

REVISED
June 27, 2003

MEMORANDUM

TO: Division of Electricity Employees & Contractors

FROM: Larry L. Marquis, P.E., Administrator
Division of Electricity

SUBJECT: CONDUCTOR SAFETY POLICY

- 1. This policy shall apply to any person who is to be working on live conductors, or any conductor which may potentially become live under any reasonably possible circumstance.**
- 2. Each person shall obtain the direct knowledge that their supervisor or other representative has contacted the City of Columbus, Division of Electricity, Central Dispatch Center (CDC) at 645-7627 and has:**
 - A. Given the exact location and description of the work to be done. Give the circuit number if known.**
 - B. Identified the Contractor the supervisor and crew properly.**
 - C. Assured that the Division of Electricity's Hold Card System has been properly followed. (Copy attached)**
 - D. Not proceeded with the work until specifically notified and approved by the Central Dispatch Center (CDC).**
 - E. Not proceeded with work until contractor personnel has completed attendance in the Contractor Safety Orientation with the Division of Electricity Safety Supervisor.**
- 3. Each person shall obtain the direct knowledge that an open communication link (radio, telephone, etc.) exists between their immediate supervisor or other representative while the work is in progress and when required by the Central Dispatch Center (CDC).**
- 4. Each person shall obtain the direct knowledge that their supervisor or other representative has notified the Central Dispatch Center (CDC) upon the completion of the work, and that the work is safe for re-energization if the work was de-energized.**
- 5. Each person shall consider the conductors energized immediately upon completion of the above designated notification.**

**MEMO TO: Division of Electricity Employees & Contractors
June 27, 2003
Page Two**

- 6. Each person shall obtain the direct knowledge that any de-energized conductor is properly grounded before proceeding with the work.**
- 7. Each person shall obtain the direct knowledge that the proper safety equipment, suitable for the work and in proper operating condition, is being used for the work, and that all safety operating techniques are being utilized.**
- 8. Each Contractor performing work on any City of Columbus, Division of Electricity conductor shall be completely familiar with this policy, including the Hold Card System, and shall furnish a COPY OF THIS DIRECTIVE TO EACH WORKER immediately prior to beginning the work.**
- 9. Each Contractor performing work on any City of Columbus, Division of Electricity conductor shall ascertain that each worker involved has the proper qualifications to safely and correctly complete the work, and each person engaged in the work shall be charged with this same obligation.**
- 10. Each person engaged in the work shall conduct themselves in a manner representative of the fact that their work affects the safety of themselves, their co-workers, and the public.**
- 11. If you should have any questions or concerns, please contact City of Columbus, Division of Electricity's Safety Supervisor, Twana Perry at 645-7179 or alternate number 774-9979.**

LLM:ns

Attachment: HOLD CARD SYSTEM

6/03
MIS-95

M E M O R A N D U M

**TO: ALL OPERATING PERSONNEL, GENERATING STATION,
DISTRIBUTION AND SUBSTATIONS**

**FROM: Jeff Robertson, Distribution Manager
Division of Electricity**

DATE: May 5, 2003

**SUBJECT: Personnel and Equipment Safety
HOLD CARD SYSTEM**

THIS DIRECTIVE WILL ESTABLISH A HOLD CARD SYSTEM WHICH IS TO BE USED BY ALL ENGINEERS, SUPERVISORS CONTRACTORS AND AUTHORIZED PERSONNEL, ATTACHED TO THE DIVISION OF ELECTRICITY, CITY OF COLUMBUS, OHIO.

HOLD CARD SYSTEM

- 1. A standard Hold Card System shall be used to provide electrical and mechanical clearance for the protection of employees and equipment.**
- 2. The Hold Card System, shall apply to all generating station and substation circuit breakers which are to remain in the open or de-energized position. The Hold Card shall be filled out to clearly explain why the breaker must remain in the open or de-energized position.**
- 3. The Hold Card System shall apply to all construction or maintenance crews working on electrical or mechanical operations. It applies to generating stations, substations, or any other field work to which the system can be made adaptable.**
- 4. Hold Cards shall be made out in the name of the Supervisor who is in charge of the job.**
- 5. One Supervisor shall not work under another Supervisor's Hold Card.**
- 6. When it is necessary to provide electrical or mechanical clearance on a job; Division of Electricity and Contractor Personnel must contact City of Columbus, Division of Electricity, Central Dispatch Center at 645-7627 to notify them of exact location and work to be performed; as well as Hold Cards, properly filled out, shall be attached to the valves, switches, or other controlling devices before work is started and while it is in progress. When contractors are working on the above listed devices, the authorized contractor personnel shall comply with their company OSHA Lock**

Out/Tag Out Program and comply with the Division of Electricity's Safety Program.

**MEMO TO: ALL OPERATING PERSONNEL, GENERATING STATION,
DISTRIBUTION AND SUBSTATIONS
May 5, 2003
Page Two**

- 7. When it is necessary to test lines or equipment before returning them to normal service, it shall be done only on approval of all employees having Hold Cards on the control devices of the lines or equipment involved, and after they have reported in the clear for testing of said lines or equipment. When the testing has been completed, everyone who has clearance shall be so notified and advised that the established clearances are again in effect.**
- 8. Hold Cards shall not be removed until the Supervisor in charge of the job has reported in the clear to the employee in charge of the operation of the equipment upon which the work has been performed.**
- 9. The employee in charge of the operation of the equipment which is being held shall not accept the word of any employee that the equipment is ready to be returned to service, other than the same employee for whom the Hold Card was originally issued.**
- 10. In case the employee for whom a Hold Card was originally issued is unable to report because of illness, accident, or any unavailable contingency which may arise; a supervisor in line of authority shall delegate a qualified employee to take over his responsibility and report for him to the employee in charge of the operations of the equipment which is being held. The above mentioned Qualified Personnel must have attended the Division of Electricity Contractor Safety Orientation with Twana Perry, Division of Electricity Safety Supervisor.**
- 11. After work is completed and all Hold Cards properly filled out; they will be forwarded to the Central Dispatch Center (CDC) for filing.**
- 12. City of Columbus, Division of Electricity, Central Dispatch Center (CDC) Telephone Number 645-7627, or an alternate phone number 645-9979.**
- 13. For questions or concerns, please contact Division of Electricity's Safety Supervisor, Twana Perry at 645-7179, or an alternate number 774-9979.**

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Revised May 5, 2003

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