

NCREPT SAFETY GUIDELINE SUMMARY

National Center for Reliable Power Transmission University of Arkansas

STATEMENT OF PURPOSE

To clearly communicate the principles, goals, and expectations of the NCREPT as it relates to personal and equipment safety.

PRINCIPLES

- Nothing we do is worth injuring ourselves or a co-worker.
- All injuries can be prevented.
- We provide and accept feedback recognizing that safety is everyone's responsibility.
- Even the most hazardous task can be completed safely when executed with proper safeguards.
- Safe practices reflect experiences that are often written in someone's blood.
- The practice of taking shortcuts will eventually lead to an incident or injury.
- We continually benchmark and learn from others how to improve our safety systems.
- We cannot be complacent with regards to safety – complacency leads to losses.
- We investigate all injuries and serious near misses in order to learn how to prevent future occurrences.
- We continually strive to protect ourselves and our equipment through our safety program through the evolution of our safe practices.

GOALS

- Zero Injuries.
- Zero Near Misses
- Zero Incidents of equipment damage due to not following safe practice guidelines.

EXPECTATIONS

- All individuals working within NCREPT will receive a copy of this document.
- All individuals will be held accountable for following guidelines.
- Ask questions if you need additional clarity on anything contained in this document.
- You will be confronted if you disregard NCREPT's safety expectations.
- Request a safety review if you discover that a safe practice is not adequate for your particular testing / troubleshooting situation.
- Remain alert to your safety and the safety of those around you.
- Whenever in doubt on how to execute something safely, seek assistance.
- Never bypass or nullify a safety device for expedience.
- Refer to the task hazard and PPE documents before performing a task.
- Always utilize the proper protective equipment recommended for the task.
- FOLLOW THE BARRICADE AND LOCKOUT GUIDELINES.

BARRICADE GUIDELINES

- Isolate potentially energized experiment work areas with barricade chain.
 - YELLOW BARRICADE CHAIN is to be used around defined experiments where hazards have been identified and reviewed.
 - RED BARRICADE CHAIN is to be used where unexpected troubleshooting or where non-typical exposed hazards exist.
- If troubleshooting a situation requiring that the circuit is energized, PLACE A RED BARRICADE CHAIN around the area and use all required personal protective equipment.
- Place an ownership sign on the chain to advise others who owns the troubleshooting.
- NEVER CROSS RED BARRICADE CHAIN without the expressed permission of the barricade owner.

LOCKOUT GUIDELINES

- ONLY RED LOCKS MARKED "NCREPT" (one lock/one key system locks) are to be used for personal lockouts when working on equipment. These locks will be available from the NCREPT Test Engineer.
- Every individual working on a piece of equipment will install their own personal lock until they have completed their work. Do not work under someone else's lockout.
- DISCONNECT POWER and INSTALL LOCKS before viewing or inspecting inside a power cabinet, WHETHER ENERGIZED OR NOT. Main disconnects may be used in this case.
- If you will be required to touch or work on components within a cabinet, you must lock out.
- INSTALL YOUR PERSONAL LOCK on the cabinet (or immediately upstream, if a separate disconnect is not installed on the cabinet) BEFORE WORKING inside a power cabinet.
- Take the time to lock out the equipment on which you are working. It is not ok to simply rack out or lock out a main power bus to work on an isolated system. This takes the entire LV and MV systems offline. If the main breakers need to be locked out, please review with NCREPT's Test Engineer or Managing Director.
- When completed with work, remove your personal lock and return the lock to the NCREPT Test Engineer.
- The NCREPT Managing Director will assist in cases where the Test Engineer is not available to provide NCREPT Locks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Refer to the 1) NCREPT TASK HAZARD MATRIX and to the 2) NCREPT PPE MATRIX to determine the personal protective equipment needed to perform the task.
- PPE will be provided for standard protective needs for hazard levels 0 through 2. Contact the NCREPT Test Engineer to gain access to the equipment.
- Because we are a testing facility there may be PPE needs dictated by the particular test conditions. In these cases it is expected that the funded program or outside vendor provide specialized PPE for these needs. In these cases, a safety review will be made of the anticipated test conditions, and PPE will be defined based on the hazards. Required PPE must be in use to perform tests in NCREPT.