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## 1 Purpose

- 1.1 Safety must be a primary consideration in all Contractor-related activities undertaken on Sunflower Electric Power Corporation (Sunflower) premises and transmission lines rights-of-way. The purpose of this policy is to clarify the requirements for contractor safety when working at or on Sunflower premises.

## 2 Scope

- 2.1 This policy applies to all Contractors and Contractor Personnel visiting or performing work at or on Sunflower Premises.
- 2.2 This policy shall be reviewed every three years.
- 2.3 This policy does not relieve the Contractor of their safety responsibilities but rather complements the Contractor's safety programs.

## 3 Definitions

- 3.1 Clearance (Generation): A transaction between the Issuing Authority and the Qualified Clearance Holder. A Cover Sheet, Tagging Guide, and Danger Tag(s) are issued in response to a work order/request and assigned a unique computer-generated Clearance number. Locks and Danger Tag(s) are used to isolate the equipment, system, or device from all Energy sources.
- 3.2 Clearance (Transmission): The assurance, which includes verbal acknowledgment from the System Operator to the switch person, declaring that a system component has been de-energized and isolated from all hazardous sources of energy. A Clearance is issued as a part of a System Work Order (SWO).
- 3.2.1 Issuing Authority: The person that prepares the Clearance and turns the Danger Tags over to the Tagging Authority. Shift Supervisors, Coal and Material Handling Supervisor, Operations and Training Supervisor and the Production Supervisors are qualified to be an Issuing Authority.
- 3.2.2 Qualified Clearance Holder: Any Sunflower employee who is trained and proficient in the Clearance Procedure. Qualification shall be determined by the employee's supervisor and the appropriate notification will be given to the Shift Operating Authority. Job assignment will assure the Issuing Authority that the employee is qualified.
- 3.2.3 Tagging Authority: A person who is familiar with the equipment in their assigned area and is responsible for its use.

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- 3.2.4** System Operating Authority (SOA): The permission given to a worker to direct the operation of system apparatus in an assigned jurisdiction. The scope of the authorization may vary with the apparent conditions where permission is granted (see System Operating Manual/Policy).
- 3.2.5** Qualified Switchman: A person who has the skills, knowledge and experience related to the construction and operation of the Sunflower Transmission System components; is trained to work within ten feet of an energized conductor; has received specific job task safety training (Arc Flash) on the hazards involved; is able to perform the duties as stated in their respective job descriptions; and is able to safely complete the tasks associated with switching procedures throughout the electric system. Qualification shall be determined by the person's supervisor for inclusion on the Qualified Switchmen list maintained by System Operations. Only a Qualified Switchman can be designated as a hot line permit holder.
- 3.3** Confined Space: A space that is large enough and so configured that a person can bodily enter and perform assigned work, has limited or restricted means of entry or exit and is not designed for continuous occupancy.
- 3.3.1** Confined Space Permit Required: A confined space that contains or has the potential to contain a hazardous atmosphere, contains material that has the potential for engulfment, has an internal configuration such that an entrant could become trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section or contains any other recognized hazard capable of causing death or serious physical harm.
- 3.3.2** Confined Space Entry: The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuring work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- 3.3.3** Non-Permit Required Confined Space: A confined space that does not contain or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- 3.3.4** Man In Vessel Log: A document used to monitor entry and exit of a Non-Permit Required confined space.
- 3.4** Contractor: A third-party services or goods provider engaged to perform work for Sunflower as an independent contractor. It is understood and agreed that an independent contractor's or contingent worker's relationship with Sunflower
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is that of an independent contractor and it shall not be construed as an employee, agent, or partner of Sunflower for any purpose. Sunflower follows the IRS classification for employees, as a person who performs services for Sunflower under an express contract of hire, and under which the details of work performance are controlled by Sunflower. Notwithstanding the forgoing, all Contractor personnel are required to comply with all laws, ethical codes and applicable Sunflower policies, procedures, rules, and regulations.

- 3.5** Escort: Sunflower employee or authorized contractor assigned responsibility to a visiting individual or group for their safety and security during the visit.
- 3.6** Hot Line Permit (HLP): The authorization in conjunction with SWO to do work which requires the use of hot line methods and tools on or near a line or other equipment without requiring disconnection from all sources of electrical energy. All HLPs must have accompanying Arc Flash system criteria, prior to the issuing of HLP.
- 3.7** Hot Work: Any temporary or routine task involving open flame, producing hot surfaces, and/or generating sparks or molten material of sufficient energy to ignite combustible, ignitable, and/or flammable materials. Examples of hot work operations include torch-applied roofing, pipe brazing, pipe soldering, arc and torch welding, radial-mechanical and torch cutting, grinding.
  - 3.7.1** Hot Work Permit (Generation): A FM Global Hot Work document authorizes and documents hot work to be performed outside of a Hot Work Designated Area. It describes the work to be performed, the location of the work, the persons responsible for the work as well as the person responsible for performing the fire watch/fire monitoring.
- 3.8** Liaison: A Sunflower employee who acts as a link to assist with communication or cooperation between departments or Contractors.
- 3.9** Personal Protective Equipment (PPE): Equipment worn to minimize exposure to a variety of hazards. Examples of PPE include rubber gloves, work gloves, sleeves, climbing belts, safety straps, fire resistant/arc flash rated clothing, hardhats, safety glasses, footwear, hearing protection and all other protective equipment required to complete a task safely.
- 3.10** Radiation Safety Officer: A certified individual responsible for recommending or approving corrective actions, identifying radiation safety problems, initiating action, and ensuring compliance with regulations.
- 3.11** Sunflower Premises: Any Sunflower facility, work site, or property.
- 3.12** System Work Order: A set of instructions that System Operations issues, authorizes, and documents to address the condition of the system components throughout the electric system. The SWO begins the process to work on, de-rate, remove from service, or put into service a system component.

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- 3.13** Visitor: An individual who does not work for Sunflower but has some legitimate business reason for being on Sunflower property and thus has a need to be processed by the Access Control system in place. Additionally, Vendors and Contractors of less than 20 calendar days shall be considered a Visitor.

## **4 Policy Elements**

### **4.1 Contractor Responsibility**

- 4.1.1** Contractors shall comply with the Occupational Safety and Health Act of 1970 (OSHA) and all of its regulatory standards, all NFPA 70E, ANSI, DOT, Federal, State, and Municipal safety regulations, building and electrical codes, as well as all other safety rules, polices, and procedures of Sunflower.
- 4.1.2** Prior to beginning any work for Sunflower, Contractors shall receive a safety orientation, administered, and documented by the Sunflower Liaison.
- 4.1.2.1** Contractors are required to complete Sunflower's safety orientation annually.
- 4.1.2.2** The Sunflower Safety Department maintains record of Contractor safety orientations.
- 4.1.3** The Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs for the safety of their Personnel, the public, and Sunflower employees who may be observing or participating in the work, where the Contractor is best positioned to control and abate hazards.
- 4.1.4** The Contractor, prior to commencement of work, shall designate a Competent Person who is capable of identify 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. The designated Competent Person will make routine inspections of their designated job tasks/job sites on Sunflower Premises and hold safety meetings with personnel as applicable.
- 4.1.5** Contractors are solely responsible for providing their Personnel with all required PPE and other equipment necessary for task completion and ensure proper use of same. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants

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encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. Arc flash clothing shall be required and worn when working within an arc flash boundary on Sunflower property.

- 4.1.6** The Contractor shall correct/eliminate unsafe conditions to the best of their ability and promptly report the conditions to the Sunflower Liaison or other proper authority.
  - 4.1.7** The Contractor shall advise its Personnel of the hazardous conditions of all assigned tasks and instruct safe practices and procedures which are required to be documented in a pre-job briefing.
  - 4.1.8** In the event of an incident or accident, the Contractor shall immediately report any incident or accident to their respective immediate supervisor and the Sunflower Liaison. A copy of the Contractor's Incident-Injury Report and all other supporting documentation shall be completed and submitted to the Sunflower Safety Department no later than twenty-four (24) hours after the incident/accident.
  - 4.1.9** Any Contractor or Contractor Personnel who violate this policy or applicable regulations shall be subject to removal from Sunflower Premises.
- 4.2** Site Access and Security
- 4.2.1** Only authorized Personnel shall enter or exit Sunflower Premises at the designated locations.
    - 4.2.1.1** Contractors shall check in/out with the gate guard, control room operator or the Sunflower Liaison. Contractors shall provide their name, company associated with, purpose of visit and the name of the Sunflower employee they plan to see.
  - 4.2.2** Contractors must supply a list of their Personnel to the Sunflower Liaison so that a visitor/Contractor badge and or a Sunflower Escort can be issued for each employee when applicable. The Contractor is responsible for communicating changes to their Personnel list(s) to Sunflower.
    - 4.2.2.1** A list of all Contractor Personnel shall be furnished to the Sunflower Liaison for each day/shift, whichever is most applicable.
- 4.3** Drug and Alcohol Program

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- 4.3.1** Sunflower has developed and implemented a comprehensive Drug and Alcohol Policy for its officers and employees and complies with Drug-Free Workplace Act of 1988 (41 U.S.C. 81), which requires employees to report to work fit for duty, and to perform their work, free of detectable levels of drugs, alcohol or other substances, which may affect their ability to work safely (a copy of this policy is available to Contractor). The Contractor shall be required to adhere to the principles of this Sunflower Policy as applicable by the enforcement of its own policy at its own expense.
- 4.4** Safety Data Sheet
- 4.4.1** Contractors shall provide Sunflower a Safety Data Sheet (SDS) for all chemicals, cleaning materials, or solvents to be used or brought onto Sunflower Premises. Any remaining waste requiring an SDS shall be removed by the Contractor at the end of work.
- 4.5** Good Housekeeping/Hazardous Materials and Spills
- 4.5.1** Good housekeeping practices shall always be adhered to at/on all Sunflower Premises.
- 4.5.2** Contractors shall remove all tools and materials from Sunflower Premises at completion of the work.
- 4.5.3** Contractors shall dispose of either work or personal waste products from Sunflower Premises, in only Sunflower approved designated waste receptacles.
- 4.5.4** Contractors shall notify the Sunflower Liaison of any activity that will result in a waste product (oil, solvent, acid, paint thinner, mineral spirits, heavy metals sludge as a result of painting, cleaning etc.).
- 4.5.5** Contractors shall also be required to dispose of the waste product involved in such a manner that is in compliance with all applicable state and federal statutes and regulations.
- 4.5.6** In the event of any spill of hazardous material and/or waste product, the Contractor shall notify the Sunflower Liaison immediately.
- 4.6** Clearance Procedures
- 4.6.1** The Sunflower Liaison will always be the Clearance holder.
- 4.6.2** A Clearance shall be required when work is to be performed on any equipment connected to a source of energy: electrical, thermal, pressure, chemical, or mechanical.
- 4.6.2.1** If a Clearance is required for the work or a portion thereof, the Contractor shall not begin the work until notification has been received from the Sunflower Liaison that the
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Clearance is in effect. Clearances shall only be issued to the Sunflower Liaison.

- 4.6.2.2** The Sunflower Liaison will review with the Contractor the procedures and hazards involved pertaining to the Clearance issued.
- 4.6.2.3** It is the Contractor's responsibility to familiarize their Personnel with the Clearance Procedure, and the hazards involved before starting the work.
- 4.6.2.4** The Contractor's Personnel shall not at any time start, stop, or in any manner operate, connect cable terminators or piping or in any manner interface with existing equipment or facilities which are in service, without prior approval or a Clearance issued to the Sunflower Liaison.
- 4.6.2.5** The Contractor's Personnel shall not at any time start, stop, operate, or in any manner interface with existing equipment or facilities which are in service, without prior approval or a Clearance issued to the Sunflower Liaison.
- 4.6.2.6** If there is ever a doubt about the presence of chemicals, radiation, high pressure, temperatures, or an energized circuit, the Sunflower Liaison shall be contacted before proceeding with the work.

#### **4.7** Confined Space Entry

- 4.7.1** The Confined Space Entry procedure is an addendum to the Clearance procedure and entry permits will be issued with the Clearance where applicable.
  - 4.7.1.1** The Sunflower Liaison is responsible for verifying atmospheric testing and permit issuance.
  - 4.7.1.2** Contractors shall be provided an opportunity to observe the vessel air quality sheet.
  - 4.7.1.3** Contractors shall be responsible for the routine/periodic atmospheric testing of the workspace if long work periods are anticipated, to ensure that safe conditions are maintained.
  - 4.7.1.4** When Confined Space Entry Permits are required, the Contractor is responsible to provide the manpower, training, and equipment needed for confined space entry.
  - 4.7.1.5** The Contractor shall also provide for the emergency rescue of their Personnel if it becomes necessary.

**4.7.1.6** If no hazardous atmospheric conditions are detected, and the space has been cleared of known hazards, the Issuing Authority may deem the space "Permit NOT required" and refer to Man in Vessel Procedure and Log.

#### **4.8 Hot Line Permit**

**4.8.1** The Sunflower Liaison will always be the HLP holder.

**4.8.2** A HLP is obtained before working on or near apparatus energized above 600 volts.

**4.8.3** If a HLP is required for the work or a portion thereof, the Contractor shall not begin the work until notification has been received from the Sunflower Liaison that the permit is in effect. HLP shall only be issued to the Sunflower Liaison.

**4.8.4** The Sunflower Liaison will review with the Contractor the procedures and hazards involved pertaining to the HLP issued.

**4.8.5** It is the Contractor's responsibility to familiarize their Personnel with the HLP procedure, and the hazards involved before starting the work.

#### **4.9 Fire Prevention**

**4.9.1** The Sunflower Liaison shall be notified at once in the event of a fire.

**4.9.1.1** In case the Liaison cannot be notified they must notify the control room, system operations, or other identified emergency designee.

**4.9.2** A Hot Work Permit (Generation) shall be required and enforced at all areas of the Job Site where applicable. Hot work permits are issued per shift. Permits are to be obtained through the Sunflower Liaison.

**4.9.2.1** Fire watch/Fire Monitor shall be required whenever welding or cutting is performed in locations where a fire might develop and as specified by the hot work permit.

**4.9.2.2** The Contractor prior to commencement of work shall designate a competent person with the necessary qualifications and experience to monitor all hot work being performed and all other applicable safety precautions.

**4.9.2.2.1** The competent person shall be responsible for monitoring the Sunflower Premises for existing and predictable hazards associated with hot work, and who is authorized to take prompt corrective measures to eliminate them.

#### **4.10 Excavating Trenching Inspection Requirements**

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- 4.10.1** Sunflower Liaison will coordinate dig permit locates for excavation and trenching.
  - 4.10.2** The Contractor prior to commencement of work shall designate a competent person with the necessary qualifications and experience to supervise and monitor all excavating and trenching safety precautions.
    - 4.10.2.1** The competent person shall be responsible for classifying soil; inspecting protective systems; and monitoring the Sunflower Site for existing and predictable hazards in the surroundings, working conditions which are unsanitary, hazardous, or dangerous to employees and who is authorized to take prompt corrective measures to eliminate them.
  - 4.11** Ionizing Radiation X-rays
    - 4.11.1** The Sunflower Liaison and the Radiation Safety Officer shall be notified of the intended use of x-ray equipment and a pre-use hazard survey of exposed areas must be performed by the Contractor and the Sunflower Liaison.

## **5 References**

- 5.1** Board Policy 109: Security, Safety, and Health
- 5.2** Board Policy 119: Drug and Alcohol Abuse
- 5.3** Board Policy 120: Workplace Violence
- 5.4** Board Policy 309: Environmental Compliance
- 5.5** CP-CSV-SAF-052: Drug and Alcohol Testing – Contractor Personnel
- 5.6** CP-TSV-CIP-100: Physical Security
- 5.7** OP-GEN-GEN-003: Clearance Protection System
- 5.8** OP-CSV-SAF-015: Hot Permits, Clearances, Hold Order Cards, Grounding, and Switching
- 5.9** OP-CSV-SAF-057: Radiation Awareness
- 5.10** OP-CSV-SAF-058: Hot Work Permit – Generation