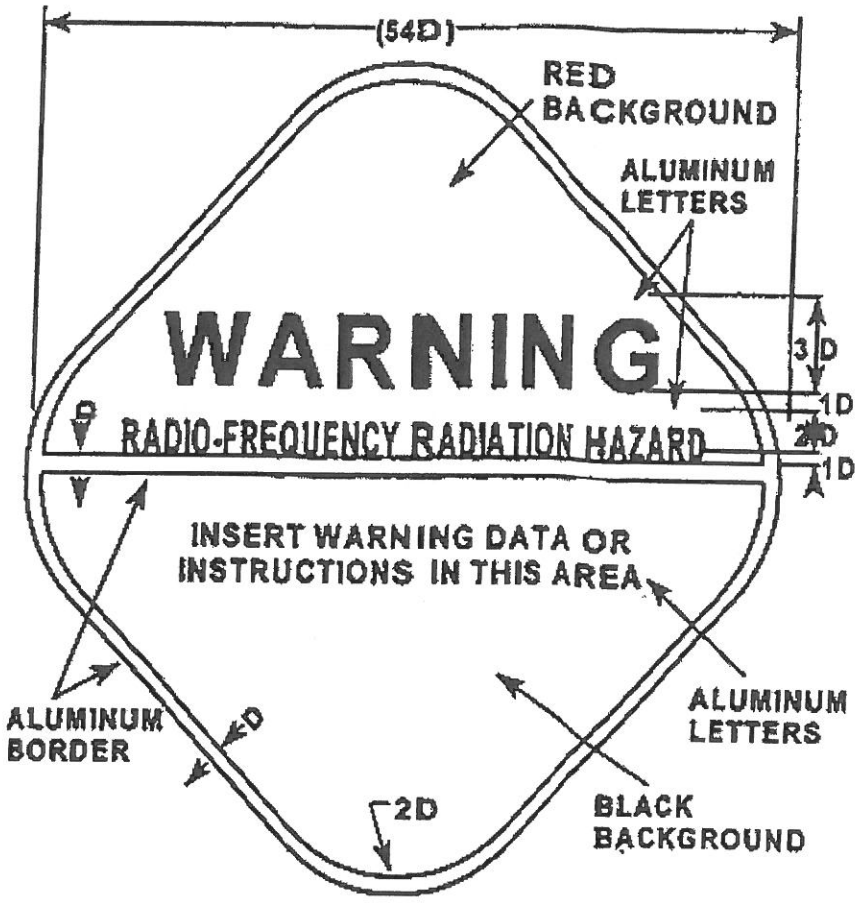
(12) The evacuation of hazard areas prior to RF application shall be strictly enforced.

d) RF Safety and Health Training:

(1) All employees who are required to work in a controlled environment, where power densities could exceed the FCC general public MPE limits, shall be aware of the potential exposure RF fields and should be informed of the steps they must take to ensure they are not exposed to RF fields in excess of the MPE limits.

(2) RF awareness training shall include applicable principles for working safely near energized communications antennas and equipment as well as guidance for personal protection that will be encountered under specific workplace conditions.

Figure 11.1
Radio Frequency Radiation Warning Symbol



1. Place handling and mounting instructions on reverse side.
2. D = Scaling unit.
3. Lettering Ratio of letter height to thickness of letter lines.
   Upper triangle = 3 to 1 Large
   6 to 1 Medium
   Lower triangle = 4 to 1 Small
   6 to 1 Medium
4. Symbol is square, triangles are right-angle isosceles.

(3) Employees shall adhere to the following principles when working around RF equipment:

(a) Employees shall assume all antennas are active and energized.

(b) Employees shall maintain an established safe distance from all antennas.

(c) Employees shall obey all posted signs and warnings.

(d) Employees shall not stop near omnidirectional antennas or in front of directional antennas, and should keep below elevated antennas.

(4) All employees relying on and using personal monitoring equipment require training in the appropriate use and limitations of the device.

e) Medical Surveillance Program:

(1) Employees shall report the occurrence of RF burns, or the sensation of nonroutine heating, to their supervisor.

(2) Employees shall notify their supervisor of any implanted medical devices prior to working around RF equipment.

f) Periodic RF screening and measurements are necessary to ensure conditions have not changed and that the RF protection program continues to be effective in preventing excessive RF exposures.

g) For more information on working with communication facilities, refer to OSHA Standards 29 CFR 1910.197, 29 CFR 1910.268, and 29 CFR 1910.269(s).

Section 12 OFFICE SAFETY

1201 Office Safety

a) Employees shall report all injuries, regardless of severity, to the person in charge.

b) Employees shall walk cautiously up and down stairs. The handrail shall be used whenever possible.

c) Caution shall be exercised when walking around blind corners.

d) Drawers of desks and file cabinets shall be kept closed when not in use.

e) Only one drawer of a file cabinet shall be pulled out at a time in order to avoid tipping, unless the cabinet is securely fastened to the wall or to other cabinets.

f) Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.

g) Boxes, chairs, etc., shall not be used in place of ladders.

h) The floor shall be kept free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.

i) Employees mopping or waxing floors shall place warning signs to alert co-workers of the potential for slippery floors. All liquid spills shall be immediately cleaned up.

j) Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.

k) Hallways and aisles shall be kept clear of all obstructions.

l) All emergency exits and emergency equipment such as fire extinguishers and fire hose racks shall be kept clear of all obstructions.

m) Employees shall not use ventilation fans unless they are guarded or securely placed at least 7 feet above the floor.

n) Solvents and other volatile or toxic substances shall be used only with adequate personal protection or in well-ventilated areas. Refer to Paragraph 201, Hazardous Materials.

o) Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.

p) Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition shall be reported.

q) Safety shall be considered in what employees wear on the job. Loose-fitting clothing, dangling bracelets, rings, and ties may cause serious injury to employees operating or working around power-driven machines and shall not be worn.

r) Broken glass and other sharp objects shall not be placed in wastepaper containers unless properly protected and/or sealed.

s) Cigarettes, cigars, and other burning materials shall not be placed in wastepaper containers.

t) Common or sharp-pointed pins shall not be used for fastening paper together. Staples, paper clips, or other approved fasteners shall be used.

1202 Video Display Terminals

a) Employees using video display terminals for extended periods of time shall consider the following:

(1) Keep back straight with feet resting firmly on the ground.

(2) Use a back-support cushion for lower back.

(3) Position video display terminal so the operator's eyes are level with the top of the screen.

(4) Position the video display terminal directly in front of the user and adjust to avoid glare.

(5) Adjust the height of the chair or keyboard so that shoulder-elbow-arm angle is 90 degrees.

(6) Use a cushioned wrist rest to keep user's hands and fingers in the same plane as the forearm.

b) Video display terminal users shall adjust position frequently to avoid muscle stiffness.

Section 13 FIRST AID

Introduction

The material in this section is intended to act as an overall guide to first-aid activities. It is not designed as a self-teaching course, but merely reviews some aspects of first-aid techniques for those who have received training in first aid.

The information given is very generalized. Specific action that must be taken at the scene of an emergency cannot be predetermined and will necessarily be modified by the situation. It is important that employees be familiar with the contents of this section and local emergency procedures so as to be better prepared to assist fellow employees in the event of an accident. Details for first aid may be found in the American Red Cross Textbook on First Aid and the U.S. Bureau of Mines First-Aid Manual.

1301 General

a) Due to potential hazards associated with bloodborne pathogens that cause diseases such as Hepatitis B and AIDS, care shall be taken to limit or eliminate contact with blood or body fluids when administering any type of first aid. Use of rubber gloves, goggles or safety glasses, and a specialized mask for administering CPR is recommended. Employees shall wash hands and other potentially contaminated body areas and remove all contaminated clothing immediately after administering first aid. Employees shall immediately report all exposure to blood and body fluids to their supervisor and follow their Utility exposure control procedures. All blood, body fluids, and used first aid supplies shall be properly cleaned up and disposed of according to federal, state, and local regulations.

b) Employees shall be familiar with the basic techniques for first aid so that they may provide emergency treatment to fellow employees. Personnel should be knowledgeable of the treatment for traumatic shock, means of giving artificial respiration, and control of bleeding. Preplanning for a potential emergency situation is most valuable. All employees should be aware of the medical services available and how to obtain them.

c) Personnel engaged in overhead line work shall know the essential elements of pole top rescue. They should also be familiar with resuscitation techniques and how to apply such techniques in an elevated position.

d) Where first-aid kits are supplied, employees shall be familiar with the location, the contents, and the instructions given with the first-aid kit. Each employee shall learn to use this equipment, so they can render treatment when needed. Except for minor injuries, the services of a physician shall be obtained.

e) The contents of the first-aid kits shall be inspected to maintain adequate supplies for employee protection. Inspections shall be conducted as frequently as necessary.

f) For additional information concerning first-aid requirements, refer to OSHA Standards 29 CFR 1910, Subpart K and 29 CFR 1910.1030.

1302 Wounds and Control of Bleeding

a) A person can bleed to death in a very short time--less than 1 minute. Therefore, in the event of an injury that results in significant bleeding, immediate steps must be taken to prevent the loss of blood.

b) Bleeding may be controlled by the following methods:

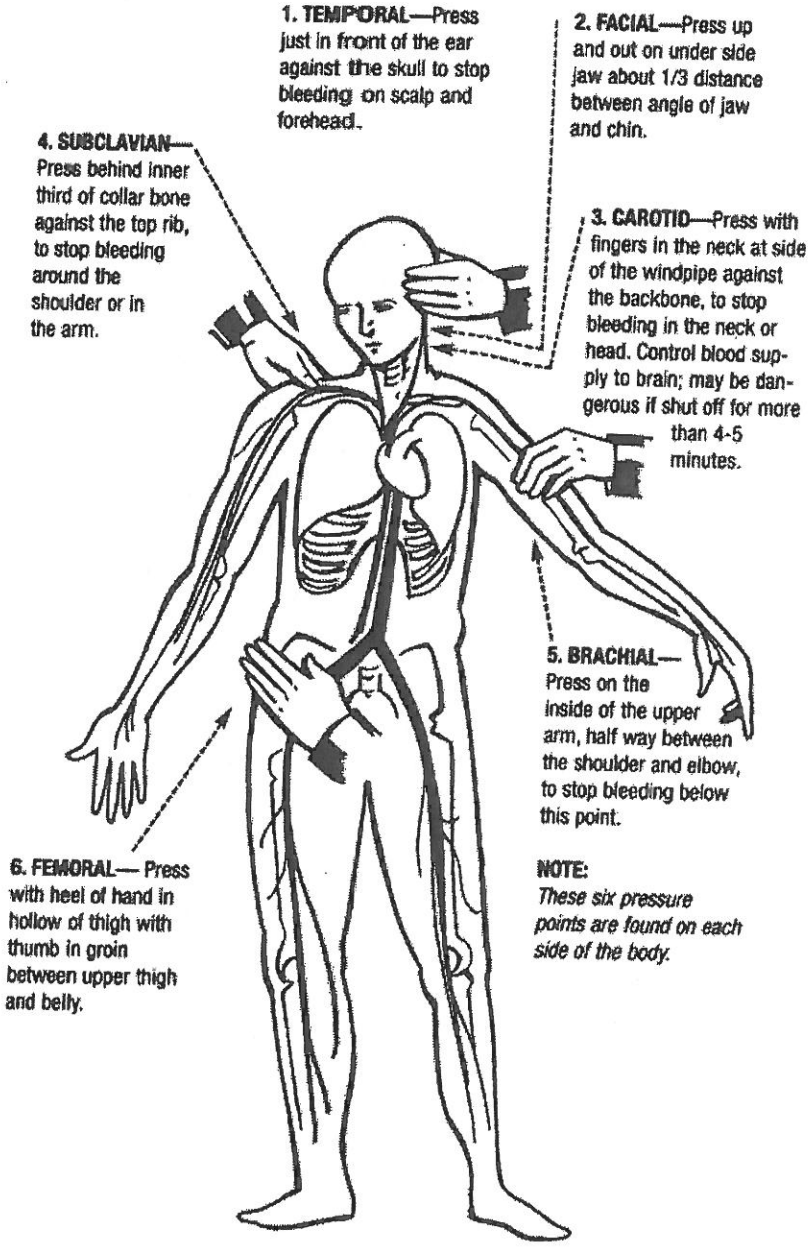
(1) Direct pressure: Application of pressure directly on the wound. Use of a sterile dressing is preferred. In an emergency, use any dressing.

(2) Indirect pressure on pressure points: Application of pressure on the arterial pressure points in the arm or leg. Pressure points may be combined with direct pressure to restrict severe bleeding (Refer to Figure 13.1).

(3) Elevation: Loss of blood can be slowed by raising the wound above the level of the heart.

(4) Tourniquet: The use of a tourniquet is a desperation action. It shall be used only for severe, life-threatening bleeding that cannot be controlled by any other means. Tourniquets should be applied as close to the wound as

Figure 13.1 Six Pressure Points to Stop Arterial Bleeding



possible and should not be loosened except by trained, professional medical personnel, normally at the hospital. (If the tourniquet is loosened, severe shock can result.)

c) Shock is present in all cases of serious bleeding. Attention must be given to the prompt treatment for shock.

1303 Shock

a) Shock usually occurs following a severe loss of blood or some type of serious injury. It can occur from a minor injury or even from anxiety or emotional stress. Regardless of the cause, the symptoms are the same and similar treatment is required.

b) Shock is easier to prevent than to cure. Every injured person is potentially a shock victim and should be treated as such, whether the symptoms of shock are present or not.

c) The following are symptoms of shock:

(1) Chalk-like appearance.
(2) Dull or anxious expression.
(3) Shallow breathing.
(4) Weak rapid pulse.
(5) Cold, moist skin.

d) Recommended treatment for shock includes the following:

(1) The victim should be kept warm and comfortable, but not hot. In many cases, the only first-aid measure necessary and possible is to cover the victim underneath as well as on top to prevent loss of body heat.

(2) Keep the victim's body horizontal or, if possible, position him so that his feet are at least 6 inches higher than his head. In any case, always keep the victim's head low. The single exception to this positioning is the case of a victim who obviously has an injury to his chest and has difficulty breathing. This victim should be kept horizontal with head slightly raised to make his breathing easier.

(3) Clear the victim's mouth of all foreign bodies and make sure he is breathing properly.

(4) Loosen tight clothing at the neck, the chest, and the waist.

(5) Proper transportation is never more imperative than in the case of a person who may develop shock. It constitutes the most important single measure in the prevention and treatment of shock. Use an ambulance, if possible. If other means must be used, follow the above points as closely as possible.

1304 Eye Injuries

a) Foreign Bodies:

(1) When a small foreign body, such as dust or a wood flake, is on the eye or eyelid, moderate efforts may be made to remove it. The edge of a clean handkerchief or some similar device may be used. Never use a matchstick, knife, or other such instrument that might damage the eye.

(2) Objects embedded in the eye must not be removed, except by a physician. Both eyes of the injured employee should be bandaged loosely and the employee taken to the doctor immediately. The injured employee should be told to relax and try not to move his eyes.

b) Chemical Burns, Acid or Caustic: Immediate irrigation of the eye with large quantities of clean water is mandatory whenever a chemical substance enters the eye. Flushing of the eye with running water should continue for 15 minutes.

c) All eye injury cases, regardless of first-aid measures taken, should be taken to a physician to be checked, and applicable treatment administered.

1305 Artificial Respiration--General

Whenever a person is found unconscious, check to determine if the person is breathing. If the person is not breathing, rescue breathing is to be started as soon as possible without endangering the rescuer.

a) In electric shock cases, do not rush in and become a casualty yourself. If possible, de-energize or insulate the power source. Remove victim from electric lines with a dry, nonconductive material. When safe to do so, start rescue breathing.

b) Attempt to stop any serious flow of blood.

c) Tilt victim's head back to open airway. Do not waste time trying to clear anything out of victim's mouth. Commence rescue breathing but if unable to get air into victim's lungs, stop and clear air passage of obstruction. Reposition the head and try again to breathe into the victim. If still unable to get air into the victim, give six to ten quick manual thrusts upward on abdomen between the rib cage and navel. Then, with a hooking motion with your finger, sweep through the victim's mouth to remove any obstruction. Retilt the victim's head and start again to give rescue breathing. If unsuccessful, repeat the procedure until air passage is open and you can successfully inflate the victim's lungs.

d) If help is available, notify your office or the system dispatcher while one rescuer is giving rescue breathing: BE SURE TO GIVE EXACT LOCATION OF VICTIM.

e) Continue uninterrupted rescue breathing until victim is breathing without help or until additional help arrives.

f) One breath is given every 5 seconds. If another individual is available to help, changes in rescuers shall be done as smoothly as possible without breaking the rhythm. If necessary to move victim from imminent danger or to prepare him for transport, rescue breathing may be interrupted for not more than 30 seconds.

g) Watch victim carefully after he revives. Do not permit the victim to exert himself.

h) Treat victim to prevent shock. Transport the victim to a doctor or hospital for examination and disposition.

1306 Artificial Respiration--Mouth-to-Mouth (Nose)

a) Place victim on back. Place head slightly downhill, if possible. Tilt head backward so chin points straight upward.

b) Grasp victim's jaw and raise upward until lower teeth are higher than upper teeth; or place fingers on both sides of jaw near ear lobes and pull upward. Maintain jaw position throughout resuscitation period to prevent tongue from blocking air passage.

c) Pinch victim's nose shut with thumb and forefinger, take a deep breath, and place your mouth over victim's mouth making airtight contact; or close victim's mouth, take a deep breath and place your mouth over victim's nose making airtight contact. If you hesitate at

direct contact, place a porous cloth between you and victim. (For an infant, place your mouth over its mouth and nose.)

d) Breathe into the victim's mouth with two long breaths and watch for the victim's chest to rise. Each breath should last 1 to 1-1/2 seconds. Allow the victim's chest to deflate between breaths.

e) If you do not see the victim's chest rise and fall, reposition the head and try again. If repositioning the head is not effective, administer six to ten manual abdominal thrusts and sweep the mouth for any foreign objects. Repeat this step until the victim's airway is opened.

f) If the victim's chest does rise and fall, take the victim's pulse at the carotid artery. Maintain the airway by continuing the downward pressure of your hand on the forehead. Use the hand that is holding the victim's chin up to feel for the pulse. Slide your fingers down from the chin and find the Adam's apple with your fingertips, about halfway between the victim's chin and collarbone. Draw your fingers back toward you into the groove beside the Adam's apple. Press lightly to feel the pulse with the most sensitive part of your fingertips. Remember not to use your thumb because it has its own pulse. Feel very carefully to find a pulse; take at least 5 seconds and up to 10 seconds if necessary. If there is no pulse, begin external cardiac compression as described in Paragraph 1307.

g) If the victim has a pulse, continue rescue breathing at a rate of once every 5 seconds, or 12 times per minute. Lift your mouth away after each inflation, turn your head, and watch the victim's chest fall as you allow time for the lungs to empty after each breath.

h) Check the pulse once a minute (after every 12 breaths) to be sure that the heart is still circulating blood even though breathing has stopped. Continue to breathe for the victim as long as the breathing inadequacy continues or until additional help arrives.

1307 Cardiopulmonary Resuscitation (CPR)

The information given in this section is not intended as instruction for the administration of cardiopulmonary resuscitation. Such treatment should be given only by persons who are properly trained and qualified. The following is a reminder to those persons of the points to be

followed. If not administered properly, CPR may result in other serious injuries.

Perform CPR only when indicated.

If no pulse can be felt, CPR may be started. CPR is always accompanied by rescue breathing. If available, two persons should perform rescue efforts for the victim; one should give rescue breathing while the other performs external heart compression. Five compressions should be given for every one ventilation. If only one rescuer is present, 15 compressions should be given for every two full breaths.

a) Place victim on back on a firm surface.

b) Put hands on breastbone. Place heel of one hand on lower one-half of breastbone with other hand on top of first.

c) Press downward. Apply pressure until breastbone moves 1-1/2 to 2 inches.

d) Lift hands and permit chest to return to normal.

e) Repeat compression 80 to 100 times per minute.

f) After the first four cycles of compressions and ventilations for one-person CPR and after 10 cycles for two-person CPR, stop and check for a spontaneous pulse. After that, pause every few mintues to check for spontaneous pulse.

CAUTION: Never begin chest compressions on someone whose heart is still beating, even if the victim's pulse is weak or irregular. Performing compressions on a person whose heart is functioning could cause the heart to stop.

Section 14 TRAINING

1401 Employee Training

a) Employees shall be trained in and familiar with the safety-related work practices, safety procedures, and other safety requirements in this section that pertain to their respective job assignments.

b) Employees shall also be trained in and familiar with any other safety practices, including applicable emergency procedures that are not specifically addressed in this section but are related to their work and necessary for their safety.

c) Employee training is not confined to this section and can be found throughout this *Safety Manual* in more specific sections.

1402 Qualified Employee Training

a) Qualified employees shall be trained and competent in the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.

b) Qualified employees shall be trained and competent in the skills and techniques necessary to determine the nominal voltage of exposed live parts.

c) Qualified employees shall be trained and competent in the skills and techniques necessary to determine the minimum approach distances corresponding to the voltages to which they are exposed.

d) Qualified employees shall be trained and competent in the proper use of the special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized parts of electrical equipment.

e) Training may be classroom or on-the-job.

f) Training shall establish employee proficiency in the work practices required.

1403 Safety Compliance

Regular supervision and inspections, conducted on at least an annual basis, will determine that each employee is complying with the safety-related work practices required.

1404 Additional Training and Retraining

An employee shall receive additional training (or retraining) under any of the following conditions:

a) If supervision and annual inspection indicate that the employee is not complying with safety-related work practices.

b) If new technology, new procedures, or changes in procedures cause new safety-related work practices to be introduced.

c) If the employee must use safety-related work practices that they do not normally use (used less than once a year).

1405 Job Briefings

a) The employee in charge shall conduct a job briefing with the employees involved before the start of each job. The job briefing will at least cover the following subjects: hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment requirements.

b) If the work or operations to be performed during the work day are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall be held if significant changes, which might affect the safety of the employees, occur during the course of the work.

c) A brief discussion is satisfactory if the work involved is routine and if the employee, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job. A more extensive discussion shall be conducted if the work is complicated or extremely hazardous, or the employee cannot be expected to recognize and avoid the hazards involved in the job.

d) An employee working alone need not conduct a job briefing. However, the employee shall ensure that the tasks to be performed are planned as if a briefing were required.

1406 Pole-Top Rescue

Electric contacts may occur at elevated locations. When such a contact does happen, immediate rescue is necessary.

Rescue operations will vary, depending upon the prevailing situation. The information in this section is intended to serve only as a guide.

Preplanning and training for a possible emergency is important.

a) Size up the situation. The rescue effort will be far more effective if a few seconds are devoted to full identification of the situation.

b) Radio for help. Prepare the equipment you will need.

c) Protect yourself. Apply necessary protective equipment. Use necessary personal protective devices. Then clear the victim from the hazards.

d) Position yourself for rescue.

e) Proceed with rescue or resuscitation as dictated by the conditons:

(1) If victim is conscious:
- (a) Reassure the injured.
- (b) Be watchful for shock.
- (c) Help injured descend the pole.
- (d) Administer first aid.

(2) If victim is unconscious and breathing:
- (a) Watch breathing closely.
- (b) Lower injured to ground.
- (c) Give first aid.
- (d) Summon medical assistance.

(3) If victim is unconscious and not breathing:
- (a) Give victim two full breaths.
- (b) Lower the victim to the ground as soon as possible and initiate CPR.

Note: If it becomes apparent that the victim cannot be lowered to the ground in a short period of time, it may become necessary to apply pole-top resuscitation.

f) Pole-top resuscitation:

(1) Mouth-to-mouth artificial respiration should normally be used. The method is similar to that described above, except for the position of the victim.

g) Lowering victim from the pole:

(1) For field expediency, the following method is presented:

(a) Place handline on crossarm, preferably 2 or 3 feet from pole.

(b) Make one wrap of line. Do not cross line over fall line.

(c) Pass handline under armpits.

(d) Tie three half-hitches.

(e) Cinch line tightly around victim.

(f) Remove slack in line.

(g) Cut victim's safety.

(h) Lower victim.

(2) Depending upon the situation, alternate hitching or lowering methods might be more desirable.

1407 After Rescue

All victims of electric contact shall be transported to a doctor or a hospital for examination and observation.

1408 Training

All employees engaged in electrical work shall receive training in resuscitation and in rescue from their working environment (poles, structures, manholes, boilers, aerial baskets, confined or enclosed spaces, etc.).

Section 15 VEHICLE MAINTENANCE OPERATIONS

1501 General

a) Stationary jack stands or supports must be used when working under vehicles and equipment.

b) Vehicle lift devices (grease rack) are to be operated by authorized personnel only.

c) Dump boxes, booms, and other hydraulic lifting or loading units shall be securely blocked when servicing.

d) Wheels shall be chocked as appropriate on vehicles and equipment during servicing.

1502 Batteries

a) Batteries in storage must be maintained in a well-ventilated area and secured to prevent spillage of acid contents.

b) Battery charging and jump starting shall be done in accordance with industry practice by connecting and disconnecting the positive and negative terminals in a manner that will prevent sparking.

1503 Hydraulic Systems

a) Hydraulic fluids shall be contained in proper containers when draining these systems.

b) Checking for hydraulic leaks requires the use of proper tools and procedures. No employee shall use their hands to check for hydraulic leaks.

1504 Hazardous Materials

a) Employees shall become knowledgeable in the use and handling of all chemicals including oils, greases, acids, solvents, aerosol products, paints and any other product of this nature prior to using the product.

b) Chemicals as mentioned above shall be disposed of using proper methods and in accordance with current regulations.

c) Proper labels shall be attached to all chemical containers and shall be legible at all times.

d) All products shall be stored in accordance with the rules outlined in Paragraph 112.

1505 Spray Painting

a) Supplied air respiratory protective equipment must be used during spray painting operations using Urethane paints.

b) Spray painting areas must be secured, properly ventilated and warning signs posted to prevent unauthorized persons from entering the area.

c) Appropriate air purifying respiratory protection with appropriate cartridges and prefilters must be worn during all spray painting operations using lacquers and enamels.

d) Air purifying respiratory protection with appropriate filters or cartridges and prefilters should be used during sanding of materials, vehicles, and equipment being prepared for painting.

e) Only authorized persons shall operate paint booths.

f) Refer to Paragraph 207 for additional information on the use of respiratory protection.

1506 Servicing Multipiece and Single Piece Wheel Rims

For information concerning the servicing of multipiece and single piece wheel rims, refer to OSHA Standard 29 CFR 1910.177.

1507 Control of Hazardous Energy/Lockout-Tagout

a) A defective equipment tag is to be used when vehicles or equipment are deemed unsafe to operate. The defective equipment tag indicates a unit shall not be operated for any reason.

b) Vehicles and equipment may be tagged out during servicing at the discretion of the Fleet Technician.

c) A unit with two systems, i.e., Cab and Chassis and separate Aerial Device, may be tagged independently of each other with the approval of the Vehicle Maintenance Supervisor.

d) Tags shall be signed and dated by the Fleet Technician performing the work.

e) Restricted Use Tags are intended to restrict operation of vehicles or equipment to the Servicing Fleet Technician(s). The

restricted use tag allows only the Servicing Fleet Technician to operate vehicles or equipment while repairs are being made.

f) Refer to Utility specific fleet lockout-tagout procedures for additional requirements.

1508 Fuels and Lubricants

a) Fuels shall be stored in accordance with Paragraph 112.

b) When draining containers on vehicles and equipment, special procedures shall be used to prevent explosions. Inert gases may be required to purge fuel containers when work is being performed on them.

c) Fuel tanks on vehicles and equipment shall be secured to prevent vapors from escaping during welding or cutting operations in the area.

d) Sorbent materials shall be maintained in the immediate area where bulk containers of fuels and/or lubricants are stored and in use.

e) Areas where fuels or lubricants are spilled shall be cleaned up immediately and materials shall be disposed of properly.

f) Waste fuels shall not be stored in open containers.

1509 Maintenance and Inspection of Fleet Utility Vehicles

a) Unit operator is responsible for inspection checks and lubrication in accordance with the manufacturer's operation and maintenance manual (for the truck as well as the mounted equipment.)

b) Proper maintenance of fiberglass components is essential for the components to maintain their dielectric properties and appearance. The exterior surface of fiberglass components, including upper control tubes, lower boom inserts, etc., should be cleaned and inspected pursuant to manufacturer's recommendations. This fiberglass maintenance should be performed as indicated in the manufacturer's operation and maintenance manual.

c) In cases where there is a question about the condition of equipment, a competent person should be consulted and necessary inspection and repairs completed promptly.

d) Repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.

e) Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.

f) All parts of any industrial truck requiring replacement shall be replaced by only parts equivalent as to safety with those used in the original design.

g) When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall not be returned to service until the cause for such overheating has been eliminated.

h) Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100*F) shall not be used. High flash point (at or above 100* F) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.

i) For more information on the maintenance of industrial trucks, refer to OSHA 20 CFR 1910.178(q).

Section 16 WAREHOUSE OPERATIONS

1601 General

a) Warehouse materials shall be stored in a manner that will prevent shifting or falling.

b) Unstable materials must be secured to prevent shifting, falling, or rolling.

c) Stored materials shall not be allowed to protrude in or obstruct aisles.

d) When stacking materials, consideration shall be given to the size of the material for stability of the stack.

e) Materials shall not be stored too close to overhead or wall mounted appliances such as lights, heaters, fire protection equipment, electrical panels, and similar devices.

f) Do not carry loads on hand trucks, carts, fork trucks or alone with load blocking a clear view of the pathway unless a signal person is used.

g) Forklifts operated in a warehouse shall have rotating beacon on and warning (horn) sounded when proceeding around blind corners or through wall openings.

h) For additional information, refer to Paragraph 112 Housekeeping, Paragraph 131 Material Handling and Storage, Section 3 Vehicle Operations, and Paragraph 309 Industrial Trucks--Fork Lifts.

1602 Shipping and Receiving

a) When loading hazardous materials, all regulations pertaining to containers, container labels and shipping papers shall be followed.

b) Shipping containers shall be appropriate for the product being contained and prior labels shall be removed or eliminated. Example: Do not ship a nonhazardous product in a previously labeled "aerosol container."

c) When offloading large trucks using a forklift, the wheels of the truck being unloaded must be chocked.

d) When receiving any product or materials, the packages shall be checked thoroughly to prevent a possible release or spill.

e) Use the Utility emergency response procedures for reporting accidental spills or releases.

f) Upon receiving chemical products, storage compatibilities must be considered to prevent reactions that may cause fire or produce dangerous toxic gases or vapors, should the materials accidentally combine.

g) When receiving radiation source containers, the Radiation Safety Officer must be notified.

h) For additional information, refer to Paragraph 201 Hazardous Materials.

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Note: Refer to Table of Contents for page location of Paragraph Numbers shown below in bold type.

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Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US HIGHWAY 127 SOUTH
SUITE 4
FRANKFORT, KY 40601
Phone: (502)564-3535 FAX: (502)564-5723

Citation and Notification of Penalty

To:
JACKSON PURCHASE ENERGY CORPORATION
P.O. Box 4030
Paducah, Kentucky 42002

Inspection Site:
4645 Bethel Church Road
Kevil, Kentucky 42053

Inspection Number: 318080348

CSHO ID: W1894/S0149
Optional Report No.: 005-17
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Kentucky Occupational Safety and Health Statute. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends, Federal and state holidays) from your receipt of the Citation and Notification of Penalty you mail a notice of contest to the Kentucky Labor Cabinet Division of KY-OSH Compliance at the address shown above. Issuance of this Citation does not constitute a finding that a violation of KRS Chapter 338, or any standard, rule, order or regulation filed pursuant thereto, has occurred unless there is a failure to contest as provided for in KRS Chapter 338, or, if contested, unless this Citation is affirmed by the Review Commission.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a conspicuous place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends, Federal and State holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Division of KY-OSH Compliance during the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Division of KY-OSH Compliance within 15 working days of your receipt of this Citation. An informal conference does not extend the 15 working day contest period. Letters containing both a request for an informal conference and a notice of contest will be treated as a notice of contest.

If you decide to request an informal conference, please complete, remove and post the page 3 Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far.

Right to Contest - You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. **Unless you inform the Division of KY-OSH Compliance in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Kentucky Occupational Safety and Health Review Commission and may not be reviewed by any court or agency.**

Penalty Payment - Penalties are due within 15 working days of receipt of this notification unless contested. Make your check or money order payable to "KENTUCKY STATE TREASURER". Please indicate the Inspection Number 318080348 on the remittance and send to Kentucky Labor Cabinet, Division of OSH Compliance, 1047 US Hwy 127 S, Suite 4, Frankfort, KY 40601.

If uncontested, case becomes a final order and payment is due. Kentucky Revised Statutes 45.239(4) and 45.241 et seq. authorize the Department of Revenue to collect delinquent debt owed the Commonwealth. If this debt is not received within ten (10) business days, the following administrative actions may be taken in order to collect the debt due:

Seizure may be made on all property or rights to property, both real and personal. This includes, but is not limited to, the attachment of any funds held by a bank on your behalf, any wages paid to you; and the seizure and sale of any real estate you may own.

A Notice of State Lien may be filed with your County Clerk. This lien will encumber all real and personal property you now own or may acquire. The filing of a lien may be reflected in credit reports maintained by various credit bureaus.

Any tax refund or other monies that may become due to you from the Commonwealth may be offset to the outstanding debt.

A twenty-five (25) percent collection fee may be added to the total debt amount to defray the cost of collection.

Notification of Corrective Action - For violations which you do not contest, you should notify the Kentucky Labor Cabinet of KY-OSH Compliance promptly by letter that you have taken appropriate corrective action within the time frame set forth on this Citation. Please inform the Division of KY-OSH Compliance in writing of the abatement steps you have taken and of their dates, together with adequate supporting documentation, e.g., drawings or photographs of corrected conditions, purchase/work orders related to abatement actions, air sampling results, etc.

Employer Discrimination Unlawful - The law states that "No person shall discharge or in any manner discriminate against an employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Chapter or has testified or is about to testify in such proceeding or because of the exercise by such employee on behalf of himself or others of any right afforded by this Chapter". An employee who believes that he/she has been discriminated against may file a complaint no later than 120 days after the discrimination occurred with the Kentucky Labor Cabinet, Division of KY-OSH Compliance at the address shown above.

Notice to Employees - Any employee or representative of employees, whose employer has received a citation, may file a written notice of contest with the Division of KY-OSH Compliance. The contest must be mailed to the Kentucky Labor Cabinet Division of KY-OSH Compliance at the address shown above and postmarked within 15 working days (excluding weekends, Federal and State holidays) of the receipt by the employer of this Citation and Notification of Penalty.

Kentucky Labor Cabinet
Occupational Safety and Health Program

NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with Kentucky OSH to discuss the citation(s) issued on 6/29/2017. The conference will be held at the Kentucky Labor Cabinet Division of OSH Compliance office located at 1047 US Highway 127 South, Suite 4, Frankfort, KY 40601 on _____ at _____ _____. Employees and/or representatives of employees have a right to attend an informal conference.

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 001 Type of Violation: **Serious**

29 CFR 1910.269(l)(1)(iii): Electric lines and equipment were not treated as energized unless the provisions of paragraph (d) or (m) of this section were followed:

a. On or around 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer treated electric lines as de-energized without ensuring that they were de-energized in accordance with paragraph (d) or (m) of 29 CFR 1910.269. Paragraph (d) of 29 CFR 1910.269 applies to the use of lockout/Tagout procedures for the control of energy sources in installations for the purpose of electric power generation, including related equipment for communication or metering and is not applicable in this inspection. Paragraph (m) of 29 CFR 1910.269 applies to the de-energizing of transmission and distribution lines and equipment for the purpose of protecting employees. Paragraph (m) requires the employer to test and ground the electric lines before they can be considered de-energized. The employer did not ensure that the lines were tested and grounded.

Date By Which Violation Must Be Abated: **7/3/2017**
Proposed Penalty: **$4,900.00**

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 002 Type of Violation: **Serious**

29 CFR 1910.269(l)(3)(iii): The employer did not ensure that no employee approached or took any conductive object closer to exposed energized parts than the employer's established minimum approach distance.

a. On or around 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky. The employer did not ensure that no employee approached or took any conductive objects closer to exposed energized parts than the employer's established minimum approach distance of two (2) feet, two (2) inches (Table 6.1, page 91 of employer's safety manual) unless the employee was insulated from the energized part, or the energized part was insulated from the employee and from any other conductive object at a different potential, or the employee was insulated from any other exposed conductive object in accordance with the requirements for live-line barehand work in paragraph (q)(3) of the 29 CFR 1910.269 standard.

Date By Which Violation Must Be Abated: **7/3/2017**
Proposed Penalty: **$4,900.00**

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 003 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(ii): The employer did not ensure that all switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be deenergized were open. The employer did not render such means inoperable, unless its design does not so permit, and then ensure that such means are tagged to indicate that employees are at work.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure that all switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be de-energized are open. None of the jumpers were opened or moved to isolate the lines and render them inoperable.

Date By Which Violation Must Be Abated: **7/3/2017**
Proposed Penalty: **$4,900.00**

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 004 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(vi): After the applicable requirements in paragraphs (m)(3)(i) through (m)(3)(v) of this section have been followed and the system operator gives a clearance to the employee in charge, the employer did not ensure that the lines and equipment are de-energized by testing the lines and equipment to be worked with a device designed to detect voltage.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure that the lines and equipment were de-energized by testing the lines and equipment to be worked with a device designed to detect voltage.

Date By Which Violation Must Be Abated: **7/3/2017**
Proposed Penalty: **$4,900.00**

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 005 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(vii): The employer did not ensure the installation of protective grounds as required by paragraph (n) of this section.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure the installation of protective grounds as required by paragraph (n) of 29 CFR 1910.269.

Date By Which Violation Must Be Abated: **7/3/2017**
Proposed Penalty: **$4,900.00**

Tony Long, Safety Program Manager
W1894/S0149-005-17
KY-OSH COMPLIANCE

6/29/2017
DATE

Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US HIGHWAY 127 SOUTH
SUITE 4
FRANKFORT, KY 40601
Phone: (502) 564-3535 FAX: (502) 564-5723

INVOICE

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, Kentucky 42053
Issuance Date: 6/29/2017

Summary of Penalties for Inspection Number: 318080348

Citation 1, Serious	**= $24,500.00**
TOTAL PENALTIES	**= $24,500.00**

Tony Long, Safety Program Manager
W1894/S0149-005-17
KY-OSH Compliance

6/29/2017
Date

NOTIFICATION OF ABATEMENT OF APPARENT VIOLATIONS

RETURN THIS FORM TO:

KENTUCKY LABOR CABINET
DIVISION OF OSH COMPLIANCE
1047 U S HWY 127 SOUTH STE 4
FRANKFORT, KENTUCKY 40601
PHONE: 502-564-3070

Company: JACKSON PURCHASE ENERGY CORPORATION

Address: P O BOX 4030
PADUCAH, KENTUCKY 42002

CSHO Number: W1894/S0149

Report Number: 005-17 318080348

Date of Inspection: 01/09/2017-06/16/2017

DATE BY WHICH ALLEGED VIOLATION(S) MUST BE CORRECTED: JULY 3, 2017

CITATION NO	ITEM NO	DATE CORRECTED	DESCRIPTION OF CORRECTIVE ACTION TAKEN
1	5		

NOTE: This form, when completed, provides notification that the apparent violation(s) discovered during our inspection of your facility has (have) been corrected.

I ATTEST THAT THE INFORMATION CONTAINED IN THIS DOCUMENT IS ACCURATE.

SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____

DATE: _____

Matthew G. Bevin
Governor

Jenean M. Hampton
Lt. Governor

Kentucky Labor Cabinet
Office of General Counsel
Workplace Standards Legal Division
1047 US Hwy 127 S STE 4
Frankfort, Kentucky 40601
Phone: (502) 564-3070
Fax: (502) 564-5484
www.labor.ky.gov

Derrick K. Ramsey
Secretary

July 21, 2017

Kyle D. Johnson
Frost Brown Todd LLC.
400 West Market Street
32nd Floor
Louisville, Kentucky 40202

RE: **Commissioner v. Jackson Purchase Energy Corporation**
KOSHRC # 5446-17

Mr. Johnson,

Enclosed, please find a copy of the complaint which I have filed with the Kentucky Occupational Safety and Health Review Commission in the above-styled matter.

Should you have questions or wish to discuss this matter, please feel free to contact me.

Sincerely,

JOHN R. ROGERS
OFFICE OF GENERAL COUNSEL
WORKPLACE STANDARDS LEGAL DIVISION
KENTUCKY LABOR CABINET
1047 U.S. 127 SOUTH, SUITE 4
FRANKFORT, KENTUCKY 40601
PHONE (502) 782-9304
FAX (502) 564-5484

john.rogers2@ky.gov

Enclosures

COMMONWEALTH OF KENTUCKY
OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION

KOSHRC DOCKET NO. 5446-17

COMMISSIONER OF THE
DEPARTMENT OF WORKPLACE STANDARDS COMPLAINANT,

V. **COMPLAINT**

JACKSON PURCHASE ENERGY CORPORATION RESPONDENT.

******** ******** ******** ********

Inspection and investigation have disclosed that at the time and in the manner hereinafter stated, the provisions of the Kentucky Revised Statutes Chapter 338, hereinafter referred to as the Act, and the Occupational Safety and Health Standards promulgated pursuant to KRS 338.051 (29 CFR 1910 and 1926 as adopted by 803 KAR 2:300 through 803 KAR 2:600), hereinafter referred to as the Standards, have been violated. It is therefore averred and charged that:

1. Ervin Dimeny, Complainant, (Hereinafter "Commissioner Dimeny"), is the duly appointed Commissioner of the Kentucky Labor Cabinet, Department of Workplace Standards, a state governmental agency created by a KRS 12.020 and vested with all the duties, function, responsibilities, and enforcement authority specified in KRS Chapters 336, 337, and 338.

2. As part of his duties, Commissioner Dimeny is charged with enforcing the provisions of KRS 338.011 *et seq.*, the Occupational Safety and Health Law, which applies to the Respondent as an employer doing business in the Commonwealth of Kentucky. He also enforces the regulations

duly promulgated pursuant to KRS 338.061, to wit: the Occupational Safety and Health Standards (Title 29, Code of Federal Regulations, Chapter XVII, Parts 1910 and 1926, as adopted by 803 KAR 2:300 through KAR 2:600).

3. Pursuant to KRS 338.101, a representative of the Kentucky Labor Cabinet opened an inspection and investigation of a place of employment on or about January 9, 2017. Said place of employment was located in or near Paducah, Kentucky, where power distribution work was being conducted by and under the direction and control of the Respondent, Jackson Purchase Energy Corporation.

4. The inspection of the place of employment described in paragraph 3 above was conducted during the regular business hours of the Respondent by CSHO Chris Williams, a Compliance Officer then and now in the employ of the Division of Occupational Safety and Health Compliance, a division of the Kentucky Labor Cabinet, Department of Workplace Standards, acting as and being an authorized representative of same, pursuant to his duties as a Compliance Officer.

5. In the course of the inspection and investigation, Mr. Williams, became aware of conditions, means, manners, and practices of employment at the place of employment in paragraph 3 above which violate Safety and Health Standards Board Regulations 803 KAR 2:300 through 803 KAR 2:600, pursuant to authority of Section 338.061 of the Kentucky Revised Statutes, which subjected Respondent's employees to illness, injury, or death, as set forth in the citation and notification of penalty issued to the Respondent, which is attached hereto and made a part of this Complaint as **Exhibit A** as if fully set out herein.

6. The violation's alleged in paragraph 5 are serious within the meaning of the Act, and a citation was issued therefore on June 29, 2017.

7. On June 29, 2017, the Cabinet issued a notification fixing the abatement date and proposed penalty for the violation's to the Respondent as set forth in the citation and notification of penalty and made a part of this Complaint in paragraph 5 hereinabove.

8. In determining the amount of the proposed penalty, due consideration was given to the size of the business of the Respondent, the gravity of the violation's, the good faith of the employer, and the Respondent's history of violation's. The abatement date establishes the shortest practical time in which abatement can be accomplished, giving due consideration to the number of affected employees and the nature of the hazard involved.

9. Respondent, on or about July 14, 2017, filed a Notice of Contest with the Complainant, objecting to and contesting the citation, and its proposed penalties. Said notification of intent to contest was duly transmitted to the Review Commission on July 19 2017.

WHEREFORE, Complainant respectfully requests:

1. That the Commission affirm the citation, assess the penalty, and affirm the original period of abatement against Respondent;

2. A hearing on all issues of law and fact in accordance with the policies, procedures, and regulations of the Kentucky Occupational Safety and Health Review Commission; and,

3. All other proper relief and orders to which the Complainant may be entitled

This, the 21st day of July, 2017

Respectfully submitted,

John R. Rogers
Kentucky Labor Cabinet
Office of General Counsel
Workplace Standards Legal Division
1047 U.S. 127 South, Suite 4
Frankfort, Kentucky 40601
Office (502)782-9304
Fax (502)564-5484

john.rogers2@ky.gov

Attorney for Complainant

CERTIFICATE OF SERVICE

This is to certify that a true and accurate copy of the foregoing COMPLAINT was this 21st day of July, 2017, served by certified mail, return receipt requested, upon the following:

By certified mail return receipt requested to:

Richard W. Walter
410 Broadway
Paducah, Kentucky 42001

Registered Agent for Respondent

By US mail to:

Kyle D. Johnson
Frost Brown Todd LLC.
400 West Market Street
32nd Floor
Louisville, Kentucky 40202

Counsel for Respondent

and, by messenger mail, to:

KOSH Review Commission
Rt. 3 Millville Road
#4 Millcreek Park
Frankfort, Kentucky 40601

Attorney for Complainant

Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US HIGHWAY 127 SOUTH
SUITE 4
FRANKFORT, KY 40601
Phone: (502)564-3535 FAX: (502)564-5723

Citation and Notification of Penalty

To:
JACKSON PURCHASE ENERGY
CORPORATION
P.O. Box 4030
Paducah, Kentucky 42002

Inspection Site:
4645 Bethel Church Road
Kevil, Kentucky 42053

Inspection Number: 318080348

CSHO ID: W1894/S0149
Optional Report No.: 005-17
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Kentucky Occupational Safety and Health Statute. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends, Federal and state holidays) from your receipt of the Citation and Notification of Penalty you mail a notice of contest to the Kentucky Labor Cabinet Division of KY-OSH Compliance at the address shown above. Issuance of this Citation does not constitute a finding that a violation of KRS Chapter 338, or any standard, rule, order or regulation filed pursuant thereto, has occurred unless there is a failure to contest as provided for in KRS Chapter 338, or, if contested, unless this Citation is affirmed by the Review Commission.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a conspicuous place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends, Federal and State holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Division of KY-OSH Compliance during the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

EXHIBIT A

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Division of KY-OSH Compliance within 15 working days of your receipt of this Citation. An informal conference does not extend the 15 working day contest period. Letters containing both a request for an informal conference and a notice of contest will be treated as a notice of contest.

If you decide to request an informal conference, please complete, remove and post the page 3 Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far.

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A twenty-five (25) percent collection fee may be added to the total debt amount to defray the cost of collection.

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Kentucky Labor Cabinet
Occupational Safety and Health Program

NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with Kentucky OSH to discuss the citation(s) issued on 6/29/2017. The conference will be held at the Kentucky Labor Cabinet Division of OSH Compliance office located at 1047 US Highway 127 South, Suite 4, Frankfort, KY 40601 on _____ at _____ _____. Employees and/or representatives of employees have a right to attend an informal conference.

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 001 Type of Violation: **Serious**

29 CFR 1910.269(l)(1)(iii): Electric lines and equipment were not treated as energized unless the provisions of paragraph (d) or (m) of this section were followed:

a. On or around 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer treated electric lines as de-energized without ensuring that they were de-energized in accordance with paragraph (d) or (m) of 29 CFR 1910.269. Paragraph (d) of 29 CFR 1910.269 applies to the use of lockout/Tagout procedures for the control of energy sources in installations for the purpose of electric power generation, including related equipment for communication or metering and is not applicable in this inspection. Paragraph (m) of 29 CFR 1910.269 applies to the de-energizing of transmission and distribution lines and equipment for the purpose of protecting employees. Paragraph (m) requires the employer to test and ground the electric lines before they can be considered de-energized. The employer did not ensure that the lines were tested and grounded.

Date By Which Violation Must Be Abated: 7/3/2017
Proposed Penalty: $4,900.00

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 002 Type of Violation: **Serious**

29 CFR 1910.269(l)(3)(iii): The employer did not ensure that no employee approached or took any conductive object closer to exposed energized parts than the employer's established minimum approach distance.

a. On or around 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky. The employer did not ensure that no employee approached or took any conductive objects closer to exposed energized parts than the employer's established minimum approach distance of two (2) feet, two (2) inches (Table 6.1, page 91 of employer's safety manual) unless the employee was insulated from the energized part, or the energized part was insulated from the employee and from any other conductive object at a different potential, or the employee was insulated from any other exposed conductive object in accordance with the requirements for live-line barehand work in paragraph (q)(3) of the 29 CFR 1910.269 standard.

Date By Which Violation Must Be Abated: 7/3/2017
Proposed Penalty: $4,900.00

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
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Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 003 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(ii): The employer did not ensure that all switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be deenergized were open. The employer did not render such means inoperable, unless its design does not so permit, and then ensure that such means are tagged to indicate that employees are at work.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure that all switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be de-energized are open. None of the jumpers were opened or moved to isolate the lines and render them inoperable.

Date By Which Violation Must Be Abated: 7/3/2017
Proposed Penalty: $4,900.00

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
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Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 004 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(vi): After the applicable requirements in paragraphs (m)(3)(i) through (m)(3)(v) of this section have been followed and the system operator gives a clearance to the employee in charge, the employer did not ensure that the lines and equipment are de-energized by testing the lines and equipment to be worked with a device designed to detect voltage.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure that the lines and equipment were de-energized by testing the lines and equipment to be worked with a device designed to detect voltage.

Date By Which Violation Must Be Abated: 7/3/2017
Proposed Penalty: $4,900.00

Kentucky Labor Cabinet
Office of Occupational Safety and Health

Inspection Number: 318080348
Inspection Date(s): 1/9/2017 - 6/16/2017
Issuance Date: 6/29/2017
CSHO ID: W1894
Optional Report No.: 005-17

Citation and Notification of Penalty

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, KY 42053

Citation 01 Item 005 Type of Violation: **Serious**

29 CFR 1910.269(m)(3)(vii): The employer did not ensure the installation of protective grounds as required by paragraph (n) of this section.

a. On 01/06/2017, one (1) employee was exposed to electric shock while repairing a line break in a 7,200-volt distribution power line located at 4645 Bethel Church Road, Kevil, Kentucky, in that the employer did not ensure the installation of protective grounds as required by paragraph (n) of 29 CFR 1910.269.

Date By Which Violation Must Be Abated: 7/3/2017
Proposed Penalty: $4,900.00

Tony Long, Safety Program Manager
W1894/S0149-005-17
KY-OSH COMPLIANCE

6/27/2017
DATE

Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US HIGHWAY 127 SOUTH
SUITE 4
FRANKFORT, KY 40601
Phone: (502) 564-3535 FAX: (502) 564-5723

INVOICE

Company Name: JACKSON PURCHASE ENERGY CORPORATION
Inspection Site: 4645 Bethel Church Road, Kevil, Kentucky 42053
Issuance Date: 6/29/2017

Summary of Penalties for Inspection Number: 318080348

Citation 1, Serious	**= $24,500.00**
TOTAL PENALTIES	**= $24,500.00**

Tony Long, Safety Program Manager
W1894/S0149-005-17
KY-OSH Compliance

6/29/2017
Date

Scott Ribble

From: Scott Ribble
Sent: Monday, January 23, 2017 2:08 PM
To: Williams, Christopher (LABOR)
Subject: RE: Additional information request
Attachments: Calls Recieved Report for JPEC Accident 1-6-2017.pdf

Mr. Williams,

Please find attached a Calls Received Report which I believe answers the questions you have below. This report shows all the calls made into dispatch (IVR vs. manual) with a time of call and corresponding address.

If you have any questions please give me a call.

Scott Ribble, P.E.
V.P. of Engineering and Operations
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270.441.0856 Direct
270.442.5337 Fax

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Sunday, January 22, 2017 9:37 PM
To: Scott Ribble
Subject: Additional information request

Mr. Ribble,

Are the outage calls received by your company (through IVR) recorded in a database after they are routed to the dispatchers? Are the outage call addresses recorded? I need to request a copy of the call/outage log to obtain the times for the timeline. I need the addresses for the outage calls that were received from 11:00 AM up to the time that the power was restored by PPS.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Calls Received

2017-01-06 11:00:00 to 2017-[illegible]

Total Calls Received: 74

(1%) Manual Calls: 1
(99%) IVR Calls: 73

Call Date & Time		Customer Name / Phone / Call Type / Times Called	Recorded Message	Required Review	Callback Requested
[illegible]	[illegible]	[redacted]	☑		☑
	11:16AM				☑
	[illegible]				
	[illegible]		☑		☑
	11:17AM				☑
	[illegible]		☑		☑
	[illegible]		☑		☑
	[illegible]				
	11:19AM				☑
	[illegible]				
	[illegible]				
	[illegible]				☑
	11:21AM				☑
	[illegible]				
	[illegible]		☑		☑
	11:23AM				☑
	11:24AM				☑
	[illegible]				☑
	[illegible]				☑
	[illegible]				☑
	[illegible]				☑
	[illegible]		☑		☑
	[illegible]				☑
	[illegible]				☑
	[illegible]				☑
	[illegible]				☑
	[illegible]				☑
					☑

Call Date & Time	Customer Name	Phone	Call Type	Times Called	EALink	Service Address	Recorded Message	Required Review	Callback Requested
1/6.2'17	11:33A	[redacted]							
	11:35A						☑		☑
	11:41A								☑
	11:30A								
	11:3.A								
	11:0 A						☑		☑
	11:1 A								☑
	11:32A						☑		☑
	11:51A								
	12:38P								☑
	1:43P								☑
	1:5 P						☑		☑
	1:09P						☑		☑
	1:37P						☑		☑
	4:47PM						☑		☑
	3:0 P								
	3:36P								☑
	5:15P								☑
	5:47P								
	5:47P								☑
	5:46P								
	5:48P								
	5:18P								
	5:48P								☑
	5:52P								
	5:57P								☑
	5:56P								☑
	5:57P								☑
	5:57P								
	5:58PM								☑
	6:09P								☑
	6:17PM						☑		☑
							☑		☑
Distinct Callers: 61				74			15	0	45

Scott Ribble

From: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Sent: Thursday, March 30, 2017 4:09 PM
To: Scott Ribble
Subject: RE: Additional information request

Mr. Ribble,

I will need a hard copy. I will try to stop by tomorrow afternoon. If I can't make it, I can pick it up on Monday. Do you know if the disciplinary write-ups will be available when I pick up the other information?

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

From: Scott Ribble [mailto:Scott.Ribble@jpenergy.com]
Sent: Thursday, March 30, 2017 4:01 PM
To: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Subject: RE: Additional information request

Mr. Williams,

I have the crew audits and the policies and procedures you have requested ready. Would you like for me to email these documents or would you prefer a hard copy? I can leave the hard copy up front with our receptionist if you would like to stop by or I can put a copy in the mail.

Scott Ribble

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Monday, March 20, 2017 11:51 AM
To: Scott Ribble
Subject: Additional information request

Mr. Ribble,

I need additional information regarding the inspection. The requested information is listed below.

1) All crew audits/inspections performed a year prior to the accident,
2) All disciplinary actions taken a year prior to the accident,
3) All JPEC safety policies and safety procedures, including disciplinary policy (in effect at the time of the accident),
4) Copy of employee handbook (in effect at the time of the accident).

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Jackson Purchase Energy
P.O. Box 4030 • 2900 Irvin Cobb Drive
Paducah, KY 42002-4030
270.442.7321 • 800.633.4044
Visit our Web Site www.JPEnergy.com

March 30, 2017

Mr. Chris Williams, MS, CSP, OHST
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601

RE: OSH Request for Additional Information

Dear Mr. Williams:

Attached to this letter you will find the safety disciplinary actions taken a year prior to the accident of January 6, 2017 as requested. There was only one disciplinary action that pertained to safety. To protect the personal identity of the individuals involved personal information and non-safety related information has been redacted.

If you need anything further or have any questions, please call me at 270-441-0823

Sincerely,

Vanessa Blagg

Vanessa Blagg
Human Resources Generalist

Enclosure:

CONSTRUCTIVE DISCIPLINE FORM

Date: August 16, 2016

Name [redacted] **Department :** [redacted]

SPECIFIC REASON FOR ACTION

___ Attendance _X_ Performance _X_ Safety ___ Other

TYPE OF DISCIPLINARY NOTICE

_____ Verbal Warning _____ Written Warning

_____Determining Day Leave (with pay) _____ Determining Day Leave (without pay)

_X_ **Suspension Without Pay:** **Beginning: 8/17/2016** **Ending: 8/23/2016 (1/2 day)**
(8/17- 8 hrs, 8/18- 4 hrs, 8/22-8 hrs, 8/23- 4 hrs)

_____ Discharge _____ Other (specify) _____

DESCRIBE SPECIFIC PROBLEM AND EMPLOYEE BEHAVIOR LEADING TO THIS DISCIPLINARY ACTION: There are several issues covered in this write-up, involving your failure to correctly classify service orders and/or assign the proper priority when generating a service order.

- **ISSUE #1- ROW Inspection-SO** [redacted]: You generated this service order on 7/6/2016 when [redacted] called from [redacted] to inform JPEC that a tree had fallen on top of the URD transformer and damaged the transformer, while the transformer was still live. You sent out the service order as a ROW Inspection with a "need on" date of 7/7/2016. According to the phone call recording, you only advised [redacted] to call if [redacted] noticed blinks or anything hazardous as [redacted] still had power. You did not advise [redacted] to stay away from the transformer or to keep others from the transformer.

[redacted]

-

[redacted]

SPECIFIC POINTS DISCUSSED:

- **Issue #1- Live URD damaged by tree, critical issue!!**
  a. When the member stated a tree fell on the transformer, you should have informed dispatch immediately. After your two attempts to contact dispatch by phone were unsuccessful, you should have given the information to a supervisor for action or immediately walked to dispatch to personally provide notice of this critical issue!

  b. You generated this service order as a ROW Inspection and assigned it for the next working day. Instead, you should have classified the service order as E & O Critical as the transformer was still "hot" and could have caused loss of life (see attached memo from [redacted]

  c. Your failure to recognize the importance of and address a critical issue that needs immediate attention indicates poor judgment. All safety issues are to be handled with a sense of urgency.

[redacted]

[redacted]

[redacted]

EMPLOYEE'SCOMMENTS:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

____ OPPORTUNITY TO COMMENT DECLINED BY EMPLOYEE

_____

_____

_____

_____

_____

_____

TO AVOID FURTHER DISCIPLINE (EXCEPT IN CASES OF DISCHARGE) THE EMPLOYEE MUST:

- Report all critical/safety-related orders or complaints to Dispatch or a supervisor immediately
- [redacted]
- Review work to catch and correct errors
- Request additional training in areas of weakness

[redacted] **you were counseled regarding your performance on 6/16/16. To-date, you have not improved your performance. To the contrary, the above are examples of your continued poor performance. If you do not improve your performance (or if your performance continues to deteriorate) further discipline will be taken up to and including termination of employment.**

EMPLOYEE: **Please read this disciplinary action carefully. Your signature below indicates this disciplinary action has been discussed with you. It does not necessarily indicate you agree with the contents.**

[redacted]
Employee

8-16-16
Date

[redacted]
Supervisor

8-16-2016
Date

Memorandum

To: [redacted]

From: [redacted]

Date: July 28, 2016

RE: July 6, 2016 tree damage not reported to dispatch

It has come to my attention that a ROW Inspection Service Order was created on July 6, 2016 with the comments "a tree fell on electric lines and transformer" typed on the order.

I'm very concerned that dispatch was not notified by the [redacted] of the service order. We have gotten less critical service orders walked back to dispatch for attention. But in this case, a serious call comes in about a tree that has fallen over on electric lines and transformer and only an order is made and no one is notified? Not to be dramatic, but this could have been deadly. The order says the member still had lights, but we did not know what lines the member was referring to. Did the tree falling onto lines pull the energized line down in reach of people? The home owner could have gone out there with a chainsaw and killed himself when he started cutting up the tree.

As it turned out it was an underground line, but the tree was still on the transformer. Was the transformer damaged in such a way that the door and live energized parts were exposed for kids to reach in and touch? Was there an oil spill that needed to be addressed? Just an hour later from when this service order was created we started dealing with storms that took days to clean up. Dispatch may have not seen this order for a week or more. Fortunately, in this case, the dispatcher on duty noticed the order and dispatched a crew to assess the situation. However, that was pure luck as he is not trained to look for dangerous situations among ROW Inspection service orders.

Sometimes our members call in and report things that, after we send a crew, tend to not be as bad as what was first reported, but that is not the [redacted] responsibility to make a judgement on. It is the practice that dispatch is either notified by the [redacted] with a personal visit, email, or the preferred route, the caller is forwarded to the dispatcher. None of these methods occurred in this case. [redacted] must make sure someone in dispatch knows about the call. Dispatch uses this information to route crews to where the trouble is or makes notes on the outage map for crews to assess.

When our [redacted] receive a call like this, they must respond with a sense of urgency and make sure dispatch is aware of the situation.

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 1-5-16

Sub-Foreman: Kelly Russell

Crew Members: _____

Vehicle Nos: _____

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**	✓		
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)			
	c. Eye/Face Protection	✓		
	d. Hearing Protection			
	e. Hand Protection			
	f. Foot Protection			
2	**Vehicle Protective Grounds**			
3	**Personal Protective Grounds**			
4	**Traffic Control Devices:**			
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**			
6	**Fall Protection:**			
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**			
8	**Proper Equipment - Location and Use**			
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**			

Comments: Reading meter at LWD (Waste Path)

_____

_____

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley Date: 1-5-16

Sub-Foreman: T Story

Crew Members: D Cope S Humphrey T Franklin

Vehicle Nos: _____

	Description	Proper Use	Improper Use (LWD)	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection	✓		
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs			✓
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt			
	b. Harness	✓		✓
	c. Lanyards			✓
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: (LWD) Waste Path Change X Corner

T S

jf

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 1-6-16

Sub-Foreman: E Todd

Crew Members: K Harper J Sutton J Goodman C Byassee M Joiner

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**	✓		
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: 3 ϕ Pole at Calvert Sub

E Todd

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: _____ **Date:** 1-6-16

Sub-Foreman: ET

Crew Members: T Colley Cody Byassee J Goodman M Joiner

Vehicle Nos: T Sutton K Harper

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: _____

_____

_____

Eric Todd

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 1-12-16

Sub-Foreman: J Stacy

Crew Members: J Franklin S Humphrey D Cape

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: 1 Running Underground Service (Industrial Park)

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 1-25-16

Sub-Foreman: J Isbay

Crew Members: Dustin Cope J Franklin S Humphrey

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: System Solutions UNO

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 1-25-16

Sub-Foreman: G Vied

Crew Members: Robbie Smith

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Krebs Station Rd Water Tower Knocked Down Line

Greg Vied

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley Date: 1-26-16

Sub-Foreman: B Hurley

Crew Members: J Cornwell S Keith J Everard

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Trouble shooting an underground service

B Hurley

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 1-26-16

Sub-Foreman: D Coss

Crew Members: _____

Vehicle Nos: _____

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)			
	c. Eye/Face Protection	✓		
	d. Hearing Protection	✓		
	e. Hand Protection			✓
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**			✓
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		w/ Hurley
8	**Proper Equipment - Location and Use**			✓
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**			✓

Comments: Trouble shooting and locating an underground service

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M. Riley **Date:** 1-29-16

Sub-Foreman: D Denfip

Crew Members: J Gipson

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: 806 Hwy Leo

D Denfip

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: _____ **Date:** 2-3-16

Sub-Foreman: Kenny Harper

Crew Members: D Cope J Everard J Goodman J Johnson

Vehicle Nos: _____

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**	✓		
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: TVA changed C-7

2/3/16

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 2/5/16

Sub-Foreman: Susan Story

Crew Members: M Washam T Franklin S Humphrey, Z Thrcatt, T Collie, D Cope, C Bysee

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**	✓		
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Strawberry Hills (Chandler Apartment) cut Cable

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 2-8-16

Sub-Foreman: Eric Todd

Crew Members: T. Sutton S. Keith B. Womble

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: delivered Material to Smithland Sub to start Job

Eric Todd

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: _____ **Date:** 2-12-16

Sub-Foreman: E Todd

Crew Members: S Humphery I Sutton Z Threcett C Bypasse

Vehicle Nos: _____

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt			✓
	b. Harness			✓
	c. Lanyards			✓
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Framing pole at Sub

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 2-23-16

Sub-Foreman: E Todd

Crew Members: Z Thrcatt J Sutton B Womble

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Smithland Sub Lower Arms on DC Pole

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 2-17-16

Sub-Foreman: K Harper

Crew Members: T Dowlin, J Johnson Z Threatt Deepe S Keith C Byassee

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Hit & Run Someone Backed over Liftpole Breaking top out of second Pole.

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 2-23-16

Sub-Foreman: M Washam

Crew Members: J Story S Humphrey

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments:

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 2-26-16

Sub-Foreman: Mike Washam

Crew Members: Brian Hurley Cody Byassee Jimmy Johnson

Vehicle Nos:

Strawberry Hills

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**	✓		
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Repair URD vault & sw Cabinet

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 3-7-16

Sub-Foreman: J Story

Crew Members: C Byassee T Colley J Eurdy

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			—
	b. Cover-up Material (Blankets, Line Hose)			—
	c. Eye/Face Protection	✓		
	d. Hearing Protection			—
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			—
3	**Personal Protective Grounds**			—
4	**Traffic Control Devices:**	✓		
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Boring Pipe on Connie Rd

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 3-8-16

Sub-Foreman: E Todd

Crew Members: B Womble, J Sutton, M Joiner

Vehicle Nos:

Knight Rd Re change out

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments:

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 4-5-16

Sub-Foreman: Greg Vied

Crew Members: Robbie Smith

Vehicle Nos:

Structure Fire in Diaffenville

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**			
		✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments:

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley Date: 4-5-16

Sub-Foreman: G Vied

Crew Members: Robbie Smith

Vehicle Nos:

Clean Earth - Broken Guy Wire

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: Truck Broke Guy Wire

jf

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 4-28-16

Sub-Foreman: E Todd

Crew Members: S Keith Z Threatt J Sutton

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection			✓
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: New Service for BMI two Lift Poles

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 4-28-16

Sub-Foreman: G Vied

Crew Members: Robbie Smith

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Service installation

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 5-4-16

Sub-Foreman: K Harper

Crew Members: JS Cody B ET MJ

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**	✓		
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**			
6	**Fall Protection:**	✓		
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: West Paul

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 5-17-16

Sub-Foreman: ET

Crew Members: M Joiner J Sutton S Keith J Johnson

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Setting DC @ Smithland Sub

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: _____ Date: 6-14-16

Sub-Foreman: K Harper

Crew Members: J Goodman B Womble D Capps J [redacted] E Ward

Vehicle Nos: _____

Hobbs Rd Unloading Poles

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		✓
	d. Hearing Protection			
	e. Hand Protection	✓		✓
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**	✓		
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt			
	b. Harness			✓
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: Heat Stress

jf

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 7-6 7-6-16

Sub-Foreman: Shane H

Crew Members: Josh F. Taylor C

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	O/A		
	b. Cones	✓		
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Trans Cutting URD Service

Work Safety Audit

Location Jackson Purchase **Date** July 7, 2016

1 Type Audited: [x] Crew [ ] Combined Crew [ ] Substation Crew [ ] Service Tech [ ] Meter Tech [ ] Meter Reader [ ] Other

2 Name and Class of Employee in Charge E. Todd

3 Names of Employees Under Supervisor on This Job M. Joiner, Z. Thrweat, S. Keith

4 Location of Work Cunningham area

5 Brief Description of Work Outage restoration

6 Job Planning and Job Briefing JB was not documented

7 Work Area and Vehicle Protection [ ] Work Signs [ ] Cones [ ] Barricade [x] Chocks [ ] Brakes [ ] Lights [ ] Flagman Necessary [ ] Flagman's Vest [ ] Flags [ ] Stop/Slow Paddles [ ] Other [ ] Comments Page

8 Personal Protective Equipment: [x] Hard Hat [x] Work Gloves [x] FR Clothing [x] Safety Glasses/Goggles [ ] Hearing Protection [ ] Other [ ] Comments Page

9 Cover Up Equipment: [ ] Hoses [ ] Hoods [ ] Blankets [ ] Fiber [ ] Other [ ] Comments Page

10 Rubber Personal Protective Equipment: [x] Gloves [x] Sleeves [ ] Comments Page

11 Grounding: [ ] Ground Chains [ ] Grounding Cluster [ ] Voltage Detector [ ] Bracket Grounding [ ] Comments Page

12 Other Equipment: [x] Handline [ ] Switch Stick [ ] Hose and Tool Bags [ ] Hoist [ ] Dynamometer [x] Hand Tools [ ] Other [ ] Comments Page

13 Equipment Requiring Inspection: [x] Gloves ok [x] Sleeves ok [x] Blankets ok [x] First Aid Kits ok [x] Fire Extinguishers ok [ ] Other [ ] Comments Page

14 Procedures: [x] Proper [ ] Not Proper [ ] Comments Page

15 Apparent Hazards Not Being Guarded By Crew:

16 Recommendations or Suggestions:

17 Overall Safety Rating of Crew: [x] Good [ ] Fair [ ] [ ] Comments Page

18 Housekeeping: [x] Back Of Truck [x] Bins [x] Bucket [ ] Vehicle Packet [ ] Comments Page [ ] Other [ ] Comments Page

Signature of Employee Making Audit Robert Thornton - KAEC

Work Safety Audit

Location Jackson Purchase **Date** July 7, 2016

1 Type Audited: [ ] Crew [ ] Combined Crew [ ] Substation Crew [x] Service Tech [ ] Meter Tech [ ] Meter Reader [ ] Other

2 Name and Class of Employee in Charge J. Evrard

3 Names of Employees Under Supervisor on This Job B. Womble

4 Location of Work Melber area

5 Brief Description of Work Outage restoration

6 Job Planning and Job Briefing JB not documented

7 Work Area and Vehicle Protection [ ] Work Signs [ ] Cones [ ] Barricade [ ] Chocks [ ] Brakes [x] Lights [ ] Flagman Necessary [ ] Flagman's Vest [ ] Flags [ ] Stop/Slow Paddles [ ] Other [ ] Comments Page

8 Personal Protective Equipment: [ ] x [x] Work Gloves [x] FR Clothing [x] Safety Glasses/Goggles [ ] Hearing Protection [ ] Other [ ] Comments Page

9 Cover Up Equipment: [ ] Hoses [ ] Hoods [ ] Blankets [ ] Fiber [ ] Other [ ] Comments Page

10 Rubber Personal Protective Equipment: [ ] Gloves [ ] Sleeves [ ] Comments Page

11 Grounding: [ ] Ground Chains [ ] Grounding Cluster [ ] Voltage Detector [ ] Bracket Grounding [ ] Comments Page

12 Other Equipment: [ ] Handline [ ] Switch Stick [ ] Hose and Tool Bags [ ] Hoist [ ] Dynamometer [ ] Hand Tools [ ] Other [ ] Comments Page

13 Equipment Requiring Inspection: [x] Gloves ok [x] Sleeves ok [x] Blankets ok [x] First Aid Kits ok [ ] Fire Extinguishers [ ] Other [ ] Comments Page

14 Procedures: [x] Proper [ ] Not Proper [ ] Comments Page

15 Apparent Hazards Not Being Guarded By Crew:

16 Recommendations or Suggestions:

17 Overall Safety Rating of Crew: [x] Good [ ] Fair [ ] [ ] Comments Page

18 Housekeeping: [x] Back Of Truck [x] Bins [x] Bucket [ ] Vehicle Packet [ ] Comments Page [ ] Other [ ] Comments Page

Signature of Employee Making Audit Robert Thornton - KAEC

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 7-22-16

Sub-Foreman: E Todd

Crew Members: K Harper Z Howeart J Bradman M Kilso S Keith J Eurard

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection	✓		N/A
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			N/A
4	**Traffic Control Devices:**			N/A
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Louvlacr ville Bridge

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 7-24-16

Sub-Foreman: J Storm

Crew Members: J Franklin

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)			✓
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Epperson Car Accident

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 7-30-16

Sub-Foreman: Eric Todd

Crew Members: J Sutton S Keith Z Thweatt M Joiner

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**	✓		
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Knock Line out on Duke's Rd Hometown market
C3 framed wrong
field Phase got into neutral

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 8-31-16

Sub-Foreman: M Washam

Crew Members: J Story S Humphrey Z Thaxton

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			✓
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection	✓		
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Apt on Holt Rd New Service

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 10-26-16

Sub-Foreman: J Story

Crew Members: S Humphery Destin Cope B Womble

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			
4	**Traffic Control Devices:**			
	a. Signs	✓		
	b. Cones	✓		
	c. Flagman with Proper Equipment	✓		
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Symsonia URD Prim.
Visited w/them about Truck grounds

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Riley **Date:** 11-14-16

Sub-Foreman: Greg Vied

Crew Members: Jason Gipson

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones	✓		
	c. Flagman with Proper Equipment			✓
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt			✓
	b. Harness			✓
	c. Lanyards			✓
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use**	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Billy Watkins Rd outage

5

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: Murray Rice **Date:** 12-2-16

Sub-Foreman: T Story

Crew Members: Z Thweatt Cody Bygrave Dustin Cope S Hump B Womble

Vehicle Nos:

Draffenville URD Loop Feed

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			/
	b. Cover-up Material (Blankets, Line Hose)			/
	c. Eye/Face Protection	/		
	d. Hearing Protection	/		
	e. Hand Protection	/		
	f. Foot Protection	/		
2	**Vehicle Protective Grounds**			/
3	**Personal Protective Grounds**			/
4	**Traffic Control Devices:**			/
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	/		
6	**Fall Protection:**			/
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	/		
8	**Proper Equipment - Location and Use**	/		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	/		

Comments:

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M. Riley Date: 12-14-16

Sub-Foreman: K Harper

Crew Members: MJ JF JE SK Jaxon Story JS

Vehicle Nos: 1148 Std 1949 Symsonia

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves			
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection	✓		
	e. Hand Protection	✓		
	f. Foot Protection	✓		✓
2	**Vehicle Protective Grounds**	✓		
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			
	a. Signs			✓
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			
	a. Safety Belt	✓		
	b. Harness	✓		
	c. Lanyards	✓		
7	**Tailgate Conference Held**	✓		
8	**Proper Equipment - Location and Use** (Trucks, Ladders, etc.)	✓		
9	**Equipment Safety Check Made**	✓		

Comments: Safety Briefing done w/ crew Regarding Jaxon Story Working w/ Crew

MJ JF JE SK JS Jaxon

audit

JACKSON PURCHASE ENERGY CORPORATION

CREW WORK PROCEDURES AND SAFETY OBSERVATION

Observer: M Riley **Date:** 12-5-16

Sub-Foreman: J Story

Crew Members: Z Towcatt J Johnson M Workman Brian Hurley

Vehicle Nos:

	Description	Proper Use	Improper Use	N/A
1	**Personal Protective Equipment:**			
	a. Rubber Gloves and/or Sleeves	✓		
	b. Cover-up Material (Blankets, Line Hose)	✓		
	c. Eye/Face Protection	✓		
	d. Hearing Protection			✓
	e. Hand Protection	✓		
	f. Foot Protection	✓		
2	**Vehicle Protective Grounds**			✓
3	**Personal Protective Grounds**			✓
4	**Traffic Control Devices:**			✓
	a. Signs			
	b. Cones			
	c. Flagman with Proper Equipment			
5	**Chocks**	✓		
6	**Fall Protection:**			✓
	a. Safety Belt			
	b. Harness			
	c. Lanyards			
7	**Tailgate Conference Held**	✓		
8	***Proper Equipment - Location and Use***	✓		
	(Trucks, Ladders, etc.)			
9	**Equipment Safety Check Made**	✓		

Comments: Draffenville Setting pole

SAFETY

I. OBJECTIVE

A. To define the safety policy and its objectives for Jackson Purchase Energy Corporation (JPEC).

B. To fix responsibility for safety and training within the company.

II. POLICY

A. The Board of Directors recognizes that JPEC is responsible for the safety and training of its employees and the public.

B. Safety will be given primary importance in planning and operating for all activities in order to protect the employees, members and the public.

C. Each employee must accept the responsibility of preventing accidents to themselves, fellow workers and to the public. Each employee will adhere to JPEC's safety policy rules, guidelines, procedures and the current edition of the American Public Power Association Safety Manual.

D. The Board will be presented with the monthly Accident and Injury and Insurance reports one week prior to each regular board meeting. Both of these reports will be presented by the President/CEO, or his representative, and reviewed by the Board at each regular board meeting.

E. This policy requires that procedures will be written and followed pertaining to personal protective equipment, personal tools and the requirements for wearing them for the following:

a. Eye and Face Protection
b. Hard Hats
c. Rubber Gloves, Sleeves and Insulated Boots
d. Hearing Protection
e. Protective and Vehicle Grounds
f. Work Gloves
g. Body Belts, Safety Straps, Climbers and Personal Tools
h. Required Clothing
i. Other Procedures as Required

F. JPEC will provide an ongoing safety training program so each employee will understand and abide by the safety requirements of their respective jobs including the importance of promptly and properly reporting all accidents, as mandated by Federal and State agencies.

G. JPEC will inform the members and the general public concerning electrical safety by providing periodic newsletters, newspaper advertisements and demonstrations.

III. RESPONSIBILITY

The President/CEO shall be responsible for:

A. Implementing this policy.

B. Assigning responsibilities for the creation of safety procedures that meet the needs of JPEC for the protection of the employees and the public.

C. Delegating the authority to each department head and supervisor to enforce this policy and all other safety procedures.

IV. APPROVED

8/25/72

REVISED

5/23/80
12/19/80
1/20/85
11/28/88
3/24/94
8/27/97
12/1/00
9/16/02
2/26/04

Jack Marshall, Chair

CLOTHING REQUIREMENTS TO MEET OSHA STANDARDS

I. OBJECTIVE

To ensure the clothing Co-op employees are wearing on the job does "not" contribute to any burn injuries sustained as an employee of the cooperative. Policy No. 900-10 will be enforced effective November 1, 1994.

II. DETERMINATION

Jackson Purchase has determined the maximum fault currents for existing substations. Page two of this policy identifies those substation fault currents.

III. POLICY

A. No synthetic materials, which are not inherently flame retardant shall be worn by employees, when they could possibly be exposed to hazardous flames or arcs. These restricted materials include, but are not limited to, polyester (in any blend), polypropylene, dacron, nylon and acetate.

B. Co-op employees are instructed, because of exposure of their job, that from November, 1994 forward, they are not to wear undergarments of restricted materials and shall limit such apparel to natural fiber garments such as cotton, wool, or flame retardant materials.

C. The Co-op will furnish (1) one pair of Endura FP coveralls, cotton shirts, and one Endura FP jacket to ensure that our employees are protected at a higher level than the identified hazards of our service area.

D. Any garment purchased by the employee and worn on the job must meet the OSHA safety requirements established by 1910.269.

E. Co-op employees subject to OSHA 1910.269 regulations (1) (6) (iii) are subject to inspection of clothing to ensure that it is adequate for compliance with current and future regulations.

IV. APPROVAL

12-22-94

Danny Cope, President

AVAILABLE CURRENT

SUBSTATION	MAX. PHASE TO GROUND	THREE PHASE TO GROUND
Burna	3092	2854
Coleman Road	7017	6524
Culp	5784	5029
Freemont	3535	3061
Grand Rivers	4612	4309
High Point	4998	4801
Husbands	5289	4459
Calvert City	3551	3353
Joy	2679	2454
Kansas	3720	3259
Kevil	4709	4549
Krebs Road	5254	4461
LaCenter	3156	2929
Ledbetter	4332	3971
Little Union	7125	6689
Lovelaceville	2780	2588
New York	4293	3975
Olivet Church Road	7171	6589
Palma	5981	5236
Reed	N/A	N/A
Reidland	3938	3521
Shell Oil	3096	2954
Smithland	4625	4353

WORK GLOVE POLICY

I. OBJECTIVE

To ensure Operations employees are using proper hand protection while working with materials.

II. PROCEDURE

One pair of leather work gloves will be furnished to each operational employee to use on the job, for the purpose of protecting hands from cuts, abrasions and slivers caused by routine utility work activities. An additional pair of work gloves may be furnished to employees involved in work causing the first pair to be unusable (such as inclement weather), at the discretion of their supervisor.

Replacement gloves will be furnished to employees as needed, with evidence the gloves are worn out.

Gloves are to be dispensed through normal supply procedures.

III. LIMITATIONS

Leather work gloves shall not be used in place of chemical protective equipment or electrical protective equipment.

Four or less pairs may be available; based on annual budget allowance.

IV. CAUTION

Abuse of this work glove policy or the use of furnished gloves for personal use shall be grounds for removal of the policy.

V. APPROVED

6-27-96

Danny Cope, President

WORK RULES AND DISCIPLINE OF PERSONNEL

I. POLICY

It is the Company's policy that employees maintain a work environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence.

II. OBJECTIVE

A. To clarify guidelines for employee conduct.

B. To ensure orderly operations and provide the best possible work environment, Jackson Purchase Energy Corporation (JPEC) expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization and provide the basis for management control and discipline of the work place.

III. SCOPE

All active employees are covered under this policy (including full-time, part-time, temporary, and leased employees.

IV. PROVISIONS

A. Resignations:

1. Employees are expected to give the Cooperative a minimum of two weeks advance notice in the event they decide to terminate their employment with the Cooperative.

2. Employees are expected to pay any monies owed to the Company for equipment, unpaid insurance premium, loans, products, services, materials, or other assets in the employee's passion not promptly returned.

3. Employees who voluntarily resign employment will be asked to complete an exit interview with Human Resources.

4. All documents necessary to process a termination or separation shall be processed through Human Resources. The employee shall be counseled or notified in writing regarding retirement benefits, accrued vacation, sick leave (if appropriate) and any other benefit or plan related to employment with the Cooperative.

5. The employee shall be paid in full for all wages or salary earned not later than the next normal pay period following the date of dismissal or voluntary leaving or fourteen (14) days following such date of dismissal or voluntary leaving whichever last occurs.

B. Layoff of Employees:

1. Employees who are laid off due to lack of work shall be given two weeks notice or the *cash equivalent* thereof.

2. Employees will receive credit for prior service toward service benefits (vacation and sick leave) upon subsequent re-employment if such re-employment occurs within one year.

3. The employee shall be paid in full for all wages or salary earned and accrued and unused sick and/or vacation leave, if applicable, not later than the next normal pay period following the date of dismissal or voluntary leaving or fourteen (14) days following such date of dismissal or voluntary leaving whichever last occurs.

4. Employees are expected to pay any monies owed to the Company for equipment, unpaid insurance premium, loans, products, services, materials or other assets in the employee's possession not promptly returned.

5. Employees who are laid off will be asked to complete an exit interview with Human Resources.

6. All documents necessary to process a layoff shall be processed through human resources. The employee shall be counseled or notified in writing regarding retirement benefits, accrued vacation, sick leave (if appropriate) and any other benefit or plan related to employment with the Cooperative.

C. Discharge of Employees:

1. Any employee who is involuntarily terminated shall be counseled or notified in writing regarding retirement benefits, accrued vacation, sick leave (if appropriate), and any other benefit or plan related to employment with the Cooperative.

2. Employees who are involuntarily terminated will be paid their wages due at the next scheduled payday or within 14 days, whichever is later.

3. The employee will be allowed to collect personal belongings.

4. All documents necessary to process a termination or separation shall be processed through Human Resources.

D. Reduction in Force

If the separation is due to a reduction in workforce, the President & CEO shall, prior to the termination, ascertain that it is in accordance with all applicable Cooperative policies, including the Affirmative Action Program, as well as all applicable federal and state laws.

E. Work Rules:

1. Work rules are to be enforced fairly and uniformly and not in an arbitrary manner by supervisors.

2. Employees are entitled to adequate notice and warning of the consequences of their behavior and a fair and objective investigation of the facts must be made before discipline is administered.

3. Where immediate action is required, an employee may be suspended with or without pay pending an investigation as conducted by the appropriate department vice president or President & CEO.

4. Each violation of the Cooperative's work rules may be acted upon based on the *Table A: Guidelines for Disciplinary Action for Violations of Work Rules* which is a part of this policy and is included hereinafter.

F. Violations:

1. The Cooperative's policies in this regard are intended to comply with Kentucky law respecting employment-at-will. The Cooperative reserves the right to discharge any employee at any time, with or without cause, and employees retain the corresponding right to resign at any time.

2. Vice presidents, managers and supervisors may use the *Guidelines for Disciplinary Action for Violations of Work Rules (Table A)* to determine the type of discipline for violation of work rules.

G. Disclosure of Information by Employees

1. JPEC will not discharge, discipline, threaten, retaliate, discriminate against, or penalize an employee regarding the employee's condition of employment, rights or privileges of employment because:

(a) the employee, or a person acting on behalf of an employee, in good faith reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to an employer, governmental body or law enforcement official;

(b) the employee is requested by a public body or office to participate in an investigation, hearing, or inquiry; or

(c) the employee refuses an order to perform an action that the employee has an objective basis to believe violates state or federal law, a rule or regulation adopted pursuant to law, or a religious belief, and the employee informs JPEC that the order is being refused for that reason.

2. This policy does not permit an employee to make statements or disclosures knowing that they are false or that they are in reckless disregard of the truth.

3. This policy does not diminish or impair the rights of a person under any collective bargaining agreement.

4. This policy does not permit disclosures that would violate federal or state law or diminish or impair the rights of any person entitled to the confidentiality of the information as provided by law.

V. COLLECTIVE BARGAINING AGREEMENT

The provisions of this policy shall not be construed to interfere with or diminish any employee protections relating to work rules and termination of personnel already provided under any collective bargaining agreement, and shall not be construed to limit the company and any collective bargaining unit from bargaining and agreeing with respect to work rules and termination of personnel practices.

VI. DISCIPLINARY ACTIONS (RETENTION)

JPEC may use cumulative active and inactive disciplinary actions (e.g. oral, written, suspension) as part of its decision to discipline up to and including termination.

VII. RESPONSIBILITY

A. It is the duty and responsibility of every employee to be aware of, understand and abide by established rules and regulations.

B. All vice presidents, managers and supervisors shall be responsible for enforcing this policy fairly and uniformly.

C. The President & CEO and/or his/her designee will administer this policy.

VII. ADOPTED

Date: December 17, 2008

Gary Joiner, Chair
Board of Directors

TABLE A

GUIDELINES FOR DISCIPLINARY ACTION FOR VIOLATION OF WORK RULES

**See key to action codes*

The following list (which is not all-inclusive but illustrative only) contains examples of improper conduct and inadequate job performance, and is to be used as a guide for progressive discipline; however, management, at its sole discretion, reserves the right to accelerate the steps if the work rule violation and/or other circumstances warrant it.

NO.	WORK RULE VIOLATED	*ACTION INDICATED** 1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
1.	Misrepresentation or omission of facts in seeking employment.	2 or 3	3	
2.	Fighting or causing bodily injury to another or other disorderly conduct.	2 or 3	3	
3.	Refusing to follow management's instructions concerning a job-related matter or being insubordinate.	1 or 2	2 or 3	
4.	Stealing, destroying, defacing or misusing company property or another's property, Unauthorized removal of Cooperative property.	2 or 3	3	
5.	Falsifying or altering any Company record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, shipping and receiving records, etc.	2 or 3	3	
6.	Wearing improper attire or having Inappropriate appearance.	1	2 or 3	3
7.	Disclosing confidential information.	2 or 3	3	
8.	Violation of safety rules or of any safety			

	procedure which is defined in Cooperative policies or in approved Safety Manual (s).	See Procedure 6-13		
9.	Failure to report a work-related injury.	1 or 2	2 or 3	
10.	Lying and intentional misrepresentation of information.	2 or 3	3	
11.	Working under the influence of alcohol or illegal drugs. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment (see JPEC's Drug-Free Workplace Policy).	3		
12.	Profane/abusive language toward supervisors, board directors, consumers, or others.	1, 2, 3	3	
13.	Making malicious, false and harmful statements about others. Publicly disclosing another's private information. Stalking others. Using intimidation tactics and making threats. Verbally abusing other. Physically harming others. Sabotaging another's work.	2 or 3	3	
14.	Unauthorized soliciting, selling, canvassing, or distribution during work time.	1	2 or 3	
		1 or 2	3 or 4	
15.	Excessive absenteeism, tardiness, failure to give proper notice to supervisor of intent to take vacation or other leave, or conducting unauthorized business during working hours.	1	2 or 3	
16.	Unauthorized transportation or possession of firearms in company vehicles, buildings, or structures or possession thereof during working hours. While parked in company parking facilities, employees must keep any permitted firearms in the trunk of their personal, locked vehicle or in a secure location out of general view.	2 or 3	3	
17.	Unauthorized use of Cooperative vehicles,	1 or 2	2 or 3	

	telephones, mail system, business equipment, software, tools, materials, etc.			
18.	Sleeping on the job without authorization. Gambling on Company property; playing pranks and engaging in horseplay.	1 or 2	2 or 3	
19.	Receiving or making excessive personal telephone calls.	1	1 or 2	
20.	Working unauthorized overtime.	1	2 or 3	
21.	Exceeding the authorized number or length of break periods.	1	1 or 2	
22.	Failing to meet work standards in terms of quantity and quality.	1	1 or 2	
23.	Allowing an unauthorized person on Company premises.	1 or 2	2 or 3	
24.	Unauthorized use of cell phones, cameras and recorders.	1 or 2	2 or 3	3
25.	Engaging in any form of discrimination and/or harassment, regardless of whether it is sexual, racial, religious or related to another's gender, age, disability, sexual orientation or other harassment.	1, 2, 3	3	
26.	Smoking where prohibited by local ordinance or company rules.	1	2 or 3	3

KEY TO ACTION CODES

ACTION INDICATED	CODE NO.
➢ Written Warning	1
➢ Decision-Making Leave (1-5 days with or without pay) in accordance with the Fair Labor Standards Act and/or Last-Chance Agreement	2
➢ Termination	3

KENTUCKY SAFETY AND HEALTH PROGRAM ACCIDENT/INJURY REPORTING

OBJECTIVE:

To define a procedure for the prompt, adequate, and efficient reporting of accidents and injuries (hereinafter referred to collectively as "incidents") to the Kentucky Safety and Health Program (OSHA) as required in 803 KAR 2:180.

SCOPE:

This procedure applies to all incidents resulting in the following:

1. The death of any employee;
2. The hospitalization of three (3) or more employees
3. An amputation suffered by an employee; or
4. The hospitalization of fewer than three employees.

Incidents of type 1 and 2 above require OSHA notification within eight (8) hours of notification of the occurrence to JPEC. Incidents of type 3 and 4 above require OSHA notification within seventy-two (72) hours of notification of the occurrence to JPEC.

OSHA should be notified by telephone at (502) 564-3070. If calling this number is not successful, report the incident using the OSHA central telephone number at (800) 321-6742.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this procedure.

PROCEDURE:

During normal office hours: the Supervisor of an employee involved in the occurrence of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the VP of Engineering and Operations receives the initial report and information in a timely manner as required for reporting the incident to OSHA.

During other hours: the Supervisor On-call at the time of the notification of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the VP of Engineering and Operations receives the initial report and information in a timely manner as required for reporting the incident to OSHA.

The VP of Engineering and Operations shall be responsible for reporting the incident to OSHA as required.

OSHA will require the following information for **all incidents**:

1. The establishment name and address;
2. The date and time of the incident;
3. The location of the incident;
4. The number of fatalities or hospitalized employees;
5. The names of affected employees;
6. If an amputation, the type of machine and body part amputated;
7. A description of the incident; and
8. A contact person with his or her phone number.

ACCEPTED: 3/10/2011

JPEC LOCKOUT TAGOUT/SWITCHING

OBJECTIVE:

To define, organize, and establish a process of work procedures to insure the isolation of all hazardous energy that might be a danger to employees, and/or the public.

SCOPE:

This procedure applies to all JPEC employees.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this procedure.

PROCEDURE:

Upon determination by a qualified employee that a need for a hold or caution delay exists, a request for a clearance shall be made of the Dispatcher. A switching order shall be written by the Dispatcher to ensure all potential sources of hazardous energy are isolated.

Each work crew shall have one individual in charge (person in authority). If two or more crews are to work on the same line or apparatus, they must work under the direction of one individual in charge (person in authority), or each crew must obtain individual clearance and apply appropriate hold tags and locks.

A request for a clearance shall identify the line section to be isolated, the reason for the clearance (such as an outage caused by a tree in the line), and the expected duration of the hold.

When written, the switching order shall be radioed or otherwise communicated to the person in authority. When received, the order shall be written by the person in authority and read back to the Dispatcher as written.

Due to the distance between switching devices, the actual switching operation may be performed by personnel other than the person in authority at the direction of the Dispatcher and/or the person in authority.

When a switchman has completed a switching operation for the purpose of energy isolation, the switchman shall check that the switching device has operated correctly, note the time, and report this information to the Dispatcher.

The switchman shall install locks as appropriate on the energy control device operating control and tag the control with a hold card marked with:

1. A distinct number as supplied by the Dispatcher.
2. The date and time the control was operated (as reported by the Dispatcher).

3. The name of the person in authority (the person who the hold was issued to, not necessarily the switchman).

EXCEPTION: In an extreme emergency, a qualified person may open an energy control device without authorization from the Dispatcher or supervisor, should it be deemed necessary for the protection of life.

A CAUTION DELAY (non-reclose or one-shot): A caution delay (for the purpose of work on an energized circuit with a non-reclose feature on the control device) shall be treated as a hold. A request shall be made of the Dispatcher. The Dispatcher will write a switching order insuring that only one source of energy feeds the circuit and that a control device reclosing feature is rendered inoperative.

CLEARANCE RELEASE: When work is complete, a release is requested from the Dispatcher. The Dispatcher will ask for confirmation that all personnel are in the clear.

When personnel are reported clear and protective grounds are removed, the Dispatcher will provide a switching order to place the system in its normal operating condition.

The time the switches are operated is to be written on the hold card and the same time reported to the Dispatcher.

Hold cards and switching orders are to be turned in to the Dispatcher.

DEFINITIONS

AFFECTED EMPLOYEE: An employee who must work in the area of lines or equipment where hazardous energy has been or will be controlled by lockout/tag out.

AUTHORIZED EMPLOYEE: An employee who has been empowered to use lockout/tag out procedures for the control of hazardous energy.

CAUTION DELAY: Authorization to work on a specific energized line section or apparatus. Indicates the Dispatcher has issued a switching order that assures all auto-reclosing features of control devices have been rendered inoperative.

NOTE 1: Control devices tagged by a caution delay shall not be operated except by authorization of the person of authority.

NOTE 2: A caution delay may use the same tag as a hold as it has the same level of control.

CLEARANCE: (a) For work – certification by the proper authority that a specified line or piece of equipment is de-energized, that the proper precautionary measures have been taken, and that the line or equipment is being turned over to the qualified workers; (b) From hazard – adequate separation or protection by the use of devices to prevent accidental contact by persons or objects on approach to a point of danger; (c) From hot line – an assurance that the automatic reclosing features of a circuit have been made inoperative.

DE-ENERGIZED: Removal of any electrical connection from a source of potential difference and from electric charge. Lines and equipment shall not be considered de-energized until they have been properly tested for voltage and properly grounded.

DESIGNATED EMPLOYEE: One who is designated by the employer as qualified to use lockout/tag out procedures in the performance of maintenance and repair duties.

ELECTRIC SUPPLY LINES: Conductors and their supporting or containing structures used to transmit electric energy.

ENERGIZED: Connected to an energy source or containing residual or stored energy.

ENERGY ISOLATING DEVICE (control device): A mechanical device that physically prevents the transmission or release of energy (including but not limited to: circuit breakers, disconnect switches, blivets, etc.).

NOTE: Push buttons, selector switches, and other such devices control hydraulic, pneumatic, chemical, thermal, or radiant energy, etc.

EXPOSED: Not isolated or guarded.

GROUND: A conducting connection, whether intentional or not, between an electric circuit or equipment and the earth, or to some conducting body attached to the earth.

GROUNDED: Connected to the earth or to a conducting body that serves in place of the earth.

GROUND TRIP: A setting available on three phase protective devices that trips the device for imbalanced currents that exceed the setting value.

HOLD: The physical opening, disconnecting, or otherwise rendering inoperative of all switches or energy control devices that could conceivably supply energy to a line or apparatus.

NOTE: A hold is issued by the person having operating authority over the switch or control device.

HOLD CARD (do not operate card): A card of specific design to attract attention and used for the purpose of instructing (warning) anyone attempting to operate an energy control device that they shall not do so. Hold cards:

1. Are to be installed at the control device operating mechanism (switch handle, etc.).
2. Are a onetime device.
3. Are to have sufficient strength and durability to function under foreseeable conditions.
4. Shall identify: A switching order number, date and time of operation, and person in authority of the hold.

5. Require that the specific piece of equipment they are attached to cannot be operated, and only the person whose name is on the card may authorize the removal of the card and the subsequent operation of the control device.

INSULATED: Separated from other conducting surfaces by a dielectric offering a high resistance to the passage of current.

LOCKOUT: The placement of an identifiable lockout device on any energy isolating device.

LOCKOUT DEVICE: A device that holds an energy isolating device in a safe position (such as a paddle lock).

OPERATING AUTHORITY: Authorized employees of designated utilities who are empowered by the utility to execute switching orders for the control of hazardous energy.

QUALIFIED EMPLOYEES: One knowledgeable in the connection and operation of electric power generation, transmission, distribution, associated equipment, and associated hazards who has been identified or qualified by their employer.

RECLOSE: A function available on substation and distribution line protective devices that allows the device to automatically re-energize a section of line after the device has opened to clear a fault.

REVERSE POWER TRIP: A setting available on substation protective devices that trips the device for power flows back into the substation from the distribution feeder. This protection is enabled to avoid unexpectedly backfeeding the transmission system in some fault scenarios when feeders are tied together.

SWITCHING ORDER: A written procedure that describes the distinct sequence of events required to insure all sources of energy are isolated from lines and/or apparatus.

SWITCHMAN: The person that actually performs a switching operation. The switchman may or may not be the person in authority during switching operations.

TAGOUT: The placement of a DO NOT OPERATE tag on an energy control device.

APPENDIX A

Example: You are a two man service crew and are trouble-shooting a storm related outage. You find the storm has caused two large trees to fall, one on a single phase line and one on a three phase line about 300 yards from each other. There is a broken phase on the three phase line and the phase and neutral conductors of the single phase line are down. In addition, a three phase pole is damaged at the neutral because of the weight of the tree and the pole will have to be replaced.

It will take at least three hours and additional men and equipment to complete the work.

You radio the Dispatcher or supervisor, describe the above condition, and ask for clearance to isolate the three phases and the single phase line for your work toward service restoration to begin.

The Dispatcher or supervisor uses the system map to determine if the fault location can be somewhat isolated by opening underarm disconnects at two separate locations feeding part of the circuit from a neighboring substation and another portion by re-energizing the open reclosers, which are open due to the line fault caused by the trees falling.

The Dispatcher's switching order reads as follows (all switch prikey numbers are fictitious and meant for example only):

DATE: 7-7-2011 TIME: 10:02 AM/PM

Order issued by: Dispatcher Order received by: Crew Leader

1. Open three underarm disconnects, switch prikeys 10109, 10110, and 10111. Check open and clear. Place hold tag 161, 162, and 163 and report.
2. Open three underarm disconnects, switch prikeys 2501, 2502, and 2503. Check open and clear. Place hold tags 164, 165, and 166 and report.
3. Set the substation circuit protective devices, switch prikeys 10556 and 26001, to disable the reclosing function (non-reclose) and disable the ground trip function (ground trip block).
4. Close the gang operated air break switch, switch prikey 27415. Check that all blades are closed, lock the switch closed, place hold card 167, and report. This will pick up a portion of the load from the neighboring substation.
5. Close the downline protective devices, switch prikeys 56231, 56232, and 56233. These switches are now in their normal position and do not require a hold card. This will pick up the other portion of the line that can be re-energized until the work is completed.

Place protective grounds at the work site as needed and report when repairs are complete.

Because the damage was on a main station tie, the damage can be sectionalized by closing the station tie, and a portion of the line can be re-energized. Thus, the per person outage time can be reduced.

When the work is complete and the crew is ready to return the system to normal operation, the stations can be tied together before the station tie is opened. Tying the stations together temporarily will allow you to pick up load without disconnecting the accounts that are now on.

The G & T's Dispatcher should be notified any time a station load is changed or two or more stations are to be tied together.

When work is complete and the line is ready to be put back to normal, call the Dispatcher and request a switching order.

State the following: "All personnel are in the clear and we are ready to place the system back to normal."

The Dispatcher will have written a switching order as follows:

DATE: 7-7-2011 TIME: 1:05 AM/PM

Order issued by: Dispatcher Order received by: Crew Leader

1) Insure all personnel are in the clear and all protective grounds are removed.

2) The substation circuit protective devices, switch prikeys 10556 and 26001, should still have the reclosing function (non-reclose) and ground trip function (ground trip block) disabled. If not, disable these functions once again.

3) Set the substation circuit protective devices, switch prikeys 10556 and 26001, to disable the reverse power trip function.

4) Remove hold cards 161, 162, and 163 and close the three underarm disconnects, switch prikeys 10109, 10110, and 10111. Report when completed.

5) Remove hold cards 164, 165, and 166 and close the three underarm disconnects, switch prikeys 2501, 2502, and 2503. Report when completed.

6) Remove hold card 167, open the gang operated air break switch, switch prikey 27415. Check that all blades are open, lock the switch open, and report.

7) Return the substation circuit protective devices, switch prikeys 10556 and 26001, to their normal operation (i.e. enable the reclosing function, ground trip function, and reverse power trip function).

The switching order is read to the qualified person in charge. The qualified person in charge is to analyze the order and read it back to the Dispatcher. If there is a discrepancy or a disagreement in the switching order, it must be remedied before proceeding.

Each switchman is then assigned a specific part of the order at the direction of the authorized person or the Dispatcher as appropriate.

If a switchman was assigned to close switch prikeys 10109, 10110, and 10111, the Dispatcher would call the switchman and read paragraph (4) of the second switching order to the switchman. The switchman would write it down and read it back to the Dispatcher.

Switchman: I understand I am to remove hold cards 161, 162, and 163 from switch prikeys 10109, 10110, and 10111 and close all three switches.

Dispatcher: That is correct.

Switchman: All three switches are closed and hold cards 161 through 163 are removed at 1:07 PM.

The hold cards are to be returned to the person in authority (Crew Leader) for inclusion with the work order for the repair of the damaged lines and equipment.

ACCEPTED: 3/10/2011

DISCIPLINARY ACTION PROCEDURE FOR SAFETY VIOLATIONS

I. OBJECTIVE

To promote the use of safe work practices and identify a process of disciplinary action for violations of safety rules (and company policies and procedures) that could endanger employees, their coworkers, the public, or property.

II. PURPOSE

To reduce human suffering and financial losses to employees and the company resulting from injury or property damage accidents.

III. DISCIPLINE

Employees shall follow the safety standards, policies, and procedures adopted by the company and shall follow applicable governmental regulations. Employees violating such standards and/or regulations shall be subject to disciplinary action.

IV. DISCIPLINARY ACTION PROCEDURE

(a) Violations of and/or disregard for safe work practices shall result in disciplinary action appropriate to the seriousness or potential seriousness of the violation. Violations shall be recorded and become a part of the employee's personnel file. The employee's safety record shall be a basic factor in determining disciplinary action, the employee's eligibility for promotion, and/or the employee's suitability for continued employment with the company.

(b) Employees who knowingly allow violations of a safe work practice, contribute to an unsafe work practice, or receive notification of a safety violation and neglect to take appropriate corrective action shall be subject to the same penalty as prescribed for the specific safety violation.

(c) A Crew Leader (or acting Crew Leader) may receive the same (or higher) level of discipline as an employee on their crew if management determines the Crew Leader's actions (or a lack thereof) led to a safety violation by that employee.

(d) When an employee observes an unsafe work practice, the employee shall immediately take corrective action. Corrective action may include, but not be limited to, reminding the offending employee(s) of the safe work practice or reporting the violation to the offending employee's immediate

supervisor. If the violation concerns the immediate supervisor, the violation is to be reported to the next level of management. Employees who knowingly allow violations of a safe work practice and neglect to take appropriate corrective action may be subject to the same penalty as prescribed for the specific safety violation.

(e) Violations of safety standards, policies, and procedures shall carry disciplinary action penalties as determined solely by management using the guidelines in Addendum 1 in conjunction with consideration of any relevant circumstances. Past disciplinary action for violations may be considered but will not be the sole basis for determining disciplinary action. For example, determination by management that a violation was a willful act may result in stronger penalties than an act that is determined not to be willful.

(f) Management will provide an explanation of the disciplinary action determination to the affected employee(s).

(g) Violations of safety standards, policies, and procedures are not necessarily limited to the work practices identified in Addendum 1.

(h) Management reserves the exclusive right to determine what it deems to be the appropriate level of disciplinary action for any violation according to all of the circumstances related to the violation.

Accepted: February 19, 2004
Revised: May 10, 2006
Revised: August 13, 2013

ADDENDUM 1
PENALTY GUIDELINES FOR VIOLATION OF SAFETY STANDARDS, POLICIES, AND PROCEDURES

The penalty guidelines shown on the following pages were developed based upon the sections and page numbers of 13th edition of the American Public Power Association's Safety Manual for Electric Utilities as amended by JPEC and JPEC's adopted policies and procedures. These guidelines shall be used by management in determining disciplinary action for the violation of safe work practices.

The categories for safe work practice violations are rated from Penalty Level One (P1) through Penalty Level Four (P4). These levels were determined based on the severity of the rule violation or the likelihood that the rule violation could result in serious injury to oneself, a co-worker, a member of the general public, or property damage.

A P1 penalty results from a violation of a rule that has the greatest potential for causing serious injury or damage. A P4 penalty applies to a rule violation with the least likelihood of causing serious injury or damage.

Each penalty level has a recommended rollover period attached to it. A rollover period is the length of time that a penalty is used in consideration of future penalties. After a rollover period has elapsed and an employee repeats the violation of a safe work practice, the new violation may be treated as a first offense. Should an employee violate the same safe work practice before a rollover period has elapsed, the new violation will be treated as a repeat violation, and the employee may receive a more stringent penalty for repeatedly violating a safe work practice. The rollover period starts on the date of the signed disciplinary action. When a repeat violation occurs before a rollover period has ended, the new rollover period may commence on the date of the newest violation or may be added to the end of the original rollover period.

Nothing contained herein shall exclude management from the right to base disciplinary action for safe work practice violations on an employee's overall safety record for their entire employment history whether repeated violations are for the same or different safe work practices.

Guidance for penalties and rollover periods for violations of safe work practices follow on pages four through seven.

JACKSON PURCHASE ENERGY CORPORATION
PENALTY GUIDELINES FOR VIOLATIONS OF APPA SAFETY RULES

The following penalty guidelines were developed based upon the sections and page numbers of 13th edition of the American Public Power Association's Safety Manual (APPA) for Electric Utilities:

P1 - Penalty Level One

This level has a recommended rollover period of 24 months.

First Offense: up to five days off without pay
Second Offense: five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
109	a – d	25 – 26
111		26
602	a, b	97
604	a – e	102 – 105
607	a – b	110
611	b	112
615	a – b	116

Section Number	Paragraph	Page Numbers
618	d2	123
619	1 – 4	127
804	a	149
903	a	154
904	a – e	155
905	b – e	155 – 156

P2 - Penalty Level Two

This level has a recommended rollover period of 18 months.

First Offense: up to three days off without pay
Second Offense: three to five days off without pay
Third Offense: five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
112	c, o	27 – 28
113		29
310	k	72
601	n	96
602	e	97

Section Number	Paragraph	Page Numbers
605	n	108
615	e, k	117 – 118
626	a11	136
803	a – f	147 – 148
1405	a – d	211

Penalty Guidelines for Violations of Safety Rules (cont.)

P3 - Penalty Level Three

This level has a recommended rollover period of 12 months.

First Offense: written reprimand or one day off without pay
Second Offense: one to three days off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
104	a	24
110	a	26
117	a	32
119	a	33
202	a – m	55 – 57
312	h, k, o, r, v	79 – 80
402	c	82 – 83
403	a, e, f, g, h	83
601	a – e, j – m	90 & 96
602	d, f, g	97
603	a, b, d ,e ,f ,h	98 & 101
605	a, b, g	106 – 107
610	a, c	111 – 112
611	a, c, d	112
613	b – d, g	113
614	a – n	114 – 115

Section Number	Paragraph	Page Numbers
615	f – j	117
617	a – k	119
618	d1, d3	123
620		127
622	g	128
623	a, d, h	129 – 130
801	1, 2	145
802	g	147
903	b – f	154
904	f	155
905	a	155
906	a, b, d – g	156

P4 - Penalty Level Four

This level has a recommended rollover period of 6 months.

First Offense: written reprimand
Second Offense: written reprimand or one day off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
104	b – e	24
105	a – b	24 - 25
106	a – b	25
107		25
108	a – b	25
112	a, b, d – m	27 - 28

Section Number	Paragraph	Page Numbers
403	b, c, d	83
501	a – g	85
502	a – i	85 – 87
503	a – i	87
601	i, k	96
602	h – l	97 – 98

Penalty Guidelines for Violations of Safety Rules (cont.)

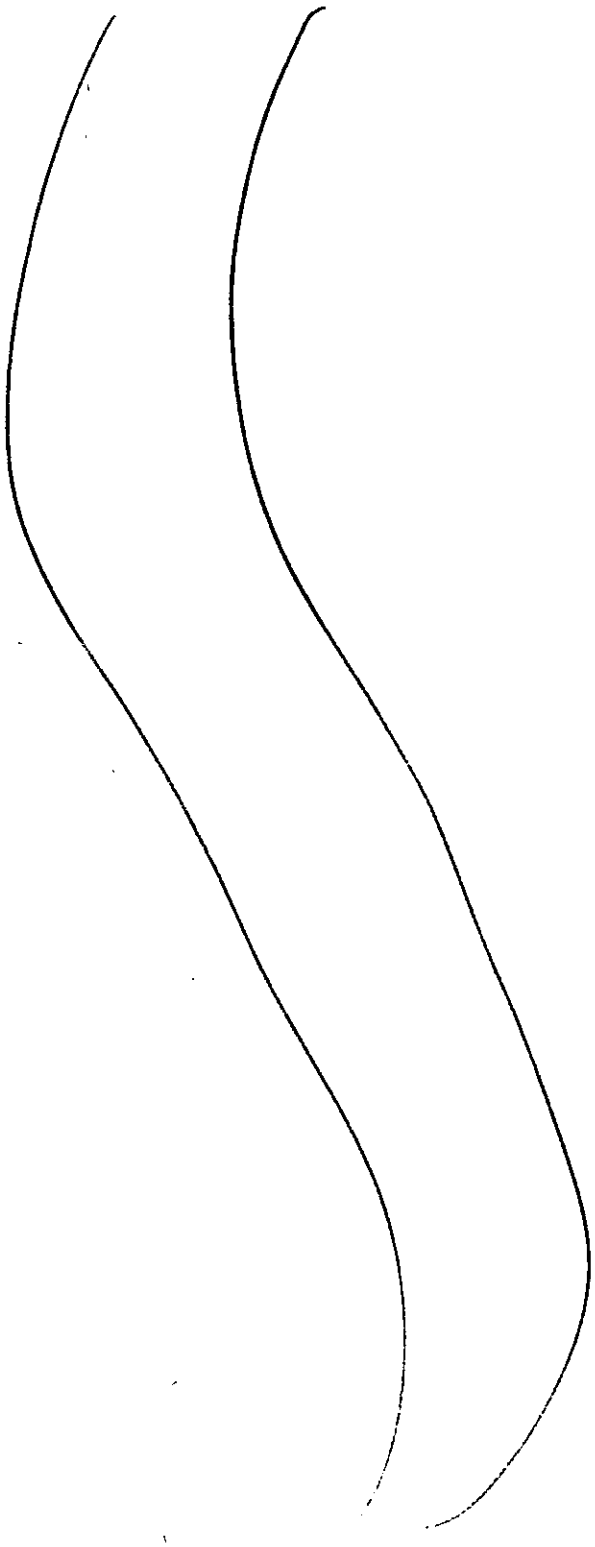
P4 - Penalty Level Four (cont.)

This level has a recommended rollover period of 6 months.

First Offense: written reprimand
Second Offense: written reprimand or one day off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
114	a – g	29 – 30
115	a – n	30 – 31
117	b – l	32 – 33
118		33
119	b – e	33 – 34
120		34
121	a – s	34 – 35
122	a – h	36
123	a – n	37
124	a – c	38
125	c, d4	38
126	a – n	39
127	a – m	40
128	a – n	41 – 42
129	a – g	42
130	a – d	42
131	a – h2	43
133	a – v	47 – 49
134	a – t	49 – 52
201	a – h	54 – 55
203	a – c	58 – 59
204		59
205	a – g	59 – 60
206	a – b	61
301	a – l	66
302	a – d	66 – 67
303		67
304	a – k	67 – 68
305	a – f	68 – 69
306	a – c5	69
307	a, b1 – b4	69
308	a – d	70
309	a – q	70 – 71
310	a – j, l – s	71 – 77
311	a – m	77 – 78
312	a – g, i, j, l – n, p, q, s – u	78 – 80
401	a – e	82
402	a, b, d, e	82 – 83

Section Number	Paragraph	Page Numbers
603	c, g, i – n	101 – 102
604	f – k	105 – 106
605	c – f, h – l	107
607	c, d	110
609	a – d	111
610	b, d, e	111 – 112
612	a – d	112
613	a, e	113
615	c, d	116
618	a – c, e – m	123 – 124
621	a, g	127
622	a – m	128 – 129
623	b – c, e – g, i – o	129 – 130
624	a, b	130 – 131
625	a – r	131 – 133
626	a1 – a9, b, c	133 – 135
801	3, 4	145
802	a – f	145 – 146
803	g – k	148
805	a – c	150
806	a – d'	150 – 151
901	a – e	152 – 154
902	a – b	154
907	a – cc	157 – 160
1101	a – l	193 – 194
1102	a – g	194 – 199
1201	a – t	200 – 201
1202	a – b	201
1501	a – d	214
1502	b	214
1503	a – b	214
1504	b – d	214 – 215
1505	a – e	215
1507	a – e	215 – 216
1508	a – f	216
1601	a – g	218
1602	a – f	218 – 219



KENTUCKY PUBLIC SERVICE COMMISSION
OUTAGE AND INCIDENT REPORTING PROCEDURE

OBJECTIVE:

To define a procedure for the prompt, adequate, and efficient reporting of outages and incidents (hereinafter referred to collectively as "incidents") to the PSC as required in 807 KAR 5:006, Section 26.

SCOPE:

This procedure applies to all incidents resulting in the following:

(a) Death; or shock or burn requiring medical treatment at a hospital or similar medical facility, or any accident requiring inpatient overnight hospitalization;

(b) Actual or potential property damage of $25,000 or more; or

(c) Loss of service for four (4) or more hours to 500 or more of JPEC's customers.

These incidents require PSC notification by telephone, email, or through the PSC website within two (2) hours of the occurrence followed by updates twice daily until the incident is closed. A follow-up summary written report must be submitted to the PSC within seven (7) days.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this policy.

PROCEDURE:

The Supervisor On-call at the time of occurrence of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the PSC receives initial reports per the PSC requirements. The Supervisor On-call shall also be responsible for ensuring the PSC receives the required report updates until the incident is closed. The PSC may be contacted for immediate notification by contacting Steve Kingsolver or Jeff Moore (or current Investigator) by telephone at (502) 229-0035, by email at Steve.Kingsolver@ky.gov or jeffreyc.moore@ky.gov, or by accessing the PSC's online Outage Reporting program. **The PSC prefers that these contacts be made via the online Outage Reporting program.** An email will be generated notifying all assigned PSC staff of the incident when using the online program. The information required to use the online program is as follows:

URL: https://psc.ky.gov/psc_portal/login.aspx
User ID: 2400_ors
Password: 18q0v46$

Regardless of the method used to make the initial contact with the PSC, they will require the following information:

(1) The date and time the incident started.

(2) The estimated number of personnel in the field, including contractors and outside assistance.

(3) The cause, or possible cause, of the incident.

(4) Any public comment (comments to provide information for the general public accessing the PSC information).

(5) An estimate of whether or not 1,000 customers will be disrupted for more than 24 hours.

(6) Restoration efforts – number of JPEC crews, number of contractor crews, number and origin of outside assistance crews.

(7) Estimated restoration time.

(8) Comments, including any critical facilities affected.

(9) A contact name, phone number, and email address for the PSC to contact to inquire about the report.

(10) The number of broken poles involved.

(11) The number of wire spans down involved.

(12) The number of transformers replaced.

(13) The number of outside workers being used for restoration (contractors and others).

(14) The number of accounts out for each affected county.

When an event is ongoing, updates to the PSC are required twice a day until the event is closed or until all customers are restored.

The Supervisor On-call shall also ensure the Vice President of Engineering and Operations or his/her designee is notified any time an incident becomes a PSC reportable incident as defined in the "Scope" of this procedure.

The Vice President of Engineering and Operations or his/her designee shall be responsible for providing the final summary written report of the incident to the PSC. Per the PSC requirements, this report shall be filed within seven (7) days of the incident start as reported to the PSC (item #1 above). This report shall be emailed to Steve Kingsolver at Steve.Kingsolver@ky.gov or to Jeff Moore at jeffreyc.moore@ky.gov or to the current Investigator.

Need to add instructions for obtaining information from e-reports.

ACCEPTED: 10/5/2006
REVISED: 6/6/2007

JACKSON PURCHASE ECC FLEET INSPECTION PROCEDURE

PURPOSE

The purpose of this plan, as required by the Public Service Commission and Department of Transportation, is to establish a regular interval for safety inspection of fleet vehicles to repair and maintain all parts and accessories as to be in a safe operating condition.

PROCEDURE

1. All fleet vehicles are inspected twice yearly, using the detailed inspection report form. (49 CFR.17-23)

2. During fleet inspection, any vehicle condition found to constitute a safety hazard, shall be removed from service until repairs are made.

3. Any or all other repairs are to be performed after fleet inspection is complete.

4. Inspection is performed as follows:

A.	Windshield	Check for broken glass or glazing.
B.	Wipers	Check for operation and condition of blades.
C.	Horn	Check operation.
D.	Mirrors	Check for broken glass, broken or missing hardware.
E.	Headlights	Check operation.
F.	Tail Lights	Check operation.
G.	Stop Lights	Check operation.
H.	Turn Signals	Check operation.
I.	Front Suspension	Check for any worn or loose parts, including steering gear, drag links, tie rods, idlers, pittman arm, ball joints, wheel bearing adjustment and king pins.

J.	Steering	Check adjustment, column/gear axle, linkage and power steering.
K.	Springs	Check for any loose, missing, or broken spring center bolts, or loose u-bolts and related hardware.
L.	Brakes	Check brake pedal travel, inspect pads or shoes for wear, check for leaking seals, wheel cylinders and/or air chambers, check drum or rotors for heat cracks and wear, check all brake hardware, check adjustment, and check for leaking tubing.
M.	Tires	Inspect tread ware, inspect for cuts or abnormal wear patterns.
N.	Exhaust	Check for leaks, missing or broken hangers, oil shields, broken or loose manifolds.
O.	Pintle Hooks	Check bolts, latch assembly, and cracks.
P.	Fuel Systems	Check tanks, lines.
Q.	Frame	Check members, clearance.
R.	Wheels/Rims	Check fasteners, disc/spoke.

ACCEPTED: 6/25/87

REVISED: 3/28/91

JACKSON PURCHASE ECC DIELECTRIC TESTING ON ELEVATING AND ROTATING WORK PLATFORMS INSPECTION

1. PURPOSE

The purpose of this plan is to meet standards required by the Occupational Safety and Health Act as listed in the Federal Register, vol. 3.7, no. 243.

2. DEFINITION

Rules and Regulations, Federal Register Section 1926.556 Aerial Lifts.

Paragraph # 3.

3. Electrical Test

All electrical tests shall conform to the requirements of A.N.S.I. A-92.2 - 1969 section 5. However, equivalent D.C. voltage test may be used in lieu of the A.C. voltage specified in A-92.2 - 1969. D.C. voltage tests, which are approved by the equipment manufacturer or equivalent entity, shall be considered and equivalent test for the purpose of this sub-paragraph # 3.

This rule requires that aerial lifts be tested once per year.

4. The Dielectric Testing Shall Include:

1. Upper Boom.....69 KV AC for Three Minutes
2. Lower Boom.....50 KV AC for Five Minutes
3. Total Unit.....69 KV AC for Three Minutes
4. No Unit shall be passed that exceeds 1 milliampere of leakage current.
5. Hydraulic Oil Insulation Breakdown Test at 21 KV AC Minimum.

5. ACCEPTED: 6/25/87

INSPECTION AND MAINTENANCE OF DISTRIBUTION LINES

I. PURPOSE:

A. Record information about the condition of electric distribution lines during inspections and other sources;
B. Take action to maintain satisfactory conditions;
C. Maintain controls to assure that needed maintenance work is being performed;
D. To assure compliance with Kentucky Public Service Regulation 807 KAR 5:006.

II. MAINTENANCE REQUIREMENTS:

A. A clear commitment by management that the work will be done, and sufficient funds and manpower budgeted;
B. Assign qualified people and make available time for systematic inspections;
C. Establish a continuing record and effective controls that allow maintenance needs and work status to be known at all times.

III. ADMINISTRATION:

The responsibility for interpretation and administration of this procedure shall reside with the General Manager or his designee(s).

IV. SELECTION AND TRAINING OF INSPECTORS:

Select and train the person or persons to do the inspection. Qualifications should include:

A. Competency and accuracy in using the inspection reports;
B. Familiarity with REA construction standards, the National Electrical Safety Code and other applicable codes;
C. Train in inspection of timber products.
D. Training and experience in recognizing deficiencies which may create hazards or cause service interruptions;
E. Familiarity and use of inspection forms.

V. INSPECTION AREA will include all of the Jackson Purchase Electric Cooperative Corporation service area (including both overhead and underground facilities).

VI. ITEMS TO BE INSPECTED:

A. POLES

1. The system will be divided into ten (10) areas, each having approximately equal pole count. A schedule of inspection will be maintained by the Manager of Operations who will assure that each area is inspected every ten (10) years.
2. The inspection will include ground line condition, cracks, pole damage, infestation and rot. The inspector will document all findings and report to the Manager of Operations or his designee(s).
3. If a pole is found to be worthy of repair necessary repairs will be done. This is to include fumigation, ground line treatment, or other methods to restore life to the pole.

B. RIGHTS-OF-WAY MAINTENANCE:

1. The system will be divided into five (5) equal parts, each having approximately equal miles of line. The Manager of Operations will maintain a schedule of right-of-way maintenance. Each area will be trimmed approximately every five (5) years.
2. The system will be monitored to assure that this schedule is adequate.
3. Trimming of service lines and secondaries will be done as requested, by consumers, if time permits. A log of these requests will be maintained by Dispatching.

C. OIL CIRCUIT RECLOSERS

1. The Engineering Department will prepare, or cause to be prepared, an up-to-date sectionalizing study for the system. This should be done every five (5) years or sooner, if required.
2. All oil filled circuit reclosers will be changed out approximately every five (5) years and rebuilt to assure their operational integrity.
3. All poles should be tagged with the recloser size and device number.

D. SWITCHES

The Manager of Operations will maintain a log of all switch locations and the dates of maintenance and inspections. On a two (2) year basis, all switches should be operated, lubricated and adjusted. All line switches are to be locked and secured.

E. CAPACITORS

1. Capacitors will be inspected for fuses blown, bulging tanks, failed arresters, etc.
2. All capacitor controls should be inspected monthly by the System Control Section. A log of the counter readings will be maintained by the System Control Supervisor. All irregularities will be reported to the Manager of Engineering.
3. Oil switches will be replaced when the manufacturer's recommendations are reached.

F. LINE REGULATORS

1. Line Regulators will be inspected monthly. The System Control Section will maintain a monthly log of the counter operations, drag hand indications, and inspection dates. All irregularities will be reported to the Manager of Engineering.
2. Line Regulators are to be replaced when the manufacturer's recommendations are reached.

G. UNDERGROUND INSTALLATIONS

1. All underground systems will be inspected bi-annually. An inspection schedule will be bi-annually. An inspection schedule will be maintained by the Maintenance Superintendent. Records are to be kept on deficiencies, corrections, and date of the inspections.
2. The inspection will include visual inspection of the electrical connections, grounding, physical condition, security, numbering, poor backfill in trench, riser, pothead, arrester, and cutout condition. All switchgear should be given a visual inspection.

H. LINES:

1. A complete inspection of the entire overhead line system will be completed every two (2) years. The Field Coordinator will maintain a schedule of inspections. The system will be divided into seventy (70) geographical areas and assigned to designated inspectors.
2. A visual inspection will be done on each pole location and service location. The following deficiencies will be noted on a trouble ticket and given to the Dispatcher via the Field Coordinator. These trouble tickets will then be distributed to the appropriate department(s).

3. Line Inspection Deficiencies:

a. Line Equipment:
Deficiencies: Transformer mounted in wrong quadrant, hot line clamp on conductor, bolts too long on pole, security light too close to primary, oil leaks, etc.

b. Guys and Anchors:
Deficiencies: Anchor set too deep or too shallow, long guy tail, no guy guard, slack guy, etc.

c. Conductors:
Deficiencies: Sag too low, sag too tight, clearance to ground or other objects, armor rod needed, stranded wire, broken insulators, bad arresters, etc.

d. Poles:
Deficiencies: Not plumb, not raked, canting (twisting of pole), improper alignment, poor tamping around pole, pole too short, inadequate pole strength, foreign attachments, needs guying, company tag on pole, location number on transformer poles, etc.

e. Service Lines and Secondaries:
Deficiencies: Clearance to ground, clearance over and around buildings and other objects, bare wires, too long, not guyed, etc.

f. Customer Facilities:
Deficiencies: Inadequate attachment points, riser condition, customer wiring, clearances, meter base, etc.

g. Clearances:
All clearances must meet or exceed requirements of the NESC, NEC, REA, and local regulations. Following is a partial list of areas to inspect:

1. Antennas (Twice the height of the antennae.
2. Signs.
3. Swimming Pools (No wires over pools).
4. Clearance over roofs.
5. Service Clearances (Windows, doors, porches).
6. Clearance to ground, drives, roads, streams, lakes, etc.

In addition to these areas, consideration should be given to grain augers, large trucks, farm equipment, etc.

ACCEPTED: 11-28-88

PERSONAL PROTECTIVE EQUIPMENT

I. OBJECTIVE

This procedure applies to all employees who, by the nature of their work, will be required to use and wear personal protective equipment at all times when exposed to hazardous conditions. This procedure establishes a routine of use, care and inspection for personal protective equipment (PPE) consistent with regulatory standards and good work practices.

II. PURPOSE

To insure that adequate PPE is provided for and used by all Jackson Purchase Energy Corporation (JPEC) employees exposed to injuries common to the electric industry and to define procedures to comply with OSHA Regulations and the requirements of the American Public Power Association (APPA) Safety Manual approved by JPEC regarding the use of PPE.

III. ADMINISTRATION

The President and Chief Executive Officer of JPEC and his designees are responsible for the enforcement of this Procedure.

The PPE consists of the following:

Section A EYE AND FACE PROTECTION

Section B HEAD PROTECTION

Section C RUBBER GLOVES AND SLEEVES

Section D CLIMBING EQUIPMENT

The procedures for need, use and care of these items can be found in the corresponding sections (listed above) on the following pages.

Section A EYE AND FACE PROTECTION

I. DEFINITION

Safety glasses shall mean only those approved by ANSI Standard Z89.1-2003.

Corrective eyeglasses shall mean only those prescribed by a licensed eye care professional for the correction of vision. It shall not include contact lenses.

II. PROCEDURE

In order to prevent eye injuries, promote safe work practices by employees and comply with OSHA regulations, the following will apply:

A. Approved eye and face protection must be worn whenever JPEC employees are exposed to the hazards of flying particles and/or electrical shock or arc burns, which include all times that JPEC employees are engaged in the construction or maintenance of electrical transmission or distribution lines or equipment. Specific areas where eye and face protection must be properly worn (but not limited to) are:

1. All areas and activities that require the use of a hard hat.
2. Areas where there is the possibility of dust or flying particles.
3. Whenever there is the possibility of an electrical arc or flash.
4. Performing construction or maintenance activities.
5. Welding or cutting metal.
6. Drilling or chipping.
7. Grinding.
8. Using power tools.
9. Sawing.
10. Hammering.
11. Handling acid or caustic chemicals.
12. Making cad-weld connections.
13. Using powder actuated tools.
14. Any time a crew leader or supervisor requests it be worn.
15. Anywhere APPA Safety Manual defines/requires use.

EXCEPTIONS

1. Eye and face protection need not be worn while reading meters unless there is exposure from dust or flying particles or the area is listed as a "Hard Hat Area".
2. Eye and face protection need not be worn while performing engineering duties such as staking or work order inspection unless there is exposure from dust or flying particles, the employee is engaged in an activity that

requires the use of a hard hat (i.e., when hammer testing a pole, using measuring sticks to check conductor height, etc.) or the area is listed as a "Hard Hat Area".

B. Employees operating welders will wear welding face shields with the appropriate tinted shields. Cutting goggles will be worn when using cutting torches.

C. Safety glasses will be kept clean and serviceable.

D. Eye and face protective equipment are to be inspected daily prior to use. Defective equipment shall be immediately replaced.

E. Approved safety glasses will be issued as follows:

Non-corrective Lenses:

1. Employees will be issued two pairs of approved safety glasses each year if needed: one pair with clear glass and one with tinted glass.
2. Employees will also be issued a case for each pair of glasses received.
3. Replacement lenses will be issued to replace unserviceable lenses.

Prescription or Corrective Lenses:

1. Every two years, JPEC will pay the cost of the approved prescription safety lenses up to $ 20 for single vision lenses, up to $85 for bifocal, and up to $110 for progressive vision bifocal provided the employee can prove they already have a pair of progressive vision bifocals and can wear them without problems.
   JPEC will pay up to $50 for the purchase of approved safety frames with either attached or removable side shields.
   JPEC will pay half the cost up to $15 for no-glare coating and/or half the cost up to $30 for transitional lenses.
2. JPEC will pay up to $59 plus tax for replacement lenses during the two years should the employee's prescription change.
3. JPEC will reimburse the covered cost as long as the glasses meet ANSI standards.
4. JPEC will not pay for employee eye examinations.

III. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

Section B HEAD PROTECTION

I. PROCEDURE

A. Each employee shall read and work within the guidelines of JPEC safety policies, safety procedures and the current edition of the APPA Safety Manual pertaining to head protection.

B. A workplace hazards assessment, conducted by the Safety Coordinator, identifies all PPE required by JPEC's employees.

C. Hard hats must be worn whenever JPEC employees are exposed to the hazards of falling or flying objects, electrical shock or arc burns, which include all times that JPEC employees are engaged in the construction or maintenance of electrical transmission or distribution lines or equipment.

Specific areas where hard hats must be properly worn, but not limited to:

1. All construction areas designated as "Hard Hat Areas" or in any consumer facility or area where hard hats are required.
2. Areas where any digger derrick, aerial lift, trencher, backhoe, or overhead lifting device is in operation.
3. Areas where there is a possibility of falling objects.
4. Areas on or adjacent to roads or highways where construction or maintenance activity is being performed.
5. While climbing poles, towers, etc. or working in the area of a climber.
6. Any time a crew leader or supervisor requests they be worn.

EXCEPTIONS

1. Hard hats need not be worn while reading meters unless there is exposure from falling or flying objects or the area is listed as a "Hard Hat Area".
2. Hard hats need not be worn while performing engineering duties such as staking or work order inspection unless there is exposure from falling or flying objects (i.e., when hammer testing a pole, using measuring sticks to check conductor height, etc.) or the area is listed as a "Hard Hat Area".

D. JPEC shall provide hard hats for each employee who is required to wear one. The provided hard hats shall meet or exceed the requirements of the ANSI Z89.1 standard for Type 1, Class E hard hats in impact and electrical protection.

E. Hard hats are to be inspected and documented on a monthly basis, also checked daily prior to use. Dirty or defective equipment shall be cleaned, repaired or replaced. The Safety Coordinator shall inspect all head protection every three months.

F. Replacement may be accomplished by submitting damaged, defective or dated equipment to the Safety Coordinator or his representative and exchanged for new equipment:

1. Defective equipment includes broken or loose suspension, visible cracks, breaks or gouges in the shell or contamination to the point cleaning is ineffective.
2. Hard hats should be replaced within two (2) to three (3) years or when damaged or cannot be adequately cleaned with soap and water.

II. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

Section C RUBBER GLOVES AND SLEEVES

I. PROCEDURE

A. Each employee required to work on electrical circuits or devices that are energized or could be energized at 50 volts or higher shall follow procedures outlined in the current edition of the APPA Safety Manual approved by JPEC.

NOTE: Primary voltage as referred to in this procedure is 12,470 volts phase to phase and 7,200 volts phase to ground.

B. Employees shall wear the proper rubber protective equipment when required by this procedure, the APPA Safety Manual approved by JPEC, requested by supervision, or engaged in any activity where experience or good work practice has shown that it should be used.

C. All preciously energized conductors shall be considered energized until properly tested for voltage and properly grounded.

D. Class 2 (20 kV) rubber gloves and sleeves shall be worn for all live line maintenance and construction procedures.

E. Class 2 (20 kV) rubber gloves and sleeves shall be worn while working on any pole, structure, or electrical device on which energized primary lines or equipment are located. This includes any structure that has lines or equipment that could be energized, or are close to energized lines or equipment where any employee could make contact.

F. Class 2 (20 kV) rubber gloves shall be worn when using fiberglass hot sticks. This includes extendo, measuring and shot gun sticks.

EXCEPTION
Rubber gloves may or may not be worn when using an extendo stick from the ground at a minimum of twenty (20) feet.

G. When rubber gloves, or rubber gloves and sleeves, are required they shall be put on before an employee ascends the pole or structure. They shall not be removed until the employee descends back to the ground. When using an aerial device, the proper rubber PPE shall be put on before raising the device out of its cradle. The PPE shall not be removed until the device is returned back to its cradle.

H. Class 2 (20 kV) rubber gloves shall be worn when opening energized URD transformers or switching cabinets. When working inside these devices, the provisions of B-G above will apply.

I. Class 2 (20 kV) gloves shall be worn when opening or closing switches rated at 500 volts and above.

J. Class 0 (5 kV) or Class 2 (20 kV) rubber gloves shall be worn when opening, working on conductors, devices, structures, or circuits that are energized or could be energized at voltages between 50 volts and 500 volts.

K. Rubber gloves and sleeves shall be worn lock to lock.

EXCEPTIONS

1. When working on security lights from an insulated aerial device where there is a clearance greater than the 2' 2" minimum approach distance to primary voltage conductors, the use of sleeves may be omitted.
2. On platform structures only, employees may remove their gloves and sleeves only after properly insulating energized conductors above ground potential. An employee may never work closer than 5' to an energized conductor without wearing rubber gloves and sleeves. See APPA Safety Manual, Rule 604 (C).
3. On primary fixtures, where URD cables are to be terminated and primary conductors have been properly insulated, employees may remove their rubber gloves and sleeves only if the newly installed cable can be moved at least 5' or more from energized conductors. Employees must wear their rubber gloves and sleeves as soon as the primary cable terminations are completed.
4. When working on non-conductive communication cable only, this cable being a minimum of 40" below the lowest potentially energized supply conductor or potentially energized electrical equipment.

L. Rubber gloves shall not be used without proper protectors. Protectors shall be free of holes and of the proper type and length for the rubber gloves being used.

M. Rubber gloves, glove protectors and sleeves that have been issued to employees shall be stored in bags that are supplied for that purpose. Other objects shall not be stored in those bags with the gloves, protectors or sleeves. The bags should be hung in an upright position in as clean an area as possible free of sunlight, chemicals, and physical hazards.

N. Rubber gloves and sleeves shall be inspected for corona cracks or other damage prior to use at least once per day; preferably at the beginning of the

work period and at any other time their condition is in doubt. Gloves shall be air tested daily.

O. All rubber gloves, protectors and bags shall be issued by the Safety Coordinator or their representative. The issuing and testing interval will be determined by this procedure:

1. Rubber gloves issued to all personnel shall be exchanged approximately every sixty (60) days or when the gloves are damaged or their condition is suspect.
2. Rubber sleeves shall be exchanged every four (4) months when they are damaged or their condition is suspect.
3. The rubber gloves and sleeves issues shall be tested before first issue. Gloves shall not have a test date older than six (6) months and in addition, sleeves shall not have a test date older than one (1) year when being issued.
4. Rubber protective equipment stored before being issued shall be separated from goods stored for shipment or testing.

Section D CLIMBING EQUIPMENT

I. PROCEDURE

A. Each employee required to climb poles shall use 100% fall protection equipment (FPE) and follow procedures outlined in the current edition of the APPA Safety Manual approved by JPEC.

B. Employees shall wear the proper climbing equipment when required by this procedure, required by the APPA Safety Manual approved by JPEC, requested by supervision, or engaged in any activity where experience or good work practice has shown that it should be used.

C. Climbing equipment will be kept clean and serviceable.

D. Climbing equipment is to be inspected daily and/or prior to use. Defective equipment shall be immediately replaced. The Safety Coordinator shall inspect all climbing equipment every three months.

E. JPEC will provide approved personal fall arrest and positioning device equipment

F. Training will be provided when the employee receives the equipment and prior to the employee's use of the equipment.

G. If an employee's existing climbing equipment is deemed unsafe for continued use by the Safety Coordinator for any reason including, but not limited to, wear and tear, it will be replaced except for conditions in H. Replacement may be any combination of pieces up to and including the entire package of company issued equipment of PPE.

H. Employees are responsible for the care of the climbing equipment issued to them. If climbing equipment is lost, abused, or otherwise improperly cared for, the employee will be responsible for the replacement of that equipment.

I. In order for any employee to receive replacement equipment for equipment that is worn, the Safety Coordinator must inspect the existing equipment, determine that the existing equipment is unsafe for use, and approve the replacement equipment.

II. RESPONSIBILITY

Each employee is responsible for working within the guidelines of this procedure.

JPEC's management and supervisory personnel are to insure that all employees and visitors comply with this and all other company safety policies and procedures.

III. ADOPTED

Date: June 25, 2003

IV. REVISED

Date: November 10, 2004
June 1, 2005
April 11, 2007
October 14, 2009
June 9, 2011
April 20, 2015

HAZARD COMMUNICATION PROCEDURE

PURPOSE

To communicate the Hazard Communication Program to the Jackson Purchase Energy Corporation's employees as required by Title 29, Paragraph 1910.1200.

To promote the safe handling and use of hazardous chemicals in the work place.

To train employees to identify, understand and use pertinent hazardous information contained in the Material Safety Data Sheets and to transfer this information to labels.

OBJECTIVE

To comply with Title 29, Part 1910.1200, Subpart Z of the Code of Federal Regulations (CFR): Osha Hazardous Communication Standard.

To protect the health of Jackson Purchase Energy's employees.

To provide the employee with the necessary information concerning health and physical hazards of the materials used in their operations.

To include flexibility in the compliance program so that changes can be made to comply with possible state and local "Right to Know" regulations.

To ensure that the hazards of all chemicals produced or imported into the workplace are evaluated and information, concerning their hazards, is transmitted to all JPEC employees, contractors, vendors and service personnel who may be exposed to any hazardous chemical at any of JPEC's work site areas.

APPLICATION / SCOPE

This program shall apply to any hazardous chemical which is known to be present in the work place. A hazardous chemical shall mean any chemical that is a physical hazard or a health hazard. This program shall apply to all employees who are or may be exposed under normal conditions of use or in a foreseeable emergency.

This program will provide information to JPEC employees about hazardous chemical products to which they may be exposed. It will be accomplished by the following:

A. An inventory listing of all known hazardous chemicals on the property.

B. Appropriate labeling, tagging or marking of containers of all hazardous chemical materials coming into the work place.

C. Making available to all employees the Material Safety Data Sheets (MSDS) for all hazardous chemical products on the property.

D. Information and training will be provided to all employees on hazardous chemicals in their work areas at the time of their initial assignments and whenever a new hazard is introduced into their work areas.

HAZARD EVALUATION / DETERMINATION

Jackson Purchase Energy shall generally rely on the manufacturer's hazard determination as noted on the MSDS of chemicals used and received into the workplace.

CHEMICAL INVENTORY

A complete chemical inventory shall be made on a periodic basis and on ongoing update of the chemical inventory shall be maintained.

After an inventory has been completed and a MSDS is shown to be missing, a letter is sent to the manufacturer requesting a current MSDS.

MATERIAL SAFETY DATA SHEETS

All vendors who supply chemical products to JPEC shall provide a MSDS and insure that an appropriate label is on the container at the time of shipment.

The employee who receives the product shall check the label to insure that it is legible and compare the revision date on the MSDS with the Chemical Index. If the product is not on the Index or it is a more current revision, the employee shall take the MSDS to the Records Administrator.

All Material Safety Data Sheets and the Chemical Index are located, on the wall, in large binders in the "Right to Know" center near the non-smoking break room and are available for all employees to read. If an employee is on a remote job site he/she may call in to Dispatch by phone or radio for MSDS information.

LABELS

Hazardous chemical material at Jackson Purchase Energy shall be labeled. In general JPEC shall rely upon the labeling of containers by the individual manufacturers of the chemicals. The individual receiving the material shall insure that all incoming chemicals are properly labeled.

If a label is missing or illegible or if a chemical is placed in a container other than the original, an in-house label or tag shall be placed on the container. The in-house label shall contain the following information:

a. the identity of the hazardous chemical product or substance in the container
b. the hazard warning

TRAINING

Employees, as required by regulations, shall receive audiovisual and classroom training administered by the Member System Trainer and the JPEC Manager in charge of MSDS, regarding the handling of hazardous chemical products. The training program will provide instructions in the following areas.

The requirements of the Hazardous Communication Program:

The location and availability of the written Hazardous Communication Program also the required list of hazardous chemicals, Material Safety Data Sheets and any other pertinent information to assure that employees acquire the appropriate knowledge to identify and control potential hazards. The training will include any operations in the work place where hazardous chemicals are present including routine and non-routine duties.

Interpretation of Material Safety Data Sheets and the labeling system, including a blank form and various completed forms to show different formats.

Measures that employees can take to protect themselves from these hazards, i.e., work practices, personal protective clothing and equipment and emergency procedures.

Employees assigned or transferred to a work area in which hazardous chemicals are used will receive prior orientation to include all of the above training as well as all specific safety and health training required.

HAZARDOUS COMMUNICATION BRIEFING

Contractors, service personnel and vendors, who have employees exposed to work on Jackson Purchase Energy's premises in areas where potential exposure to hazardous chemical products exist, will be informed of the hazards, the availability of Material Safety Data Sheets and appropriate protective measures taken by the Jackson Purchase Energy's management person responsible for the contracted work.

A. The Contractor shall inform Jackson Purchase Energy of the following:

1. Any hazardous chemical to which JPEC employees may be exposed to while working on JPEC premises.
2. The location of related MSDS.
3. Protective measures that JPEC employees should take, during the contractor's normal, operating conditions (potential exposure).
4. Procedures to follow if exposed to a hazardous chemical.
5. Other elements of the contractor's Hazardous Communications Program as deemed appropriate by the contractors.

B. The Contractor shall be informed of the following;

1. Any hazardous chemical to which the contractor's employees may be exposed to while working on Jackson Purchase Energy's premises.
2. The location of related MSDS.
3. Protective measures that the contractor's employees should take during the work place's normal operating conditions (potential exposure).
4. Procedures to follow if exposed to a hazardous chemical.
5. Jackson Purchase Energy's labeling system.
6. Other elements of Jackson Purchase Energy's Hazardous Communication's Program as deemed appropriate by JPEC.

PROGRAM MAINTENANCE

This program shall be audited annually by the JPEC management person responsible for MSDS, with assistance provided by the Member Systems Trainer.

A company wide inventory shall be conducted every three years by the individual supervisors of each department, with assistance provided by the Member Systems Trainer and the JPEC Manager of MSDS.

All employees are responsible for any hazardous substance that they bring on Jackson Purchase Energy's premises. An MSDS is required for every hazardous chemical. Each employee shall take the MSDS to the Records Administrator and insure that it is on file.

As needed the MSDS index and books shall be updated. All outdated MSDS shall be retained on file for thirty years.

EMERGENCY PROCEDURES

If an employee is exposed to a hazardous chemical he/she should seek help. Information is always available by calling Dispatch. The person rendering aid should call Dispatch or their supervisor and request the emergency information contained on the MSDS be relayed back to him/her. If the injured person needs medical assistance a copy of the MSDS will be faxed or delivered to the Medical Facility.

Accepted: 9/19/91

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

I. BACKGROUND

The Kentucky Occupational Safety and Health Administration (KOSHA) has adopted the Federal Bloodborne Pathogens Standard (BPS). The BPS (29 CFC 1910.1030) is intended to protect high risk employees such as health care workers, who in the course of performing their job duties can reasonable be expected to have contact with blood and other potentially infectious materials.

The standard contains administrative procedures and employee precautions which appear to be prudent practices even for extremely low risk employees of Jackson Purchase Electric Cooperative Corporation trained in CPR and first aid.

II. PURPOSE

To eliminate or minimize employee exposure to blood and other potentially infectious material and thereby eliminate the transmission of bloodborne pathogens which may cause disease. To respond to an exposure incident in an efficient and appropriate manner.

III. EXPOSURE DETERMINATION

First aid and CPR training is required training for all outside employees and some inside employees. The primary job assignment of each trained employee is not the rendering of first aid. Any first aid rendered by such persons is rendered only as a collateral task responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred. CPR and first aid training is a job qualification, not a job duty.

IV. UNIVERSAL PRECAUTIONS

Universal Precautions shall be observed by all employees. All human blood and body fluids shall be treated as if they are known to be infectious for hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens.

V. ENGINEERING AND WORK PRACTICE CONTROLS

Engineering and work practice controls shall be used to eliminate or minimize employee exposure to blood and other potentially infectious materials. Where occupational exposure remains after institution of these controls, personal protective equipment shall be used.

A. Personal Hygiene

1. Do not eat, drink, smoke, chew tobacco or gum, apply cosmetics or lip balm, or touch contact lens in an area where there is an occupational exposure.

2. Immediately, or as soon as possible, after an exposure incident:

   a. Remove personal protective equipment and wash hands with soap and water (use germicidal towelettes when readily accessible hand washing facilities are not feasible).

   b. When applicable, flush mucous membranes (nose, mouth) with water.

B. Housekeeping

1. Use mechanical means (brush, broom, tongs, dust pan) or appropriate hand protection to clean up potentially contaminated sharps. Example: broken glass. Do not pick these up with bare hands.

2. Put on disposable, single use, waterproof, gloves before cleaning a facility where contact with body fluids is possible.

C. Personal Protective Equipment

1. Employees must use the appropriate personal protective equipment before contacting contaminated persons, items, equipment or work surfaces.

2. Remove disposable gloves carefully to avoid contamination of exposed skin. Use the following method to accomplish this task:

   a. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.

   b. With exposed hand, peel the second glove from the inside, tucking the first glove inside the second.

NOTE: An employee may temporarily and briefly decline the use of personal protective equipment only under rare and extraordinary circumstances when, in the employee's judgement, its use will prevent the delivery of first aid or will pose an increased hazard to himself or a co-worker. In these instances, attempt to put some barrier between your exposed skin and blood or potentially infectious materials. When an employee makes such a judgement, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

D. Utilization of Infection Control Cleanup Kit

1. Use the appropriate protective equipment and decontamination equipment from the infection control cleanup kit when cleaning up blood or other potentially infectious materials and decontaminating nondisposable items, equipment and work surfaces.

2. The infection control cleanup kit is located in the warehouse and cashier counter.

3. Immediately, or as soon as possible, use the infection control cleanup kit to clean and then decontaminate nondisposable items, equipment and work surfaces in a manner which will minimize splashing, spraying, spattering and generation of droplets of contaminated materials. Use household bleach diluted with water for decontamination (one part bleach to ten parts water).

4. Exercise extreme caution when cleaning a nondisposable sharp object.

5. Instruct employees to keep away from the contaminated area until cleanup and decontamination is complete.

VI. ADMINISTRATIVE CONTROLS

A. Information and Training

1. A copy of Jackson Purchase's Bloodborne Pathogen Exposure Control Plan and a copy of regulation 29 CFR 1910.1030 (Occupational Exposure to Bloodborne Pathogen) may be reviewed at 2900 Irvin Cobb Drive, Paducah, Kentucky 42002.

2. An annual bloodborne pathogen training program shall be provided to all employees trained in first aid and CPR. More frequent training shall be conducted if there are modifications to this Bloodborne Pathogen Exposure Control Plan or if new exposure determinations are identified by management.

3. Training shall include the following:

   a. A general explanation of the appropriate methods for recognizing tasks or other activities that could potentially create an occupational exposure.

   b. Periodically review of Jackson Purchase's Bloodborne Pathogen Exposure Control Plan with emphasis upon exposure controls (engineering, work practice and administrative).

   c. An opportunity for interactive questions and answers with the person conducting the training.

   d. Use of personal protective equipment.

B. Post-Exposure Incident Evaluation Procedures

Exposure incidents shall be immediately evaluated by the immediate supervisor to access engineering and work practice controls and to initiate efficient, appropriate medical attention outlined in this plan.

1. Post-Exposure Incident Report

   a. An employee who is exposed to blood or other potentially infectious materials, without personal protective equipment (PPE) or when PPE and other universal precautions prove ineffective, shall complete a post-exposure incident report and submit it to his/her immediate supervisor or as soon as possible and preferably before leaving the work location (Reference: Appendix A).

2. Blood Test

   a. The source individual, if known and physically capable, shall in the presence of a witness, sign and date either the blood test consent section (choose option 1, 2, or 3) or the blood test declination section of the blood test consent or declination form (Reference: Appendix D).

b. To the degree that consent is obtained, the source individual's blood shall be collected and tested, as soon as feasible, to determine potential HBV and HIV infectivity.

c. If the source individual is already known to be infected with HBV or HIV, do not have the blood test performed.

3. Hepatitis B Vaccination

a. The hepatitis B vaccination series shall be immediately offered, at no cost, to any employee experiencing an exposure incident. If accepted by the employee, the vaccinations shall be administered within 24 hours following the exposure, under the supervision of a physician or other licensed health care professional in accordance with current United States Public Health Service recommendations.

b. The hepatitis B vaccination series shall not be accepted by an employee whenever:

The employee previously received the complete hepatitis B vaccination series and antibody testing to determine antibody titers (available at the employee's option) reveals immunity, or; the vaccination is medically contradicted.

c. An employee may choose to decline the hepatitis B vaccine for no specified reason. An employee who declines receipt of the vaccine shall be asked to read, sign, and date the hepatitis B vaccine declination statement (Reference: Appendix B).

d. An employee who declines the hepatitis B vaccine may choose to accept it in the event of a another exposure incident.

4. Medical Evaluation and Consultation

a. Following a post-exposure incident report, a confidential medical evaluation/consultation shall be made available to the exposed employee. The specific nature of this evaluation shall be determined by the evaluating physician.

Jackson Purchase shall provide the evaluating physician with applicable available information and medical records relevant to treatment of the exposed employee as follows:

1. Copy of post-exposure incident report.
2. Results of source individual's blood tests.
3. Copy of hepatitis B vaccination record.
4. Additional medical records.
5. Copy of OSHA Regulation 1910.1030 (entire regulation or excerpts as requested by the evaluating physician).

b. The evaluating physician shall provide Jackson Purchase the following written reports and information on the exposed employee within 15 working days after completion of the evaluation:

1. Copy of hepatitis B vaccination record.
2. Copy of examination results (professional report and opinion).

C Recordkeeping

1. Training Records

a. Training records shall be established for employees identified in the scope of this procedure. These records shall contain: date, summary of training, trainer's name and employee number of each attendee.

b. All training records shall be made available, upon request to the Assistant Secretary of Labor for Occupational Safety and Health or designated representative; The Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or designated representative; the employee or the employee's representative.

c. Employee training records shall be maintained for a period of three (3) years from the date of training.

2. Medical Records

a. Medical records shall be established for each employee experiencing an exposure incident (contact) with blood or other potentially infectious materials. These records shall contain:

1. Completed exposure incident investigation report.

2. Copy of employee's hepatitis B vaccination record.

3. Copy of evaluating physician's examination results (professional report and opinion).

b. Employee medical records shall be kept confidential. Information contained in employee medical records shall not be disclosed to any person without the employee's express written consent, except as provided by law.

c. All Medical records shall be made available, upon request, to: the Assistant Secretary of Labor for Occupational Safety and Health or designated representative; the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or designated representative; the employee or the employee's representative (with the employee's specific written consent).

d. Employee medical records shall be maintained for the duration of employment plus thirty (30) years.

VII. APPENDICES

Appendix A - Post Exposure & Follow-Up Report
Appendix B - Hepatitis B Vaccine Declination
Appendix C - Bloodborne Pathogens Exposure Incident Investigation Form
Appendix D - Blood Test Consent or Declination
Appendix E - KOSHA 1910.1030 Bloodborne Pathogens

Prepared by: _____ _____
Manager of Operations Date

Authorized by: _____ _____
General Manager Date

ADOPTED: 3/24/94

APPENDIX A

Jackson Purchase Electric Cooperative Corporation

Post-Exposure and Follow-Up Report

Date: _____ Time: _____

Employee Exposed: _____ Soc. Sec. # _____

Type of Body Fluid: _____

Route of Exposure: _____

Body Part Exposed: _____

Physician's Name: _____

Address: _____

Note: Attach copy of physician's reports to this form.

Source Individual: _____ ID#: _____

Consent signed to draw blood sample: Yes _____ No _____

NOTE: Attach copy of consent to this form.

APPENDIX B

Jackson Purchase Electric Cooperative Corporation

Hepatitis B Vaccine Declination

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that, by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____
Signature of Employee
(Exposed Individual)

_____
Witness

_____
Date

APPENDIX C

Jackson Purchase Electric Cooperative Corporation

Bloodborne Pathogens

Exposure Incident Investigation Report

Individual Exposed: _____

Source Individual: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

_____ _____

Circumstances (How the Exposure Occurred):

_____

_____

_____

_____

What Caused the Incident (Accident, Equipment Malfunction):

_____

_____

_____

_____

Personal Protective Equipment Used:

_____

_____

_____

Recommendations for Avoiding Repetition:

_____

_____

_____

_____

APPENDIX D

Occupational Exposure to Bloodborne Pathogens
Blood Test Consent or Declination

Blood Test Consent

Option 1

I give my consent to have my blood tested to identify the possible presence of the hepatitis B virus (HBV) and the humanimmunodeficiency virus (HIV).

_____ _____
_____Date Witness
Employee Signature
(Source Individual)

Option 2

I give my consent to have my blood tested to identify the possible presence of only the hepatitis B virus (HBV). I understand that the blood sample will be preserved for at least 90 days, and that testing for the humanimmunodeficiency virus (HIV) will be done only with my written consent (option 3 below).

_____ _____
_____Date Witness
Employee Signature
(Source Individual)

Option 3

I initially gave my consent to have my blood tested to identify the possible presence of only the hepatitis B virus (HBV), (option 2 above). I now give my consent to having that blood sample tested to identify the possible presence of the humanimmunodeficiency (HIV).

_____ _____
_____Date Witness
Employee Signature
(Source Individual)

Blood Test Declination

I decline to give my consent to have my blood tested to identify the possible presence of the hepatitis B virus and the humanimmunodeficiency (HIV).

_____ _____
_____Date Witness
Employee Signature
(Source Individual)

This form to be forwarded to Human Resources and filed in exposed employee's Confidential Medical file.

CONFINED SPACE WORK PROCEDURE

I. OBJECTIVE

To eliminate employees exposure to hazardous atmosphere that might endanger their health while working in a confined space, to respond to an emergency in the event employee is injured in a confined space. This procedure is intended to effectively protect employees from toxic air, gas and explosions.

II. DETERMINATION

Jackson Purchase Electric has determined that facilities do exist in our system that are covered by the confined space regulation. These facilities are manholes which is part of the underground system. Other equipment and facilities such as large transformers exist that is covered by this procedure. When these spaces are encountered, Sections 202 and 802 of the American Public Power Association (A.P.P.A.) Ninth Edition Safety Manual shall apply as well as the following written procedures.

III. DEFINITIONS

CONFINED SPACE

A. A space that is large enough and so configures that an employee can bodily enter and perform assigned work:

B. Has limited or restricted means for entry or exit (for example: transformer, vaults, and manholes are spaces that may have limited means of entry.)

ENTRY

A. Entry means the action by which a person passes through an opening into a required confined space.

B. Entry is considered to have occurred as same as any part of the entrants body breaks the plane of an opening into the space.

IV. WORK PROCEDURES

A. No employee will be allowed to enter a confined space before the supervisor has determined it to be safe to do so by testing air with proper testing equipment.

B. A job briefing or (tailgate discussion) shall be conducted that involves all employees that will be involved in the work procedure.

C. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall and protect each employee working in the space from objects entering the space.

D. Before an employee enters the space, the internal atmosphere shall be tested for:

1. Oxygen Content
2. Flammable Gases
3. Potential Toxic Air Contaminants

E. Forced air ventilation shall be present while work is being performed and shall continue until all employees have left the space.

F. An attendant shall remain outside of the space as long as an employee remains inside the space. Communications must be maintained with workers inside space at all times.

G. Personal rescue winches shall be used for personnel only.

H. Work area inside space shall have lighting to enable workers to see well enough to work safe and to exit the space quickly in an emergency.

V. ADOPTED

12-22-94

JACKSON PURCHASE ENERGY CORPORATION
PERSONAL PROTECTIVE AND VEHICLE GROUNDING

PURPOSE

To insure a safe work area is maintained, free from hazardous voltages, in areas where previously energized conductors and/or equipment exist.

OBJECTIVE

To establish a uniform practice for the use of protective grounds.

"IF IT'S NOT GROUNDED, IT'S NOT DEAD"!!!

PROCEDURE

1. Each employee will read and work within the guidelines of Jackson Purchase Energy's safety policies, safety procedures and the current edition of the American Public Power Association Safety Manual pertaining to personal protective and vehicle grounding.

2. Protective grounds shall be used on any previously energized conductor or equipment, which has been energized at greater than 50 volts, before any employee may consider the conductor/equipment as being de-energized.

3. Before grounding conductors or equipment, lockout/tagout procedures shall be followed, as appropriate:

   A. Clearance shall be obtained.
   B. Voltage tests shall be made.
   C. Grounds may be applied if no voltage is indicated.

4. Equal potential grounding is the preferred method and should be used whenever the work area permits:

   A. Install a chain binder on the pole as close as practical to an area just below the worker on the pole.
   B. Install a jumper (minimum #2 AWG-CU.) to the system neutral and the chain binder. Note: the neutral end of grounding jumpers are to be attached first and removed last.
   C. Install a grounding jumper from the chain binder to each phase conductor.

5. Two point, or bracket grounds, are to be used where equal potential grounding is not practical:

   A. Install grounds as close as practical to and on both sides of the work location.
   B. Place a grounding jumper to the system neutral and to each phase conductor.

6. Where a large work area is involved, grounds shall be installed on both sides of the work area and at each work location, on each previously energized conductor before it is worked.

7. New conductor may be considered as de-energized if no means of electrical contact is possible and if no induced voltage is present.

8. New conductor shall be grounded as soon as practical after being installed on any fixture where energized lines exist.

9. When grounds are being installed, live line maintenance practices shall be observed.

10. Downed conductors shall be tested for voltage and a visible isolation from energy provided before grounding. Such lines shall be treated as energized until they are grounded.

11. Bucket trucks, working in the proximity of energized primary lines, shall be grounded or barricaded and treated as hot.

12. Crane trucks (digger derricks), working in the proximity of energized primary lines, shall be grounded.

13. URD circuits shall be isolated, tested for voltage and grounded, using approved grounding conductors, prior to working on conductors or equipment.

14. URD cables, remote from open points, shall be tested with a grounding probe prior to cutting the cable.

15. Ground cables shall be removed from phase conductors first and the neutral conductor last, using approved live line tools and rubber gloves.

16. The installation and removal of all protective grounds requires the use of rubber gloves, safety glasses, a hardhat, approved hot sticks and appropriate clothing as a minimum.

17. Jackson Purchase Energy's supervisory personnel are responsible for enforcing all of the Corporation's safety policies and procedures.

18. All personal protective and vehicles grounds shall be inspected before use.

NOTE: NO WORKER HAS EVER BEEN ELECTROCUTED ON A PROPERLY GROUNDED CIRCUIT.!!

Accepted: 9/12/97
Revised: 3/9/05

JACKSON PURCHASE ENERGY CORPORATION

Personal Tool Inspection Procedure

Purpose: Application of a uniform procedure for inspection of personal tools by employees will help ensure that tools are maintained in a safe and effective working condition. Supervisors and safety personnel will also use this procedure to assure consistent compliance.

Objectives: (1) This inspection procedure will help new employees identify tools in need of repair, adjustment, sharpening, or replacement. (2) This procedure will remind experienced employees of the importance for maintaining a safe work environment, including one's own tools. (3) This procedure will remind employees of the need for having a complete, readily available, set of personal work tools. (4) To identify a time for a regular routine of inspection.

Monthly inspections: Personal tools will be inspected on a monthly basis by each employee.

Quarterly Inspections: Personal tools owned by Jackson Purchase Energy Corporation employees, for use with line maintenance and construction, will be subject to Monthly, Quarterly, and Annual Inspections by operations supervisors, safety committee members, safety directors, and insurance company loss control representatives.

Inspections Forms: A one page, Personal Tool Inspection form has been developed for use by Jackson Purchase Energy Corporation employees. The form shall be marked by using a check in the appropriate box for annual, quarterly, or monthly inspections and all of the required heading information shall be filled in.

Each tool or equipment item listed on the inspection form allows for one of four selections; Okay (OK), Not Applicable (NA), Repair/Replace, and Date. If an item is found to be in good working condition the OK box is to be checked.

Inspections Forms: (Continued)

An item may not be applicable for your tools or equipment, such as, your tool belt may not have a back saver, as such the (NA) box will receive a check. If an item is defective and in need of repair or replacement, the Not OK box shall be marked. When an item that was marked as needing repair or replacement, has been replaced or repaired the Date Corrected box across from the defective item shall be marked with the effective date.

Inspection Criteria: The following shall apply but additional criteria may be used as supervisory personnel direct or good safety practices dictate.
Body Belts: Leather shall be free from cracks, tears, abrasions, cuts, and shall be properly preserved. No extra metal hangers are allowed on belts.
D-rings: Shall be free from wear, dents, cracks or abrasions.
Rivets: Shall be snug and tight fitting, and without wear.
Stitching: Shall be intact.
Tool Loops: Are not allowed in the center four inches of a body belt and shall be secure.
Back Saver: Shall be in good condition.

Body Harness: Shall be free from cuts, snags, wear and all attachment hardware shall be in good working condition and clean.

Lanyard: Shall be free from excessive wear, eye holes shall not be excessively worn. Any loose stitching or a wear strip showing shall require repair or replacement.

Safety Belts: Shall be free from excessive wear, eye holes shall not be excessively worn. Any loose stitching or a wear strip showing shall require repair or replacement.

Hard Hats: Shall be maintained in a clean condition, free from dents, chips, cracks and deep scratches, which might affect the strength of the PPE. They shall be replaced at least every two years. Stickers shall only be allowed by company policy and shall never be placed within two inches of the edge of the brim.

Clothing: Such as rain gear, shall be clean and free from tears. All other clothing shall be approved for the task, clean and free from unsightly holes.

Inspection Criteria: (Continued)

Eye Protection: Safety glasses shall be free from scratches, or any damage, which might interfere with vision or cause a weakness in the PPE.

Hearing Protection: Shall be clean and free from damage.

Rubber Gloves and Sleeves: Shall have a current test date, protectors that are free of holes, and the cuffs of the protector shall allow at least 1 inch of cuff separation for every 10,000 test volts. They shall be appropriately stored in bags and on the trucks.

Hammers: Shall not be mushroomed, or have loose handles. Handles shall be free from cracks and slivers.

Wrenches: Shall be in good working condition.

Screw drivers: Shall be useable and have tight handles. Metal shall not extend all the way through the handles.

Pliers: Shall be free from cracks and chips and be properly adjustable.

Rulers: Shall be in good working condition and suitable for the job.

Knives: Shall have the blade properly covered. They shall be sharp and have handles that are secure.

Gaffs: Shall be of the proper dimension, per the manufacturer, sharp and covered when not in use.

Ankle straps: Shall be free of damage, properly secured and free of excess wear.

Pads: Shall be free from excessive wear.

Shanks: Shall be free from excessive wear, cracks, chips, and have all hardware properly installed.

Pouches: Shall be suitable to the task and securely attached.

The inspector shall add notes to the back of the form as needed for clarification or explanation then sign and date the form.

Accepted:

Dennis Cannon

From: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Sent: Monday, June 05, 2017 10:23 AM
To: Dennis Cannon; Scott Ribble
Subject: Closing conference scheduling

Good morning,

I need to schedule a date/time to have a closing conference at your facility regarding my inspection. Basically, the closing conference consists of me talking about the Post Inspection Guide (including informing you of any citations that are being recommended) and answering any questions you might have about your rights/responsibilities. No citations/penalties are issued to you at the closing conference. The conference consists mainly of me explaining what to expect, when to expect it, and what your options/requirements are. A union representative will also need to be present during the closing.

Right now I am looking at any day the week of June 12th – 16th. Before I can commit to a firm date/time, I need to know if you plan on having a lawyer present during the closing conference. If you have a lawyer present, I have to have a lawyer present. Since my lawyer will have to travel from Frankfort, I will need to make sure his schedule is free.

Please reply indicating if you plan on having a lawyer present. If you are not planning on having a lawyer present, you can also reply with which date/time is best for you.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Dennis Cannon

From: Dennis Cannon
Sent: Thursday, June 08, 2017 9:13 AM
To: 'Williams, Christopher (LABOR)'; Scott Ribble
Cc: 'Richard L. Walter'
Subject: RE: Closing conference scheduling

Mr. Williams:

I received this message. I will check with all parties and get back with you soon.

Thank you.

Dennis Cannon

****
Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com – e-mail
www.jpenergy.com – web
****

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Thursday, June 08, 2017 8:28 AM
To: Dennis Cannon; Scott Ribble
Cc: 'Richard L. Walter'
Subject: Closing conference scheduling

I replied to the last email, but my email says it wasn't delivered. Please let me know if you receive this email.

Can we have the closing at your facility at 9:30 am (CST) on Friday, June 16th, 2017?

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II

Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Dennis Cannon

From: Dennis Cannon
Sent: Wednesday, June 07, 2017 3:09 PM
To: 'Williams, Christopher (LABOR)'; Scott Ribble
Cc: 'Richard L. Walter'
Subject: RE: Closing verification

Thank you, Mr. Williams.

Unfortunately, the only day next week that JPEC's general counsel, Mr. Walter, can be available is Friday, June 16.

It is my understanding that his schedule is fairly open on that day.

Please let me know how that works for you and your counsel at your earliest opportunity.

Dennis Cannon

****
****
Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com – e-mail
www.jpenergy.com – web
****
****

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Wednesday, June 07, 2017 3:05 PM
To: Dennis Cannon; Scott Ribble
Cc: 'Richard L. Walter'
Subject: RE: Closing verification

Mr. Cannon,

I will give you a call tomorrow regarding scheduling. I am waiting on a list of dates that my attorney is available. Right now I am planning on just having him participate via speakerphone.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

From: Dennis Cannon [mailto:Dennis.Cannon@jpenergy.com]
Sent: Wednesday, June 07, 2017 11:21 AM
To: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>; Scott Ribble <Scott.Ribble@jpenergy.com>
Cc: 'Richard L. Walter' <rwalter@bsgpad.com>
Subject: RE: Closing verification

Mr. Williams:

Thank you for your message.

I just tried to call you at 502-352-0594 and got voicemail.

Please call me at your convenience today – 270-442-7321 or 800-633-4044 – to discuss scheduling the closing conference.

JPEC does desire to have its general counsel present for the meeting. That's why I thought talking by phone might make scheduling easier.

Thank you.

Dennis Cannon

****

Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com – e-mail
www.jpenergy.com – web
****

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Wednesday, June 07, 2017 8:23 AM
To: Dennis Cannon; Scott Ribble
Subject: Closing verification

Good morning gentlemen,

I am just checking to see if you received my email on Monday regarding the closing conference scheduling.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Scott Ribble

From: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Sent: Thursday, March 02, 2017 2:53 PM
To: Scott Ribble
Subject: Follow-up interview with Mr. Doublin

Mr. Ribble,

I need to schedule a date/time to have a follow-up interview with Mr. Doublin. Can you have him available at your facility on Tuesday, March 7th, 2017 at around 9:30 AM?

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

Dennis Cannon

From: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Sent: Friday, June 16, 2017 8:59 AM
To: Dennis Cannon
Subject: RE: Jackson Purchase Closing Conference

Email received.

_____

From: Dennis Cannon [Dennis.Cannon@jpenergy.com]
Sent: Thursday, June 15, 2017 5:55 PM
To: Williams, Christopher (LABOR)
Subject: RE: Jackson Purchase Closing Conference

Mr. Williams:

Thank you very much for your confirming e-mail message.

Thank you, too, for notifying me of the problems that you've had in sending e-mail to JPEC. I will notify our e-mail hosting service that we're having issues with e-mail from the ky.gov domain.

We are confirmed for 9:30 a.m. central time tomorrow, June 16, at the offices of JPEC at 2900 Irvin Cobb Drive in Paducah, KY.

The conference call information for the attorneys follows:

Call-in number – 712-432-1212

Pass code – 391-480-524

Since we're having e-mail problems, please reply to this message to confirm receipt.

Thank you.

Dennis Cannon

****
****
Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation

P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com<mailto:dennis.cannon@jpenergy.com> – e-mail
www.jpenergy.com<http://www.jpenergy.com> – web
****

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Thursday, June 15, 2017 2:16 PM
To: Dennis Cannon
Subject: RE: Jackson Purchase Closing Conference

Mr. Cannon,

I replied twice to your last email. My first reply was returned as undeliverable, but I thought that the second one went through. I copied/pasted the email message below. For some reason, our system thinks your emails are spam. I just called and left you a message on your voicemail to confirm that I will be at your facility tomorrow, Friday, June 16th, 2017 @ 9:30 am (CST). Is there a phone number that my legal counsel can call into to participate by speakerphone?

--- The following addresses had delivery problems ---

<Dennis.Cannon@jpenergy.com<mailto:Dennis.Cannon@jpenergy.com>> (Unable to add dennis.cannon@jpenergy.com<mailto:dennis.cannon@jpenergy.com> because host 205.204.133.91 is listed on bl.spamcop.net)
<Scott.Ribble@jpenergy.com<mailto:Scott.Ribble@jpenergy.com>> (Unable to add scott.ribble@jpenergy.com<mailto:scott.ribble@jpenergy.com> because host 205.204.133.91 is listed on bl.spamcop.net)
<Vanessa.Blagg@jpenergy.com<mailto:Vanessa.Blagg@jpenergy.com>> (Unable to add vanessa.blagg@jpenergy.com<mailto:vanessa.blagg@jpenergy.com> because host 205.204.133.91 is listed on bl.spamcop.net)

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail:
christopher.williams@ky.gov<mailto:christopher.williams@ky.gov>

From: Dennis Cannon [mailto:Dennis.Cannon@jpenergy.com]
Sent: Thursday, June 15, 2017 1:45 PM
To: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov<mailto:Christopher.Williams@ky.gov>>
Subject: RE: Jackson Purchase Closing Conference

Mr. Williams:

Writing to confirm that a meeting at 9:30 a.m. at JPEC’s office is acceptable to you and your legal counsel for the closing conference for the January 6, 2017, electrical contact accident.

I haven’t heard from you since I last wrote to you on Tuesday.

Please reply via return e-mail at your earliest opportunity.

Thank you.

Dennis Cannon

****
****
Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com<mailto:dennis.cannon@jpenergy.com> – e-mail
www.jpenergy.com<http://www.jpenergy.com> – web
****
****

From: Dennis Cannon
Sent: Tuesday, June 13, 2017 2:30 PM
To: 'Williams, Christopher (LABOR)'; Scott Ribble; 'Richard L. Walter'; Vanessa Blagg; Kyle Johnson
Subject: RE: Jackson Purchase Closing Conference

Mr. Williams:

Thank you for your note. Please forgive me for taking a while to respond. I’ve been trying to coordinate schedules.

JPEC understands your desire to complete the closing conference by the 16th of this month and wishes to accommodate your desire.

Although our legal representatives will not be able to be physically present for the meeting, we are agreeable to holding the meeting on Friday morning, June 16th, at 9:30 a.m. central time at JPEC’s offices as you proposed.

Just as your legal counsel will participate by telephone, our legal representatives will participate by telephone.

I will make a representative of IBEW Local 816 aware of the meeting date, time, and location.

Please let me know if the above is agreeable with you.

Thank you for your time.

Dennis Cannon

****
Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com<mailto:dennis.cannon@jpenergy.com> – e-mail
www.jpenergy.com<http://www.jpenergy.com> – web
****

From: Williams, Christopher (LABOR) [mailto:Christopher.Williams@ky.gov]
Sent: Monday, June 12, 2017 3:38 PM
To: Michelle Ward; Dennis Cannon; Scott Ribble
Subject: RE: Jackson Purchase Closing Conference

Good afternoon,

Unfortunately, I am not available on the 23rd. The 16th is the latest that I can have the closing. If we are not able to schedule the closing on or before the 16th, I will make up a 2 packets (one for JPEC, one for Union Rep.) containing all of the information normally provided during a closing conference and deliver it to your office on the 16th. I will make myself available to answer any questions you might have. Basically, a closing conference consists of me explaining the inspection process. No citations or penalties are presented at the closing conference. If you would prefer, I can deliver the packets as

soon as tomorrow afternoon. Please advise as to how you want to proceed.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail:
christopher.williams@ky.gov<mailto:christopher.williams@ky.gov>

From: Michelle Ward [mailto:mward@bsgpad.com]
Sent: Monday, June 12, 2017 10:55 AM
To: Dennis Cannon
<Dennis.Cannon@jpenergy.com<mailto:Dennis.Cannon@jpenergy.com>>;
Scott Ribble, P.E.
(Scott.Ribble@jpenergy.com<mailto:Scott.Ribble@jpenergy.com>)
<Scott.Ribble@jpenergy.com<mailto:Scott.Ribble@jpenergy.com>>;
Williams, Christopher (LABOR)
<Christopher.Williams@ky.gov<mailto:Christopher.Williams@ky.gov>
>
Subject: Jackson Purchase Closing Conference

Please see attached.

Michelle R. Clark Ward
Legal Assistant to Richard L. Walter
[cid:image001.jpg@01CF80D8.158FCA70]
410 Broadway • Paducah, KY 42001
(270)442-4369 • Fax(270) 442-4689•www.bsg-law.com

BOEHL STOPHER & GRAVES, LLP
410 BROADWAY
PADUCAH, KY 42001

TELEPHONE: 270.442.4369
FASCIMILE: 270.442.4689

Richard L. Walter
Ext. 202
rwalter@bsgpad.com

August 30, 2017

Via email only

Dennis Cannon
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030

Scott Ribble
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601

Re: Jackson Purchase Closing Conference

Gentlemen:

I recognize that last week I confirmed my availability for June 16. However, I was advised this morning that it is highly likely my out of town trip to Boston will require me to stay until late Friday afternoon. As such, I need to request the conference be moved. At the present time, I am available Friday, June 23. Please check to see if this date is available Again, I am very sorry, but this could not be helped.

Very truly yours,

Richard L. Walter

RLW

Dennis Cannon

From: Dennis Cannon
Sent: Wednesday, January 18, 2017 4:40 PM
To: 'christopher.williams@ky.gov'
Cc: Scott Ribble
Subject: Jackson Purchase Energy Corporation -- Report on January 6, 2017, Accident

January 18, 2017

Mr. Chris Williams
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet
Division of OSH Compliance
1047 U.S. Highway 127 South, Suite 4
Frankfort, KY 40601
Christopher.Williams@ky.gov

Dear Mr. Williams:

Please see the following internet link to a folder on the DropBox Website.

https://www.dropbox.com/sh/h31stvzrqhiogi9/AACkIMLSSCHWkEgTy54MMg_Sa?dl=0

The folder contains a single Adobe Acrobat (pdf) file that contains the full report (363 pages) of Jackson Purchase Energy Corporation to the Kentucky Labor Cabinet's Division of OSH Compliance on the accident involving Line Technician Josh Franklin that occurred on the corporation's lines on Friday, January 6, 2017.

JPEC's vice president of engineering and operations, Mr. Scott Ribble, PE, prepared the report.

In addition to the electronic copy that we are making available to you via DropBox, we have produced two paper copies of the report.

As you will note in Mr. Ribble's cover letter, he is requesting that you file-stamp one of those copies and return it to JPEC for our files. If your department does not make a practice of file-stamping documents of this nature, a simple written receipt would be appreciated.

You are welcome to stop by our office during business hours to claim your paper copy and to provide a written receipt that we may attach to our paper copy.

Thank you very much for your timely and professional investigation of this incident. If you need additional information, please contact Mr. Ribble. His phone number is 270-442-7321. His e-mail address is scott.ribble@jpenergy.com.

Sincerely,

Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation

cc: Scott Ribble

****

Dennis L. Cannon
President and CEO
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270-442-7321 – voice
270-441-0866 – fax
dennis.cannon@jpenergy.com – e-mail
www.jpenergy.com – web

****

Scott Ribble

From: Williams, Christopher (LABOR) <Christopher.Williams@ky.gov>
Sent: Wednesday, January 11, 2017 9:57 AM
To: Scott Ribble
Subject: RE: JPEC Accident Investigation

Mr. Ribble,

My responses are in red. I also have some additional questions that follow. I have them grouped together somewhat, but you can answer however you like.

Are there written procedures for performing work due to an outage? What are the steps that employees follow? Do they have a pre-job briefing for every outage?

Are there any written procedures/steps that employees are given regarding inspecting the lines/jumpers/equipment prior to working on the lines. Are they trained to inspect to see if any jumpers are touching, in the wrong place, phases crossed, devices bypassed, etc. Does the crew leader look at the lines/equipment when the fuses/recloser/jumpers are moved/opened? This may be in the safety manual. If so, can you identify which page when you put the information together.

Are there procedures for them to verify that a line is de-energized after they open a fuse/recloser? What are the policies/guidelines that employees follow when working with de-energized lines/guy wires/equipment. This also may be in the safety manual. If so, can you identify which page when you put the information together.

1. Inspection Records for rubber insulating blankets – Is that request asking about what currently is on the truck? I have photos of the inspection dates (dates that the gloves, sleeves, blankets, etc. were last tested/inspected) for the rubber insulating materials/PPE that Josh had. What I am looking for is a matrix/spreadsheet that lists all of the inspection/testing dates for all of the equipment assigned to the trucks and when they were tested by Groves. Mr. Riley will know what this is.

2. Truck maintenance records – Last maintenance records? The last maintenance records will be okay. Basically just need to make sure that everything (controls/hydraulics/etc.) was operating correctly. This is separate from the inspection records (di-electric tests/structural analysis from Torco). I need the last two years inspections records.

3. Photos of Truck – I understand you took pictures while you were here. Do you need additional information on this? I did take photos of the truck. No further action is required for this item.

Sincerely,

Chris Williams, MS, CSP, OHST
OSH Certified Safety Compliance Officer II
Kentucky Labor Cabinet

Department of Workplace Standards
Office of Occupational Safety and Health
1047 U.S. HWY 127 S. STE 4
Frankfort, KY 40601
Phone: (502) 352-0594
Fax: (270) 753-1814
E-mail: christopher.williams@ky.gov

From: Scott Ribble [mailto:Scott.Ribble@jpenergy.com]
Sent: Wednesday, January 11, 2017 8:44 AM
To: Williams, Christopher (LABOR)
Subject: JPEC Accident Investigation

Chris,

Wanted to get a little clarification on your requested documentation:

1. Inspection Records for rubber insulating blankets – Is that request asking about what currently is on the truck?
2. Truck maintenance records – Last maintenance records?
3. Photos of Truck – I understand you took pictures while you were here. Do you need additional information on this?

Thanks,

Scott Ribble, P.E.
V.P. of Engineering and Operations
Jackson Purchase Energy Corporation
P.O. Box 4030
Paducah, KY 42002-4030
270.441.0856 Direct
270.442.5337 Fax

COMMONWEALTH OF KENTUCKY
OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

COMMISSIONER OF THE DEPARTMENT OF WORKPLACE STANDARDS, Complainant, v. JACKSON PURCHASE ENERGY CORPORATION, Respondent.	)	KOSHRC Docket No. 5446-17 **ANSWER**

For its Answer to the Complaint, Respondent Jackson Purchase Energy Corporation ("Respondent") states as follows:

FIRST DEFENSE

In response to the allegations, if any, contained in the unnumbered introductory paragraph on page 1 of the Complaint, Respondent denies there were any violations of the provisions of Kentucky Revised Statutes Chapter 338 ("the Act") or of any standards or regulations promulgated or adopted thereunder. Respondent denies all other allegations, if any, contained in the unnumbered introductory paragraph on page 1 of the Complaint

1. Respondent admits the allegations contained in numerical paragraph 1 of the Complaint.

2. Respondent admits the allegations contained in numerical paragraph 2 of the Complaint.

3. Respondent admits the allegations contained in numerical paragraph 3 of the Complaint regarding an inspection and investigation that was conducted on or about January 9, 2017, at a place of employment in or near Paducah, Kentucky. Respondent is without knowledge as to the meaning Complainant ascribes to the terms "power distribution work" and

"under the direction and control" and, therefore, denies the remaining allegations contained in numerical paragraph 3 of the Complaint.

4. Respondent admits that the inspection described in numerical paragraph 3 of the Complaint occurred during Respondent's regular business hours. Respondent is without knowledge or information sufficient to form a belief as to the truth or accuracy of the remaining allegations contained in numerical paragraph 4 of the Complaint and, therefore, denies such allegations.

5. Respondent denies the allegations contained in numerical paragraph 5 of the Complaint. To the extent numerical paragraph 5 of the Complaint intends to incorporate by reference the allegations contained in the Citation and Notification of Penalty attached as Exhibit A to the Complaint, Respondent denies those allegations and further denies the existence of any factual or legal support for the violations set forth in the Citation and Notification of Penalty.

6. Respondent admits the allegations contained in numerical paragraph 6 of the Complaint regarding the issuance of a citation on June 29, 2017, but denies the remaining allegations contained in numerical paragraph 6 of the Complaint.

7. Respondent admits the allegations contained in numerical paragraph 7 regarding the issuance of a notification on June 29, 2017, and proposing penalties and an abatement date for the alleged violations to the Respondent. To the extent numerical paragraph 7 intends to incorporate by reference the allegations contained in the Citation and Notification of Penalty attached as Exhibit A to the Complaint, Respondent denies those allegations and further denies the existence of any factual or legal support for the violations set forth in the Citation and Notification of Penalty. Respondent denies any remaining allegations contained in numerical paragraph 7 of the Complaint.

8. Respondent is without knowledge or information sufficient to form a belief as to truth or accuracy of the allegations contained in the numerical paragraph 8 of the Complaint, and therefore denies such allegations.

9. Respondent admits the allegations in numerical paragraph 9 of the Complaint alleging that Respondent timely filed a Notice of Contest contesting the Citation and Notification of Penalty. Further answering, Respondent states that it lacks knowledge or information sufficient to form a belief as to Complainant's actions upon receipt of its Notice of Contest, and therefore denies such allegations.

10. To the extent that the Citation and Notification of Penalty attached as Exhibit A to the Complaint, is deemed to contain allegations against Respondent requiring a response in this Answer, Respondent denies those allegations and further denies the existence of any factual or legal support for the violations set forth in the Citation and Notification of Penalty.

11. Respondent admits that Complainant purports to seek the relief alleged in the paragraph beginning "WHEREFORE" on page 3 of his Complaint and the relief alleged in the paragraphs thereafter labeled "1" through "3." Respondent, however, denies the allegations contained in these paragraphs and specifically denies that Complainant is entitled to any relief, at law or equity.

12. Respondent denies any and all allegations in the Complaint not specifically admitted herein and states that Complainant is entitled to no relief under KRS 338.011, *et seq.*, under 29 CFR Part 1910, or otherwise.

13. The defenses included in this Answer are set forth to ensure compliance with the Kentucky Rules of Civil Procedure, without representing or conceding that Respondent has the burden of proof or that the defenses necessarily constitute "avoidances" or "affirmative

defenses" within the meaning of the Kentucky Rules of Civil Procedure, or other applicable law. No defense in this Answer shall be deemed an affirmative defense unless failure to assert the defense will result in waiver thereof.

SECOND DEFENSE

14. The Complaint fails to state a claim upon which relief can be granted.

THIRD DEFENSE

15. Noncompliance with the Act or cited standards presents no direct, immediate or recognized hazard to employees.

FOURTH DEFENSE

16. The cited standards are not applicable.

FIFTH DEFENSE

17. Respondent was denied fair notice of the requirements of the Act and the cited standards.

SIXTH DEFENSE

18. Respondent's operating conditions, practices, means, methods, and processes were consistent with local, industry, and any other applicable practices and standards.

SEVENTH DEFENSE

19. The alleged violations were unknown to or unforeseeable by Respondent.

EIGHTH DEFENSE

20. The provisions of the Act and the cited standards are void for vagueness and uncertainty and their enforcement against Respondent would be violative of its rights of due process under the U.S. and Kentucky Constitutions and would constitute arbitrary action in violation of the Kentucky Constitution.

NINTH DEFENSE

21. The alleged violations are the result, product or circumstance of employee misconduct.

TENTH DEFENSE

22. Respondent reserves the right to assert other defenses which it may have at the time of the hearing.

WHEREFORE, Respondent Jackson Purchase Energy Corporation respectfully requests:

1. An order vacating the Citation and Notification of Penalty;

2. A hearing on all issues of law and fact in accordance with the policies, procedures and regulations of the Kentucky Occupational Safety and Health Review Commission; and

3. Any and all other and proper relief to which Respondent may be entitled.

Respectfully submitted,

FROST BROWN TODD LLC

Kyle D. Johnson
400 West Market Street, 32nd Floor
Louisville, KY 40202-3363
(502) 589-5400
(502) 581-1087 (fax)

Robert A. Dimling
301 East Fourth Street
Great American Tower, Suite 3300
Cincinnati, Ohio 45202
(513) 651-6800
(513) 651-6981 (fax)
Counsel for Respondent Jackson Purchase Energy Corporation

CERTIFICATE OF SERVICE

I hereby certify that on this 8th day of August, 2017, the original of the foregoing Answer was filed by facsimile and first class U.S. Certified Mail, postage prepaid, with:

Executive Director
KOSH Review Commission
#4 Millcreek Park
Route #3, Millville Road
Frankfort, KY 40601-9230

and one copy was served via e-mail and first-class U.S. Mail, postage prepaid, upon the following:

Hon. John R. Rogers
Kentucky Labor Cabinet
Office of General Counsel
1047 US 127 South, Suite 4
Frankfort, KY 40601

Kyle D. Johnson by JSR
Counsel for Respondent

0132799.0650290 4850-4690-8492v1

Frost Brown Todd LLC
ATTORNEYS

Kyle D Johnson
Member
502.779.8602 (t)
502.581.1087 (f)
kjohnson@fbtlaw.com

MUST BE POSTED

July 14, 2017

VIA FACSIMILE (502.564.5723) AND
CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US Highway 127 South, Suite 4
Frankfort, KY 40601

Re: Notice of Contest
Jackson Purchase Energy Corporation
Inspection Number: 318080348

Dear Sir or Madam:

Jackson Purchase Energy Corporation, by and through its counsel, hereby contests the above-referenced Citation and Notification of Penalty, consisting of Citation 1, Item Nos. 1 through 5, issued on June 29, 2017.

Please be advised that Jackson Purchase Energy Corporation contests all aspects of the Citation and Notification of Penalty, including, but not limited to, the alleged violations, their "Serious" classification, the proposed penalties, and the abatement dates.

Please address any and all notices and correspondence in connection with this matter to the undersigned.

Sincerely,

Kyle D Johnson

Kyle D Johnson

cc: Richard L. Walter (via email)
John Rogers (via email)

RECEIVED
OSH COMPLIANCE
2017 JUL 18 AM 9:36

Jackson Purchase Energy
P.O. Box 4030 • 2900 Irvin Cobb Drive
Paducah, KY 42002-4030
270.442.7321 • 800.633.4044
Visit our Web Site www.JPEnergy.com

July 31, 2017

KOSH Review Commission
#4 Millcreek Park
Frankfort, KY 40601

RE: Secretary of the Labor Cabinet, Commonwealth of Kentucky vs. Jackson Purchase Energy Corporation – KOSHRC #5446-17

Dear Sir or Madam:

Please find enclosed the "Certification of Employer" in the matter referenced above.

If you have questions about this matter, please contact me.

Thank you for your kind assistance in this matter.

Sincerely,

Dennis L. Cannon
President and CEO

enclosure (1)

cc: Richard L. Walter, Boehl Stopher Graves -- General Counsel to JPEC
Kyle D. Johnson, Frost Brown Todd – Counsel to JPEC

COMMONWEALTH OF KENTUCKY
OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION

KOSHRC #5446-17

SECRETARY OF THE LABOR CABINET
COMMONWEALTH OF KENTUCKY — COMPLAINANT

VS.

JACKSON PURCHASE ENERGY CORPORATION — RESPONDENT

CERTIFICATION OF EMPLOYER

On behalf of the employer in the above-styled case, I hereby certify that on July 28, 2017 (date), the Notice to Employees supplied by the Review Commission advising affected employees of this case AND a copy of employer's Notice of Contest were posted immediately upon receipt at each place where the Kentucky Occupational Safety and Health Act Citation is required to be posted. If (b) below is applicable, I further certify that copy was also served upon each local union representing affected employees by first-class mail or personal delivery on July 31, 2017 (date).

MARK AN "X" BY THE STATEMENT THAT IS CORRECT

(a) xxxx Affected employee(s) are **not** represented by an authorized employee representative (Union).
(If this statement is correct, you must post the Notice to Employees and a copy of the letter of contest, then sign and return this form to the Review Commission in the enclosed envelope.

(b) xxxx The name and address of each local union representing affected employees is:
(If this statement is correct, fill in union name and address, send or deliver a copy of the Notice to Employees and the letter of contest to each Union, then sign this form and return it to the Review Commission in the enclosed envelope.)

Mr. Jimmy Evans, Business Manager, Local Union 816
International Brotherhood of Electrical Workers AFL-CIO
4515 Clarks River Road
Paducah, KY 42003

COMPLETED BY: July 31, 2017 (Date) — (Signature and Title) President and CEO Jackson Purchase Energy Corporation

THIS CERTIFICATE IS TO BE COMPLETED AND RETURNED TO THE KOSH REVIEW COMMISSION, FRANKFORT, KY, (IN THE ENVELOPE PROVIDED) NO LATER THAN THE FIRST WORKING DAY FOLLOWING THE DATE OF POSTING.

Matthew G. Bevin
Governor

Jenean M. Hampton
Lt. Governor

Kentucky Labor Cabinet
Department of Workplace Standards
Division of Occupational Safety & Health Compliance
1047 US Hwy 127 S STE 4
Frankfort, Kentucky 40601
Phone: (502) 564-3070
Fax: (502) 564-5723
www.labor.ky.gov

Derrick K. Ramsey
Secretary

Ervin Dimeny
Commissioner

July 19, 2017

Kyle D. Johnson
Frost Brown Todd LLC Attorneys
400 West Market Street
32nd Floor
Louisville, Kentucky 40202-3363

RE: Jackson Purchase Energy Corporation

Inspection Number: 318080348
CSHO ID: W1894/S0149
Report Number: 005-17

Dear Kyle D. Johnson:

We have received your letter of July 14, 2017, and are considering it to be a notice of contest to the citations and penalties that were issued to Jackson Purchase Energy Corporation, on June 29, 2017.

We have forwarded your letter to the Office of General Counsel, Kentucky Department of Labor, 1047 U.S. Hwy 127 South, Frankfort, Kentucky 40601 (502) 564-3535. Please contact the Office of General Counsel if you should have any questions.

Sincerely,

Tony Long, Safety Program Manager
Division of OSH Compliance

KENTUCKY LABOR CABINET
Closing Conference Checklist

Name of Company_____

Mark as appropriate	Y	N	N/A
Were Violations Observed	( )	( )	( )
Reviewed Hazards Observed and Standards Allegedly Violated	( )	( )	( )
Discussed Types of Violations	( )	( )	( )
Discussed Penalties	( )	( )	( )
Discussed Posting Requirements	( )	( )	( )
Encouraged Informal Conference and Explained Procedure	( )	( )	( )
Discussed Employer Option to Contest Citations, etc.	( )	( )	( )
Discussed Filing for Abatement Extension	( )	( )	( )
Discussed Follow-up Inspections	( )	( )	( )
Discussed Additional Penalties for Failure to Abate Citations	( )	( )	( )
Discussed Prohibition Concerning Discrimination Against Employees	( )	( )	( )
Discussed Voluntary Compliance (Div. of Education & Training)	( )	( )	( )

Closing Conference Held with Employee Representative
Jointly ( )
Separately ( )
N/A ( )

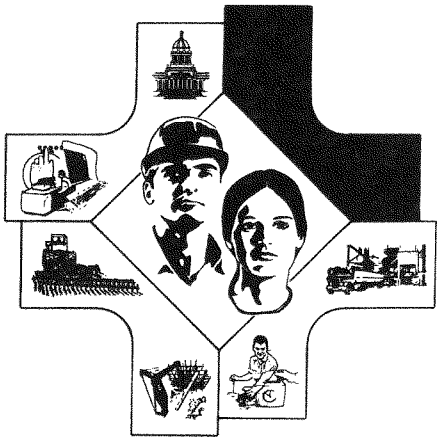
I acknowledge receipt of the Post Inspection Guide, and I acknowledge that the above sections in said booklet were discussed.

SIGNATURE_____

TITLE_____DATE _____

Effective 6/1/2009

POST INSPECTION GUIDE



For Kentucky's Employers & Employees

Kentucky
UNBRIDLED SPIRIT™

KY OSH Program
May 2016

CONTENTS

TO THE READER

The Kentucky statutes and laws for occupational safety and health (KRS Chapter 338) were passed in order to assure so far as possible every working man and woman in the Commonwealth safe and healthful working conditions. The Kentucky Division of Occupational Safety and Health is expending every effort to make this goal a reality and we cannot do it without your continuing help and support. Therefore, we are providing you with this pamphlet so that you can help us help you. It is designed to explain the options available to you and is part of our ongoing program to promote cooperation among labor, management, and government.

AFTER AN INSPECTION

An inspection of your workplace was conducted in accordance with the KRS Chapter 338. The compliance safety and health officer (CSHO) who conducted the inspection has found conditions that may be in violation of the law. The information relative to these conditions will be evaluated by the CSHO's supervisor. If it is determined that a violation does exist, you will be issued a "Citation and Notification of Penalty" that explains in detail the exact nature of the violation(s) and any associated penalties.

This pamphlet contains important information regarding your rights and responsibilities under KRS Chapter 338. The information contained herein can and should be used as a discussion guide during your closing conference with the compliance officer. For each apparent violation found during the inspection, the compliance officer has discussed or will discuss with you:

- The nature of the violation;
- Possible abatement dates you may be required to meet.

To minimize employee exposure to possibly hazardous conditions, abatement efforts should always begin as soon as possible.

The following general information defines the types of violations and explains the actions you may take if you receive a citation as a result of an inspection.

TYPES OF VIOLATIONS

WILLFUL: A willful violation is marked by careless disregard of a standard or of employee safety. The violation is characterized by intentional, knowing or voluntary (as opposed to accidental) conduct that demonstrates a careless disregard or plain indifference of the law. If an employer is aware that a hazardous condition exists and makes no reasonable effort to eliminate it, he may be cited for a willful violation.

SERIOUS: A serious violation exists when the workplace hazard could cause an accident or illness which would most likely result in death or serious physical harm, unless the employer did not know or could not have known of the violation.

REPEATED: An employer may be cited for a repeated violation if that employer has been cited previously for a substantially similar condition or the same standard and the citation has become a final order. A citation is viewed as a repeated violation if it occurs within five years either from the date that the original citation becomes a final order or from the final correction date, whichever is later. For purposes of determining whether a violation is repeated, the following criteria apply:

(1) **HIGH GRAVITY SERIOUS VIOLATIONS.** When high gravity serious violations are to be cited, the Director shall obtain a history of citations previously issued to this employer at all of his identified establishments within the same two-digit SIC code. If the current citation is issued within five years of the final order of the previous citation or the final abatement date of that citation, whichever is later, a Repeated Citation shall be issued. The Director, in consultation with the General Counsel, may also issue citations for repeated violations without regard for the SIC code.

(2) **VIOLATIONS OF LESSER GRAVITY.** When lesser gravity violations are to be cited, the following criteria regarding geographical limitations shall apply:

(a) **FIXED ESTABLISHMENTS:** Citations issued to employers that have fixed establishments (e.g., factories, terminals, stores), are limited to the cited establishment. A multi-facility employer, for example, would not be cited for a repeated violation if a later violation occurred at a plant other than the one previously cited.

(b) **NONFIXED ESTABLISHMENTS:** For employers engaged in business having no fixed establishments (e.g. construction sites, oil and gas drilling sites), repeated violations

are alleged based on prior violations occurring anywhere within the Commonwealth of Kentucky.

OTHER: A violation that has a direct relationship to job safety and health, but is not serious in nature, is classified as "other."

PENALTIES

Chapter 338 of the Kentucky Revised Statutes mandates that penalties be assessed for each willful, repeated and serious hazard cited. The Kentucky legislature has provided that penalties of up to $70,000 may be assessed for each willful and repeated violation cited. The penalty for a willful violation cannot be less than $5000. A proposed penalty of up to $7,000 may also be assessed for any "serious" or "other" type hazard and/or for not abiding by posting requirements (see Posting Requirements).

The proposed penalty that is shown on the citation is calculated based on such factors as the number of employees exposed to the hazard, the duration of exposure, employee proximity to the danger zone and the severity of the injury or illness. Penalty credits can be granted for the past history of the employer, good faith shown and size of the company (based on the number of employees).

In addition, Chapter 338 mandates that a penalty be assessed for each hazard not corrected within the assigned period of up to $7,000 per day. Also, any employer or individual who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained shall, upon conviction, be punished by a fine of not more than $10,000 or by imprisonment for no more than six months, or by both.

ABATEMENT OF THE HAZARD DOES NOT DISMISS, DELETE OR REDUCE THE PENALTY. BY CORRECTING THE HAZARD WITHIN THE ABATEMENT PERIOD, THE COMPANY ABSOLVES ITSELF OF ADDITIONAL PENALTIES FOR FAILING TO CORRECT THE VIOLATIONS ORIGINALLY CITED.

POSTING REQUIREMENTS

When you receive a "Citation and Notification of Penalty," you must immediately post the citation, including the proposed penalty, (or copy of it) at or near the place each violation occurred to make employees aware of the hazards to which they may be exposed. The citation must remain posted for three working days or until the violation is corrected, whichever is longer. (Saturdays, Sundays, and federal and state holidays are not counted as working days). YOU MUST COMPLY WITH THESE REQUIREMENTS EVEN IF YOU CONTEST THE CITATION.

EMPLOYER OPTIONS

As a cited employer, you may take either of the following courses of action:

1. You can correct the condition(s) by the date(s) set in the citation(s) and pay the penalty(ies), if proposed; or
2. You may, within 15 working days of the receipt of the citation, contest any or all of the following:

   *Citation
   *Proposed penalty
   *Abatement date

HOW TO COMPLY

For violations not contested, you must: (1) promptly notify the Division of OSH Compliance by completing and returning the NOTIFICATION OF ABATMENT OF APPARENT VIOLATIONS forms enclosed with the citations, describing the corrective action within the time set forth in the citation, and (2) pay any penalties itemized therein (checks are to be made payable to the Kentucky State Treasurer and sent to the Kentucky Labor Cabinet). The notification you send the division can also take the form of a letter. It should explain the specific action taken with regard to each violation and state the date each corrective action was taken.

When the citation permits an extended time for abatement, you must ensure that employees are adequately protected during this time. For example, the citation may require the immediate use of personal protective equipment by employees while engineering controls are being installed. When such is the case, you must also provide the Division of OSH Compliance with periodic progress reports on your action.

The penalties itemized on the "Citation and Notification of Penalty" are payable within 15 working days of receipt of the penalty notice. However, if you contest the citation or penalty in good faith, hazard abatement and penalty payment for those items contested are suspended until the Kentucky Occupational Safety and Health Review Commission reviews your case and issues a final order. The review commission is an independent agency and is not part of the Division of OSH Compliance. The final order of the commission will uphold, modify or eliminate the penalties. However, penalties for items not contested are still due within 15 working days. For further details, see the section on HOW TO CONTEST.

Payment shall be made by check or money order, payable to Kentucky State Treasurer. Please indicate on your payment the 9-digit inspection number found on the upper right-hand corner of your citation and send it to the Division of OSH Compliance, Kentucky Labor Cabinet.

INFORMAL CONFERENCE

Before deciding whether to file a "notice of contest," you may wish to request an informal conference to discuss the "Citation and Notification of Penalty." You may use this opportunity to:

- Discuss ways to correct the violations.
- Discuss problems with the abatement dates.
- Discuss problems concerning employee safety practices.
- Obtain answers to any other questions you may have.

You are encouraged to take advantage of the opportunity to have an informal conference if you foresee any difficulties in complying with any part of the citation. Please note, however, that an informal conference WILL NOT extend your 15-working-day period in which to file a Notice of Contest.

DO NOT send in a request for an informal conference and a notice of contest at the same time as the notice of contest will take precedence over a request for an informal conference.

IF YOU DO NOT CONTEST WITHIN 15 WORKING DAYS, YOUR CITATION WILL BECOME A FINAL ORDER OF THE KENTUCKY OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION AND NOT SUBJECT TO REVIEW BY ANY AGENCY.

HOW TO CONTEST

An employer who wishes to contest any portion of his or her citation must notify Kentucky's Commissioner of Workplace Standard, in writing, within 15 working days after receipt of the penalty notification.

The "Notice of Contest" must clearly state what is being contested – the citation, the penalty, the abatement date or any combination of these factors. In addition, the notice should state whether all the violations on the citation, or just specific violations, are being contested. (For example, "I wish to contest the citation and penalty proposed for citation 1, items 3 and 4 issued June 27, 1992.")

A proper contest of any item suspends your obligations to abate and pay until the item contested has been judicially resolved. If you contest only the penalty, you must still correct all violations by the dates indicated on the citation. If only some items on the citation are contested, the other items must be corrected by the abatement date and the corresponding penalties paid within 15 days of notification.

After you file a Notice of Contest, your case is officially in litigation. If you wish to discuss settlement of the case, contact the Office of General Counsel, Kentucky Labor Cabinet. All settlements of contested cases may be negotiated between you and labor's attorney according to the rules of procedure of the Kentucky Occupational Safety and Health Review Commission.

THE CONTEST PROCESS

If the Notice of Contest has been filed within the required 15 working days, the Division of OSH Compliance forwards your case to the Office of General Counsel, which in turn forwards the case to the Kentucky Occupational Safety and Health Review Commission.

The commission assigns the case to an administrative hearing officer who usually will schedule a hearing in a public place as close as possible to your workplace. Both employers and employees have the right to participate in this hearing which contains all the elements of a trial, including examination and cross-examination of witnesses. In proceedings before the Review Commission, if your business is not incorporated you may represent yourself or hire an attorney. If your business is incorporated, you must hire an attorney to represent the corporation at the hearing. The hearing officer may affirm, modify or dismiss any contested item of the citation or penalty.

As with any other legal procedure, there is an appeals process. Once the hearing officer has ruled, any party to the case may request further review by the review commission. In addition, any of the three commissioners may, on his or her own motion, bring the case before the commission for review. The commission's ruling, in turn, may be appealed to the Franklin County Circuit Court.

HOW TO FILE FOR AN EXTENSION OF ABATEMENT PERIOD

Abatement dates are assigned on the basis of the best information available at the time the citation is issued. When you are unable to meet an abatement date because of uncontrollable events or other circumstances, you may request an extension of the abatement period.

The request must be in writing and must be submitted no later than one working day after the abatement date. To show clearly that you have made a good-faith effort to comply, it must include all of the following information:

- Steps you have taken in an effort to achieve compliance, and dates they were taken.
- Additional time you need to comply.
- Why you need additional time.
- Interim steps you are taking to safeguard your employees against the cited hazard(s) until abatement.

EMPLOYEE COURSE OF ACTION

Employees or their authorized representatives may contest any citation, penalty or abatement period. This notice of contest must be filed with the Kentucky Labor Cabinet within 15 working days after the employer receives the citation.

In cases where the employer has contested, employees have the right to file for party status before the Kentucky OSH Review Commission.

The filing of an employee contest does not suspend the employer's obligation to abate.

FOLLOW-UP INSPECTION AND FAILURE TO ABATE

If you receive a citation, a follow-up inspection may be conducted to verify that you have:

- Posted the citation as required.
- Corrected the violations as required in the citation.
- Adequately protected employees during multi-step or lengthy abatement periods.

In addition to providing for penalties for failure-to-post citations and failure-to-abate violations, the law clearly states that you have a continuing responsibility to comply with the law and provide your employees safe and healthful working conditions. Any new violations discovered during a follow-up inspection will be cited.

To achieve abatement by the date set forth in the citation, it is important that abatement efforts be promptly initiated.

DISCRIMINATION

A employer may not discharge an employee on the basis of his/her filing a complaint or participation in any investigation instituted by the Kentucky Labor Cabinet or any proceeding before the Review Commission or engage in any other discriminatory or retaliatory action such as but not limited to suspensions, written reprimands, demotions in positions taken against the employee for the above stated activities or for exercising any right afforded under KRS Chapter 338.

Any employer who discriminates against any employee engaged in activities protected under KRS Chapter 338 may receive citations and penalties.

VOLUNTARY COMPLIANCE (Division of OSH Education & Training)

The Kentucky Labor Cabinet's Division of OSH Education & Training was created to assist employers and employees in understanding and complying voluntarily with occupational safety and health regulations. The Division offers a wide variety of cost-free educational and informational services. The voluntary compliance approach to reducing injuries and illnesses in the workplace is based on the realization that enforcement activities alone will not eliminate workplace hazards and that most employers will comply with the regulations if they are made aware of their responsibility and if technical assistance is provided.

The services of the Division of OSH Education and Training are available to all interested persons but voluntary compliance assistance must be requested. Services include training, on-site consultation, technical assistance and publications.

TRAINING

Training is vital component of an effective safety and health program. The Division of OSH Education and Training offers a series of courses dealing with various subparts of the standards, which is presented at various population centers throughout the Commonwealth on an annual basis. Custom-tailored training courses are presented upon request to meet the particular needs of individual companies or employee groups.

ON-SITE CONSULTATION

On-Site consultation offers employers a unique opportunity to have a safety or health professional visit their facility to help identify and correct hazards. Depending on the nature of the request, the consultant will examine the entire workplace or specific work process. Following the survey, the employer will receive a confidential report concerning the findings and recommendations of the consultant.

TECHNICAL SUPPORT

Members of the Division of OSH Education and Training answer questions regarding standards and provide information about regulations.

Publications covering technical aspects of the standards, as well as a variety of informational brochures are available to any interested persons.

Please note that using voluntary compliance services neither decreases or increases the possibility that an establishment may be visited by the Division of OSH Compliance.

For further information and assistance concerning voluntary compliance contact the Director, Kentucky Labor Cabinet, Department of Workplace Standards, Division of OSH Education and Training, 1047 US 127 South Suite 4, Frankfort, KY 40601-4381 or call (502) 564-3536.

ADDITIONAL INFORMATION

For further information and assistance contact the Kentucky Labor Cabinet, Department of Workplace Standards, Division of OSH Compliance, Director of Compliance, U.S. HWY 127 South Suite 4, Frankfort, KY 40601-4381 or call (502) 564-3535.

NOTES:

SOURCES OF INFORMATION REGARDING OCCUPATIONAL SAFETY AND HEALTH

Secretary of Labor
Kentucky Labor Cabinet
Department of Workplace Standards
Suite 4, 1047 US 127 South
Frankfort, KY 40601-4381
Phone: (502) 564-3070
http://labor.ky.gov

For information concerning consultation, training, OSH recordkeeping formes, publications, and posters, contact:

Kentucky Labor Cabinet
Department of Workplace Standards
Division of OSH Education & Training
Suite 4, 1047 US 127 South
Frankfort, KY 40601-4381
Phone: (502) 564-3536

For information concerning occupational safety and health enforcement contact:

Kentucky Labor Cabinet
Department of Workplace Standards
Division of OSH Compliance
Suite 4, 1047 US 127 South
Frankfort, KY 40601-4381
Phone: (502) 564-3535

Matthew G. Bevin

Governor

Paid for by state and federal funds

1910.269(l)(1)(iii) - Electric lines and equipment shall be considered and treated as energized unless they have been deenergized in accordance with paragraph (d) or (m) of this section.

1910.269(l)(3)(iii) - The employer shall ensure that no employee approaches or takes any conductive object closer to exposed energized parts than the employer's established minimum approach distance, unless:

1910.269(l)(3)(iii)(A) - The employee is insulated from the energized part (rubber insulating gloves or rubber insulating gloves and sleeves worn in accordance with paragraph (l)(4) of this section constitutes insulation of the employee from the energized part upon which the employee is working provided that the employee has control of the part in a manner sufficient to prevent exposure to uninsulated portions of the employee's body), or

1910.269(l)(3)(iii)(B) - The energized part is insulated from the employee and from any other conductive object at a different potential, or

1910.269(l)(3)(iii)(C) - The employee is insulated from any other exposed conductive object in accordance with the requirements for live-line barehand work in paragraph (q)(3) of this section.

1910.269(m)(3)(ii) - The employer shall ensure that all switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be deenergized are open. The employer shall render such means inoperable, unless its design does not so permit, and then ensure that such means are tagged to indicate that employees are at work.

1910.269(m)(3)(vi) - After the applicable requirements in paragraphs (m)(3)(i) through (m)(3)(v) of this section have been followed and the system operator gives a clearance to the employee in charge, the employer shall ensure that the lines and equipment are deenergized by testing the lines and equipment to be worked with a device designed to detect voltage.

1910.269(m)(3)(vii) - The employer shall ensure the installation of protective grounds as required by paragraph (n) of this section.

COMMONWEALTH OF KENTUCKY
OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION

KOSHRC # 5446-17

COMMISSIONER OF WORKPLACE STANDARDS
COMMONWEALTH OF KENTUCKY — COMPLAINANT

VS.

JACKSON PURCHASE ENERGY CORPORATION — RESPONDENT

NOTICE OF RECEIPT OF CONTEST

You are advised that the KOSH Review Commission has received and docketed the contest of occupational safety and health citations and/or penalties which were issued to the above-named Respondent by the Complainant.

The time periods permitted for correction of cited violation(s) which are contested in good faith are suspended and shall not begin to run until entry of a final order of the Review Commission.

The Respondent is advised that a copy of the letter of contest and a Notice to Employees are enclosed with this Notice and that the Review Commission's rules of procedure require that these documents be posted for inspection by affected employees, and shall remain posted until the Review Commission enters a final order administratively resolving or settling the citation(s). You are further required to advise the Review Commission that posting and/or serving of these documents has been accomplished, and a Certification of Employer form is enclosed for this purpose. ***Failure to fulfill posting requirements and return the Certification of Employer form could result in dismissal of the contest in this matter.*** Additional information and instructions for Respondent are included on the enclosed information sheet. Please read this sheet closely and follow all instructions carefully.

When an employer files his notice of contest to a citation, the case is referred to this

Review Commission. As soon as the Review Commission dockets the case, our rules of procedure take effect. Our rules are designed to insure that the parties to the case, the employer and the Complainant, receive due process of law. Our rules control every aspect of the case; an internet link to our rules can be found on our website: http://www.koshrc.ky.gov . Statutes and regulations can be found linked on the left side of the screen. Under the regulations section, click on 803 KAR 50:010 which is a link to our rules. These rules can be downloaded and printed for your convenience.

All future documents and communications relating to this case must include the case name and docket number (KOSHRC #) and should be mailed to: **KOSH Review Commission, #4 Millcreek Park, Frankfort KY 40601;** PH: (502) 573-6892 and FAX (502) 573-4619. Copies of any pleading or correspondence filed with the Review Commission must be served upon all parties to this case.

This Notice of Receipt of Contest is being served this 20th day of June 2017, by first class mail or messenger delivery upon the following parties:

FOR THE COMPLAINANT/COMMISSIONER OF LABOR:

JOHN R. ROGERS
OFFICE OF GENERAL COUNSEL
KENTUCKY LABOR CABINET
1047 U S 127 SOUTH - STE 4
FRANKFORT, KY 40601

FOR THE RESPONDENT/EMPLOYER:

KYLE D. JOHNSON
FROST BROWN TODD LLC
400 WEST MARKET STREET
32nd FLOOR
LOUISVILLE, KY 40202-3363

Jeremy J. Sylvester
Executive Director
KOSH Review Commission

INSTRUCTION TO EMPLOYER: THIS DOCUMENT MUST BE POSTED ALONG WITH A COPY OF THE LETTER OF CONTEST AT A LOCATION READILY VISIBLE TO AFFECTED EMPLOYEES.

PRIOR TO POSTING YOU MUST COMPLETE THE FOLLOWING STATEMENT:

ALL PAPERS RELEVANT TO THIS MATTER MAY BE INSPECTED AT:

_____

_____

KOSHRC #5446-17

NOTICE TO EMPLOYEES OF

JACKSON PURCHASE ENERGY CORPORATION

1. Your employer has been cited by the Commissioner of Workplace Standards of the Commonwealth of Kentucky alleging violation(s) of the Kentucky Occupational Safety and Health Act of 1972. The citation has been contested and will be the subject of hearing before the Kentucky Occupational Safety and Health Review Commission. All Review Commission hearings are open to the public for observation by any individual.

2. Affected employees are entitled to take an active part in this hearing as parties under terms and conditions established by the Kentucky Occupational Safety and Health Review Commission in its Rules of Procedure, copy of which may be obtained upon request to the Commission's offices.

3. Section 15 (3) of the Commission's Rules of Procedure requires that affected employees who are represented by an authorized employee representative (Union) may appear **only** through such authorized employee representative. Therefore, if you are not represented by a Union **or** you are designated as the union representative for affected employees, and you desire to take an active part in the hearing, you must make a written request for party status to: **KOSH Review Commission, #4 Millcreek Park, Frankfort, KY 40601.** Please identify yourself and your employer and provide your mailing address and the case docket number (KOSHRC #).

COMMONWEALTH OF KENTUCKY
OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION

KOSHRC #5446-17

SECRETARY OF THE LABOR CABINET
COMMONWEALTH OF KENTUCKY — COMPLAINANT

VS.

JACKSON PURCHASE ENERGY CORPORATION — RESPONDENT

CERTIFICATION OF EMPLOYER

On behalf of the employer in the above-styled case, I hereby certify that on_____(date), the Notice to Employees supplied by the Review Commission advising affected employees of this case AND a copy of employer's Notice of Contest were posted immediately upon receipt at each place where the Kentucky Occupational Safety and Health Act Citation is required to be posted. If (b) below is applicable, I further certify that copy was also served upon each local union representing affected employees by first-class mail or personal delivery on_____(date).

MARK AN "X" BY THE STATEMENT THAT IS CORRECT

(a) _____Affected employee(s) are **not** represented by an authorized employee representative (Union).
(If this statement is correct, you must post the Notice to Employees and a copy of the letter of contest, then sign and return this form to the Review Commission in the enclosed envelope.

(b) _____The name and address of each local union representing affected employees is:
(If this statement is correct, fill in union name and address, send or deliver a copy of the Notice to Employees and the letter of contest to each Union, then sign this form and return it to the Review Commission in the enclosed envelope.)

_____

_____

_____

COMPLETED BY:_____
(Date) (Signature and Title)

THIS CERTIFICATE IS TO BE COMPLETED AND RETURNED TO THE KOSH REVIEW COMMISSION, FRANKFORT, KY, (IN THE ENVELOPE PROVIDED) NO LATER THAN THE FIRST WORKING DAY FOLLOWING THE DATE OF POSTING.

Frost Brown Todd LLC
ATTORNEYS

Kyle D Johnson
Member
502.779.8602 (t)
502.581.1087 (f)
kjohnson@fbtlaw.com

MUST BE POSTED

July 14, 2017

VIA FACSIMILE (502.564.5723) AND
CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Kentucky Labor Cabinet
Occupational Safety and Health Program
1047 US Highway 127 South, Suite 4
Frankfort, KY 40601

Re: Notice of Contest
Jackson Purchase Energy Corporation
Inspection Number: 318080348

Dear Sir or Madam:

Jackson Purchase Energy Corporation, by and through its counsel, hereby contests the above-referenced Citation and Notification of Penalty, consisting of Citation 1, Item Nos. 1 through 5, issued on June 29, 2017.

Please be advised that Jackson Purchase Energy Corporation contests all aspects of the Citation and Notification of Penalty, including, but not limited to, the alleged violations, their "Serious" classification, the proposed penalties, and the abatement dates.

Please address any and all notices and correspondence in connection with this matter to the undersigned.

Sincerely,

Kyle D Johnson

Kyle D Johnson

cc: Richard L. Walter (via email)
John Rogers (via email)

RECEIVED
OSH COMPLIANCE
2017 JUL 18 AM 9:36

INSTRUCTION TO EMPLOYER: THIS DOCUMENT MUST BE POSTED ALONG WITH A COPY OF THE LETTER OF CONTEST AT A LOCATION READILY VISIBLE TO AFFECTED EMPLOYEES.

PRIOR TO POSTING YOU MUST COMPLETE THE FOLLOWING STATEMENT:

ALL PAPERS RELEVANT TO THIS MATTER MAY BE INSPECTED AT:

_____

_____

KOSHRC #5446-17

MUST BE POSTED

NOTICE TO EMPLOYEES OF

JACKSON PURCHASE ENERGY CORPORATION

1. Your employer has been cited by the Commissioner of Workplace Standards of the Commonwealth of Kentucky alleging violation(s) of the Kentucky Occupational Safety and Health Act of 1972. The citation has been contested and will be the subject of hearing before the Kentucky Occupational Safety and Health Review Commission. All Review Commission hearings are open to the public for observation by any individual.

2. Affected employees are entitled to take an active part in this hearing as parties under terms and conditions established by the Kentucky Occupational Safety and Health Review Commission in its Rules of Procedure, copy of which may be obtained upon request to the Commission's offices.

3. Section 15 (3) of the Commission's Rules of Procedure requires that affected employees who are represented by an authorized employee representative (Union) may appear **only** through such authorized employee representative. Therefore, if you are not represented by a Union **or** you are designated as the union representative for affected employees, and you desire to take an active part in the hearing, you must make a written request for party status to: **KOSH Review Commission, #4 Millcreek Park, Frankfort, KY 40601.** Please identify yourself and your employer and provide your mailing address and the case docket number (KOSHRC #).

KOSH REVIEW COMMISSION
#4 Millcreek Park
Frankfort, KY 40601
(502) 573-6892 - (502) 573-4619 Fax#
Web: www.koshrc.ky.gov

This information is provided to assist you in understanding how your case will proceed and is intended for that purpose only. You must refer to the Review Commission's Rules of Procedure (803 KAR 50:010) for guidance about specific rules, which can be found on our website at www.koshrc.ky.gov . Statutes and regulations can be found linked on the left side of the screen. Under the regulations section, click on 803 KAR 50:010 which is a link to our rules. These rules can be downloaded and printed for your convenience.

PLEASE READ CAREFULLY

1. The KOSH Review Commission was established by statute as an independent agency to provide due process of law to those who contest occupational safety and health citations issued by the Labor Cabinet's Department of Workplace Standards. (See KRS 338.071, and KRS 338.081) The Review Commission is a part of Kentucky's Occupational Safety and Health program, but it is completely independent of the Labor Cabinet. Stated simply, an attorney for the Labor Cabinet is responsible for prosecuting your case, and the Review Commission is responsible for hearing the evidence presented by both parties and reaching a fair and impartial decision. The Labor Cabinet has the burden of proving the charges alleged in the citation and that the complaint is accurate. If the Labor Cabinet fails to prove its case, the citation will be dismissed by the Review Commission (See 803 KAR 50:010, Section 43 (1) of the commission's Rules of Procedure.

2. In proceedings before the Review Commission if your business is not incorporated you may represent yourself or hire an attorney. **If your business is incorporated, you must hire an attorney to represent the corporation before the Review Commission.** Whichever of these options fits your circumstances, you will be allowed full participation. See Attachment "A", the KBA Advisory Ethics Opinion U-64.

3. In order for you to fully participate in the prehearing telephone conferences with the hearing officer and the Labor Cabinet's attorney, you should be familiar with the enclosed Rules of Procedure. **Failure to follow these rules could result in dismissal of your contest.** You may

contact someone at our office, (502) 573-6892 for questions about procedural matters. However, you may not discuss the merits with anyone at the Review Commission unless all parties to the case are present, either in person or by telephone. See Section 54 of the Review Commission's Rules of Procedure.

4. Within twenty (20) days from the date the Labor Cabinet received your letter of contest, the Labor Cabinet must file a formal complaint with this Review Commission, which will name the Commissioner of Workplace Standards as the "complainant". The Commissioner, through the Labor Cabinet's attorney assigned to represent him or her, will then serve a copy of the complaint by certified mail or personal service. Section 20 (4) of the Review Commission's rules says you shall file a written response, also called an Answer, to the complaint within fifteen (15) days of the date you received the complaint. Your answer should deny any fact asserted in the complaint with which you disagree; a general denial is all that is necessary. Any allegation in the complaint not denied will be deemed admitted and can be used against you at the hearing. You must mail the original copy of your answer to the Review Commission, and send a copy to the Labor Cabinet's attorney listed on the complaint. If you require additional time to respond, you may file a written request for an extension with the Review Commission. Extensions will be granted at the discretion of the Review Commission. **If you fail to file an answer, your case will be dismissed by this Review Commission or its hearing officer.**

5. Once we receive your answer here at the Review Commission, your case will be forwarded to the Office of the Attorney General for assignment to a hearing officer and scheduling of a hearing. The hearing officer will preside over and regulate the course of the hearing. If necessary, the hearing officer has the duty and authority to exclude any individual from the hearing who engages in improper or disrespectful conduct. See Section 36 (6) of our Rules of Procedure.

6. After the hearing is concluded and the parties have submitted briefs to the hearing officer, the hearing officer will forward his recommended order to the Review Commission for issuance. When the hearing officer's order is issued by the Review Commission, a copy will be mailed to you. If you do not agree with the hearing officer's recommended order, you may ask the Review Commission to review the hearing officer's recommended order. To do this, you must file a petition for discretionary review with the Review Commission. The petition must be received by the Revie Commission within 25 days of the date the hearing officer's recommended order is issued. See Section 48 of the Review Commission's Rules of Procedure.

7. **The Review Commission encourages settlement of its cases at any stage of the proceedings. If settlement of this case is an option you would like to pursue, you are encouraged to contact the attorney who filed the complaint for the Secretary of Labor (see page 2 of the Notice of Receipt of Contest) at (502) 564-3070.**

KENTUCKY OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

WHAT IS AN ANSWER?

As the representative of record for the Respondent, you were mailed a copy of the complaint from the Commissioner of Workplace Standards of the Commonwealth of Kentucky. Before the case can proceed to the Attorney General's office for a hearing, you must respond to the Complaint issued by the Labor Cabinet. This response is called an *ANSWER*. If you are incorporated, this answer must be filed by an attorney. Please see Attachment "A" -KBA Advisory Ethics Opinion U-64.

In preparing the answer, you may either do a general denial of claims set forth in the Complaint or you may address specific claims individually and either admit or deny those claims. An example answer filed by either a corporation or a sole proprietorship is included for your review. Please see "Attachment A" – KBA Advisory Ethics Opinion U-64 for full explanation of filing by a corporation and/or sole proprietorship. If you deny a claim, you should provide a brief explanation of why the Review Commission should dismiss or modify that claim. **Please be advised that the Review Commission will treat any claims not denied as true. Also please note that an answer is not the same as the "Notice of Contest" you previously sent to the Labor Cabinet.** The Review Commission needs a *separate* answer once the Complaint has been served.

The original of your Answer must be mailed to:

KOSH Review Commission
#4 Millcreek Park
Frankfort, KY 40601

A copy of your answer must also be mailed to the attorney at the Labor Cabinet who wrote the Complaint. The mailing address can be found on your complaint. You should indicate at the bottom of the answer that you have sent a copy to that attorney.

WHAT HAPPENS NEXT?

After your answer is received by the Review Commission, the case will be forwarded to the Attorney General's Office, Division of Administrative Hearings. When this occurs, you will receive formal written notice. The case will then be assigned to a hearing officer and scheduled for a telephonic prehearing conference. The hearing officer will discuss the case with you and the attorney for the Complaint during the telephone conference; a date for the hearing of the case will be scheduled when it becomes obvious the parties cannot reach a settlement. You may address any additional questions you might have about the pretrial process or the hearing to the hearing officer.

IMPORTANT ADDRESSES and PHONE NUMBERS:

KOSH Review Commission
#4 Millcreek Park
Frankfort, KY 40601
(502) 573-6892
(502) 573-4619 fax
Web: www.koshrc.ky.gov

Office of General Counsel
Kentucky Labor Cabinet
1047 US Hwy 127 South
Frankfort, KY 40601
(502) 564-3070
Web: www.labor.ky.gov

Division of Administrative Hearings
Attorney General's Office
1024 Capital Center Drive, Suite 200
Frankfort, KY 40601
(502) 696-5300
Web: www.ag.ky.gov/hearings.htm

EXAMPLE OF CORPORATION ANSWER

KOSHRC# 9999-17
(*your case number found on the Complaint*)

COMMISSIONER OF WORKPLACE STANDARDS
COMMONWEALTH OF KENTUCKY — COMPLAINANT

VS.

COMPANY NAME — RESPONDENT

ANSWER

On behalf of __company name will go here__, I admit / deny the claims contained in Paragraph (insert paragraph number(s)) of the Complaint.

I admit / deny violation of Citation No. (insert citation number), Item No. (insert item number). This item should be dismissed or modified by the Review Commission because (give explanation).

(Repeat the above paragraph for every individual claim you wish to deny.)

_____

Attorney Name
Company Name
Street Address
City, State, Zip Code
Phone Number

cc: Name of Labor's Attorney
Office of General Counsel
Kentucky Labor Cabinet
1047 U.S. 127 South
Frankfort, KY 40601

MAIL ORIGINAL ANSWER TO:
KOSH REVIEW COMMISSION, #4 Millcreek Park, Frankfort, KY 40601

EXAMPLE OF SOLE PROPRIETORSHIP ANSWER

KOSHRC #9999-17
(your case number found on the Complaint)

COMMISSIONER OF WORKPLACE STANDARDS
COMMONWEALTH OF KENTUCKY — COMPLAINANT

VS.

YOUR COMPANY NAME — RESPONDENT

ANSWER

On behalf of ___company name will go here__, I admit/deny the claims contained in Paragraph (insert paragraph number(s)) of the Complaint.

I admit/deny violation of Citation No. (insert citation number), Item No. (insert item number). This item should be dismissed or modified by the Review Commission because (give explanation).

(Repeat the above paragraph for every individual claim you wish to deny.)

_____
Name
Company name
Street Address
City, State, Zip Code
Phone Number

cc: Name of Labor's Attorney
Office of General Counsel
Kentucky Labor Cabinet
1047 U.S. 127 South
Frankfort, KY 40601

MAIL ORIGINAL ANSWER TO:
KOSH REVIEW COMMISSION, #4 Millcreek Park, Frankfort, KY 40601

Attachment "A"

ADVISORY ETHICS OPINION

UNAUTHORIZED PRACTICE OF LAW OPINION KBA U-64

November 2012

Question 1: Can a non-lawyer request that a board or agency initiate an administrative action and grant a hearing or file an answer on behalf of an otherwise unrepresented corporation or other artificial entity in an administrative hearing?

Answer: No.

Question 2: Can a non-lawyer call himself or others, on behalf of an otherwise unrepresented corporation or other artificial entity, as a witness and provide fact testimony at an administrative hearing?

Answer: No.

Question 3: Can a hearing officer call a witness to provide fact testimony at an administrative hearing?

Answer: Qualified yes. While the hearing officer may not call a witness specifically on behalf of the corporation or other artificial entity the hearing officer may call a witness in order to elicit all relevant facts that may be necessary to conduct the hearing.

References: SCR 3.020, Turner v. Kentucky Bar Association, 980 S.W.2d 560 (Ky. 1998), SCR 3.130-5.5, Countrywide Home Loans, Inc. et. al v. Kentucky Bar Association,113 S.W. 3d 105 (Ky. 2003), KBA U-52, KBA U-3, KBA U-12, KBA U-15, KBA U-17, KBA U-43, Kentucky State Bar Assn. v. Henry Vogt Machine Co., 416 S.W.2d 727 (Ky. 1967), KBA U-34, Secretary, Labor Cabinet v. Boston Gear, Inc., 25 S.W.3d 130 (Ky. 2000).

AUTHORITY

SCR 3.020 defines the practice of law. The Supreme Court of Kentucky has the exclusive authority to promulgate rules governing the practice of law. Turner v. Kentucky Bar Association, 980 S.W.2d 560 (Ky. 1998).

The compelling reason for such regulation is to protect the public against rendition of legal services by unqualified persons. Comment to Kentucky Rule of Professional Conduct SCR 3.130-5.5.

The practice of law is defined by SCR 3.020 as any service "involving legal knowledge or legal advice, whether of representation, counsel or advocacy in or out of court, rendered in respect to the rights, duties, obligations, liabilities, or business relations of one requiring the services."

The "unauthorized" practice of law is the performance of those defined services by non-lawyers for others. Countrywide Home Loans, Inc. et. al v. Kentucky Bar Association,113 S.W. 2d 105 (Ky. 2003).

Corporations are not permitted to practice law in the Commonwealth. Kentucky Bar Association v. Tussey, 476 S.W.2d 177 (Ky. 1972); KBA U-32; Kentucky Bar Association v. Legal Alternatives, Inc., 792 S.W.2d 368 (Ky. 1990).

OPINION

The questions presented in this opinion are not completely new and for the most part have been addressed in previous formal unauthorized practice opinions.

The KBA, in Opinion U-52, addressed these issues in part when presented with the question of whether or not a non-lawyer may represent parties before the Kentucky Department of Workers' Claims. The opinion held that non-attorneys may not represent parties before the agency because "[r]epresentation of parties before administrative agencies is the practice of law, as it necessarily involves legal advice, counsel and advocacy."

Also, U-52, summarizing previous related opinions, stated:

"Non-lawyers have been prohibited from representing corporations and individuals before the Kentucky Department of Transportation (Opinion KBA U-3); before a city civil service commission (Opinion KBA U-12); before the Kentucky Unemployment Insurance Commission (Opinion KBA U-15); before the Kentucky Board of Tax Appeals (Opinion KBA U-17) and in quasi-adjudicative proceedings before zoning boards and zoning authorities (Opinion KBA U-43) See also Kentucky State Bar Assn. v. Henry Vogt Machine Co., Ky., 416 S.W.2d 727 (1967)."

In addition to the UPL Opinions referenced above, the Bar Association has also held that a non-attorney may not appear before a faculty grievance committee as a representative of another individual in proceedings before the university faculty grievance committee. (KBA U-34). Furthermore, U-34 advises that where a member of a quasi-judicial body knows that the person is not licensed to practice law in the Commonwealth of Kentucky, that member would be aiding in the unauthorized practice of law to allow the non-attorney to appear in front of that committee. However, Secretary, Labor Cabinet v. Boston Gear, Inc., 25 S.W.3d 130 (Ky. 2000) clarifies that it may be necessary for a hearing officer to " 'fully elicit' all relevant facts" at a hearing, which may require taking testimony from a non-attorney. *Id.* at 134. That would not be considered the unauthorized practice of law.

Note to Reader

This unauthorized practice opinion has been formally adopted by the Board of Governors of the Kentucky Bar Association under the provisions of Kentucky Supreme Court Rule 3.530 (or its predecessor rule). Note that the Rule provides in part: "Both informal and formal opinions shall be advisory only."

Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

5. Provide a copy of Jackson Purchase's written employee disciplinary procedures.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

JPEC Policy 900-20, *Work Rules and Discipline of Personnel*, is attached at Page 2 through Page 5 of this Response. JPEC Procedure 6-13, *Disciplinary Action Procedure for Safety Violations*, is attached at Page 6 through Page 12 of this Response.

WORK RULES AND DISCIPLINE OF PERSONNEL

I. POLICY

It is the Company's policy that employees maintain a work environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence. Employees are expected to comply with all workplace rules, guidelines and Company policies. The following shall outline the general procedures relating to work rules and discipline of personnel.

A. Discharge of Employees:

1. Employees who are involuntarily terminated will be paid their wages due at the next scheduled payday or within 14 days, whichever is later.

2. The employee will be allowed to collect personal belongings and/or arrangements will be made to deliver the personal belongings to the employee depending on the circumstances of the termination.

3. All documents necessary to process a termination or separation shall be processed through human resources.

B. Work Rules and Progressive Discipline:

1. The Company strives to use a progressive form of discipline to attempt to identify and address employee and employee related problems. This policy applies to all employee conduct that the Company, in its sole discretion, determines must be addressed by discipline. Of course, no policy can be expected to address each and every situation requiring corrective action that may arise in the work place. Therefore, the company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

2. Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the company need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

3. Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted

in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

4. Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

5. The company will normally adhere to the following progressive disciplinary process. Again, while the company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation. The following outlines the general progressive steps:

   i. Verbal Caution. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal cautions will be documented and maintained by your supervisor and/or Human Resources department. A verbal caution will remain in effect for three months.

   ii. Verbal Warning. A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee's personnel file and will remain in effect for six months.

   iii. Written Warning. A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for one year.

   iv. Suspension. A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension, will remain in effect for two years.

v. Termination. An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less sever discipline.

C. Guidelines

The Human Resources department shall from time to time promulgate guidelines to assist Vice-presidents, managers and supervisors in determining the type of discipline appropriate for violation of work rules and to assist in the implementation of this policy.

II. Employment at Will Doctrine

Nothing in this policy is intended to modify the employment at will status of any employee whose employment is not governed by a Collective Bargaining Agreement. All employees whose employment is not governed by a Collective Bargaining Agreement shall be considered to be an at will employee of the company. The company reserves the right to discharge any such employee at any time, with or without cause, and such employees retain the corresponding right to resign at any time.

III. COLLECTIVE BARGAINING AGREEMENT

The provisions of this policy shall not be construed to interfere with or diminish any employee protections relating to work rules and termination of personnel already provided under any collective bargaining agreement, and shall not be construed to limit the company and any collective bargaining unit from bargaining and agreeing with respect to work rules and termination of personnel practices.

IV. DISCIPLINARY ACTIONS (RETENTION)

JPEC may use cumulative active and inactive disciplinary actions (i.e. oral, written, suspension) as part of its decision to discipline up to and including termination.

V RESPONSIBILITY

A. It is the duty and responsibility of every employee to be aware of, understand and abide by established rules and regulations, policies, procedures, guidelines and practices of the company.

B. All vice presidents, managers and supervisors shall be responsible for enforcing this policy fairly and uniformly.

C. The President & CEO and/or his/her designee will administer this policy.

VI. ADOPTED

Date: August 27, 2009

VII. REVISED

Date: _____

Gary Joiner, Chair
Board of Directors

DISCIPLINARY ACTION PROCEDURE FOR SAFETY VIOLATIONS

I. OBJECTIVE

To promote the use of safe work practices and identify a process of disciplinary action for violations of safety rules (and company policies and procedures) that could endanger employees, their coworkers, the public, or property.

II. PURPOSE

To reduce human suffering and financial losses to employees and the company resulting from injury or property damage accidents.

III. DISCIPLINE

Employees shall follow the safety standards, policies, and procedures adopted by the company and shall follow applicable governmental regulations. Employees violating such standards and/or regulations shall be subject to disciplinary action.

IV. DISCIPLINARY ACTION PROCEDURE

(a) Violations of and/or disregard for safe work practices shall result in disciplinary action appropriate to the seriousness or potential seriousness of the violation. Violations shall be recorded and become a part of the employee's personnel file. The employee's safety record shall be a basic factor in determining disciplinary action, the employee's eligibility for promotion, and/or the employee's suitability for continued employment with the company.

(b) Employees who knowingly allow violations of a safe work practice, contribute to an unsafe work practice, or receive notification of a safety violation and neglect to take appropriate corrective action shall be subject to the same penalty as prescribed for the specific safety violation.

(c) A Crew Leader (or acting Crew Leader) may receive the same (or higher) level of discipline as an employee on their crew if management determines the Crew Leader's actions (or a lack thereof) led to a safety violation by that employee.

(d) When an employee observes an unsafe work practice, the employee shall immediately take corrective action. Corrective action may include, but not be limited to, reminding the offending employee(s) of the safe work practice or reporting the violation to the offending employee's immediate

supervisor. If the violation concerns the immediate supervisor, the violation is to be reported to the next level of management. Employees who knowingly allow violations of a safe work practice and neglect to take appropriate corrective action may be subject to the same penalty as prescribed for the specific safety violation.

(e) Violations of safety standards, policies, and procedures shall carry disciplinary action penalties as determined solely by management using the guidelines in Addendum 1 in conjunction with consideration of any relevant circumstances. Past disciplinary action for violations may be considered but will not be the sole basis for determining disciplinary action. For example, determination by management that a violation was a willful act may result in stronger penalties than an act that is determined not to be willful.

(f) Management will provide an explanation of the disciplinary action determination to the affected employee(s).

(g) Violations of safety standards, policies, and procedures are not necessarily limited to the work practices identified in Addendum 1.

(h) Management reserves the exclusive right to determine what it deems to be the appropriate level of disciplinary action for any violation according to all of the circumstances related to the violation.

Accepted: February 19, 2004
Revised: May 10, 2006
Revised: August 13, 2013

ADDENDUM 1
PENALTY GUIDELINES FOR VIOLATION OF SAFETY STANDARDS, POLICIES, AND PROCEDURES

The penalty guidelines shown on the following pages were developed based upon the sections and page numbers of 13th edition of the American Public Power Association's Safety Manual for Electric Utilities as amended by JPEC and JPEC's adopted policies and procedures. These guidelines shall be used by management in determining disciplinary action for the violation of safe work practices.

The categories for safe work practice violations are rated from Penalty Level One (P1) through Penalty Level Four (P4). These levels were determined based on the severity of the rule violation or the likelihood that the rule violation could result in serious injury to oneself, a co-worker, a member of the general public, or property damage.

A P1 penalty results from a violation of a rule that has the greatest potential for causing serious injury or damage. A P4 penalty applies to a rule violation with the least likelihood of causing serious injury or damage.

Each penalty level has a recommended rollover period attached to it. A rollover period is the length of time that a penalty is used in consideration of future penalties. After a rollover period has elapsed and an employee repeats the violation of a safe work practice, the new violation may be treated as a first offense. Should an employee violate the same safe work practice before a rollover period has elapsed, the new violation will be treated as a repeat violation, and the employee may receive a more stringent penalty for repeatedly violating a safe work practice. The rollover period starts on the date of the signed disciplinary action. When a repeat violation occurs before a rollover period has ended, the new rollover period may commence on the date of the newest violation or may be added to the end of the original rollover period.

Nothing contained herein shall exclude management from the right to base disciplinary action for safe work practice violations on an employee's overall safety record for their entire employment history whether repeated violations are for the same or different safe work practices.

Guidance for penalties and rollover periods for violations of safe work practices follow on pages four through seven.

JACKSON PURCHASE ENERGY CORPORATION
PENALTY GUIDELINES FOR VIOLATIONS OF APPA SAFETY RULES

The following penalty guidelines were developed based upon the sections and page numbers of 13th edition of the American Public Power Association's Safety Manual (APPA) for Electric Utilities:

P1 - Penalty Level One

This level has a recommended rollover period of 24 months.

First Offense: up to five days off without pay
Second Offense: five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
109	a – d	25 – 26
111		26
602	a, b	97
604	a – e	102 – 105
607	a – b	110
611	b	112
615	a – b	116

Section Number	Paragraph	Page Numbers
618	d2	123
619	1 – 4	127
804	a	149
903	a	154
904	a – e	155
905	b – e	155 – 156

P2 - Penalty Level Two

This level has a recommended rollover period of 18 months.

First Offense: up to three days off without pay
Second Offense: three to five days off without pay
Third Offense: five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
112	c, o	27 – 28
113		29
310	k	72
601	n	96
602	e	97

Section Number	Paragraph	Page Numbers
605	n	108
615	e, k	117 – 118
626	a11	136
803	a – f	147 – 148
1405	a – d	211

Penalty Guidelines for Violations of Safety Rules (cont.)

P3 - Penalty Level Three

This level has a recommended rollover period of 12 months.

First Offense: written reprimand or one day off without pay
Second Offense: one to three days off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
104	a	24
110	a	26
117	a	32
119	a	33
202	a – m	55 – 57
312	h, k, o, r, v	79 – 80
402	c	82 – 83
403	a, e, f, g, h	83
601	a – e, j – m	90 & 96
602	d, f, g	97
603	a, b, d ,e ,f ,h	98 & 101
605	a, b, g	106 – 107
610	a, c	111 – 112
611	a, c, d	112
613	b – d, g	113
614	a – n	114 – 115

Section Number	Paragraph	Page Numbers
615	f – j	117
617	a – k	119
618	d1, d3	123
620		127
622	g	128
623	a, d, h	129 – 130
801	1, 2	145
802	g	147
903	b – f	154
904	f	155
905	a	155
906	a, b, d – g	156

P4 - Penalty Level Four

This level has a recommended rollover period of 6 months.

First Offense: written reprimand
Second Offense: written reprimand or one day off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
104	b – e	24
105	a – b	24 - 25
106	a – b	25
107		25
108	a – b	25
112	a, b, d – m	27 - 28

Section Number	Paragraph	Page Numbers
403	b, c, d	83
501	a – g	85
502	a – i	85 – 87
503	a – i	87
601	i, k	96
602	h – l	97 – 98

Penalty Guidelines for Violations of Safety Rules (cont.)

P4 - Penalty Level Four (cont.)

This level has a recommended rollover period of 6 months.

First Offense: written reprimand
Second Offense: written reprimand or one day off without pay
Third Offense: up to five days off without pay, demotion, or discharge

Section Number	Paragraph	Page Numbers
114	a – g	29 – 30
115	a – n	30 – 31
117	b – l	32 – 33
118		33
119	b – e	33 – 34
120		34
121	a – s	34 – 35
122	a – h	36
123	a – n	37
124	a – c	38
125	c, d4	38
126	a – n	39
127	a – m	40
128	a – n	41 – 42
129	a – g	42
130	a – d	42
131	a – h2	43
133	a – v	47 – 49
134	a – t	49 – 52
201	a – h	54 – 55
203	a – c	58 – 59
204		59
205	a – g	59 – 60
206	a – b	61
301	a – l	66
302	a – d	66 – 67
303		67
304	a – k	67 – 68
305	a – f	68 – 69
306	a – c5	69
307	a, b1 – b4	69
308	a – d	70
309	a – g	70 – 71
310	a – j, l – s	71 – 77
311	a – m	77 – 78
312	a – g, i, j, l – n, p, q, s – u	78 – 80
401	a – e	82
402	a, b, d, e	82 – 83

Section Number	Paragraph	Page Numbers
603	c, g, l – n	101 – 102
604	f – k	105 – 106
605	c – f, h – l	107
607	c, d	110
609	a – d	111
610	b, d, e	111 – 112
612	a – d	112
613	a, e	113
615	c, d	116
618	a – c, e – m	123 – 124
621	a, g	127
622	a – m	128 – 129
623	b – c, e – g, l – o	129 – 130
624	a, b	130 – 131
625	a – r	131 – 133
626	a1 – a9, b, c	133 – 135
801	3, 4	145
802	a – f	145 – 146
803	g – k	148
805	a – c	150
806	a – d'	150 – 151
901	a – e	152 – 154
902	a – b	154
907	a – cc	157 – 160
1101	a – l	193 – 194
1102	a – g	194 – 199
1201	a – t	200 – 201
1202	a – b	201
1501	a – d	214
1502	b	214
1503	a – b	214
1504	b – d	214 – 215
1505	a – e	215
1507	a – e	215 – 216
1508	a – f	216
1601	a – g	218
1602	a – f	218 – 219

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Jackson Purchase Energy Corporation
Case No. 2017-00202
Response to Commission Staff's Post-Hearing Request for Information

6. Provide a copy of Jackson Purchase's "Mayday" procedures.

Responsible Witness:

Dennis L. Cannon, President and CEO

Response:

In response to a "Mayday" incident, the actions of Jackson Purchase Energy Corporation personnel are guided and governed by a series of policies and procedures designed to achieve the best possible outcomes. These policies and procedures primarily consist of:

- JPEC Procedure 4-1, *Public Service Commission Accident/Injury/Outage Reporting* (attached hereto at Page 3 through Page 5 of this Response);
- JPEC Procedure 4-2, *Kentucky Safety and Health Program Accident/Injury Reporting* (attached hereto at Page 6 through Page 7 of this Response); and
- The following sections of JPEC's Safety Manual (which is the American Public Power Association's Safety Manual 13th Edition, as amended and adopted by JPEC, and which are attached hereto at Page 8 through Page 10 of this Response):
  - Section 1406, *Pole-Top Rescue*;
  - Section 1407, *After Rescue*; and
  - Section 1408, *Training*.

As discussed by Jackson Purchase Energy Corporation during the August 15, 2017 hearing in this matter[1] and in its Response filed herein June 13, 2017, the cooperative greatly values and appreciates the importance of ongoing classroom and hands-on training addressing safety topics, and particularly "Mayday" procedures. This fact is evidenced by a training event held for Jackson Purchase Energy Corporation personnel

[1] At the hearing, Jackson Purchase Energy's President and CEO, Mr. Cannon, mistakenly suggested that JPEC had an individual written "Mayday" procedure in place on the day of the accident, when in fact a series of policies and procedures constitute the cooperative's "Mayday" procedures, as described herein.

and others in May of 2016 (approximately eight (8) months prior to the accident that is the subject of this case) that included instruction both in the field and by lecture, as well as an in-depth mock "Mayday" incident and subsequent rescue. Attached at Page 11 through Page 12 of this Response is a copy of an agenda for a portion of the "Mayday" training simulation, and attached at Page 13 through Page 56 of this Response is a copy of a presentation made as part of the mock "Mayday" training by Mr. Kendall Bush of the Kentucky Association of Electric Cooperatives.

PUBLIC SERVICE COMMISSION ACCIDENT/INJURY/OUTAGE REPORTING

OBJECTIVE:

To define a procedure for the prompt, adequate, and efficient reporting of outages and incidents (hereinafter referred to collectively as "incidents") to the Public Service Commission (PSC) as required in 807 KAR 5:006, Section 26.

SCOPE:

This procedure applies to all incidents resulting in the following:

1. Death; or shock or burn requiring medical treatment at a hospital or similar medical facility, or any accident requiring inpatient overnight hospitalization;
2. Actual or potential property damage of $25,000 or more; or
3. Loss of service for four (4) or more hours to 500 or more of JPEC's customers.

These incidents require PSC notification by telephone, email, or through the PSC website within two (2) hours of the occurrence followed by updates twice daily until the incident is closed. A follow-up summary written report must be submitted to the PSC within seven (7) days.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this procedure.

PROCEDURE:

During normal office hours: the Supervisor of an employee involved in the occurrence of any injury or property damage incident as defined in the "Scope" of this procedure shall be responsible for ensuring the PSC receives the initial report per the PSC requirements. The VP of Engineering and Operations shall be responsible for ensuring the PSC receives the initial report per the PSC requirements of any outage incident as defined in the "Scope" of this procedure. The Supervisor or VP of Engineering and Operations, as appropriate, shall also be responsible for ensuring the PSC receives the required report updates until the incident is closed.

During other hours: the Supervisor On-call at the time of occurrence of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the PSC receives the initial report per the PSC requirements. Following the initial report, the Supervisor (for injuries or property damage) or VP of Engineering and Operations (for outage events), as appropriate, shall be responsible for ensuring the PSC receives the required report updates until the incident is closed.

The PSC may be contacted for immediate notification as follows:

1. Steve Kingsolver — Office: 502-564-3940 ext. 423
   steve.kingsolver@ky.gov — Mobile: 502-229-0035

2. Jeffrey Moore
jeffreyc.moore@ky.gov
Office: 502-564-3940
Mobile: 502-352-0767

3. Alternate Contact Person:
~~Jeff DeRouen~~
~~Jeff.DeRouen@ky.gov~~
Office: 502-564-3940 ext. 212

4. By accessing the PSC's online Outage Reporting program. **The PSC prefers that all contacts related to outage reports be made via the online Outage Reporting program.** An email will be generated notifying all assigned PSC staff of the incident when using the online program. The information required to use the online program is as follows:

URL: https://psc.ky.gov/~~psc_portal/login.aspx~~ Security/account/login.aspx
User ID: [redacted]
Password: [redacted]

Regardless of the method used to make the initial contact with the PSC, they will require the following information for **all incidents**:

1. The date and time the incident started or notification of the incident was received by the utility;
2. The cause, or possible cause, of the incident;
3. Comments, including any critical facilities affected; and
4. A contact name, phone number, and email address for the PSC to contact to inquire about the report.

They will also require the following information for **outage incidents only**:

1. The estimated number of personnel in the field, including contractors and outside assistance;
2. Restoration efforts – number of JPEC crews, number of contractor crews, number and origin of outside assistance crews;
3. Estimated restoration time;
4. Any public comment (comments to provide information for the general public accessing the PSC information);
5. An estimate of whether or not 1,000 customers will be disrupted for more than 24 hours;
6. The number of broken poles involved;
7. The number of wire spans down involved;
8. The number of transformers replaced;
9. The number of outside workers being used for restoration (contractors and others); and
10. The number of accounts out for each affected county.

When an event is ongoing, updates to the PSC are required twice a day until the event is closed or until all customers are restored (for outage events).

The Supervisor (for injuries or property damage) shall also ensure the Vice President of Engineering and Operations or his/her designee is notified any time an incident becomes PSC reportable as defined in the "Scope" of this procedure.

The Vice President of Engineering and Operations or his/her designee shall be responsible for providing the final summary written report of the incident to the PSC. Per the PSC requirements, this report shall be filed within seven (7) days of the incident start as reported to the PSC. This report shall be emailed to one or all of the PSC contacts listed above followed by mailed hard copies.

ACCEPTED: 3/10/2011

KENTUCKY SAFETY AND HEALTH PROGRAM ACCIDENT/INJURY REPORTING

OBJECTIVE:

To define a procedure for the prompt, adequate, and efficient reporting of accidents and injuries (hereinafter referred to collectively as "incidents") to the Kentucky Safety and Health Program (OSHA) as required in 803 KAR 2:180.

SCOPE:

This procedure applies to all incidents resulting in the following:

1. The death of any employee;
2. The hospitalization of three (3) or more employees
3. An amputation suffered by an employee; or
4. The hospitalization of fewer than three employees.

Incidents of type 1 and 2 above require OSHA notification within eight (8) hours of notification of the occurrence to JPEC. Incidents of type 3 and 4 above require OSHA notification within seventy-two (72) hours of notification of the occurrence to JPEC.

OSHA should be notified by telephone at (502) 564-3070. If calling this number is not successful, report the incident using the OSHA central telephone number at (800) 321-6742.

ADMINISTRATION:

The office or designee of President/CEO shall be responsible for the administration of this procedure.

PROCEDURE:

During normal office hours: the Supervisor of an employee involved in the occurrence of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the VP of Engineering and Operations receives the initial report and information in a timely manner as required for reporting the incident to OSHA.

During other hours: the Supervisor On-call at the time of the notification of any incident as defined in the "Scope" of this procedure shall be responsible for ensuring the VP of Engineering and Operations receives the initial report and information in a timely manner as required for reporting the incident to OSHA.

The VP of Engineering and Operations shall be responsible for reporting the incident to OSHA as required.

OSHA will require the following information for **all incidents**:

1. The establishment name and address;
2. The date and time of the incident;
3. The location of the incident;
4. The number of fatalities or hospitalized employees;
5. The names of affected employees;
6. If an amputation, the type of machine and body part amputated;
7. A description of the incident; and
8. A contact person with his or her phone number.

ACCEPTED: 3/10/2011

1406 Pole-Top Rescue

Electric contacts may occur at elevated locations. When such a contact does happen, immediate rescue is necessary.

Rescue operations will vary, depending upon the prevailing situation. The information in this section is intended to serve only as a guide.

Preplanning and training for a possible emergency is important.

a) Size up the situation. The rescue effort will be far more effective if a few seconds are devoted to full identification of the situation.

b) Radio for help. Prepare the equipment you will need.

c) Protect yourself. Apply necessary protective equipment. Use necessary personal protective devices. Then clear the victim from the hazards.

d) Position yourself for rescue.

e) Proceed with rescue or resuscitation as dictated by the conditons:

(1) If victim is conscious:
- (a) Reassure the injured.
- (b) Be watchful for shock.
- (c) Help injured descend the pole.
- (d) Administer first aid.

(2) If victim is unconscious and breathing:
- (a) Watch breathing closely.
- (b) Lower injured to ground.
- (c) Give first aid.
- (d) Summon medical assistance.

(3) If victim is unconscious and not breathing:
- (a) Give victim two full breaths.
- (b) Lower the victim to the ground as soon as possible and initiate CPR.

Note: If it becomes apparent that the victim cannot be lowered to the ground in a short period of time, it may become necessary to apply pole-top resuscitation.

f) Pole-top resuscitation:

(1) Mouth-to-mouth artificial respiration should normally be used. The method is similar to that described above, except for the position of the victim.

g) Lowering victim from the pole:

(1) For field expediency, the following method is presented:

(a) Place handline on crossarm, preferably 2 or 3 feet from pole.

(b) Make one wrap of line. Do not cross line over fall line.

(c) Pass handline under armpits.

(d) Tie three half-hitches.

(e) Cinch line tightly around victim.

(f) Remove slack in line.

(g) Cut victim's safety.

(h) Lower victim.

(2) Depending upon the situation, alternate hitching or lowering methods might be more desirable.

1407 After Rescue

All victims of electric contact shall be transported to a doctor or a hospital for examination and observation.

1408 Training

All employees engaged in electrical work shall receive training in resuscitation and in rescue from their working environment (poles, structures, manholes, boilers, aerial baskets, confined or enclosed spaces, etc.).

Jackson Purchase Hurt-man rescue

1. **Inside Program for everyone**
   a. **Try to go over all perspectives**
   b. **Give different scenarios**
2. **Outside Program**
   a. **All Linemen will demonstrate skills in hurt-man rescue from the pole and the bucket.**
   b. **Each lineman will have the same target time of 1.5 minutes with bucket truck rescue.**
   c. **The pole top rescue target time will be 4 minutes with a 4 man crew scenario. The sequence will be –**
      i. **Someone calls to victim**
      ii. **Crew leader delegates a crew member to make the call to dispatch**
      iii. **Crew leader will delegate someone to put on climbing tools and do the rescue.**
      iv. **The delegated climber will climb the pole and get the victim on the ground**
      v. **The crew leader will organize rescue from the ground. (get AED, appoint someone to start CPR if needed, have someone to meet the ambulance)**
      vi. **Individual time will stop when victim touches the ground.**
   d. **The pole top rescue target time will be 6 minutes with a 2 man scenario. Everything pointed out in c, i through iv must be performed by one individual.**

i. **Time will stop when the lineman has descended the pole and placed his hands on the victims chest simulating the beginning of CPR.**

e. **There will be two live simulations that will involve dispatch and inside personnel.**

MAY DAY

Kendall Bush

Kentucky Association of Electric Cooperatives

A MAYDAY COMES ACROSS THE RADIO

What is Your Role?

Directly Affected Employees

- Victim
- Victims crew
- Dispatch
- General Manager

Indirectly affected employees

- All Fellow employees

MAY-DAY... MEANS

Emergency...get off the radio until further notice

LETS TALK ABOUT DIRECT AFFECTED PEOPLE...

Dispatch

- You hear a May-Day
- Write it down....it's coming fast.
- If you don't get it... say "repeat" Make sure you get it this time.
- If you are by yourself call 911 immediately and get them on the way. If the crew gives you any details pass them on. Tell the 911 operator that you work for the electric company and the condition of the victim is likely grave. Emergency workers will prepare, and move more efficient.

Dispatch

- The 911 operator will probably want you to stay on the line. Answer any questions they may have.
- Get help. Use another line, (If you are still with 911) and get someone to assist you.
- You need to contact imediatley…

1. Someone that knows the area (a lineman or the general foreman) so they can come to dispatch and assist location of the victim.
2. Management

Management

- If you are the initial management contact by dispatch, you need to contact…

1. CEO
2. Manager over the crew/victim
3. Do not try to contact the crew involved. They need no distraction.

CEO

- Contact Staff regarding on going incident
- Go get Family. Either CEO or a delegate. It may be a good idea to take an employee that knows the victim and their family.
- Have your public relations people to prepare a response regarding the incident.
- Call in all crews.
- Request all employees to refrain from discussing the incident on social media.
- Contact Federated

Fellow Employees

- Don't discuss incident with people outside the coop.
- Support each other

Another Crew hearing the Mayday

- Write down what you hear.
- If you happen to be close, go to the scene for assistance.
- Don't get in the way of emergency personnel.
- Don't try to call the crew.
- Don't Call people outside the coop.
- No Social Media

Why shouldn't we discuss the incident with outside people?

- Understand that the incident just happened and the family needs to be contacted properly.
- The public and social media sometimes sensationalize and reach thousands of people within minutes.

The Victim

- You notice the incident…For difficulty sake, let's say it's a contact.
- You call to the victim. If there is no response, you assume that the victim is clinically dead.
- Clinical death is when circulation and respiration has stopped. Years ago this was considered…death, but with CPR and AED's and modern processes, this is considered clinical death, for the possibility of the reversal of clinical death is now feasible if processes can start soon.

The Victim (Cont)

- What is soon?
- When circulation stops the body, especially the organs, suffer from what is called "Ischemic trauma or injury". Most of the body can survive ischemic injury for a pretty good while, except for the brain.
- The complete reversal of "Ischemic trauma of the brain" at regular body temperature is unlikely after 3 minutes.

The Victim (cont)

- So the victim needs to be brought down in a timely manner in order for CPR can begin and the AED be applied and properly used.
- The quicker this can happen, the better chance the victim has to return to normal body function.
- The quicker this can be done, the better the chance that the brain will return to normal function.

The Crew at the Scene

- It is difficult for us to go through every scenario, so let's only use two.
- 1. a two man crew
- 2. a four man crew
- Obviously the two man crew is the most difficult…why?
- Well one person is clinically dead and the other person has to call for help, get their buddy to the ground, initiate CPR, get the AED and use it, all by himself, unprompted, without any assistance…oh, and in a very short period of time if he wants to be successful.

ALWAYS BEING READY...

No matter what size the crew..

Always being ready- bucket...

- Bucket Rescue is always faster
- Avoid the practice of hooking the bucket between neutral and phase.
- Do rubber gloving at arms length
- Work slightly below the conductors when possible.
- Always have a hand-line
- Have an AED

Always being ready...pole-top

- Always have available...

1. Hand-line
2. Climbing tools for the rescuer
3. Knife on the rescuers belt
4. AED

Two Man Crew

- One man is down, doesn't respond and the clock is ticking.
- Call for May Day. Radio should clear with a May Day. Don't wait for anyone to answer. State emergency and request.
- (example) May Day, May Day, I have a man down with contact and not responding. I need an ambulance at (address, or map number, or pole number). Copy?
- Never repeat more than once.
- Do not continue to talk to ANYONE.

Two Man Crew (cont)

- Get the man on the ground
- If the victim is in the bucket, use the lower controls

Four Man Crew

- Someone take the lead. Hopefully the foreman.
- Send someone to make the mayday call.
- Someone to get the victim on the ground. Use your best fastest lineman.
- Get the AED
- Assist in getting the man on the ground.

Four Man Crew (cont)

- Dividing the crew to do different task will shorten the time it takes to get the victim to the ground.

Hurt-man Rescue from a pole

- Traditionally we have used a cross-arm.
- How many poles on your system have cross-arms?
- Is there a way to get a man down from any pole?

Screw driver method

- Any pole…any framing
- Once you understand this method, you can use a screwdriver, hardware, even your safety strap.
- The resistance is on the pole not the cross-arm.

Basics Questions

- Do you keep your tools on the job-site?
- Are your hand tools with your belt and hooks?
- Do you have a knife on your belt?
- Does everyone on the crew know where you are? Could they give directions to dispatch or an ambulance?
- Would you trust everyone on your crew with your rescue?

Call to the Victim

- This helps you determine if the victim is living.
- If the victim doesn't respond…you must be fast.
- The difference in rescuing your friend and removing a corpse from the pole is 4 to 6 minutes…maybe less
- If the victim responds…re-assure him during the entire rescue.

Get Help

- Use everyone on the scene.
- If someone else is there have them call while you rescue.
- If you are alone…
- Go to the radio and call Mayday…Twice.
- Give the location (address, Work order number, map location)…Twice
- When you finish say "dispatch respond'
- Limit this to about 30 seconds.

Ready To Climb?

- Are the tools you need in your belt?
- You should be able to put on your tools within a minute.
- Don't forget your rubber.
- Take a hand line (both ends)
- When you climb, make sure that you safety below the victim.

Let's Start with Position

- Hitch Hike past the victim.
- Position your shoulders slightly above the victims shoulders.
- Your foot closest to the victim should be slightly under the victims leg, or very close.

What if...

- The victim is upside down in his belt?

- Continue with the rescue.
- You may have to lower the rig. (position of the screw driver)
- After you have attached to the victim properly and cut the safety for the victims descent, he will turn back properly.
- Try to keep the victim from further injury when he re-positions
- You may have to step over his leg or avoid the repositioning of the victim.

The Rig

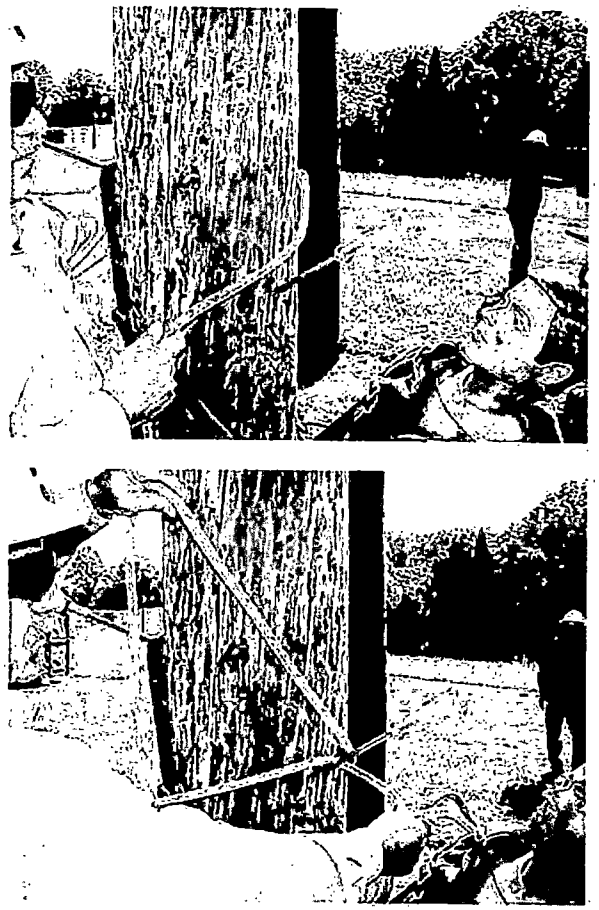
- Turn the blade of the screw driver horizontal.
- Drive it in the pole, at a slight angle, above the shoulder closest to you, at about the level of the victims eye.
- The screwdriver needs to be higher than the position of the safety on the pole

Rig (cont)

- Where ever you drive the screwdriver will be where the victim will descend.
- If you need to move the location of descent due to under-build, or to avoid something that may hang up the victim, move the screw driver. The rigging does not change.
- Descend with the victim if need be.

The Rig (cont)

- Split the line, but don't drop the other end.
- Take the end (load line) around the pole above the screwdriver.
- The rope should be started around the pole on the victims side.
- Take that end (load line) under the fall line and back over the screwdriver.



What happens if I forget to go under the fall line?

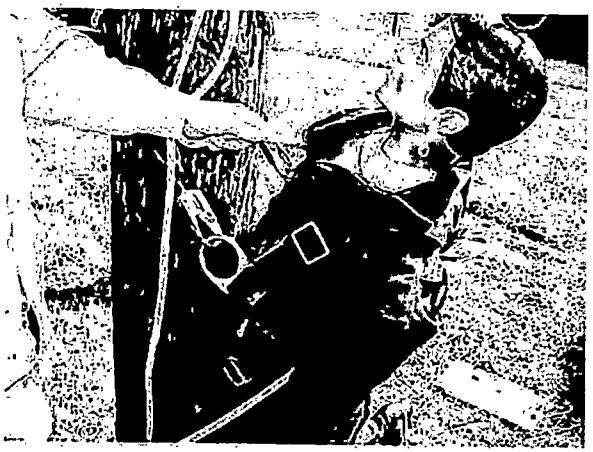
- When the safety is cut, the victim will be locked up.
- You have two options…

1. Flip the locked up line back over the screw driver and yank it.

2. Pull out the screw driver and let the victim down from your safety.

The Rig (cont)

- Pull enough slack to tie to the victim.
- Reaching across the victim, between his head and the pole, pass the rope under his arm-pit (front to rear)
- Then pull the rope across his back and pass it through the other armpit (back to front)



The Rig (cont)

- Pull enough rope to tie to the victim.
- Tie the loop that you have made with 3 half hitches or a bowline.
- Make sure the rope is pulled down to the chest when tying. This will keep the victim from falling through the rope if he raises his hands.

The Rig (cont)

- Once you have attached the victim as described, Pull the slack left in the rope so to minimize the jerk once the safety is cut.
- Cut the safety (cutting away from the victim and yourself)
- Lower the victim to the ground smoothly.

What do I do if...

- The screwdriver pulls out of the pole?

- Nothing !
- The rope will fall down on your safety strap and you can continue letting the victim down from your safety strap.

Now What ?

- You have now moved from the rescue process to the first aid process.
- Administer first aid according to your training.
- Start Chest Compressions immediately. Use AED and give breath between compressions according to your training.
- Prepare for the ambulance.
- You may need to meet the ambulance if you are off the road.
- Don't move the victim if he has fallen or is suspect of broken bones.

You may want to practice...

- To be more proficient.
- Using hardware or other means rather than a screw driver.
- Different situations.

THIS PROGRAM IS FAST AND TO THE POINT

Just like a rescue must be...

QUESTIONS?

COMMONWEALTH OF KENTUCKY

BEFORE THE PUBLIC SERVICE COMMISSION

IN THE MATTER OF:

JACKSON PURCHASE ENERGY CORPORATION	)	
	)	**CASE NO. 2017-00202**
ALLEGED FAILURE TO COMPLY WITH KRS 278.042	)	

VERIFICATION OF DENNIS L. CANNON

COMMONWEALTH OF KENTUCKY)
)
COUNTY OF McCracken)

Dennis L. Cannon, President and Chief Executive Officer of Jackson Purchase Energy Corporation, being duly sworn, states that he has supervised the preparation of the foregoing response of Jackson Purchase Energy Corporation to the post-hearing request for information propounded by Commission Staff in the above-referenced case on August 18, 2017, and that the matters and things set forth in his responses are true and accurate to the best of his knowledge, information and belief, formed after reasonable inquiry.

Dennis L. Cannon

Subscribed and sworn to before me on this 31st day of August, 2017.

Vanessa Bragg
NOTARY PUBLIC, Notary # 547474
Commission expiration: 12-22-19