Contractor Information Sharing

Information transfer between a contractor and the host is essential to the safety and well-being of employees. OSHA mandates this transfer of information must occur prior to work commencing on a host's system. The contracted employees must be provided with the information necessary to provide adequate protection and to insure supervision can perform adequate job-briefings. The host must ensure that contractor(s) and subcontractor(s) are provided with the following information:

1. The nominal voltage of lines and equipment
2. Maximum switching-transient voltages
3. The presence of hazardous induced voltages
4. The presence of protective grounds and the equipment grounding conductors
5. The location of circuits and equipment, including electric supply lines, communication lines, and fire-protective signaling circuits

The following information must be provided if info is available in existing records.

1. Condition of the protective grounds and equipment grounding conductors
2. Condition of the poles
3. Environmental conditions relating to safety

Additional items to be discussed depending on the nature of the work involved:

1. Enclosed space hazards other than electrical and atmosphere
2. Are the vaults accessed vented and are ventilation systems working? If not, will contractor supply ventilation?
3. What is the minimum approach distance used by host?
4. Are employees exposed to hazards from flames or electric arcs or is work being performed dead?
5. What is the estimated incident energy?
6. Are devices designed to open of close circuits under load conditions?
7. What are known sources of electric energy, back-feed, etc.
8. What is the fault current and clearing times in the work area?
9. Are protective grounds adequate to carry the expected load?
10. Is there a possibility of hazardous transfer if a fault occurs?
11. Are overhead structures capable of supporting the stress imposed by the work?
12. Any information particularly requested by the contractor

*** Sample information sharing checklist to follow

1910.269 Information Sharing Checklist:

NOTE: 1-5 MUST BE PROVIDED; 6-8 must be provided if info is available in existing records.

The Host must ensure that the contractor(s), subcontractors and all employees are provided information on the following:	**Items Provided During Review**	**Host Initials**	**Contractor Initials**
1. The nominal voltages of lines and equipment			
2. Maximum switching-transient voltages			
3. The presence of hazardous induced voltages			
4. The presence of protective grounds and equipment grounding conductors			
5. The locations of circuits and equipment, including electric supply lines, communication lines and fire-protective signaling circuits			
6. Condition of the protective grounds and equipment grounding conductors			
7. Condition of the poles			
8. Environmental conditions relating to safety			
Additional items to be discussed depending on the nature of the work involved:			
Do any enclosed spaces contain hazards other than electrical and atmospheric that could endanger the life of an entrant or could interfere with escape from the space?			
Are any of the vaults accessed vented and are ventilation systems working? If not, will the contractor need to provide ventilation?			
What is the minimum approach distance used by Host?			
Are employees exposed to hazards from flames or electric arcs, or is work being done dead?			
What is the estimated incident energy from an electric arc?			
Are devices designed to open or close circuits under load conditions?			
What are the known sources of electric energy, back-feed, etc. supplying electric circuits?			
What are fault current and clearing times in the work area?			
Are protective grounds adequate to carry the expected load?			
Is there a possibility of hazardous transfer of potential if a fault occurs?			
Are overhead structures capable of supporting stresses imposed by the work?			
Additional information requested by contractor:			
Signature by Employer Representative/Date	Signature by Contractor/Date		

Contract Employer - Safety Information Transfer	Effective Date & No. **N/A – N/A**	Document Control Number **Unassigned**

Project: Input name as it appears on contract document	**Contract Employer Company:** Input legal name of contract employer
Cooperative Contact: Input name of Coop authorized Point of Contact	**Contract Employer Authorized Contact:** Input name of Contractor authorized Point of Contact

Descriptive Scope of Work Location(s):

Input a boundary of the anticipated physical scope of work; this information will provide the scope of review for the following fields, but particularly fields 6-8.

General Safety Requirements:

- ☐ High Risk Contractors (*Construction, Electrical, Maintenance at Height, Vegetation Management, etc.*) must conduct documented pre-job safety discussions with all workers that will be involved in the job at the start of each shift, when the scope of work changes, and/or before new work assignments. These discussions must cover actual and potential hazards of the job.
- ☐ Contractors shall keep the job site neat, clean, and free of debris, trash, and hazards. Contractors shall store all materials in a neat and orderly fashion in a safe location.
- ☐ No worker under the influence of alcohol and/or drugs (other than prescribed) shall be allowed on the Cooperative's properties or job sites.
- ☐ All Contractor personnel reporting for work in an unfit condition to safely perform assigned work functions shall be immediately dismissed from the job site.
- ☐ Contractors shall have training and certification records, licenses, and other such documentation for their employees that are pertinent to the work being performed either on site or available within 24 hours and subject to review by the Cooperative Personnel, upon formal request.
- ☐ Inspection, maintenance, repair, and certification records of cranes, hoists, personnel lifts, scaffolds, excavation, etc., are subject to review by the Cooperative and must be readily available upon request.

THE CHARACTERISTICS OF THE COOPERATIVE INSTALLATION THAT ARE RELATED TO THE SAFETY OF WORK TO BE PERFORMED ARE LISTED AS FOLLOWS:

1. The nominal voltages of lines and equipment:

2. The maximum switching-transient voltages:

3. The presence of hazardous induced voltages:

4. The presence of protective grounds and equipment grounding conductors:

5. The locations of circuits and equipment, including electric supply lines, communication lines, and fire-protective signaling circuits:

CONDITIONS THAT ARE RELATED TO THE SAFETY OF THE WORK TO BE PERFORMED AND THAT ARE KNOWN TO THE COOPERATIVE ARE LISTED AS FOLLOWS:

6. The condition of poles:

7. Environmental conditions relating to safety:

OTHER REQUIREMENTS

Confined and Enclosed Space-Entry Requirements:
Insert brief description

Crane-Use Requirements:
Insert brief description

Hazard Communication Requirements:
Insert brief description

Environmental Requirements:

(1) *The Cooperative's responsibilities.* Before work begins, the Cooperative shall inform contract employers of:
- Information about the design and operation of the Cooperative's installation that the contract employer needs to make the assessments required by 29 CFR 1910.269 and/or 1926 Subpart V; and
- Any other information about the design and operation of the Cooperative's installation that is known by the Cooperative, that the contract employer requests, and that is related to the protection of the contract employer's employees.

(2) *Contract employer responsibilities.*
- The contract employer shall ensure that each of its employees is instructed in the hazardous conditions relevant to the employee's work that the contract employer is aware of as a result of information communicated to the contract employer by the Cooperative within this document and verbally.
- Before work begins, the contract employer shall advise the host employer of any unique hazardous conditions presented by the contract employer's work.
- The contract employer shall advise the Cooperative of any unanticipated hazardous conditions found during the contract employer's work that the host employer did not mention under paragraph (c)(1) of this section. The contract employer shall provide this information to the host employer within 2 working days after discovering the hazardous condition.

(3) *Joint Cooperative and contract-employer responsibilities*. The contract employer and the Cooperative shall coordinate their work rules and procedures so that each employee of the contract employer and the Cooperative is protected.

Contract Employer Company Authorized Representative Signature:	**Date:**

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THIS IS AN EXAMPLE OF HOW TO FILL OUT THE INFORMATION SHARING CHECKLIST!

1910.269 Information Sharing Checklist:		X if N/A	Information to Provide During Review	Host Initials	Contractor Initials
The Host must ensure that the contractor(s), subcontractors and all employees are provided information on the following: **I. CHARACTERISTICS OF HOST EMPLOYER'S INSTALLATION RELATED TO SAFETY (REQUIRED):**					
1. The nominal voltages of lines and equipment			7.2 / 12.5 KV Distribution; 69KV Sub-transmission (69KV substation only)		
2. Maximum switching-transient voltages		X			
3. The presence of hazardous induced voltages			In vicinity of poles 12475-12477 exists a crossing 345KV Transmission Line.		
4. The presence and condition of protective grounds and equipment grounding conductors			No personal grounds installed on system by host unless notified by host. Equipment grounding conductors are in place as is typical on a wye system.		
5. The locations of circuits and equipment, including electric supply lines, communication lines and fire-protective signaling circuits			See computer-based mapping system.		
II. Conditions that are related to safety (if info is available in existing records):					
6. Condition of the protective grounds and equipment grounding conductors			Unknown		
7. Condition of the poles			All poles in the area were tested 3 years ago. All poles determined to be deteriorated at that time have been replaced; See note below concerning field testing of structures.		
8. Environmental conditions relating to safety			Unknown		
III. INFORMATION ABOUT THE DESIGN AND OPERATION OF HOST EMPLOYER'S INSTALLATION NEEDED TO MAKE ASSESSMENTS					
Assessment required by contractor:			**Type of information to be provided by host employer:**		
Whether an enclosed space must be entered as a permit-required confined space.	Whether an enclosed space contains hazards, other than electrical and atmospheric hazards, that could endanger the life of an entrant or could	X			

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	interfere with escape from the space.				
Whether forced air ventilation has been maintained long enough that a safe atmosphere exists.	The size of the enclosed space.	X			
What is the minimum approach distance for the work to be performed?	What the operating conditions are for the value of the maximum transient overvoltage provided to the contract employer.		MAD should be determined using voltages stated under "characteristics", and transient over-voltages do not apply.		
Whether employees are exposed to hazards from flames or electric arcs.	Information on electric equipment, such as safety information provided by manufacturers, that relates to the required hazard assessment.		Versa-Tech reclosers made by Hubbell are on the system. Unlike conventional reclosers, the tanks are energized rather than grounded; Hot Line Tag features on the electronic recloser control at the substation will lockout the recloser faster than conventional non-reclosing settings.		
What is the estimated incident energy from an electric arc?	The electrical parameters needed to calculate incident energy, such as maximum fault current, buss spacings, and clearing times.		Maximum fault current of 5,000 amps; 15 cycle clearing time with normal reclosing disabled.		
Whether protective grounds have adequate current-carrying capacity.	The maximum fault current and clearing time for the circuit.		Maximum fault current of 5,000 amps with a 15 cycle clearing time when normal reclosing is disabled.		
Whether devices are designed to open or close circuits under load conditions.	Load current for, and the opening and closing ratings of, devices used to open and close circuits under load.		All reclosing devices are designed to be opened and closed under load conditions. GH type sectionalizers on the system are also designed to be opened and closed under load, but incapable of being closed under fault current conditions. All fused cutouts absent of load-break features are		

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			not made to break load without use of a load-break tool.		
What are the known sources of electric energy (including known sources of back-feed) supplying electric circuits?	All known sources of electric energy, including known sources of back-feed.		NOVA triple-single protecting Feeder #2 at Oak Substation with 69KV high side feed using solid material high-side fuses. Open point feeding from Feeder 3 of Elm Substation shall continue as an open point. Distributed generation biomass site at 2160 No-Man's Road. All meters must be assumed to be capable of producing back-feed through portable generators.		
Whether there is a possibility of hazardous transfer of potential should a fault occur.	Potential rise on remote grounds under fault conditions.		A hazardous transfer of potential can occur during the event of a fault if any part of the system's multi-grounded neutral is opened even at a remote location on the distribution system, even with personal protective grounds installed.		
Whether overhead structures such as poles and towers are capable of sustaining stresses imposed by the work.	The design strength of the pole or structure.		As written in the work order, all structures are of sufficient strength to carry the stresses, however, all structures must always be field tested using industry standard practices before placing additional strain on or changing the stresses on the structure.		
IV. Other known system information related to safety and requested by contractor:					
Signature of Employer Representative	**Date**		**Signature of Contractor Representative**	**Date**	

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