

PSP- TEMPLATE





Project Safety Plan (PSP)

Purpose/ Intent:

To provide a structured document that details the scope of construction work and related safety controls for management review and tradesperson training.

Definition

Project Safety Plan – A structured document that details the scope of construction work and related safety controls for management review and tradesperson training. This document is not intended to be all-inclusive and does not represent all safety practices with which the Kent Power is expected to comply.

Procedures

1. Upon award of work, the Project Safety Plan (PSP) template will be completed with relevant job information.
2. Project Manager distributes PSP to Customer for review and comment.
3. The Customer will review the document prior to work commencing.
4. Kent Power will review the PSP prior to beginning work on site with each of their tradespeople, subcontractors, and as needed throughout the course of the project.

Goals

1. Pre-planning/pre-construction tool for contractors to create a playbook for field personnel
2. Resource for field personnel to create daily work plans and THAs
3. Identify and mitigate potential project hazards
4. Address questions and concerns related to environmental, health and safety for field implementation
5. Promote Zero Harm



Project Safety Plan (PSP)

Kent Power Oversight Program - Project Safety Plan

This plan shall be completed and reviewed with the Customer & Safety Manager before work commences. Completed plans shall be maintained and kept onsite with the project file.

Contractor Company:	Kent Power Inc		
Project Name:			
Project Address:			
Mobilization Date:			
Project Scope:			
KENT POWER	NAME	PHONE	EMAIL
Project Manager			
Superintendent			
Safety Representative			
General Foreman			
Foreman			
Project Safety			
SUBCONTRACTOR(S) / ROLE	NAME	PHONE	EMAIL
Contractor Type	Name	Phone	Email

CUSTOMER CONTACTS	NAME	PHONE	EMAIL
Superintendent			
Lead Safety Advisor			
Safety Advisor			
Project Manager			
Environmental Advisor			
Environmental Coordinator			



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Life Critical Rules

Life Critical Rule definition

The following Kent Power safety rules will reduce the potential to cause death and/or serious injury to self, others and/or significant property damage.

1. **Drugs & Alcohol** - Do not report to work or operate any company property while under the influence of alcohol or illegal drugs.
2. **Excavation** - Excavation shall be done in a manner that does not endanger the employees engaged in the work. All excavations in unstable soil and all excavations that are five feet or more deep shall be properly shored or sloped before entering excavation.
3. **Fall Protection** – Wear fall protection devices in the manner it was intended and in situations where it is required.
4. **Minimum Approach Distance (MAD)** – Never work within the MAD of live or potential conductors without the use of rubber gloves & sleeves and the proper use and installation of cover up when required. This includes primary and secondary rated rubber gloves, and insulating and isolating devices such as link sticks and hot sticks as required.
5. **Accidental Ignition of Gas** – Never work on or within the area (plume) of an uncontrolled release of gas.
6. **Enforcement** - All Kent Power employees are required to intervene, correct and report any Life Critical Rule violation by coworkers or subcontractors. Employees witnessing the violation without intervention, as well as the employee committing the violation will be held accountable.

Life Critical Rule Disciplinary Action Policy:

1st Violation; 3 day suspension (up to and including termination depending on severity and past offenses)

2nd Violation; Termination (for violation of the same Life Critical Rule)

*Life Critical Rule violations will be based on the employees past 12 months history



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General Requirements – Project Information

- a) ☐ Kent Power has performed a job hazard assessment to identify complex tasks that will be performed on the project.
- b) ☐ Kent Power has conducted a field visit to review and identify site conditions anticipated for the project.
- c) ☐ Work Hours / Work Days
 - a. ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
 - ☐ Saturday
 - ☐ Sunday
- d) ☐ Tradesperson parking location: *Insert parking location here.*
 - Location should be a minimum of 30 feet off from the roadway, or strategically placed behind trees, fences, or other divider from public vehicle traffic
- e) ☐ Site Logistics – A site logistics plan has been created and map/drawing has been included as an attachment to this plan. Site access is found to be un-obstructed with no limitations on vehicle/mobile equipment access.
☐ N/A
- f) ☐ Haul Routes – Routes have been established and a map has been included as an appendix to this PSP. Haul route maps shall be distributed to vendors and subcontractors. Determine obstacles to a safe delivery; identify low wires, narrow roads, low bridges, congested traffic areas, road/bridge weight capacity, etc.
☐ N/A
- g) ☐ Traffic Control – Will employees be exposed to regular vehicle traffic? A traffic control plan has been included as an appendix to this PSP.
☐ N/A
- h) ☐ Public Protection – Areas where construction activities could potentially harm others working or walking nearby have been identified and consideration has been given to properly barricade with appropriate signage identifying the hazard.
- i) ☐ Fuel Storage – Has a fuel storage area been designated on the site logistics plan?
☐ N/A

☐ Kent Power has determined appropriate signage for all construction entrances, including pole lay down yards and general equipment storing areas. (*E.g. Trucks entering and exiting roadway, overhead utility lines, etc.*)
☐ N/A
- j) ☐ Kent Power has considered temporary restrooms and included how many are necessary for the project.
☐ N/A

General Requirements – Emergency Planning

- a) ☐ A minimum of two currently trained persons in First Aid and CPR will be present for each crew.
- b) ☐ Emergency Action Plan Developed?
- c) ☐ Have local services been contacted to verify capabilities of confined space and/or open-hole rescue?
☐ N/A



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Emergency Action Plan

Kent Power Safety – Prepared by, Job Title

Project Name:

Project Address:

EMERGENCY CONTACTS:

- **FOR AN EMERGENCY – DIAL 911**

- **Safety Director :** [REDACTED]

- **Customer Security Hotline:**

- **CUSTOMER Security Hotline:**

- **Fire & Rescue Squad (Local):**

- Name:

- Address:

- Phone:

- **Medical Facility – Emergency**

- Name:

- Address:

- Phone:

Note: Location and directions (including maps) to the nearest facility are required. Kent Power, Subcontractors and their workers must drive the route from the job site to the nearest medical facility before any work activities begins at the site.

- **Medical Facility – Non-Emergency / Drug/Alcohol Testing**

- Name:

- Address:

- Phone:

- **State Police**

- Name:

- Address:

- Phone:

- **Local Police / Sheriff**

- Name:

- Address:

- Phone:



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SITE LOCATIONS:

Muster Area: Foreman's Pickup

Fire Emergency: Kent Power Foreman's pick-up or direction of Kent Power Supervision on-site.

Site Evacuation Route: Kent Power on-site supervision will make final decision based on the reason for the evacuation and where it is located. Generally, the route will be the safest way away from the work location and back to the main road. Then gather at the Foreman's pickup for roll call.

Bomb Threat/Violent Incidents: Remove yourself and/or crew from harm or any known threat in the area and call 911. Report to KP Management and CUSTOMER TCR. No threat can be discredited without an investigation

First Aid Supplies: All Kent Power vehicles are equipped with First Aid Kits and Bloodborne Pathogen kits

EMERGENCY PROCEDURES:

- **Emergency:** Notify Kent supervision/safety and the Customer Safety immediately, as well as, call 911. Send a crew member out to the main road and escort emergency vehicle to the jobsite. If injury(s) stay with injured employee and take appropriate steps based on the situation prior to medical services arriving. FA/CPR trained employees are on every crew and an AED is present.
- **First Aid:** Notify Kent supervision/safety and the Customer Safety immediately. Assess the situation, if not an emergency, then secure the injured employee and contact Medcor for further assistance.
- **Fire/Explosion:** Immediately notify Kent supervision/safety and the Customer Safety. If at the incipient stage, extinguish. However, if unable to extinguish quickly, call 911 and request Fire and Rescue support. We will send one employee out to the main road and escort all fire\emergency vehicles into the job-site. Supervision will determine if the fire has become too large to fight and will alert everyone to pull back and move upwind to a safe location and in an orderly manner.



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▪ **Severe Weather:**

It is the responsibility of the on-site Kent Power Safety Representative, or in absence, the Project Foreman, to monitor weather via the radio, internet, or television. The Foreman or Kent Power Safety Representative will take a roll-call of all employees in the event of an emergency.

- **Lightning** – Foreman and employees shall be informed of any monitored lightning strikes within 50 miles of the job site and be told to prepare for evacuation and secure equipment. Lightning within 6 miles of the job site or that which can be seen from the job site will result in cessation of all work and employees will report to the Muster Area as specified in the Emergency Action Plan, and then proceed to the Lightning/Severe Weather Shelter. Work can resume once lightning is not seen for at least 30 minutes.
- **Severe Weather** – In the event of severe weather, a decision shall be made to suspend work. All equipment must be secured. Employees will report to the Muster Area as specified in the Emergency Action Plan, and be directed to the Lightning/Severe Weather Shelter by the Foreman. Once weather is deemed safe, work may continue.
- **Tornado Watch/Warning** – In the event of a Tornado Watch (conditions are conducive for a tornado), employees will cease work, secure equipment and be directed to the Muster Area, as specified in the Emergency Action Plan. The Foreman will provide further instructions. If the Tornado Watch is upgraded to a Tornado Warning (a Tornado has been reported/seen), the Foreman will direct employees to the specified Tornado Shelter and remain there until conditions have become safe.

▪ **Fall Rescue Plan:**

KENT POWER FALL PROTECTION PROCEDURE

Appropriate means of fall protection shall be utilized at heights 6' or greater. Any employee utilizing fall protection shall be trained prior to their first use and annually thereafter. Fall protection shall be inspected daily by employees prior to use and immediately removed from service if any defects are identified. When working in aerial lifts or buckets employees shall utilize fall protection and be tied off to identified anchorage points. An immediate and safe rescue will be performed for any employee in the event of a fall.

KENT POWER FALL RESCUE PROCEDURE

In the event of a rescue, employees shall follow the training received in their annual pole top and bucket rescue training. Bucket rescue kits are provided for a fall rescue emergency. Crews shall discuss and prepare their rescue plan prior to beginning work each day in which employees trained in fall rescue shall be identified. Additional trained Kent Power employees may assist in rescue if necessary. Outside emergency rescue shall be contacted immediately and dispatched to the scene, in the event of a fall regardless if they can be rescued easily by Kent Power employees as suspension trauma can result in serious injury or death. The rescuers will need the lineman's expertise in energized situations. Verbal contact must be made within 6 minutes. No employee shall put themselves in harm's way.

- **Dig-in:** Notify Kent Power supervision/safety and the Customer Safety immediately. Assess the situation, if not an emergency, then secure the scene and contact the local utility for repair and further assistance.
- **Spill:** Notify Kent Power supervision/safety and the Customer Safety immediately. Assess the situation, if able to clean up using the spill kits onsite, start cleanup. If remediation is necessary Kent Power supervision will coordinate.



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EVENT REPORTING:

Kent Power Incident Reporting Process

Incident

Phone Calls: Crew / Foreman

- Call 911 if required
- Immediately call your supervisor (GF or Supt.) and report
- Notify the Safety Department (for direction on reporting and drug testing)
- If the incident is an injury, call Medcor at 1-800-775-5866

Phone Calls: GF / Superintendent

- Verify that emergency services and Safety have been notified.
- Notify the Customer if required
- Notify the Operations Manager / Office

Reports: Crew / Foreman

- Complete the correct forms and submit to the Safety Department (fax 616-678-4100) before the end of the shift (see back of this sheet of correct forms)

Safety Department:

Distribute report to management

- Support the report and investigation
- Submit report to the Customer within 48-hours (when required)

Investigation Superintendent:

- Review the completed report and call review team if desired
- Make notes of your review and any disciplinary action and submit copies to the Operations Manager for review and Safety for record keeping
- Complete Root Cause Investigation and forms (within 48-hours) for each injury, each at fault vehicle accident and all at fault property damage.

Description of an Incident: Injury, vehicle accident, property damage, theft, vandalism, customer audits, near misses and MIOSHA/OSHA visits.

Hazard Communication:

- Safety Data Sheets (SDSs) shall be kept on file by the Kent Power Safety Department and available for Kent Power and Subcontractor employee's and Owner's review upon request.

- i. Phone Number: *Kent Power Safety Department – 616-678-2452*
- ii. Website Address: *iPad 'Content' Application*
- iii. Password: *******
- iv. Location: *AirWatch Content > MSDS*

- All secondary containers must have contents labeled properly to identify the contents.



The following employees have reviewed the Emergency Action Plan for this site and verify that they understand and will abide by all the policies and procedures outlined.

[illegible]



Project Safety Plan (PSP)

General Requirements – Environmental Protection

- a) All Contractor and Subcontractor employees shall adhere to all applicable local, state, and federal regulations, all applicable permit and plan conditions, and requirements of the Customers Environmental Requirements Document.
- b) Owner shall have the authority to immediately stop Contractor's Work activity temporarily or indefinitely for operations resulting in noncompliance with applicable environmental requirements and regulations.
- c) All Contractor and Subcontract employees must be trained and qualified to conduct specific work activities in compliance with applicable environmental requirements and regulations.
- d) ☐ Contractor must appoint a qualified and competent environmental representative anytime Contractor has Subcontractors working onsite without Contractor present. This environmental representative must be onsite at all times while work is being performed by Subcontractor.
 - a Qualified and competent environmental representative: *Insert employee name and contact info here.*
- e) ☐ Contractor shall not commence work activities that are subject to environmental permits until such environmental permits and authorizations are in-place.
- f) Contractor must report spill events or other environmental noncompliance immediately to the project Customer Representative. If the Customer Project Representative cannot be reached immediately, report spill to Kent Power's and the Customer's Safety Departments.
- g) ☐ Project Specific Environmental Requirements:



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General Requirements – Personal Protective Equipment

MINIMUM PPE REQUIRED

The following is the minimum PPE to be worn on all jobsites. Additional PPE shall be determined by PPE Assessments on tasks being performed.

- Hardhat
- Safety Glasses or Prescription Safety Glasses with Side Shields that meet the specifications of ANSI Z87
- Approved hearing protection devices in designated areas
- The outermost layer of clothing on the upper body shall be high visibility and reflective
- Work gloves appropriate for the potential hazards of the job tasks.
 - *Note: Jersey gloves are not permitted to be worn as the only means of protection
- Safety toe shoes
 - *Note: athletic footwear and tennis shoes are prohibited
- Employees that climb structures shall wear a shoe with a defined heel
- 100% Fall Protection when climbing above 4 ft

- ARC rated clothing when working on or near energized equipment. When a shirt is worn as the outer layer, it must be a minimum of HRC2 ARC rated with long sleeves. Sleeves shall be rolled down and shirts buttoned with the shirt tails tucked into trousers.

- Qualified electrical workers shall wear appropriate arc flash clothing while working on or near exposed, energized part(s) of transmission and sub-transmission lines and any station equipment. The arc flash boundary is defined as being within fifteen (15) feet of any exposed, energized part being worked or three feet six inches (3'6") while inside a control house.
 - *Note: Arc flash clothing shall, at a minimum, meet an arc rating of 8 cal/cm².

General Requirements – Task Hazard Analysis

Before any work begins and before changing any work procedures or activity at any location, Kent Power employees will develop a Task Hazard Analysis (THA) and in a written report identifying all potential work site risks. The THA must include:

- 1) **Step-by-step plan** for the task to be performed;
- 2) Risks/hazards associated with the task;
- 3) Control measures that Kent Power will take to eliminate or control these potential risks/hazards.

KENT POWER THA/JOB BRIEFING PROCEDURE

All crews are required to complete a Daily Job Briefing (DJB) and Task Hazard Analysis (THA) at the start of each shift and discuss the day's jobs/tasks expected to be completed. The THA should include the appropriate break down of tasks and the crew shall identify the potential hazards associated with each task along with their plan of mitigation and/or elimination of the hazard. Once both the DJB and THA have been completed for the day the crew shall review and discuss the plan together and each crew member shall sign both documents acknowledging they've reviewed and discussed their content. If the work tasks/project stray away from those stated on the THA, the THA shall be updated to include the new tasks, hazards identified, and methods of mitigation/elimination. The DJB and THA shall be onsite at all times and reviewed after any extended break in work; ex: lunch etc. If any visitors come to the jobsite, the DJB and THA shall be reviewed with them and their signatures of acknowledgement obtained on both documents.

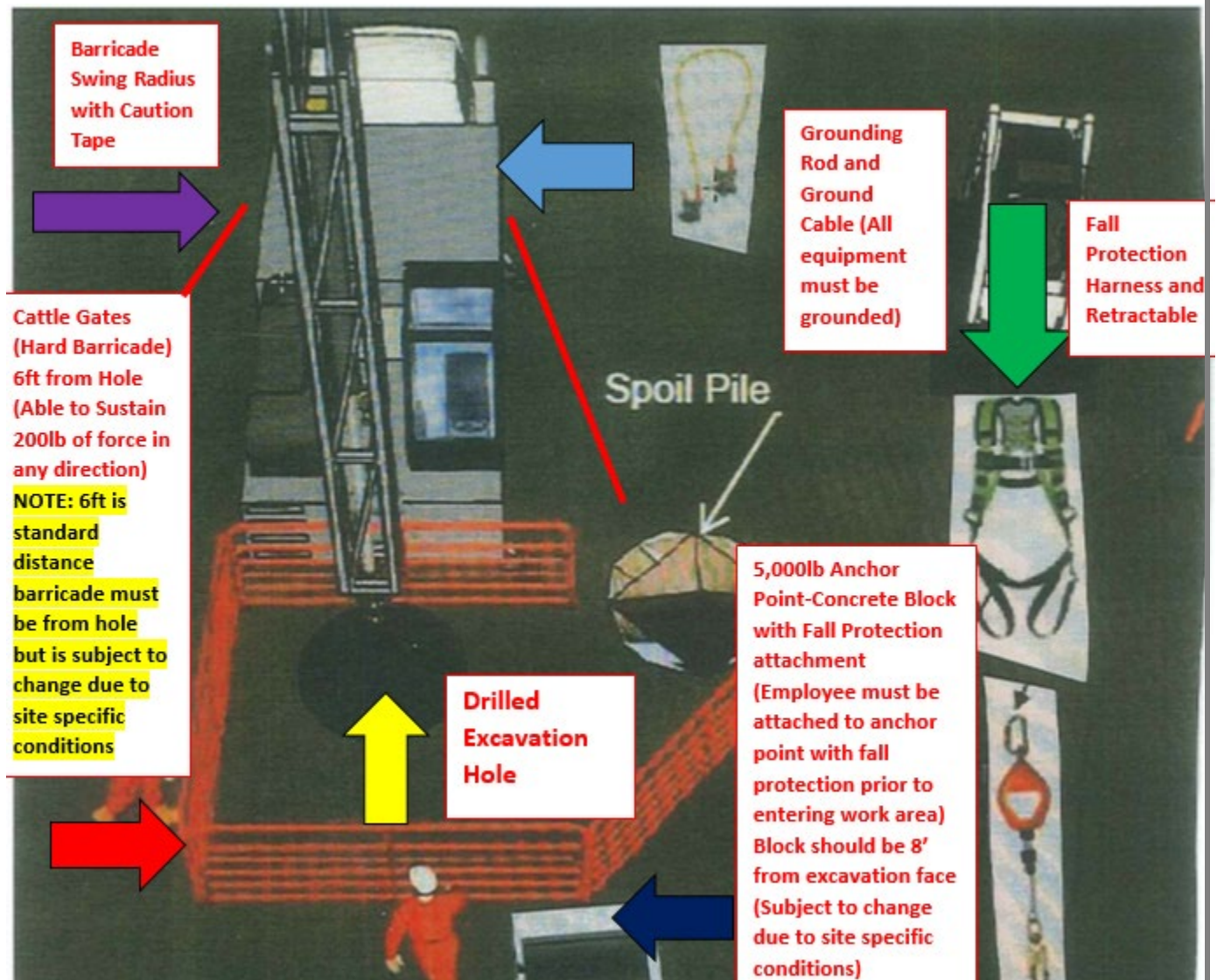
Project Safety Plan (PSP)

General Requirements – Civil Work / Excavations

☐ Not Applicable

- a) Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.
- b) ☐ Approval must be attained prior to using mechanical devices to perform excavations inside an energized substation.
- c) ☐ Drilled excavations 6 feet or more in depth and 30 inches wide shall be protected from falling by guardrail systems, fences, hard barricades or covers.

KENT POWER DRILLED EXCAVATION SETUP





Project Safety Plan (PSP)

General Requirements – Substation / Switchyards

☐ Not Applicable

- a) ☐ Clearance Order has been reviewed.
- b) ☐ Equipment under clearance, clearance holder, voltage, MAD, non-reclose, isolation points, grounding points, etc. communicated daily via Job Briefing and Task Hazard Analysis.
- c) ☐ Has a plan for induced voltage been established?

KENT POWER INDUCED VOLTAGE PROCEDURE

Kent Power crews shall install working grounds within sight of where they are to be working to the de-energized powerline. Clearances and permission shall first be obtained from the customer. When crews are removing the wire, they shall utilize traveling grounds on both ends of the line to ensure protection. All employees working on any piece of equipment shall be wearing their rubber gloves and sleeves when the conductor is being removed. All equipment that is tasked to remove the conductor will be grounded with the supplied and tested company grounds. Any equipment that is grounded shall be barricaded to prevent access. Employees operating the pullers shall stand on a rubber mat for additional protection with a fire extinguisher in the area.

- d) Excavation Inside Energized Stations – Approval must be attained prior to using mechanical devices to perform excavations inside an energized substation. Excavations must be barricaded completely at the end of each shift.
- e) ☐ Demolition / Tear-down – Has a detailed plan of how structures, bus, switches, foundations, etc. to be removed documented and included with the PSP?

General Requirements – T-Line Project

☐ Not Applicable

- a) ☐ Clearance Order has been reviewed.
- b) ☐ Equipment under clearance, clearance holder, voltage, MAD, non-reclose, isolation points, grounding points, etc. communicated daily via Job Briefing and Task Hazard Analysis.
- c) ☐ Has a plan for induced voltage been established?

KENT POWER INDUCED VOLTAGE PROCEDURE

Kent Power crews shall install working grounds within sight of where they are to be working to the de-energized powerline. Clearances and permission shall first be obtained from the customer. When crews are removing the wire, they shall utilize traveling grounds on both ends of the line to ensure protection. All employees working on any piece of equipment shall be wearing their rubber gloves and sleeves when the conductor is being removed. All equipment that is tasked to remove the conductor will be grounded with the supplied and tested company grounds. Any equipment that is grounded shall be barricaded to prevent access. Employees operating the pullers shall stand on a rubber mat for additional protection with a fire extinguisher in the area.



Project Safety Plan (PSP)

General Requirements – Material (Delivery/Handling/Laydown Area)

- a) Materials handling and storage shall comply with applicable material-handling and material-storage requirements in OSHA CFR 1926 Subparts V, N and CC.
- b) ☐ Energized Lines – Are there any overhead lines that will interfere with deliveries, material handling, storage or equipment?
- c) In areas to which access is not restricted to qualified persons only, materials or equipment may not be stored closer to energized lines or exposed energized parts of equipment than the following distances, plus a distance that provides for the maximum sag and side swing of all conductors and for the height and movement of material-handling equipment:
 - i. For lines and equipment energized at 50 kilovolts or less, the distance is 3.05 meters (10 feet).
 - ii. For lines and equipment energized at more than 50 kilovolts, the distance is 3.05 meters (10 feet) plus 0.10 meter (4 inches) for every 10 kilovolts over 50 kilovolts.
- d) In areas restricted to qualified employees, materials may not be stored within the working space about energized lines or equipment.
- e) ☐ How will material deliveries be received?
- f) ☐ Is there a designated material staging area laid out on the site logistics plan?
- g) ☐ Lifting/Rigging Plans – Documented lift plans have been completed for each critical lift.
☐ N/A

General Requirements – Equipment

- h) Equipment will immediately stop movement when clear visibility of the spotter is lost or there is any confusion between the operator and spotter.
- i) A designated employee other than the equipment operator shall observe the approach distance to exposed lines and equipment and provide timely warnings before the minimum approach distance is reached.
- j) Wind – What is the plan for cranes, bucket trucks, line trucks, aerial lifts, etc. when working in wind? What are the shutdown and safety operating speeds? Will there be a wind anemometer onsite?



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KENT POWER WIND PROCEDURE

AERIAL WORK

When performing aerial work, outside of material handling, Kent Power personnel will monitor the wind speeds with an anemometer. If winds exceed 28 miles an hour, or as recommended by the owner's manual; whichever is more stringent, Kent Power personnel will stop work and monitor the wind speed for 15 minutes. If wind speed subsides, work may continue. If high wind speeds continue, the crew will shut down until the wind subsides or work on other tasks that doesn't involve aerial work.

CRANES/MATERIAL HANDLING

When utilizing a crane or lifting device, Kent Power personnel will monitor the wind speeds with an anemometer. If winds exceed 20 miles an hour, Kent Power personnel will stop work and monitor the wind speed for 15 minutes. If high winds subside, work may continue. If high winds continue, the crew will shut down until the wind subsides or work on other tasks that don't involve cranes or lifting devices.



Project Safety Plan (PSP)

Civil Work/Excavation Example Self-Check Table

SOILS		
<input type="checkbox"/> Granular	<input type="checkbox"/> Cohesive	<input type="checkbox"/> Layered System
<input type="checkbox"/> Previously Disturbed	<input type="checkbox"/> Water or seepage present	<input type="checkbox"/> Sources of vibration present
<input type="checkbox"/> Spoils piles at least 2' back	<input type="checkbox"/> Cave-in or sloughing	<input type="checkbox"/> Fissures or cracking
<input type="checkbox"/> Soil Type(s): <i>List here.</i>	<input type="checkbox"/> Classification Method: <i>List here.</i>	<input type="checkbox"/> Tested by: <i>List here.</i>

UTILITIES	
<input type="checkbox"/> Public locate completed / dig number obtained	<input type="checkbox"/> Parallel utility trenches present
<input type="checkbox"/> Private locate completed	<input type="checkbox"/> Utilities supported, protected, shutdown
<input type="checkbox"/> Locates verified against 'as built' drawings	<input type="checkbox"/> Overhead power lines in area
<input type="checkbox"/> Determine what utilities are present in area: <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Storm <input type="checkbox"/> Sanitary <input type="checkbox"/> Fiber <input type="checkbox"/> Power <input type="checkbox"/> Cable	
<input type="checkbox"/> Has potholing been completed for designated utilities?	

PROTECTIVE SYSTEMS (MARK ALL THAT APPLY)	
<input type="checkbox"/> Sloping per OSHA appendix B	<input type="checkbox"/> Sloping per Registered Professional Engineer
<input type="checkbox"/> Benching per OSHA appendix B	<input type="checkbox"/> Benching per Registered Professional Engineer
<input type="checkbox"/> Trench box per manufacturers specs	<input type="checkbox"/> Manhole box per manufacturer specifications
<input type="checkbox"/> Other:	

MISCELLANEOUS (MARK ALL THAT APPLY)	
<input type="checkbox"/> Public protection in place and maintained	<input type="checkbox"/> Work zone traffic control in place and maintained
<input type="checkbox"/> Barricading / perimeter protection in place	<input type="checkbox"/> Hard barricade or soft barricade
<input type="checkbox"/> Obstruction supported	<input type="checkbox"/> Surcharge loads do not exceed allowable limits
<input type="checkbox"/> Ladder used for access	<input type="checkbox"/> Ramp used for access and maintained
<input type="checkbox"/> Access/egress within 25' per lateral travel	<input type="checkbox"/> Bridge over trench used and maintained
<input type="checkbox"/> Equipment back up alarms workings	<input type="checkbox"/> Water controlled / storm water protection
<input type="checkbox"/> Nuisance dust controlled	<input type="checkbox"/> Street sweeping maintained



Project Safety Plan (PSP)

Truck Loading/Unloading Checklist

General Conditions	Yes	No	Not Applicable
Is the trailer on stable level ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the wheels of the truck chocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the load trailer in acceptable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all equipment been inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Load Conditions			
Is the cribbing in acceptable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has stored potential energy been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the load is tiered, is it arranged in a stable manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have potential slip/trip hazards been removed from loading/unloading area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the load secured before installing tie-downs or cutting banding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the proper equipment/rigging being used to load/unload materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Hazard(s)	Corrective Action(s)

Additional Considerations

Personnel not directly involved in unloading materials should be kept out of the loading/unloading area. All personnel shall clear of the opposite side of equipment being unloaded. If material needs to be guided, taglines should be utilized to keep personnel employees out of the line-of-fire and away from pinch points. If at any time during the loading/unloading process direction is unclear or conditions change, the work shall **STOP**. The supervisor should be contacted to assess the situation, develop a plan of action, hold a new THA, and complete the loading/unloading safely.

Kent Power Supervisor:

Print: _____ Signature: _____

Date: _____



Project Safety Plan (PSP)

Truck Loading/Unloading Procedures

The Truck Loading/Unloading checklist must be completed for all materials being loaded and unloaded where equipment or rigging is required to assist in moving the material. This will ensure consistency across Kent Power.

For all loading/unloading operations:

- The driver must review the THA and don all PPE before exiting the truck.
- The driver must wait in a safe location while materials are unloaded. Additionally the driver shall be in view of the spotter and equipment operator at all times. This rule applies to any passengers that accompany the driver as well.
- Acceptable safe locations include: tool trailers, office trailers, or company trucks. The control house shall never be used for this purpose.
- If the spotter or equipment operator loses sight of the driver (& passengers), then work must be stopped immediately.
- Spotter duties and location will vary depending on the load, type of delivery, and equipment being used but must be planned prior to beginning the loading/unloading process.
- Loads that are delivered in layers must be unloaded one entire *single* layer at a time. If it is impossible to unload the entire layer at once, individual strapping must be used to secure the remaining portion of the load before unloading the individual item. Alternatively, two (2) pieces of equipment (e. g. forklifts) must be used on the back side of the trailer to act as blocks while unloading the other side. Only the two (2) methods stated above are acceptable. Cribbing, chocking, or wedging are *not* acceptable methods of securing a load during loading or unloading procedures.
- Extra straps may need to be available on-site as drivers often have a limited supply available and occasionally refuse to add additional strapping.



Project Safety Plan (PSP)

GROUND TRACKING FORM

Kent Power Inc.

Job/Line Name: _____

Apparatus Location: _____

Foreman: _____

Date: _____ **Time:** _____

Apparatus Installed: _____

Foreman Signature: _____

TSC Signature: _____

Date: _____ **Time:** _____

Apparatus Removed: _____

Foreman Signature: _____

TCS Signature: _____

Project Safety Plan (PSP)

VOLTAGE AND CORRESPONDING MINIMUM APPROACH DISTANCE (MAD)

NOMINAL SYSTEM kV	MINIMUM APPROACH DISTANCE (MAD)	
PHASE-to-PHASE kV	PHASE-to-GROUND FEET — INCHES	PHASE-to-PHASE FEET — INCHES
0.05 — 0.300	AVOID CONTACT	AVOID CONTACT
0.301 — 0.750	1 — 2	1 — 2
0.751 — 5	2 — 1	2 — 1
5.1 — 15	2 — 2	2 — 3
15.1 — 36	2 — 7	3 — 0
36.1 — 46	2 — 10	3 — 3
46.1 — 72.5	3 — 4	4 — 0
72.6 — 121	3 — 4	4 — 6
138 — 145	3 — 10	5 — 3
161 — 169	4 — 4	5 — 11
230 — 242	5 — 8	9 — 2
345 — 362	9 — 2	16 — 4
500 — 550	11 — 11	23 — 2
765 — 800	15 — 10	33 — 2

NOTE: FOR REFERENCE ONLY.

If a non-reclose order cannot be met, then Table 2 - OSHA Default Minimum Approach Distance shall be used.

Table 2: OSHA Default Minimum Approach Distance

VOLTAGE (kV) PHASE TO PHASE	PHASE TO GROUND DISTANCE (ft-in)	PHASE TO PHASE DISTANCE (ft-in)
72.6 -121	3-9	4-8
121.1-145	4-4	5-5
145.1-169	4-10	6-5
169.1-242	6-8	10-1
242.1-362	11-3	18-2
420.1-550	16-8	27-1
550.1-800	22-7	37-5

FOR REFERENCE ONLY



Project Safety Plan (PSP)

Site Logistics Plan