



Platte River Power Authority

Estes Park • Fort Collins • Longmont • Loveland

To: All Contractors

Regarding: Contractor Safety Introduction Letter and Packet

To Whom It May Concern:

Platte River Power Authority (Platte River) and the Health and Safety Department are pleased that you are interested in becoming pre-approved from the Health and Safety Department for current or future work on Platte River projects. This process is intended to obtain safety related information from Contractors that will help us review and evaluate your overall health and safety program. This process is designed to ensure that Contractors of Platte River operate in the safest manner possible. This component of the prequalification process is solely focused on the health and safety systems of your organization.

Platte River has implemented a comprehensive Contractor safety program for all of our projects. It is our expectation that each Contractor provide for a safe work environment for their employees, Platte River employees, and the public while demonstrating a positive and proactive safety culture.

We hope that you appreciate and share our focus on safety for our contractors and employees, and we ask that you promptly review and complete all requested information in the attached packet. Until all requested information is received and reviewed by Platte River's Health and Safety Department and the appropriate Project Manager, contracts will not be awarded.

The required items include:

- **Contractor Safety Qualification Form** – Fill out the form completely and provide all required documentation that is applicable, such as:
 - **OSHA citations along with corrective measures taken over the last 5 years**
 - **Safety Performance Statistics** – per the OSHA 300 log. If the contractor is not required to maintain a 300 log, then they shall use information from their internal recordkeeping process or their insurance carrier's process.
- Any other applicable documentation as requested by Platte River or as the contractor feels is necessary.

Regards,

Occupational Health and Safety Specialist

Platte River Power Authority
970-229-5368
safety@prpa.org

Contractor Safety Program Overview

1. A Contractor requests and / or receives a Contractor Safety Packet from Procurement or the Project Manager.
2. Contractor must fill out, in its entirety, the Contractor Safety Pre-Qualification Form and provide all necessary documentation as stated on the form.
3. Contractor returns all documents requested in the pre-qualification form.
 - a. Pre-Qualification Form completed and signed.
 - b. Support documentation for any OSHA citations within the last 5 years. What the citation was and what the contractor has done to mitigate the citation(s).
 - c. Any other items needed as identified in the pre-qualification form or that the contractor feels is necessary as well as other documentation requested by the Health and Safety Department.
4. If a Contractor is bidding for a project, this information can be sent in with all other information to Procurement or the Project Manager.

Qualification of a Contractor

1. All Contractors within the scope of the contractor safety process that are interested in bidding on a current or future project(s) with Platte River must be qualified for acceptable health and safety performance by Platte River's Health and Safety Department and Project Management.
2. If a Contractor is qualified, they are qualified for the remainder of the calendar year.
3. If incidents or safety deviations occur during the course of a contract, the Health and Safety Department and Project Manager may require a review of the contractor's safety program prior to additional work being performed for Platte River regardless of the expiration date on a previous qualification.

Failure to Qualify

Platte River may disqualify any Contractor in its sole discretion for safety concerns such as, but not limited to; poor safety performance, repeated safety violations, or other unsafe acts.

CONTRACTOR/SUBCONTRACTOR SAFETY REQUIREMENTS

Contractors and Subcontractors are responsible for the safety and health of their employees. Full compliance with OSHA, MSHA, and ANSI Standards and all other Federal, State, and local regulations is mandatory. Also, Contractors and Subcontractors are required to comply with Platte River's Safety Requirements as listed herein, as well as Platte River's Safety Policies as updated from time to time (links provided below). Contractors safety policies, procedures, and training records shall be made available to Platte River upon request.

Platte River Program Documents are listed below:

- [Confined Space Entry Procedure](#)
- [Control of Hazardous Energy – Headquarters and Substation Maintenance Program](#)
- [Electrical Safety Program](#)
- [Excavation Program](#)
- [Personal Protective Grounding Procedure](#)
- [Safety Policy](#)
- [System Operations – SOP – 1 Power System Switching Procedure](#)
- [System Operations – SOP – 9 – Substation Entrance and Exit Procedure](#)

1. **Safety Orientation**

Each Contractor and Subcontractor employee must attend Platte River's Safety Orientation prior to commencement of work.

2. **Project-Specific Safety Plan**

Each Contractor and Subcontractor must provide their Project Specific Safety Plan or written safety program to Platte River's Project Manager for any project deemed to be "high risk" by Platte River, before mobilizing on the jobsite. Examples of high-risk job tasks may include but are not limited to; working at heights, complicated rigging or lifting, crane work, high voltage work (greater than 600v as defined by the Department of Energy Electrical Safety Guidelines), confined space or excavation work.

3. **Personal Protective Equipment**

Platte River requires all Contractors to adhere to the same requirements for personal protective equipment (PPE) as Platte River employees and comply with all applicable OSHA regulations. Each Contractor and Subcontractor must verify that its employees have, or are provided with, the required PPE and clothing and are trained in its use.

- a. Safety glasses that meet ANSI Z-87.1 requirements must be worn at all times when on Platte River jobsites, except in designated areas.
- b. Safety glasses or goggles under a face shield must be worn when grinding.
- c. Hard soled leather or substantial synthetic material safety boots meeting ASTM F2413 – 11 Standards are required to be worn at all Platte River job sites.
- d. Hard Hats are required to be worn in all active construction areas and in Substation yards and must conform to ANSI Z-89.1. If exposed to electrical hazards, a class E hard hat is required.
- e. Hearing Protection must be worn whenever noise is measured at 85dB, when normal conversation cannot be conducted, or when the area is posted as "Hearing Protection Required." Earbuds are not considered hearing protection and shall not be worn as such.



- f. Abrasion resistant gloves must be worn when working on the jobsite. When using knives or handling sheet metal or glass, cut resistant gloves shall be worn. Gloves must be worn around rotating equipment.
- g. Daily workwear must be constructed of non-melting untreated natural fiber (i.e., Cotton, wool, linen) and must be durable enough to withstand repetitive industrial maintenance activities. Flame resistant (FR) and arc flash clothing may be required depending on the scope of work.

4. Fall Protection

- a. One hundred percent fall protection is required when working without guard railings and shall be in accordance with the OSHA fall protection standards.
- b. Fall Protection must be used while in all articulating lifts.
- c. Fall protection harnesses and lanyards shall be inspected by a Qualified Person, as defined by OSHA, prior to the commencement of work. Documentation of such inspection shall be provided to Platte River upon request.
- d. Roof leading edge protection must be provided when working within six (6) feet of the edge.

5. Ladders

- a. Non-conductive ladders are to be used around energized electrical equipment.
- b. Extension ladders shall be held at the base by another worker until secured.
- c. Ladders must be inspected prior to use.

6. Vehicles and Mobile Equipment

- a. Contractor and Subcontractor employees must have a valid driver's license with proper endorsements to operate any vehicle on the jobsite.
- b. Mobile equipment operators must have documented proof that they are trained and qualified to operate specific brand and type of equipment. Documentation of such training shall be provided to Platte River upon request
- c. All incoming mobile equipment must be inspected. Documentation of such inspection shall be provided to Platte River upon request.
- d. Any mobile equipment operated in an enclosed area, such as the lower floor of the boiler, shall be propane or electric powered.

7. Environmental Requirements

- a. Contractors and Subcontractors must provide current Safety Data Sheets (SDS) to Platte River's Health and Safety Department before any materials/chemicals are brought to the jobsite.
- b. Equipment fluid leaks must be contained, cleaned up, and disposed of properly. Leaking equipment must be repaired before continued use.
- c. Spill control and cleanup are the sole responsibility of the Contractor or Subcontractor when the Contractor or Subcontractor causes the spill. Contractor shall notify safety of any spill which could enter a sanitary drain or contaminate ground water and/or soil.

8. Confined Space Entry

- a. Platte River Health and Safety will evaluate all confined spaces and determine if it is a permit required space. Platte River shall communicate such determination to the Contractor.



- b. When a Contractor or Subcontractor is required to enter a permit confined space, the Contractor/Subcontractor will follow their confined space policy as required by OSHA.
- c. When Contractor and Platte River employees are performing work in the same space, Platte River Health and Safety and the Contractor will coordinate permit administration depending on scope of work.
- d. Contractors shall provide training to their employees. If requested by Platte River, Contractors shall be required to produce training records.

9. Lifting and Hoisting

- a. Lift plans are required to be prepared for all lifts more than 75% of capacity.
- b. All lifts in excess of 90% capacity, the following requirements apply: an analysis must be completed by a Professional Engineer provided by the Contractor who is qualified and experienced in heavy crane lift evaluation, and the crane must be equipped with a load indicator, and a wind anemometer or have access to the site wind indicator.
- c. Operation of mobile cranes, or any elevated personnel platforms (aerial lift, bucket truck, etc.) shall be subject to restrictions based on wind speeds, or at the discretion of Platte River Health and Safety.
- d. All cranes and hoisting equipment must be inspected at the beginning of each shift. Documentation of such inspection shall be provided to Platte River upon request.
- e. Personnel hoisting shall be done in accordance with OSHA requirements.

10. Excavations

- a. Any excavation work on Platte River property or easements shall follow Platte River's Excavation Program. At least three (3) business days prior to commencing any excavation work, or as soon as possible in an emergency circumstance, the Contractor shall contact the Utility Notification Center of Colorado (UNCC) (811) and Platte River Engineering to establish the location of all underground utilities.

11. Electrical Safety

- a. Grounding and Ground Fault Circuit Interrupters (GFCI) are required on all electrical equipment and electrical tools shall be furnished by the Contractor and/or Subcontractor.
- b. All electrical tools, equipment, and cords shall be inspected prior to use for safe ground condition.
- c. Electrical cords, hoses, and welding leads shall be routed overhead when feasible, to prevent tripping hazards and damage. Hoses, cords, and leads routed on the ground shall be properly protected to minimize damage caused by pedestrian and vehicle traffic.
- d. Platte River's, Electrical Safety Program, Control of Hazardous Energy – Headquarters and Substation Maintenance Program, Control of Hazardous Energy (Clearance and Lockout-Tagout) Rawhide Program, System Operations – SOP – 1 Power System Switching Procedure, System Operations – SOP – 9 – Substation Entrance and Exit Procedure, and Personal Protective Grounding Procedure shall be followed by all Contractors/Subcontractors.

12. Miscellaneous Requirements

- a. Contractors are responsible for maintaining a safe work environment and ensuring the safety of their operations and employees, Platte River employees, and the public. Contractor employees who disregard their company procedures, or these procedures, may be subject to removal from the project.



- b. When feasible, work over the heads of other personnel shall be avoided. If Contractor / Subcontractor is unable to avoid such work, tools and portable equipment shall be fastened securely to prevent injury from falling objects.
- c. Jumping from an elevated surface is prohibited.
- d. Contractors/Subcontractors shall isolate and identify hazardous work areas with safety markers, tape barriers, blinking lights, safety cones, or other means.
- e. Alcoholic beverages, illegal substances, or persons under the influence of such products are not permitted on Platte River property or its jobsites.
- f. Explosives are prohibited on Platte River property or its jobsites unless approved as part of the work activities.
- g. The safety of a contractor's and any associated subcontractor employees remains the primary contractor's responsibility. Each contractor and subcontractor shall designate one employee (Manager, Superintendent, Supervisor, etc.) responsible for overall health and safety on Platte River's property or at each Platte River jobsite.
- h. When fifty (50) or more Contractor/Subcontractor employees are on a Platte River jobsite, or as determined by Platte River's Health and Safety, the Contractor/Subcontractor will be required to provide an onsite safety coordinator to perform safety responsibilities for the scope and size of the project.
- i. All posted instructional signage such as; WARNING, CAUTION, RESTRICTED AREA, etc., must be strictly followed.
- j. A traffic control plan must be submitted to the proper local agency prior to any long-term work in a road or public right of way.
- k. Building exits, and emergency equipment shall not be blocked and must be kept accessible at all times.
- l. Contractor employees must have received appropriate safety training by their employer for their specific job tasks and for all chemicals and equipment to be used. Certification that training has been provided shall be made available to Platte River's Health and Safety team upon request.
- m. All Contractors may be subject to inspection of the work area by any authorized entity. All incidents which meet the following guidelines shall be immediately reported to the Platte River Project Manager and/or Platte River's Health and Safety; such incident shall be reported upon discovery of the occurrence.

Incidents such as, but not limited to:

- Death
- Any incident requiring the call and dispatching of emergency services
- Any injury requiring medical treatment other than first aid
- Hospitalization (contractor employee, subcontractor, public, etc.)
- Damage to any vehicle which renders it inoperable
- Any incident involving significant property damage to Platte River Equipment
- Electrical contact
- Fire or Arc blast/flash
- Injury resulting in an unconscious employee
- Safety system failures (slings breaking, support structures collapse, etc.)
- Any incident resulting in injury, or property damage to any member of the public
- Any fall greater than four (4) feet (regardless of injury) or any fall arrested by personal protective equipment
- Any Near miss that could have reasonably resulted in any of the above

Contractor Safety Qualification Form (CSQF)

SECTION 1 - GENERAL INFORMATION

Company Name:			
Address:		City/State:	Zip:
Telephone #:		Fax #:	
How many employees do you employ (approximately): Full Time:		Part Time:	Seasonal:
Describe the nature of business your organization typically performs for Platte River and provide your Platte River contact name:			
Check the appropriate box or boxes for the areas your organization typically works with or on:			
<input type="checkbox"/> Power Plant Operations & Maintenance	<input type="checkbox"/> Substations Operations & Maintenance	<input type="checkbox"/> Electric Transmission O & M	
<input type="checkbox"/> Electrical Operations (low voltage)	<input type="checkbox"/> Gas Operations & Maintenance	<input type="checkbox"/> Other (list):	
<input type="checkbox"/> Facility Maintenance / General	<input type="checkbox"/> Facility / Building Construction		
Are you a division of a corporation? Yes No If Yes, provide name and address of parent corporation:			
Are you self-insured for Workers' Compensation Insurance? Yes No If no, who is your third party insurance organization:			
Does your company use subcontractors Yes No If yes, provide names of all your subs that will be used on Platte River projects:			
Form completed by: (Name)		Date:	
Title:	Ph:	Email:	Fax:

SECTION 2 – HEALTH & SAFETY INFORMATION

Do you have a dedicated fulltime health & safety professional within your company? Yes No		
<u>Name / Title:</u>	<u>Telephone Number:</u>	<u>Location:</u>
If you do not have a dedicated health & safety professional, who is responsible for health & safety within your organization?		
<u>Name / Title:</u>	<u>Telephone Number:</u>	<u>Location:</u>

SECTION 3 - HEALTH & SAFETY PROGRAMS AND PROCEDURES

Does your company have a written health and safety program?		Yes	No
Does your written Safety program cover all types of work activities which you will perform while on a Platte River Project? (if No, please list those programs you do not have):		Yes	No
Does your SAFETY program address the following elements:			
• Management commitment and expectations?		Yes	No
• Accountabilities and responsibilities for managers, supervisors, and employees?		Yes	No
• Hazard recognition and control?		Yes	No
• Workplace Analysis?		Yes	No
• Safety Training?		Yes	No
• Incident reporting & investigation, including near misses?		Yes	No

Does your written S&H Program contain the following programs / topics? Identify those topics that your work will fall under.								
• Confined Space	Yes	No	N/A	• Material Handling	Yes	No	N/A	
• Control of Hazardous Energy LOTO	Yes	No	N/A	• Scaffolding	Yes	No	N/A	
• Fire Prevention & Protection	Yes	No	N/A	• Fall Protection	Yes	No	N/A	
• Personal Protective Equipment	Yes	No	N/A	• Rigging/Cranes	Yes	No	N/A	
• Hot Work / Welding Safety	Yes	No	N/A	• Excavation & Trenching	Yes	No	N/A	
• Electrical Safety	Yes	No	N/A	• Grounding	Yes	No	N/A	
• Hand & Powered Tools	Yes	No	N/A	• Emergency Action Plans	Yes	No	N/A	
• Respiratory Protection	Yes	No	N/A					
Do you have employees trained in First Aid / AED / CPR?					Yes	No		
Do you have a drug and alcohol testing policy?					Yes	No		
Do you employ persons with a Commercial Driver's License (CDL)?					Yes	No		
Do you hold site safety meetings?					Yes	No		
What is the frequency of the meetings?								
Do you conduct health & safety inspections / audits?					Yes	No		
If Yes, how frequent								
Do you have a disciplinary action process for addressing employee health and safety performance?					Yes	No		
If you use subcontractors, do you use health & safety performance criteria in the selection of sub-contractors?					Yes	No	N/A	
SECTION 4 – TRAINING								
Do you perform New Employee S&H Orientation Training?					Yes	No		
Do you provide the necessary and required S&H training for your employees?					Yes	No		
Are employees tested for their comprehension of the training materials?					Yes	No		
Is all S&H Training documented?					Yes	No		
Are employees certified / qualified to operate all machinery and equipment they are asked to?					Yes	No	N/A	
SECTION 5 - JOB SAFETY ANALYSIS								
Are job observations, such as a job safety analysis (JSA) conducted?					Yes	No		
Are procedures for critical jobs written and reviewed with the employees?					Yes	No	N/A	
SECTION 6 – HEALTH & SAFETY PERFORMANCE								
List your company's Workers' Compensation Experience Modification Rate (EMR) for the three (3) most recent years:								
20	EMR	20	EMR	20	EMR			
Use your OSHA 300 log (or equivalent) to record the number of injuries and illnesses for the last three (3) years.								
	YEAR	20	20	20				
	Number of Fatalities							
	Number of OSHA Recordable Cases							
	Number of OSHA Restricted Only Cases							
	Number of OSHA Lost Time Cases							
	OSHA Recordable Incident Rate							
	OSHA Restricted Only Incident Rate							
	OSHA Lost Time Incident Rate							
	Number of Labor Hours Worked							
	Average Number of Employees on Your Payroll							
Use the following formulas for calculating the "OSHA Incident Rates"								
$\frac{\text{Number of Recordable Cases} \times 200,000}{\text{Number of Hours Worked}}$			$\frac{\text{Number of Restricted Only Cases} \times 200,000}{\text{Number of Hours Worked}}$			$\frac{\text{Number of Lost Time Cases} \times 200,000}{\text{Number of Hours Worked}}$		
Has your company received any OSHA citations within the last five (5) years?					Yes	No		
If yes, attach them along with your responses or corrective actions								
Signature: _____ Title: _____								
<i>The Contractor/Subcontractor agrees to abide by all Platte River Health and Safety Requirements. Failure to adhere to Platte River Health and Safety Requirements may result in suspension or removal from the Platte River property or jobsite and/or termination of the Contract.</i>								