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**OMPA Policy & Procedures**

**TITLE:**

**Substation and Switchyard Entry and Exit Procedure**

**Purpose**

OMPA personnel, contractors and member city staff often enter and work in substations and switchyards. OMPA recognizes there are certain risks to the welfare of the entering party (falls, shocks, heat strokes, sudden illness, physical violence, etc.), especially when dealing with lone worker situations. This procedure aligns OMPA with industry best practices to minimize the risks associated with substation and switchyard work.

**Policy and Procedure**

(1.) Scope

- A. This procedure outlines the steps to be taken by contractors, vendors and member city personnel when entering and leaving an OMPA owned or joint-owned substation or switchyard.
- B. In addition, this policy outlines expectations and procedures for all OMPA personnel entering and leaving ANY substation or switchyard including OMPA personnel that are receiving the call and performing follow-up actions.

(2.) OMPA Owned Substations and Switchyards

- A. OMPA owns or jointly-owns the following substations/switchyards:

Substation/Switchyard	To	Pri/Sec Voltage
Charles D. Lamb Switch	OG&E	345kV
Fairview	WFEC	69-12.5kV
Kaw Switch	OMPA	69kV
Kaw Step-up	OG&E	69-13.5kV
Kingfisher Industrial Park	OG&E	69-12.5kV
Laverne	WFEC	69-4.16kV
Lexington	OG&E	12.5-4.16kV
Okeene	OG&E	24.9-12.47kV
Perry	OG&E	138-13.02kV
Prague	OG&E	24.9-12.5kV
Purcell	OG&E	138-13.2kV
Ryan	WFEC	24.9-4.16kV
Spiro	OG&E	69-12.5kV
Waynoka	OG&E	24.9-12.47kV
Wetumka	AEP	69-4.16kV
Wynnewood	OG&E	69-12.47kV
Yale	OG&E	24.9-4.16kV

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(3.) Personal Protective Equipment (PPE)

- A. Any person(s) entering a substation/switchyard shall, at a minimum, have the following personal protective equipment (PPE):
  - 1. Hardhat
  - 2. Safety Glasses
  - 3. FR Clothing
- B. For some applications, steel-toed boots may be necessary for work inside the substation/switchyard. It should be noted that any person working at the Ponca City or Kaw power plants will require a hard hat, safety glasses, and steel-toed boots.
- C. PPE shall be worn at all times while in the substation/switchyard, with the exception that hard hats are not required inside control buildings. For more information, see OMPA's PPE Policy located in the Policy and Procedure Manual located on SharePoint.

(4.) Substation and Switchyard Awareness

- A. Any person entering a substation/switchyard has a duty to perform a visual, audible and olfactory (smell/taste) assessment of the location during approach and entry. Personnel SHALL NOT enter a substation/switchyard if there are noticeable dangers (exploded, leaking or burned equipment, noticeable arcing, unusual odors, etc.)
- B. Before touching a fence or gate, look for any abnormal conditions (i.e., damage to the fence or its grounding). A general assessment should also be made for clearance and avoidance of barriers/structures and overhead hazards (cabling, extension cords, and conduit) that could be a tripping hazard.
- C. Any abnormal or questionable conditions shall be immediately reported to Edmond Operations. Edmond Operations personnel will log any abnormal conditions and notify the appropriate engineering personnel and/or the Engineer On-Call. The Engineer On-Call Schedule is located on SharePoint.

(5.) Substation and Switchyard Entry and Exit Notification

- A. Substation/Switchyard Entry
  - 1. Before entering a substation/switchyard, at least one person from the entering party, who will be considered the primary contact, shall call the following OMPA personnel:

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For Kaw Step-up, Kaw Switchyard, Lamb Switchyard, Riggs Substation, and the Diesel Switchyard call the Ponca City Control Room at:

- Primary: 405-359-2580
- Secondary: 580-763-8047

For all other substations/switchyards call Edmond Operations at:

- Primary: 405-340-8313
- Secondary: 405-443-1710

- B. OMPA personnel receiving the call will log the time of the call, name of substation/switchyard being entered, name and phone number of the primary contact entering, number of people in the entering party, and expected time of departure from the location.
- C. While inside the substation/switchyard, the entering party will keep the entry gate closed or locked to prevent unauthorized access.

**(6) Substation/Switchyard Exit**

- A. When all work inside the substation/switchyard is complete, upon exiting the facility, the primary contact of the exiting party will call the appropriate OMPA personnel using the contact guidelines in Section 6.1. OMPA personnel will log the name and time when the exiting party leaves the location.
- B. The exiting party will be responsible for closing and locking any control building doors and gates. For substations/switchyards with multiple locks on the gate(s), please be careful not to bypass any of the locks daisy-chained together. Otherwise, the company with the bypassed lock will not be able to enter the substation.

**(7) Substation/Switchyard Follow-up Procedure**

- A. OMPA Personnel that are receiving the call from those entering substations and switchyards shall set a calendar appointment 15 minutes after the scheduled time of departure of the entering party. If the entering party has failed to call and check out at the scheduled time, OMPA personnel shall call the primary contact to check on their welfare. For example, the entering party indicates they plan to leave the substation or switchyard at 1:00 p.m., the OMPA personnel receiving the call shall set a calendar appointment for 1:15 p.m. If the entering party has called to check out at the scheduled time, the calendar appointment can be disregarded. If the entering party has failed to call by 1:15 p.m., OMPA personnel needs to contact the entering party by phone.

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- B. If OMPA personnel are unable to reach the primary contact, they will call the primary contacts manager or related contacts until the entering party is accounted for. After the primary contact is located, the date and time of departure will be logged.
- C. If OMPA personnel are unable to get in contact with the entering party, the following actions shall be taken:

**(8) For Kaw Step-up, Kaw Switchyard, Lamb Switchyard, Riggs Substation, and the Diesel Switchyard**

- A. The Ponca City Shift Supervisor shall send out OMPA personnel to the substation/switchyard to perform a welfare check on those who are unable to be contacted.

**(9) For all other substations/switchyards**

- A. OMPA personnel shall contact the nearest member city electric superintendent or other city personnel and ask them to perform a welfare check at the substation/switchyard. If member city personnel are unable to be reached, OMPA personnel shall contact the local police department and request a welfare check at the substation/switchyard.