

Welcome!

Department of Public Utilities Contractor Awareness



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC UTILITIES

Division of Power



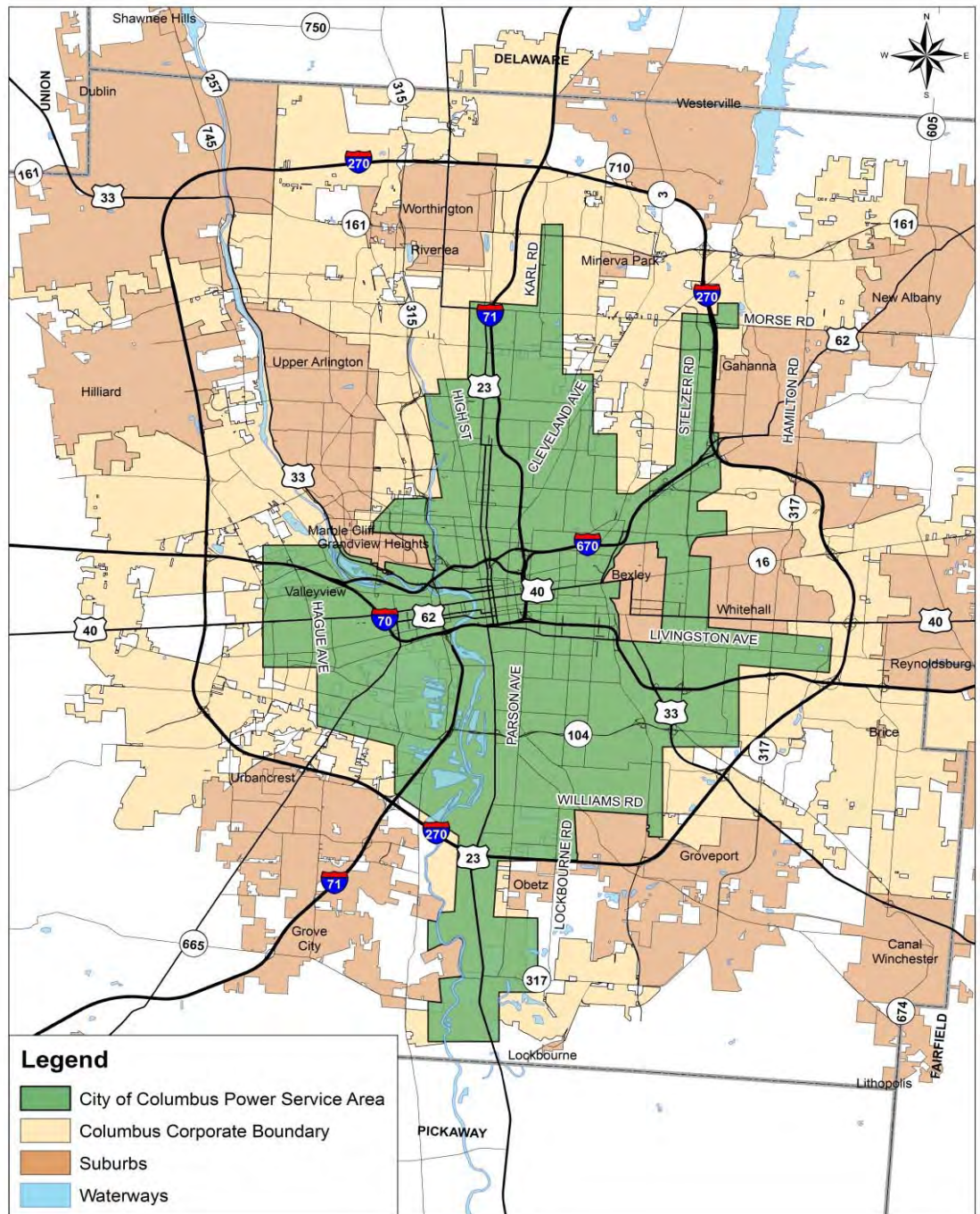
- Full-service, publicly-owned, not-for-profit electric utility
- Sells power to nearly 14,500 customers to fund a citywide streetlight program
- Owns 55,000 streetlights, maintains about another 5,000 more

Columbus Power Service Area



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Industry Standards Expectations

- Per Bid Specifications and as a minimum, Contractors shall follow and comply with all applicable OSHA and MUTCD Regulations (e.g. fall protection, LOTO, PPE, traffic/work zone etc.)
- Compliance with NFPA-70E – Arc Flash and PPE
- APPA Safety Manual (Contractor safety programs shall comply with applicable elements within)
- Contractors are responsible for developing all applicable safety programs, training their staff, and ensuring OSHA compliance (training records may be requested at any time)

Knowledge of Procedures Expectations

- Logging In/Logging Out with Dispatch
- Switching and Tagging (performed in coordination with DOP employees)
- Safety Violation Notices (will be provided as needed if procedures are not complied with)
- Project Debriefing (to be performed before each job)
- Project Kick-off (as coordinated with DOP staff)

Logging In & Logging Out Procedure

- Call to “Log in.”
- **Provide cell phone contact number.**
- Dispatcher will advise if trouble on the line in close proximity and monitor what work is occurring on the entire system.
- Dispatcher will call contractor if necessary to communicate safety precautions related to work on the system.
- **Critical to “Log out”** so central dispatch knows your work is completed.

Call 614-645-6129

Contractor Guidelines

- **No contractor staff** will be allowed to work on any DOP project or be allowed on site without verification that this training has been completed with every employee (roster is attached until an on-line application is provided)
- **No smoking** inside City facilities, substations, or within 50' of flammable areas/materials
- Submit outage requests in a timely manner
- Utilize *your* restroom, water, and parking areas



City of Columbus Department of Public Utilities

Contractor EMS Awareness Presentation



City of Columbus Environmental Policy Summary



- Comply with applicable laws, regulations, and other requirements
- Prevent pollution at its source
- Conserve resources through reuse, reclamation, recycling, and waste prevention
- Practice environmental stewardship and encourage others to do the same
- Continually improve environmental performance
- Utilize an Environmental Management System

What is an Environmental Management System (EMS)?



- A system of procedures and practices that is integrated into everyday operations
- Continuously communicates, manages, and verifies DPU's environmental responsibilities
- Reduces DPU's environmental impacts and supports the environmental policy
- Conforms to the ISO 140001 standard
 - ISO = International Organization for Standardization

Importance of Conformity



- Helps DPU to effectively and efficiently carry out its mission
 - Ensures compliance with laws and regulations
 - Helps DPU protect and maintain the environment
 - Helps DPU continually improve its environmental performance
- Environmental benefits of improved personal performance
 - Improved water, soil, and sediment quality by preventing spills of petroleum products and chemicals
 - Improved water quality by reducing collection system backups and combined and sanitary sewer overflows
 - Improved air quality by preventing releases of chemicals and other air contaminants

Potential Consequences of Departure from EMS Procedures



- Actual or substantial risk of harm to human health and the environment
- Unnecessary resource consumption
- Unnecessary waste generation
- Organizational and/or individual administrative, civil, or criminal liability for violation of environmental laws and regulations
- Reduced effectiveness of DPU's Environmental Policy

Significant Environmental Aspects and Impacts



- **Activity** Functions or duties that may have a positive or negative environmental impact
- **Environmental Aspect** An element of an organization's activities, products or services that can interact with the natural environment
- **Environmental Impact** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services
 - Example:
 - **Activity** = Changing oil in a piece of equipment
 - **Environmental Aspect** = Oil spill
 - **Environmental Impact** = Degradation of soil, water, and/or sediment quality

Associated Activities	Significant Environmental Aspect	Significant Environmental Impact
Sewerage Collection System Maintenance (Sewer Overflow)	Human/Habitat Interactions	Degradation of Aesthetics and Community Environment
Chlorine Gas Handling	Accidental Chlorine Gas Release	Degradation of Air Quality
Chemical Handling at Water or Wastewater Plant	Major Chemical Spill	Degradation of Soil, Water, and Sediment Quality
Petroleum Handling (Includes Oil-Filled Transformers)	Major Petroleum Spill	Degradation of Soil, Water, and Sediment Quality
Hazardous/Solid/Universal Waste Management	Waste Generation and Disposal	Reduction in Landfill Space

Roles and Responsibilities



- When performing work related to any of the items from the previous slide, be aware of the associated potential negative environmental impacts
 - implement measures to reduce negative environmental impacts
- Follow all site-specific procedures related to chemical handling, petroleum handling and waste management
- Notify the designated DPU contact immediately in the event of a release or spill of any kind
- All hazardous waste generated at DPU facilities must be reported to DPU each calendar month

EMS Contact



- Questions about the EMS can be directed to the DPU Environmental Management Representative

Tim Evans

Environmental Management Representative (EMR)

910 Dublin Road

Columbus, Ohio 43215

(614) 645-3290

taevans@columbus.gov

The background of the slide features a faded image of a modern building with large windows on the left and a utility sign on the right. The sign reads "City of Columbus DIVISION OF ELECTRICITY" and "Your Community Utility Partner. Since 1899". Below the sign, a smaller sign says "HAPPY PUBLIC POWER WEEK".

Patrick Garey
Safety Technician

614/645-1810

Jill Taptich

Safety Manager

614/645-7626

Safety After-Hours Emergency Line

614/719-9681

DOP Dispatch

614/645-6129

City of Columbus
Department of Public Utilities
Division of Power
Safety Violation Memorandum

The purpose of this memorandum is to provide documented Procedures to be followed when the Division of Power (DOP) safety procedures are being violated by affected personnel.

The Division of Power requires that:

1. Contractors must complete as well as verify the completion of the Contractor Safety Orientation attached (located on the designated City of Columbus on-line site provided) before any contractor staff shall be involved in any DOP project.
2. Affected jobs must be entered into the database for clearance of locking out and tagging out through DOP Central Dispatch.
3. Contractors must log in and log out daily when locking or tagging out equipment.

When violations occur the following steps will be taken:

1. One (1) documented verbal warning for **first violation**.
2. A verbal warning with a written notice of consequences for the **second violation**.
3. A written notice of violation for the **third occurrence**, and cessation of all work.
4. When a written violation occurs, a safety review meeting will be held with the DOP Administrator, Distribution Management, Safety Staff, and the affected Contractor.
5. The DOP Administrator and Distribution Management will determine any penalties or reprimands to be imposed.

**City of Columbus, Department of Public Utilities
Division of Power Violation Form**

DATE: _____ TIME: _____

PROJECT: _____

CONTRACTOR : _____

CONTRACTOR'S EMPLOYEE OR CREW: _____

SUPERVISOR: _____

SAFETY HAZARD(S): _____

INSTRUCTIONS FROM DOP Management or Safety Staff to the Contractor:

NOTE: WORK WILL NOT BE PERMITTED TO RESUME UNTIL ALL
UNSATISFACTORY CONDITIONS ARE CORRECTED.

The following have received of copy of this Citation:

CONTRACTOR'S EMPLOYEE: _____

SUPERVOR OF CONTRACTOR EMPLOYEE: _____

DIVISION OF POWER MANAGEMENT STAFF: _____

The OSHA 1910.269 information below may have been provided by way of the bid process and as the contractor you and your staff are responsible to ensure the knowledge of and compliance with this information. If you or your staff have any questions regarding this information, please contact the applicable Project Manager for additional guidance before proceeding with any part of the project.

1910.269(a)(3) *Information transfer.*

1910.269(a)(3)(i) Before work begins, the host employer shall inform contract employers of:

1910.269(a)(3)(i)(A) The characteristics of the host employer's installation that are related to the safety of the work to be performed and are listed in paragraphs (a)(4)(i) through (a)(4)(v) of this section;

Note to paragraph (a)(3)(i)(A): This paragraph requires the host employer to obtain information listed in paragraphs (a)(4)(i) through (a)(4)(v) of this section if it does not have this information in existing records.

1910.269(a)(4)(i) *The nominal voltages of lines and equipment,*

1910.269(a)(4)(ii) *The maximum switching-transient voltages,*

1910.269(a)(4)(iii) *The presence of hazardous induced voltages,*

1910.269(a)(4)(iv) *The presence of protective grounds and equipment grounding conductors,*

1910.269(a)(4)(v) *The locations of circuits and equipment, including electric supply lines, communication lines, and fire-protective signaling circuits,*

1910.269(a)(3)(i)(B) Conditions that are related to the safety of the work to be performed, that are listed in paragraphs (a)(4)(vi) through (a)(4)(viii) of this section, and that are known to the host employer;

1910.269(a)(4)(vi) *The condition of protective grounds and equipment grounding conductors,*

1910.269(a)(4)(vii) *The condition of poles, and*

1910.269(a)(4)(viii) *Environmental conditions relating to safety.*

Note to paragraph (a)(3)(i)(B): For the purposes of this paragraph, the host employer need only provide information to contract employers that the host employer can obtain from its existing records through the exercise of reasonable diligence. This paragraph does not require the host employer to make inspections of worksite conditions to obtain this information.

1910.269(a)(3)(i)(C) Information about the design and operation of the host employer's installation that the contract employer needs to make the assessments required by this section; and

Note to paragraph (a)(3)(i)(C): This paragraph requires the host employer to obtain information about the design and operation of its installation that contract employers need to make required assessments if it does not have this information in existing records.

1910.269(a)(3)(i)(D) Any other information about the design and operation of the host employer's installation that is known by the host employer, that the contract employer requests, and that is related to the protection of the contract employer's employees.

Note to paragraph (a)(3)(i)(D): For the purposes of this paragraph, the host employer need only provide information to contract employers that the host employer can obtain from its existing records through the exercise of reasonable diligence. This paragraph does not require the host employer to make inspections of worksite conditions to obtain this information.

City of Columbus
 Department of Public Utilities
 Division of Power
Contractor Training Verification

Contractor Name:	Date:
Contractor Project Manager:	
Supervisor/Manager confirming training has been completed:	

Print Name Legibly (use middle initial, and Sr. or Jr. as necessary)	Signature
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Print and use additional rosters as needed. Scan and send to Jill E Taptich, Safety Manager @ jetaptich@columbus.gov before your staff is scheduled to be on site. Random checks may be performed by DPU safety staff to ensure compliance.