



Contractor Safety Policy



Welcome to Otter Tail Power Company

We are an industry leader in safety and health. Our safety policies and rules are based on the premise that safety of employees, contractors, and customers is of primary importance. Contractors must be committed to safe working practices, maintaining property and equipment in safe working condition, and requiring compliance with all applicable safety rules practices and procedures.

Introduction

Otter Tail Power Company provides this contractor orientation manual, which outlines procedures and rules that the contractor agrees to comply with. Otter Tail Power Company personnel have the right and responsibility to shut down any job where an unsafe condition, procedure, or act is observed. The job can not resume until corrections have been made. If corrections are not made, Otter Tail Power Company has the right to terminate the job contract and the contractor and the contractor's employees will be asked to leave the job site.

In this booklet we cover in more detail several areas of importance.

Worksite safety rules

These rules cover worksites and conduct of contractor and contractor employees.

Other safety rules

The terms and conditions of your contract state that the contractor is required to obey all laws, regulations, ordinances, codes, and the regulations put in place by the Occupational Safety and Health Act (29 CFR 1910) as well as all Otter Tail Power Company safety rules.

The safety rules in this booklet are for your guidance in preventing accidents. This is a general handbook that doesn't cover every situation that could occur. If you or your employees are unsure of the safety measures to be taken for your particular job, contact an Otter Tail Power Company representative for specific instructions.

Environmental safety rules

Otter Tail Power Company is under permit with many state and federal environmental agencies and abides by all of their regulations. The contractor shall follow all the environmental guidelines included in this booklet as well as any additional guidelines that would pertain to the work involved.

Worksite rules

- I. General
 - I. Hazard communication

1. Before work begins, notify Otter Tail Power Company of any hazardous conditions presented by the contract employer's work.
 2. Contractor shall insure that a daily job briefing is held before the start of each job. All contractors and sub-contractors employees shall be involved. Items discussed, but not limited to should be as follows: associated hazards, work procedures, special precautions and procedures, personal protective equipment needed.
- II. Owner's buildings and facilities
1. No smoking is allowed in Otter Tail Power Company buildings or offices.
 2. Work shall be performed so as not to create a hazard for Otter Tail Power Company employees or customers while entering or occupying Otter Tail Power Company buildings and facilities.
 3. Vehicles shall park in designated areas. All vehicles are subject to search.
- III. Equipment and material
1. Contractor is fully responsible for all equipment and material whether furnished by the contractor, Otter Tail Power Company, or others.
 2. Contractor shall not use any Otter Tail Power Company-owned tools, equipment, or materials without written permission from an Otter Tail Power Company representative.
 3. Any requests for materials, assistance, tools, or arrangements of any kind are to be directed to the Otter Tail Power Company project manager or designated person in charge.
- IV. Communication equipment
1. Contractor is required to provide their own communication equipment.
 2. Use of communication equipment in the owners buildings, offices, or vehicles is prohibited unless permission is given by designated Otter Tail Power Company representative.
- V. Safety equipment and supplies
1. All safety equipment and supplies for contractor use shall be supplied by the contractor and shall meet the regulatory requirements specified.
- VI. Sub-contractors: The same rules apply to all subcontractors when they are on site.
- VII. Personal conduct
1. All personnel shall be courteous and considerate of the public and each other.
 2. When there is a need to cross or enter private property, the contractor shall gain permission from the property owner before entering. Access will be limited to those areas designated by the property owner.
 3. Displays of temper and ill feeling will not be allowed.
 4. Horseplay, scuffling, wrestling, and other inappropriate behavior while on duty or on Otter Tail Power Company property or in Otter Tail Power Company vehicles is not allowed.
 5. Otter Tail Power Company has rules prohibiting the use and possession of intoxicants, drugs, and narcotics on its property and in company-owned vehicles

and/or being under influence of the same while being on Otter Tail Power Company property. Every contractor and its employees shall know of and abide by the specific provisions of these rules. Anyone taking prescription medications which could cause adverse effects should report these conditions to their supervisor.

6. No firearms (loaded or unloaded) are allowed on Otter Tail Power Company property or jobsites.

Safety rules

The Safety Services Department provides information and technical expertise to Otter Tail Power Company employees and contractors. In the event that a contractor needs additional information they should contact an Otter Tail Power Company representative. All Otter Tail Power Company employees and contractors have the authority to temporarily suspend any job if conditions exist for serious injury or death.

Designated Otter Tail Power Company representative

Otter Tail Power Company representative will take steps to ensure contractor compliance with the contract, including adherence to all safety rules and regulations.

Contractor

It is the responsibility of all contractors to instruct their employees in the recognition and avoidance of unsafe working conditions and all regulations applicable to their work environment. The regulations are designed to control or eliminate any hazards or exposure to illness or injury in accordance with applicable OSHA guidelines. The responsibilities include, but are not limited to, the following:

- Training employees in safety and health aspects of their jobs.
- Informing employees of the nature and hazards of the materials and equipment used in their work.
- Ensuring that the employees have the necessary safety equipment and that it is being used properly.
- Ensuring that periodic safety inspections are conducted.
- Ensuring that safety violations in their areas are corrected.
- Enforcing all safety rules and regulations.
- Investigating injuries, accidents, and near misses and properly reporting them to Otter Tail Power Company and other officials necessary.
- Submitting Contractor Safety Orientation Sheet to Otter Tail Power Company representative prior to beginning project.
- Reporting any changes of employees to the designated Otter Tail Power Company representative.
- New employees shall not be allowed on site until they have received a job briefing.

- If a contractor has not taken sufficient measures to provide protection for their employees or equipment, the costs of providing such will be back-charged to the responsible contractor.
- If a hazardous condition is found, the contractor must notify Otter Tail Power Company within two (2) days.

Contractor employees

This Safety Orientation Manual is provided to the contractor. This manual contains commonly encountered hazards and safety procedures for accident prevention and specific operating procedures for various departments or operating units.

Employees are responsible for following safety rules and reporting potential safety hazards to their supervisors so that corrective action can be taken.

Contractor employees are expected to be trained and equipped to handle all hazards encountered. The contractor is responsible for training and providing necessary equipment to its employees.

Policies and procedures

I. Emergency reporting procedures

The contractor shall make provisions that will ensure prompt medical attention is available to employees and visitors to the job site in case of injury. First aid supplies shall be accessible to employees and first aid kits shall be kept on site. All employees will be instructed as to emergency reporting procedures.

II. Personal protective equipment

Contractors shall ensure that their employees' personal protective equipment is in good condition. Personal protective equipment shall include but not be limited to the following:

- I. Eye protection
 1. All contractors' employees shall wear industrial safety glasses. The glasses must meet ANSI Z87.1 standards.
 2. Face shields or goggles shall be used for grinding and chipping operations. Welding hoods shall be worn when electric arc welding. When acetylene welding or cutting operations are in progress, welding goggles shall be worn.
- II. Hearing protection

Hearing protection shall be worn working around high noise level areas.
- III. Respiratory protection

Respiratory protection shall be worn in accordance with the appropriate respiratory protection program.
- IV. Foot protection

All contractors' employees shall wear protective footwear meeting ASTM F2413-05 M 1/75 & C/75 standards when there is a danger of foot injuries due to falling or rolling objects. Proper types of shoes should be worn to prevent slips and falls.

V. Hand protection

All contractors' employees shall wear proper gloves to provide hand protection from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.

VI. Head protection

All contractors' employees and visitors shall wear hard hats meeting the requirements of ANSI Z89.1.

VII. Fall protection

Fall protection in compliance with OSHA regulations shall be worn and used on elevated work where fall hazards exist.

VIII. Suitable clothing

1. Contractor employees working with or near combustible or flammable liquids, gasses, or materials should wear clothing made from natural fiber material or fire-retardant treated material.
2. Contractor employees exposed to hazards of flames or electric arcs while working on or near energized lines or equipment shall wear clothing consisting of natural fibers (cotton, wool, silk) or approved fire-retardant clothing.

IX. Flotation devices

All contractor employees working on rivers, lakes, or similar impoundments shall wear approved life vests.

III. Housekeeping

Clean and orderly work areas encourage safe work habits. Good housekeeping helps prevent fires.

- A. Tools and working materials should be stored in proper storage places.
- B. Trash and scrap should be stored in correct containers.
- C. Materials should be properly stored.
- D. When working in buildings, keep floors clear of tools and other materials that could cause hazards.
- E. Hazardous materials shall be used, stored, and disposed of in accordance with all government regulations.

IV. Motor Vehicles

Vehicles and mobile equipment are to be operated in a safe manner at all times only by trained qualified personnel.

- A. The driver is responsible for the safety of all passengers and the stability of materials being transported.
- B. All speed limits and traffic signs must be obeyed. Pedestrians always have the right of way.
- C. Seat belts shall be used at all times. No one shall ride as a passenger on forklifts or other mobile equipment unless a safe passenger seat with a seat belt is provided.

V. Tools and Equipment

- A. Each tool or piece of equipment should be given a visual inspection before each use. Defective tools should be tagged immediately and not used until repaired.
 - 1. Tools and equipment must be in good condition and maintained in such condition.
 - 2. Only qualified persons are to use tools and equipment.
 - 3. Tools or guards are not to be altered.
 - 4. Tools are to be used only for their designed purpose.
 - 5. Personal tools are subject to inspection at anytime and regardless of ownership may be prohibited from use.
 - 6. Tools must not be used if guards are removed.
- B. Lifting and rigging
 - 1. Know the proper use of all lifting, rigging, and load attachment devices.
 - 2. Never raise a load over people.
 - 3. Use tag lines to control a load.
 - 4. Know the weight of the load being lifted. Slings and other fittings shall be of sufficient strength, proper type, and safe for their intended use.
 - 5. Barricade area to prevent personnel from walking under the load.
- C. Ladders and scaffolds
 - 1. Use both hands when climbing a ladder. Hoist tools up after you reach your work position.
 - 2. Inspect ladder each time before climbing. Don't use a ladder with any damage or contaminates that would make it slippery or unsafe to climb.
 - 3. Always tie off extension ladders to prevent them from falling.
 - 4. Scaffolds shall be equipped with mid-rails, hand-rails, and toe boards.
 - 5. All standing scaffolding (assembled in place) must be approved by the contractor prior to use each day and shall be in accordance with 29CFR 196.451.
 - 6. Footings or anchorage for any scaffold shall be sound, rigid, and capable of carrying the maximum load without settling or displacements.
 - 7. No unstable objects, such as concrete blocks, shall be used to support scaffolds or planks.
 - 8. Any weakened or damaged part of a scaffold shall be repaired or replaced immediately.
 - 9. All scaffold planking shall be free of knots and cracks and shall completely cover the work platform.

10. Scaffold planks shall be laid tight, cleated at both ends or overlapped a minimum of 12 inches and nailed or bolted to prevent movement. Overlaps should occur directly above scaffold supports.

11. Safe access shall be provided to the work platform on all scaffolding.

D. Special equipment

1. Contractor shall supply its employees with equipment that is safe to use and will be responsible for inspecting equipment before its use.

2. Never exceed the limits or ratings of the equipment being used.

VI. Fire protection

A. Fire protection and emergency equipment must be kept free and clear from obstructions at all times. Fire hoses shall not be removed from their racks except for the purpose of extinguishing a fire.

B. Otter Tail Power Company reserves the right to limit the use and amount of flammable and combustible materials stored on site and designate specific areas or the site for storage of such materials. Storage shall be in proper containers as per 29 CFR 1926 Construction Standards, Subpart F.

C. Flammable debris shall be placed in proper containers with covers and removed on a regular basis. The contractor is responsible for providing a sufficient number of the properly rated fire extinguishers at each work site. Contractor employees shall be trained in the proper type and operation of fire extinguishers prior to the start of each job.

VII. Fuel and chemical spills

Otter Tail Power Company shall be promptly notified of any fuel, chemical or hazardous substance spill. Clean up of spills shall be in accordance with Otter Tail Power Company, state, and federal regulations.

VIII. Welding and cutting

A. Only cables with insulated connectors are permitted. Cables running along walkways, doorways, or in any work areas shall be grouped together and placed to one side.

B. Welding cables or leads subject to damage shall be suspended or otherwise protected from hazards.

C. Fire watch will be required while cutting and burning and until all glowing embers are extinguished.

D. Welding and cutting operations shall be shielded by non-combustible or flame-proof screens.

E. All compressed gas cylinders shall be secured upright, kept in an approved storage area, and labeled.

IX. Confined space entry

Confined space refers to any space, which by design has limited openings for entry and exit and/or unfavorable, natural ventilation. Confined spaces include but are not limited to storage

tanks, boiler drums, transformers, ventilation and exhaust ducts, tunnels, underground vaults, and pipelines.

- A. To enter a confined space, the contractor shall use a confined space entry permit system.
 1. Testing will be done prior to the entry of any confined space. Testing will be performed to detect the following:
 - Oxygen content
 - Flammable vapors
 - Probable toxic gasses
 2. All people engaged in work in a confined space shall be instructed in as to the hazards involved and rescue and emergency procedures prior to beginning work on a project.

X. Work area protection

- A. When work is conducted that could create a hazard from falling objects, obtrusions, openings, or displaced vehicle or personal traffic, work area protection should be used.
 1. Barricades should be used to call attention to a hazard and to protect people from the hazard.
 2. All personnel are not to enter barricaded areas unless they are required in the area and are aware of the hazards that exist.
 3. Signs, flags, cones, and flaggers shall be used when vehicle or pedestrian traffic is to be displaced or controlled.
 4. All traffic control shall be placed in accordance with the governing state and federal laws that apply.
 5. Flaggers, when used, shall be trained before starting the job.

XI. Safe Working Practices Near Energized Facilities

A. Purpose

This procedure provides instructions to prevent accidental contact with company-owned energized equipment, lines, etc. per OSHA 29 CFR 1910.331 et.seq. by employees, non-employees, and personnel of contractors hired by the company.

B. Scope

During the course of business, persons not employed by Otter Tail Power Company, and lacking electrical experience (non-qualified persons) may need to enter or work near energized facilities. In order to prevent injury to such non-qualified persons, the following procedures apply, including any situation where exposure to energized facilities exists whether in a generating plant, a substation, or any other potentially hazardous location.

C. Qualified personnel

A qualified person is one who is trained by work experience or education to be knowledgeable about the electrical equipment or facilities located where the work is to

be performed and who understands the safety and health requirements for the situation. Qualified persons shall be at minimum trained and familiar with the following:

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 required for the corresponding voltages to which the qualified person will be exposed, per the following table.

Nominal Voltage	Distance Phase to Ground (ft-in)	Phase to Phase (ft-in)
50 - 300 Volts	Avoid Contact	Avoid Contact
300 - 750 Volts	1-1	1-1
751V – 5.0 kV	2-1	2-1
5.1 – 15.0 kV	2-2	2-3
15.1 – 36.0 kV	2-6	2-11
36.1 – 46.0 kV	2-9	3-3
46.1 – 72.5 kV	3-4	3-11
115 kV	3-9	4-8
230 kV	6-7	10-1
345 kV	11-2	18-1

Additionally:

- Only qualified persons may work on electrical circuits, parts, or equipment which has not been de-energized, tested and grounded.
- A qualified person must wear the proper insulating protective equipment that is properly tested and rated for the voltages being worked with.
- A qualified person may have combined responsibilities provided the person is qualified to perform each responsibility; for example, a foreman of the job and responsible for site safety.
- A qualified person may be an Otter Tail Power Company employee, independent contractor, or an employee thereof.

- A qualified person is responsible for preventing access by non-qualified persons or others to substations or areas where imminent danger may exist, unless and until specific instructions have been given to the non-qualified person indicating the danger present, and explicit instructions have been reasonably deemed to be understood. (For example, they have been repeated back.)
- A qualified person is responsible for installing or implementing adequate barriers, positive locking devices, or obvious warning signs, tapes, tags, etc., on any energized equipment within the proximity of work to be done, or for de-energizing and grounding equipment whenever possible for the purpose of protecting non-qualified persons from coming in contact with energized electrical sources or other harmful sources of energy.

D. Non-qualified personnel

1. Non-qualified personnel shall be prevented from making contact with energized facilities by implementing the following actions:
 - Whenever non-qualified persons are to enter or engage in work which is in close proximity to energized facilities, the responsible Otter Tail Power Company employee shall designate a qualified person for each site to initiate, monitor, and enforce safety and health practices.
 - When a non-qualified person is to work in an area containing exposed live parts or overhead lines, the location shall be such that the person and longest conductive object they may handle or contact will not come closer to any unguarded energized part or line(s) than the following distances:
 - For voltages to ground 50 volts to 50kv - 10 feet.
 - For voltages to ground over 50kv to 345kv - 13'.
 - For voltages to ground 345kv and above 18' 1".
 - Non-qualified persons shall not be left alone in dangerous proximity to an energized facility.
 - When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded by ropes, barricades, shields, etc., to protect non-qualified persons from coming in contact with the live parts.
 - Violation of this policy shall be grounds for termination of the job contract.

XII. Excavating

- A. Excavations must comply with 29 CFR 1926.651.
- B. Sloping, shoring, and bracing must be properly used to prevent the possibility of cave-ins.
- C. All trenches and excavations shall be properly barricaded or covered two (2) feet back from the edge of the excavations to prevent persons and equipment from falling into the excavations.

- D. All walkways or ramps crossing over excavations shall be securely fastened and equipped with guardrails.
- E. Prior to any excavation or trenching, each contractor must notify their respective One Call Underground Facility location center to determine whether underground facilities (sewer, water, telephone, fuel, electric lines, etc.) may be encountered and where they are located.
- F. Excavations shall be inspected by competent contractor personnel each day.
- G. All banks five (5) feet high or more shall be sloped to the angle of repose (the greatest angle above the horizontal plane at which a material can lie without sliding) or shall be adequately shored in accordance with 29 CFR 1926.652 (b).
- H. Ladders or steps shall be provided in all trenches four (4) feet or more in depth. Ladders or steps shall be located to require no more than 25 feet of lateral travel before having access to an exit.
- I. Material excavated shall be stored at least two (2) feet from the edge of the excavation or trench and shall be barricaded to prevent material from falling into the excavation.
- J. Hi-visibility clothing shall be worn when doing any excavating or earth moving.

XIII. Lockout/tagout

A clearance is provided for the protection of individuals responsible for work being performed on an item or equipment that all sources of energy have been and will remain isolated.

All hazardous energy isolation will be done in accordance with an approved lockout/tagout program.

All non-company personnel engaged in activities on company properties shall request and receive clearance through their Otter Tail Power Company representative. The responsibilities of those individuals authorized to receive clearance shall include verifying that an item of equipment is sufficiently cleared to allow work on the item to proceed safely and that timely release of the clearance will be given after the work has been completed.

XIV. Environmental safety policy

Otter Tail Power Company operates under federal and state environmental agencies and abides by all of its regulations. Furthermore, Otter Tail Power Company is committed to protecting the environment and requires all onsite contractors to comply with the general rules described in this booklet. The contractor shall follow basic intentions of all the environmental work rules including but not limited to those found in this booklet.

- A. Spills or uncontrolled discharges
 1. No lubricant/ chemical/ compound, in any form, will be discharged from its original/ intended container onto plant grounds/ facilities or into storm water or treatment systems without direct permission from the Otter Tail Power Company project manager. (This includes significant volumes of water.)

2. No lubricant/ chemical/ compound, in any form in any container, will be left unattended in any area where a potential exists for damage from activities (i.e., vehicle traffic, persons working, spillage, uncovered where rain/ snow will overflow, temperature extremes, etc.).
 3. No lubricant/ chemical/ compound in any form, will be located where, if any container leakage or overflow occurs, the contents will enter the storm water or building treatment systems. Therefore, lubricants or chemicals onsite will be required to be stored properly in solid, well-maintained containments which function properly (i.e. equipment engines, hydraulic systems, fuel systems, oil/ lube containers, chemical containers/ equipment).
 4. If a spill or leakage occurs, the contractor shall contact the Otter Tail Power Company project manager immediately. The project manager will help assess and minimize the situation. DO NOT HESITATE to report difficulties or ask questions.
 5. The Contractor is responsible for cleanup and reporting of spills originating from Contactor's activities.
- B. Hazardous chemicals/regulated materials
1. The Contractor shall comply with federal, state, and Otter Tail Power Company regulations for disposal of hazardous chemicals and other regulated materials.
 2. The Contractor shall remove all of its hazardous chemicals and regulated materials from Otter Tail Power Company property for proper management such as reuse subsequent sites or approved disposal.
 3. At no time shall the contractor dispose of its hazardous chemicals or regulated materials in Otter Tail Power Company dumpsters or waste facilities including empty containers of such waste without prior approval.
 4. All chemical containment shall be leak proof.
- C. Regulated materials include but are not limited to the following:
1. New or used oils or lubricants, including transformer oil.
 2. Waste solvents, including any liquid waste containing any amount of solvent.
 3. Waste paints, including paints and thinner waste from brush rinsing as well as sandblasting wastes or other surface penetration wastes.
 4. Waste anti-freeze.
 5. Lubrication filters.
 6. Aerosol containers.
 7. Batteries, including nicad batteries or lead-acid batteries.
 8. Pesticides and/ or their containers.
- D. Training: Contractors' employees shall be trained in the safe and proper regulated material handling practices.
- E. Chemical inventory program: Before bringing any chemicals onto Otter Tail Power Company property, contractor shall submit a safety data sheet of all chemicals by name and amount (pounds or gallons) that it plans to bring on site.

XV. Right to Know

The contractor shall be responsible for compliance with all current Right-to-Know Legislation. The contractor shall notify Otter Tail Power Company of the intended use of all hazardous materials, including but not limited under, OSHA 29 CFR 1910.1200 hazard communication. The contractor shall provide Otter Tail Power Company with all pertinent material safety data sheets prior to use or storage of materials on Otter Tail Power Company property.

- A. The following areas need to be specifically covered by the contractor with all persons or employees involved on the worksite:
 1. Determining the hazards of chemicals.
 2. Providing safety data sheets.
 3. Proper labels and labeling on all containers.
 4. A written hazard communication program.
 5. Employee information training.

Safety orientation affidavit

I acknowledge receipt of the Otter Tail Power Company Energy Delivery “Contractor Orientation Program” that includes the safety rules, policies, and environmental policies including the following topics:

Introduction

Worksite safety rules
Other safety rules
Environmental safety rules

Worksite rules

Safety rules

Designated Otter Tail Power Employee

Contractor

Contractor employees

Policies and procedures

- I. Emergency reporting procedures
- II. Personal protective equipment
- III. Housekeeping
- IV. Motor vehicles
- V. Tools & equipment
- VI. Fire protection
- VII. Fuel & chemical spills
- VIII. Welding and cutting
- IX. Confined space entry
- X. Work area protection
- XI. Safe working practices near energized facilities
- XII. Excavating
- XIII. Lockout/tagout
- XIV. Environmental safety policy
- XV. Right to know

Contractor supervisors signature: _____ Date: _____

Company name: _____

Otter Tail Power Company witness: _____