

 OMPA Policy & Procedures	Version No.:	4	SECTION CODE:
	Effective Date:	12/30/19	6.04
	Recommended By:		
	Approved By:		Page 1 of 5
TITLE:	Contractor Safety & Information Sharing Policy		

Purpose

To ensure contractor familiarity and compliance with OMPA safety and site procedures while performing work at any OMPA facility.

Scope

This policy applies to all contractor personnel working on site at OMPA owned generation facilities, substations, switchyards, distribution and transmission facilities. It also applies to all individuals performing work under the contractors' control, including employees of the contractor and subcontractors who have been retained by the contractor.

Definitions

Host Employer: An employer that operates, or that controls the operating procedures for, an electric power generation, transmission, or distribution installation on which a contract employer is performing work covered by OSHA standards.

Contract Employer: An employer, other than a host employer, that performs work covered by OSHA standards under contract.

Enforcement of OMPA Policies

Contractors are required to perform assigned tasks in a safe, environmentally sound manner, using industry standard work practices. If there is a violation of any OMPA Policy or safety requirement, any OMPA employee can immediately stop activity in progress until the violation is corrected. OMPA management will be notified of the deficiency and if directed to do so by OMPA management, the contractor will leave the site until the cause of the violation is resolved.

Host Employer Information Sharing

As a Host Employer, OMPA must provide characteristics of its system related to safety. This will be done by using the Host Employer Information Sharing Form. Items to be shared must include:

- Nominal voltages of lines and equipment
- Maximum switching-transient voltages
- Protective grounds/equipment grounding conductors
- Locations of circuits/equipment
- Design/operation information

If known:

- Conditions related to the safety of the work to be performed
- Condition of protective grounds and equipment grounding conductors

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- Conditions of poles
- Environmental conditions related to safety
- Switch and break positions
- Lockout/tagout clearance boundaries

Contract Employer Information Sharing

The Contract Employer performing work on behalf of OMPA must instruct its employees in the hazardous conditions, relevant to employees' work, of which the contractor is aware of as a result of information communicated by the host. The following must also be communicated by the Contract Employer to its employees:

- Unique hazardous conditions presented by the contract employer's work
- Unanticipated hazardous conditions found; within two working days after discovery
- Coordinate work rules so each of their employees are protected

Drugs, Alcohol, Firearms & Smoking

Possession of or being under the influence of drugs or alcohol on OMPA property will result in ejection from the site. If any illegal or controlled substances are involved, law enforcement will be notified. Firearms are not permitted on any OMPA property. OMPA maintains a tobacco free workplace, and all tobacco products (vaping, smokeless, cigarettes, etc.) are prohibited at all OMPA facilities.

Right to Know Program

OMPA maintains electronic master Safety Data Sheets (SDS) along with copies in the conference room/control room for chemicals used or stored on OMPA property. All individuals are required to review any applicable SDS before working with any of the products in question. Any contractor bringing chemicals, solvents, or any other potentially hazardous materials on site is required to provide Safety Data Sheets to OMPA prior to its delivery or arrival on site.

Personal Protective Equipment (PPE)

FR clothing, hard hats, safety glasses, and steel-toed/composite shoes are required to be worn by contractors in all field locations including substations, switchyards, transmission and distribution as well as non-office areas of the generation facilities. Any PPE required for the contracted work such as FR clothing, fall protection harnesses, special gloves, or eye wear shall be the responsibility of the Contractor. OMPA will not lend or allow use of OMPA PPE for any contracted work.

OMPA recognizes there are many non-employees that visit the site on both a regular and irregular basis depending on the type of service they are providing (delivery drivers, first aid suppliers, inspectors, janitors, etc.) Almost all the non-employees that are not contractors visiting OMPA will never enter an area of the power plant that exposes them to a potential arc flash or flame hazard. For these reasons, OMPA will allow non-employees, that are not contractors performing work, an

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exemption from the FR clothing requirements. The Non-Employee FR Clothing Exemption List documents the current known individuals or companies that are exempt. This list will be updated as needed. Regardless of whether the non-employee is on the Exemption List, OMPA staff have the right to refuse the non-employee entry if staff feel like conditions warrant the use of FR clothing.

Entry and Exit Notification

All non-OMPA personnel working at an OMPA generation facility are required to check in with the designated person overseeing the job or the Shift Supervisor in the control room. A brief description of contractor work and location is to be provided on the sign-in sheet. Contractors will sign out when they leave the site. All contractors doing work in any OMPA owned substation or switchyard shall refer to the Substation and Switchyard Entry and Exit Procedure located in the Contractor Safety Manual.

Emergency Situations

At OMPA generation facilities, the Shift Supervisor is the point of contact for all emergency situations. They can be reached in the control room at 405-359-2580. OMPA has audible alarms throughout the plants actuated from the fire control panel. The Shift Supervisor will communicate any required instructions if an emergency exists. For any emergency that requires evacuation of the facility all contractor personnel are required to assemble at the designated locations.

PCRP: the tornado assembly point is the Women's restroom on the first floor of the steam plant. For all other emergencies, the primary assembly point is the fire hydrant at the south end of the parking lot; the secondary assembly point is the vacant lot behind the diesel plant.

Kaw Hydro: the tornado assembly point is level 937 of the plant. For all other emergencies the primary assembly point is the covered monument in the parking lot; the secondary assembly point is the GSU yard.

CDLEC: the tornado assembly point is the tornado shelter north of the control building. For all other emergencies the primary assembly point is the flag poles in the parking lot; the secondary assembly point is the automated gate.

For substations, distribution and transmission projects, the Edmond Operations Center is the contact for emergency situations and can be reached at 405-340-8313. If there is a life-threatening emergency the contractor shall call 911.

Cleanliness

All personnel are required to maintain the work area in a clean, orderly, and safe condition. Additionally, the contractor is required to secure all partially completed work, so as not to create a safety or environmental hazard. Upon completion of work, the contractor shall ensure the work area is clean, orderly and remove any unused materials from the premises.

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Spills

In the event a spill occurs, the contractor shall take appropriate measures to stop the spill, contain the spill, and notify an OMPA staff member overseeing the work. The OMPA staff member shall then notify the Environmental Engineer so the spill can be reported to appropriate authorities. It shall be the contractor's responsibility for cleanup and disposal from the premises of any waste generated if the spill or waste was caused by the actions or negligence of the contractor.

Equipment Operation

OMPA employees are the only employees authorized to operate OMPA owned equipment. This includes cranes, forklifts, valves and switches, including those in lighting panels. Contact OMPA management if certain equipment needs operated.

General Safety

- Report potentially unsafe conditions to site supervisor.
- All injuries, no matter how minor, should be immediately reported to the site supervisor.
- Proper clothing should be worn at all times on site.

Conduct

The following list is not all-inclusive but includes acts and behavior which are prohibited and for which a contractor worker may be removed from the site:

- Obscene or abusive language; racial, gender, or ethnic slurs; immoral or indecent conduct; sexual harassment.
- Failure to follow specific instructions or specifications.
- Deliberately damaging, defacing, or misusing site property or the property of others.
- Removing site property from the premises, without appropriate authorization.
- Horseplay of any kind is forbidden.
- Conduct all dealings with fairness, honesty, and integrity.
- Avoid actual, potential, or perceived conflicts of interest.

Cybersecurity Awareness

Secure corporate network systems are vital to OMPA's success. Safeguards and security policies have been implemented to protect against all forms of unauthorized access, use, disclosure, modification, or destruction. Contractors shall protect all OMPA information technology assets by

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following industry safe working practices, their company IT security policies, and OMPA policies and procedures; which are available for review.

Contractors are prohibited from using OMPA computers, workstations, and other network devices. Authorized contractors working on generation control systems shall not use any removable media to transfer data to and from their personal computers to plant DCS systems. If data transfer is required, only OMPA approved Hardware Encrypted Secure Flash Drives shall be used. If access to OMPA's network or other electronic access is needed to complete a task, the IT department must be contacted to approve and configure safe and secure access to these systems.