



CONTRACTOR SAFETY REQUIREMENTS

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April 15, 2011

TO: All Contractors, Subcontractors, Suppliers and Affected Employees of
Kansas City Power & Light Company

RE: Contractor Safety Requirements

Safety in all Kansas City Power & Light Company ("KCP&L") operations is not just a corporate goal, it is a requirement! Any Contractor performing work for KCP&L is expected to maintain safety as the highest priority. KCP&L considers no phase of the construction process more important than preserving the well being of all employees and clients of the company.

This safety attachment is not designed to be all encompassing as it relates to the Federal Safety Standards; it is merely a tool used to inform the contractor and its employees of a few important safety requirements, and to avoid any misunderstanding prior to, or during, the construction or maintenance process.

It is a condition of your contract with KCP&L that all contractor employees adhere faithfully to the requirements of this policy, as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action as outlined in the attached policy.

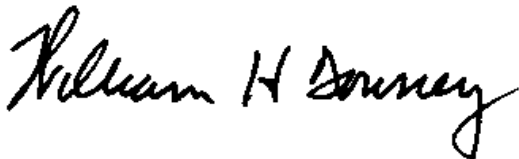
It is a condition of all contracts that this policy and the safety rules, instructions and procedures issued in conjunction with it, as well as all applicable state, federal, and local codes and regulations be adhered to. Failure to comply is a material breach of contract terms.

Including, but not limited to, contractors, suppliers, owner representatives, agents of the architect or engineer, regulatory authorities and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

KCP&L wants its contractors to make every effort to ensure that the operations of contractors while on-site do not endanger the safety of anyone on-site. To this end, all contractor employees are required to report hazardous activities of other contractor employees to appropriate KCP&L officials.

The KCP&L Construction Safety Management Team and Field Management Personnel have the full support of management in enforcing the provisions of this policy as it relates to responsibilities assigned to them.

Sincerely,



William H. Downey
Kansas City Power & Light Company
President and COO

1.0 Introduction

Kansas City Power & Light Company ("KCP&L") has developed these Safety Requirements to act as a framework designed to coordinate the safety and health efforts of all KCP&L employees, Contractors, and Subcontractors (hereafter referred to as "Contractor") while performing work for KCP&L. As a condition of doing business with KCP&L, your company is required to understand and comply with the intent and provisions of its Contractor Safety Requirements.

These rules apply to all persons on-site including all Contractors, KCP&L personnel and all visitors or vendors. The most restrictive rule, regulation or policy shall apply in the event of a conflict among KCP&L, project, Contractor, local, state and/or federal regulations. To achieve these purposes, the Contractor shall perform the following:

Protect the health and safety of employees, the public and other persons; prevent damage to property, materials, supplies, and equipment; and avoid interrupting the normal operation of the plant or construction site. To accomplish this, all employees and Contractors have the authority to stop work and/or correct unsafe acts or conditions when necessary.

These rules in no way relieve any Contractor or its employees from the applicable Occupational Safety and Health Standards (OSHA) and regulations or rulings made by government authorities or agents. Additionally, these rules do not release Contractors from the responsibilities and conditions contained in the Contract Documents. Contractors are responsible for compliance with all federal, state, and local authority safety regulations, which are applicable to the Project. State and Federal Labor Law Posters shall be posted in the Contractor's modular office buildings or show up locations for the Project employees to read.

KCP&L reserves the right to request any documentation to ensure compliance with the provisions of these Contractor Safety Requirements, Occupational Safety and Health Standards (OSHA) and/or federal, state, and local authority safety regulations. This includes, but is not limited to, contractor Health and Safety programs, documentation relevant to any accident, near miss or first aid case and proof of training. This information shall be made available for review by the KCP&L Construction Safety Representative or Appointed KCP&L Representative.

2.0 Definitions and Acronyms

<i>A/D director (Assembly/Disassembly director)</i>	An individual who meets this subpart's requirements for an A/D director (as referenced in 1926.404), irrespective of the person's formal job title or whether the person is non-management or management personnel.
<i>ANSI</i>	American National Standards Institute
<i>APR</i>	<i>Air Purifying Respirators</i>
<i>Authorized Representative</i>	Any KCP&L authorized employee not necessarily appointed or assigned to oversee all of the Contractor's work scope; may provide specific expertise or responsibility to a task.
<i>CCO</i>	Certified Crane Operator
<i>CEP</i>	Comprehensive Energy Plan
<i>Competent Person</i>	One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take corrective measures to eliminate them.
<i>Confined Space</i>	Any space that is large enough and so configured that a person can bodily enter and perform assigned work, has limited or restricted means for entry or exit (for example: tanks, vessels, storage bins, hoppers, vaults and pits) and is not designated for continuous occupancy.
<i>Construction Services Administrator</i>	KCPL authorized representatives on the site assigned as primary contact for Contractor's site authorized representatives for the technical management of the work.
<i>Contractor</i>	Any non-KCP&L representative providing services or materials to KCP&L properties.
<i>Contractor Safety Manager</i>	Contractor's representative responsible for managing the Contractor safety program. When required per Section 3.1, # 5 of these Contractor Safety Requirements, a Contractor Safety Manager will be dedicated to safety and perform no other concurrent duties.
<i>Contractor Safety Representative</i>	Contractor's representative responsible for ensuring compliance with all provisions of the contract, including the Contractor Safety Requirements, OSHA, and other agency and industry safety requirements and standards.
<i>Critical Lift</i>	A critical lift has one or more of the following conditions: a. The Load is over 75% of the crane's rated capacity for current configuration; b. Load is more than 20 tons; c. Lift is over operating systems (charged electrical equipment, pipelines, etc.); d. Lift requires the use of two or more cranes and e. Lift requires hoisting of employees (work platform/manbasket).
<i>First Aid Case</i>	An injury where professional medical treatment is not needed.
<i>Hold</i>	A certification by the proper authority that a specified line or piece of equipment is de-energized, that the proper cautionary measures have been taken and that the line and/or equipment is being turned over to the workers. All circuits and equipment will be considered alive at all times unless fully protected in accordance with the hold procedure.
<i>Hot Work</i>	Work involving electric or gas welding, cutting, brazing, grinding, hot riveting, powder driven fasteners or similar flame/spark emitting operations.
<i>Hot Work Supervisor</i>	The KCP&L person in charge of the workers performing hot work or, in the case of contractors, the Appointed KCP&L Representative.
<i>Imminent Danger</i>	Immediate danger to life and health.
<i>Incident</i>	An occurrence of an action or situation that initiates inquiries or investigations. This includes incidents, accidents, near misses and property damage.
<i>Injuries</i>	Hurt, damage or loss sustained.
<i>Jurisdictional Control for Turnover</i>	Involves coordination between the Appointed KCP&L Representative and the designated Contractor Representative to transfer equipment from construction phase to KCP&L operation.

<i>KCP&L Construction Safety Representative</i>	KCP&L Representative that is responsible for ensuring compliance with all provisions of the contract, including the Contractor Safety Requirements, OSHA, and other agency and industry safety requirements and standards.
<i>Appointed KCP&L Representative</i>	The authorized KCP&L Representative assigned to coordinate the work of service efforts of Contractor. Also known as Construction Services Administrator, Authorized KCP&L Representative or Job Coordinator.
<i>KCP&L Representative</i>	Any KCP&L Management employee.
<i>KCP&L Station Control Operator</i>	A person that controls and coordinates the operation of plant equipment by remote operation from control room and on-site location.
<i>Lock Out</i>	Involves using a device such as a padlock, blank pipe flange, chain key block, etc. to isolate energy from Contractor employee exposure.
<i>MSDS</i>	Material Safety Data Sheet
<i>Near Miss</i>	An incident that could have resulted in a personal or physical injury to any person.
<i>Non-Permit Required Confined Space</i>	A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
<i>OSHA</i>	Occupational Safety & Health Administration
<i>Permit Required Confined Space (PRCS)</i>	A confined space that has one or more of the following characteristics: 1) Contains or has a potential to contain a hazardous atmosphere, 2) Contains a material that has the potential for engulfing an entrant, 3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, 4) Contains any other recognized serious safety or health hazard.
<i>PLHCP</i>	Physician or licensed healthcare professional
<i>PPE</i>	Personal Protection Equipment
<i>Project</i>	All encompassing term for the Site, work location or work scope.
<i>PTP- also referred to as JSA or JHA</i>	Pre-Task Planning Job Safety Analysis Job Hazard Analysis
<i>Public</i>	All persons not employed by the Contractor, project consultants or KCP&L. KCP&L employees not directly involved with the project, facilities or other related contracts shall be considered members of the public.
<i>SCBA</i>	Self Contained Breathing Apparatus
<i>Site</i>	Any KCP&L property or facility.
<i>Tag-out</i>	Involves applying a tag to the energy isolating device with written information concerning the date and name of person who applied the lock and tag.
<i>Visitor</i>	All non-KCP&L employees.

3.0 Program Components

KCP&L's goal is to achieve an accident-free work environment. Any Contractor performing work for KCP&L is expected to maintain safety as the highest priority. KCP&L considers no phase of the construction or maintenance process more important than preserving the well being of all employees and clients of the company. The realization of this goal depends heavily upon the active participation and cooperation of Contractors' project managers, foremen, supervisors, employees, and the coordination of their efforts with KCP&L in implementing some basic program components.

KCP&L considers a strong health and safety program to be an effective tool for the management of worker safety and health protection. As such, KCP&L strives to work with contractors and vendors that believe in this philosophy and have the same corporate values, attitude and culture. Each Contractor is required to develop, implement, and maintain a safety and health program that addresses the hazard(s) to which its employees are or will be exposed. Each Contractor is charged with the responsibility for conducting its operations in a manner that will provide safe working conditions for all construction related employees, KCP&L employees, and for the protection of property and the general public.

The Contractor is responsible for the day-to-day routine safety management on the Site.

A KCP&L Construction Safety Representative or Appointed KCP&L Representative is authorized to stop any construction activity or task which, in its sole judgment, constitutes an immediate or evolving situation of imminent danger.

In the event of a conflict and/or ambiguity between various statutes on safety provisions, the interpretation by the KCP&L Construction Safety Representative as to which provision applies or what is implied in a given provision will be final.

3.1 Contractors

The Contractor is responsible for maintaining an incident/hazard free work environment.

In compliance with these provisions, the Contractor shall comply with the latest edition of the Contractor Safety Requirements and perform the following:

1. Contractors are expected to pre-plan all work to minimize the potential for personal injury and property damage. Develop the plan in a project specific nature, which is designed to anticipate and identify hazards before work begins. Know in advance what measures will be taken to eliminate hazards or adequately control the anticipated risks for each scope of work. This information shall include, but is not limited to: scope of work, sequence of activities, site specific fall protection, high angle rescue procedures, safety control methods, training records, Competent Persons, lead abatement, asbestos abatement, excavations. The planning process does not stop at the pre-planning stage, but is a continuous process of assessment and evaluation. When changes occur or new hazards are identified during the course of the Project, the work should be suspended while the plan is revised.
2. Each Contractor shall be required to comply with the latest revision of the KCP&L alcohol and substance abuse policy as indicated in their contract and/or subsequent to any revisions of said contract.
3. Ensure all subcontractors, suppliers and vendors, and are informed of their obligations with regard to safety and of the Contractor Safety Requirements.
4. Plan and execute all work to comply with the stated objectives and safety requirements contained in the Contractor Safety Requirements, contract provisions, federal, state, and local laws and regulations, and industry standards.

5. Contractors with 25 or more employees on a single shift (including all subcontractors) will establish a full-time position of a Contractor Safety Manager to perform safety inspections and training services. In addition, for every additional 100-job site employees added, an additional Safety Management Representative shall be required. In the event that the Contractor has less than 25 employees, the Contractor shall appoint an on-site person who along with other concurrent duties shall serve as the Contractor's Safety Representative.
6. Prior to the commencement of work, each Contractor shall submit to the KCP&L Construction Safety Representative a resume of the experience and qualifications for the proposed Contractor Safety Manager and/or Contractor Safety Representative. This information will be reviewed by a KCP&L Construction Safety Representative. Only Qualified personnel will be accepted as a Contractor Safety Manager and/or Contractor Safety Representative.
7. All Contractor employees shall be required to attend the KCP&L Safety Orientation upon hire-in. In addition, each Contractor shall maintain its own orientation program for its employees that shall include as a minimum a review of (1) hazards present in the area in which they will be working and (2) the personal protective equipment and apparel the workers will be required to use or wear as specified under OSHA or required by KCP&L. *For additional information, see Section 4.0 Pre-Work Procedures.*
8. Conduct safety meetings on a weekly basis. Documentation of topics discussed and attendees shall be maintained and a copy available to the KCP&L Construction Safety Representative and or Appointed KCP&L Representative upon request.
9. The Contractor shall provide and maintain a chemical and flammable material storage area as described in the Contractor Safety Requirements.
10. Each Contractor shall immediately notify the KCP&L Construction Safety Representative or the Appointed KCP&L Representative when a representative of OSHA or other local, state or federal agencies arrives on a Project site. The KCP&L Construction Safety Representative or Appointed KCP&L Representative will notify the appropriate Contractors.
11. Be responsible for the control, availability and use of necessary safety equipment, including personal protective equipment (PPE) and apparel for the Contractor employees.
12. Ensure that all contractors wear FR or all-natural fiber clothing by the end of December 2011.

3.2 Contractor's Representative

This person will ensure compliance with all provisions of the contract, including the Contractor Safety Requirements, OSHA, and other agency and industry safety requirements and standards.

Additional duties of the Contractor's Representative shall include the following:

1. Review and direct immediate action to correct all substandard safety conditions brought to his/her attention.
2. Be responsible for providing the KCP&L Construction Safety Representative or Appointed KCP&L Representative with support in carrying out the duties and responsibilities of that position.
3. Take an active part in all supervisory safety meetings, including the discussion of observed unsafe work practices or conditions and a review of any incidents and corrective actions. Additionally, encourage, solicit and follow up on safety related suggestions from Contractor employees.

4. Immediately provide the KCP&L Construction Safety Representative or Appointed KCP&L Representative with notification and copies of all OSHA correspondence.
5. Ensure non-English speaking employees and/or visitors are provided with designated crew members who can communicate in a language they understand and comprehend. This extends to all subcontractors.

3.3 Contractor Safety Manager and/or Representative

The Contractor Safety Manager and/or Contractor Safety Representative will perform daily safety inspections of the Contractor's job sites to eliminate unsafe acts and/or conditions. The Contractor Safety Manager and/or Contractor Safety Representative will ensure that all of the Contractor's employees are made aware of steps to take in the event of an incident.

The position requires this person to perform the following:

1. Provide timely written reports to KCP&L Construction Safety Representative or Appointed KCP&L Representative of any unsafe conditions or practices, or violation of job security regarding safety issues. The reports shall describe all corrective actions.
2. Report all injuries and incidents in a timely manner in accordance with federal and/or state laws and regulations and the Contractor Safety Requirements.
3. Analyze all incidents and implement immediate corrective action.
4. Provide job supervisors with appropriate training materials to conduct weekly safety meetings and attend said meetings to evaluate their effectiveness.
5. Review safety meeting reports submitted by job supervisors and take necessary action to ensure that the job supervisors hold meaningful weekly safety meetings.
6. Assist in the preparation of all incident analysis and reporting guidelines.
7. Implement safety-training programs for Contractor supervisors and employees applicable to their specific responsibilities.
8. Attend special safety meetings held or sponsored by the KCP&L Construction Safety Representative_or Appointed KCP&L Representative.
9. Maintain list on-site of personnel available for first aid and emergency treatment for injured Contractor employees.
10. The Contractor Safety Representative shall show proof of a completed OSHA 30-hour training class for the construction industry.
11. Perform weekly safety audits. This file must be accessible by the KCP&L Construction Safety Representative or Appointed KCP&L Representative.
12. Be on-site while any work is being performed by Contractor.
13. Attend Project Safety meetings as directed by the KCP&L Construction Safety Representative_or Appointed KCP&L Representative.
14. The Contractor Safety Manager shall show proof of a completed OSHA 500 Construction Outreach Trainer for Contractor Safety Manager upon request.

3.4 Contractor General Foreman and Foreman

Contractor will provide competent, qualified and experienced general foremen and foremen to perform the Work under these Terms and Conditions. Contractor shall ensure supervision at the general foreman level and above and shall have successfully completed the OSHA 30-hour training for the 1926 Standard prior to assignment on any Kansas City Power & Light Site or Project. Additionally, Contractor will ensure the level of foreman shall have successfully completed the OSHA 10-hour training for the 1926 Standard prior to assignment on any KCP&L Site or Project.

4.0 Pre-Work Procedures

4.1 Safety Orientation

- a. KCP&L will be responsible for providing a safety orientation training session for all workers before they are allowed to begin work. The orientation safety training will be conducted by the Appointed KCP&L Representative and will include a summary of the Contractor Safety requirements/Heads-Up Safety Training and Ammonia Awareness, as well as known hazards.
- b. Upon completion of the KCP&L orientation, a dated hardhat sticker, wallet card and Contractor Field Safety Handbook will be issued to the Contractor employee. This sticker is to be placed on the rear center of the Contractor employee's hardhat and remain unobstructed for the duration of the Project.
- c. Should a Contractor employee leave the Project and not return for at least one year or misplaces the sticker or wallet card, the Contractor employee will be required to complete a new hire safety orientation prior to returning to work.
- d. Weekly Toolbox Talks must be conducted by each Contractor with its employees. A copy of the dated and completed Toolbox Talk form with attendees' names and the topic(s) discussed must be accessible by the KCP&L Construction Safety Representative or Appointed KCP&L Representative.
- e. At a minimum, KCP&L expects each Contractor to adequately train its employees according to applicable safety standards. This training may include but is not limited to: fall protection, fire watch, scaffolds, forklifts, excavation, ladders, confined space entry, respiratory protection, OSHA-PSM, grounding, shoring and traffic control etc.
- f. If training topics require certificates of completion as directed by an OSHA regulation, a copy of said certificates must be accessible by the KCP&L Construction Safety Representative or Appointed KCP&L Representative within thirty (30) days of the training session.
- g. See Section 9.20 Visitors and 9.21 Security for Driver, Vendor and Visitor requirements.

4.2 KCP&L Job Briefing

- a. Prior to beginning work on the Project Site, Contractors are required to contact the Appointed KCP&L Representative in order to schedule a pre-work meeting/Job Briefing.
- b. During this meeting, the KCP&L Construction Safety Representative or Appointed KCP&L Representative will review the scope of their work and any pre-work documentation. Hazards associated with the work will be discussed along with applicable OSHA standards and a compliance plan. Contractors' Representative must attend this meeting.

4.3 Contractor Hazard Assessment- Pre-Task Planning (PTP) – Job Hazard Analysis (JHA) & Job Briefings

- a. Prior to any construction or maintenance activity, a Pre-Task Plan (PTP), Job Safety Analysis (JSA), or Job Hazard Analysis (JHA) shall be conducted and documented by the Contractor foremen, supervisors, and employees. A copy of the completed form shall be posted at the work activity location or located on the Contractor foreman or supervisor for all to review. Contractor employees shall be given specific training on completing the hazard assessment by the Contractor. The training shall be documented and maintained in Contractor's safety files.
- b. The appropriate PTP, JSA or JHA shall be reviewed and attendance documented by the Contractor at the preparatory, initial and follow-up phases of the work.
- c. The PTP, JSA or JHA shall be posted at the project work site or may be kept on the Crew Foreman for all to review.
- d. Prior to each work shift, the appropriate employees shall be assembled by the Contractor to complete the PTP, JSA or JHA. All Contractor employees involved in the operation shall be trained in all of the details described on the PTP, JSA or JHA. The PTP, JSA or JHA and verification of training for all Contractor employees involved in the operation shall be available to KCP&L Construction Safety Representative or Appointed KCP&L Representative for review.

5.0 Accident Reporting and Investigation

1. In the event of a work-related incident resulting in a Contractor employee injury or near miss, Contractors shall notify their Appointed KCP&L Representative immediately.
2. Contractors shall provide the KCP&L Construction Safety Representative or Appointed KCP&L Representative with an initial report of incident, in writing, within 24 hours of the accident. Hard copy or electronic formats are acceptable.
3. A copy of the Pre-Task Planning (PTP), JSA or JHA form associated with the incident shall accompany the injury report.
4. Contractors shall initiate an incident investigation within 24 hours of the accident. If this requirement cannot be met, Contractor shall communicate this to the KCP&L Construction Safety Representative or Appointed KCP&L Representative in writing. This communication shall include the issues causing delay and an identified initiation date agreed to by KCP&L Construction Safety Representative or Appointed KCP&L Representative.
5. Contractors shall provide a completed accident investigation report within three (3) working days of the incident. In the event their investigation requires more time to investigate due to the complexity of the incident, Contractors shall communicate this to the KCP&L Construction Safety Representative or Appointed KCP&L Representative in writing. This communication shall include the issues causing the delay and an estimated investigation completion date.
6. The incident investigation report shall contain the corrective measures to be implemented by the Contractor to prevent a recurrence. The Contractor may provide a separate document to meet this requirement. In either case, the implementation schedule for the corrective actions shall be submitted within three (3) working days. If more time is needed to implement the corrective actions, the Contractor shall notify the KCP&L Construction Safety Representative or Appointed KCP&L Representative in writing. This communication shall include the issues causing the delay and an estimated completion date. In the case of delayed reporting, the Contractor shall notify the Appointed KCP&L Representative or the KCP&L Construction Safety Representative.

5.1 First Aid Cases

1. All first aid injuries shall be documented for record keeping purposes.
2. In the event a first aid case develops into a Contractor employee injury, KCP&L will require that the accident reporting and investigation procedure be initiated as outlined previously.

5.2 Additional Information

1. Contractors will maintain a monthly list identifying all first aids, near misses, recordable injuries, and total man hours worked. This information shall be provided on company letterhead or via e-mail to the KCP&L Construction Safety Representative upon request.
2. Contractor shall provide training to employees responsible for infectious waste clean up and this information shall be available upon request to the KCP&L Construction Safety Representative or Appointed KCP&L Representative.
3. Contractor shall maintain supplies on site to clean up infectious waste resulting in an employee injury.

6.0 Emergency Action /Emergency Response Plan

In order to maintain a safe and healthy work environment in emergency situations, KCP&L has developed this emergency action plan to help safeguard Contractor employees while working on KCP&L Sites. All Contractor employees will be trained in the use of this plan and informed of their role in implementing it during their required safety orientation training. This policy is mandatory and must be strictly followed by all Contractors and their personnel while working on KCP&L Sites.

6.1 General Evacuation Procedures

When notified of an emergency evacuation (an audible alarm/verbal announcement will be used by KCP&L to alert employees of an evacuation), Contractors must immediately evacuate their personnel from the Project Site, perform a head count and report missing personnel to KCP&L. When evacuating any building, structure or job site, employees should utilize the nearest exit to them. Personnel will remain at the designated site until an all-clear is announced or further evacuation steps are ordered.

6.2 Fire Protection & Prevention

Contractors shall comply with the latest revision of KCP&L's Supply Safety Rules & Procedures SR-013 – Hot Work Permit. These safety rules and procedures are available upon request.

In addition to the above requirements, all Contractor employees must comply with the following additional safety requirements:

1. Contractor alone shall be responsible for providing adequate fire protection in its work areas. KCP&L will only provide fire extinguishers for fighting incipient stage fires.
2. Contractors shall provide adequate fire protection equipment in each of their storage areas, offices, and other temporary structures. This includes temporary structures that the Contractor may have custody, control or possession.
3. Contractor shall operate all temporary heating facilities in a safe manner at all times. Salamanders, open fires, or other methods of heating that constitute a hazard to personnel or property shall not be used.

4. Contractors shall not use untreated canvas, paper, plastic, and/or other flammable, flexible material on-site for any purpose. If such material is on equipment or other items that arrive at the Site, the Contractor shall remove the material and replace it with an acceptable covering as soon as possible, prior to moving the equipment or other items into the work area. Acceptable flexible material shall be flame resistant and waterproof.
5. The Contractor shall not permit corrugated paper and fireboard cartons to be in the construction area. If equipment or other items arrive at the work area packed in these types of material, the Contractor shall unpack and remove the material as soon as possible.

6.3 Asbestos

1. KCP&L's existing facilities may contain asbestos containing materials.
2. If Contractor, or any of its agents, is required to perform work within or immediately adjacent to any of the existing structures or facilities, the possibility exists that asbestos-containing material may be encountered during the execution of work.
3. Should Contractor or any of its agents encounter or have reason to believe that asbestos-containing material is present while performing work, KCP&L shall be notified immediately.
4. Contractors shall take the necessary precautions to prevent disturbing insulation adjacent to the work.
5. If the work cannot be continued without disturbing or exposing such material, Contractor shall stop work in the immediate vicinity.
6. After Contractor notifies KCP&L that it has reason to believe that it has encountered asbestos or asbestos-containing material, KCP&L will examine the material and determine whether asbestos is present.
7. KCP&L shall then notify Contractor of its determination. If asbestos is not present, Contractor shall immediately resume any of its operations that have been stopped.
8. If asbestos removal work is being performed, Contractor shall complete the Daily Activity Report form provided by KCPL. The form shall be submitted to the Appointed KCP&L Representative each day the work is being performed.

Note: Contractor shall not bring asbestos containing material or ceramic fiber containing materials onto any KCP&L Sites. If such materials are on equipment or materials that arrive on-site it is the Contractor's responsibility to notify KCP&L immediately.

6.4 Lead Based Paint

1. KCP&L's existing facilities may contain lead based paint containing materials.
2. If Contractor or any of its agents is required to perform work on any of the existing structures or facilities, the possibility exists that lead based paint containing material may be encountered during the execution of work.
3. Should Contractor or any of its agents encounter, or have a reason to believe that lead based paint containing material is present while performing work, KCP&L shall be notified immediately.
4. Contractors shall take necessary precautions to prevent disturbing any painted surface, which includes grinding, sanding, welding and or cutting of any painted surface.
5. If work cannot be continued without disturbing a painted surface, Contractor shall immediately stop work and notify the Appointed KCP&L Representative.
6. KCP&L will investigate the material and determine whether lead-based paint is present.
7. KCP&L shall then notify Contractor of its determination. If lead based paint is not present, Contractor shall immediately resume any of its operations that have been stopped.
8. If lead abatement work is being performed, Contractor shall complete the Daily Activity Report form provided by KCPL. The form shall be submitted to the Appointed KCP&L Representative each day the work is being performed.

6.5 Ammonia

This section applies to all Contractors performing any type of work (e.g. maintenance or renovation on or in the vicinity of a Process Safety Management covered process.) OSHA 29 CFR 1910.119, Process Safety Management of Highly Hazardous Chemicals.

1. The Appointed KCP&L Representative will inform the Contractor of the potential hazards related to our ammonia systems located on our properties during safety orientation. This information will be provided during a pre-bid meeting, Site walk through and/or during safety orientation.
2. The Appointed KCP&L Representative will review the Process Flow Diagram (PFD) of the ammonia system, as related to the project scope, with the Contractors during the pre-bid meeting.
3. The Appointed KCP&L Representative during job pre-bid or post bid, walk-through and as appropriate, will point out hazards associated with the ammonia system.
4. Contractors may request further information on the KCP&L Risk Management Plan (RMP) for ammonia by contacting the KCP&L Construction Safety Representative or Appointed KCP&L Representative.

7.0 Hazard Communication

7.1 Process Chemicals

1. KCP&L has several process chemicals on-site. Contractors will be notified of KCP&L chemicals affected by or near their work areas during their job briefing. Copies of the chemical MSDS are available for review by Contractors. Requests for MSDS' should be submitted to the KCP&L Construction Safety Representative or Appointed KCP&L Representative.
2. KCP&L will provide Contractors with a copy of KCP&L's approved chemical list, upon request. If Contractors need to bring chemicals onto KCP&L property that are not on the approved list, they must request the chemical(s) be reviewed by the KCP&L Chemical Standards Committee by submitting the product MSDS to the committee. Chemicals are approved for general use, approved for conditional use, or rejected and not allowed on KCP&L property. Contractors must have an MSDS for each of the approved chemicals they bring onto KCP&L property. Contractors are designated as waste generators for all chemicals they bring onto KCP&L property. KCP&L reserves the right to refuse a Contractor request to use a specific chemical on site.
3. Contractors are designated as waste generators for all chemicals they bring onto KCP&L property. As such, all chemicals brought on-site by Contractors must not be left on KCP&L property and must be removed or disposed of by the Contractor.
4. Contractors shall provide hazardous waste response supplies (HAZWOPER) and shall develop a spill response plan for any hazardous waste materials brought on-site, such as boiler chemical cleaning process, mobile equipment leaks and or transformer oil recirculation or change, etc.

7.2 Lock Out/Tag Out Equipment Categories

Equipment will be divided into two (2) categories:

1. New Equipment – This is equipment that is being installed by a Contractor and KCP&L has not begun to operate on a regular basis. New equipment is addressed below in the section entitled, "Lock Out/Tag Out."
2. Existing Equipment – This is existing equipment that KCP&L operates on a regular basis. Existing equipment is addressed below in the section entitled, "Hold Procedure." The "Hold Procedure" must be followed by both KCP&L and Contractor employees after equipment is turned over and operated by KCP&L.

7.3 Lock Out/Tag Out Procedures

1. A Lockout/Tag-out of equipment to isolate energy sources from Contractor employee exposure shall be the primary means of protection for new equipment not yet released to KCP&L.
2. Lockout/Tag-out procedures shall be used by the Contractor employees to prevent personal injury and/or property damage that could result from the unexpected start-up or shutdown of electrical, mechanical, hydraulic, pneumatic, thermal or chemical process energy.
3. Lockout/Tag-out procedures shall be used prior to performing tie-in operations, maintenance, repair or adjustment of any device where exposure to hazardous energy sources may occur.
4. Contractor employees who are affected by Lockout/Tag-out shall receive documented training provided by their employer.

7.4 Hold Procedure

Contractors shall comply with the latest revision of KCP&L's Supply Safety Rules & Procedures, SR-0004 – Hold Procedure. These safety rules and procedures are available upon request.

8.0 Safety Audits & Inspections

To the extent practicable, KCP&L will monitor Contractor compliance with the requirements of this manual, as well as any applicable local, state and/or federal safety regulation(s). The KCP&L Construction Safety Representative will notify any Contractor, in writing, of its noncompliance with established safety regulations when such noncompliance becomes known to KCP&L. At the time of notification, an abatement date will be issued. This is a date in which the hazardous act/-condition must be abated by. Contractors shall provide a written statement describing the corrective actions taken to abate hazards associated with the noncompliance as outlined by KCP&L.

Items identified as "Imminent Danger" or "Serious" violations will be immediately communicated to Contractor supervision so the hazard can be corrected. If a situation cannot be immediately corrected, the KCP&L Construction Safety Representative or any KCP&L employee may stop work on the specific task until corrective actions are completed.

8.1 Construction Safety and Health Field Audit

Contractors are required to perform documented audits of their job tasks and safety program at least once per week.

8.2 Noncompliance

If the KCP&L Construction Safety Representative or Appointed KCP&L Representative notes any noncompliance with these safety requirements, or is advised of such noncompliance by Site employees or by a governmental agency with the authority to enforce safety regulations, the KCP&L Construction Safety Representative or Appointed KCP&L Representative shall perform the following:

1. Notify the Contractor of the noncompliance and of the corrective action required. This notice, when delivered to the Contractor or the Contractor's Representative at the site of the work, shall be deemed sufficient notice of the noncompliance to immediately implement corrective action.
2. Exercise the right to issue a suspend-work order stopping all or part of the work if the Contractor fails or refuses to take corrective action within the time specified in the notice. The order will remain in effect until satisfactory corrective action has been taken.
3. Deny any claim or request from the Contractor for an adjustment for additional time or money on any suspend-work order issued under these circumstances.
4. Require the removal from KCP&L's property of any Contractor employee or piece of equipment that is deemed to be unsafe.

KCP&L reserves the right to remove and/or request a replacement for any Contractor Safety Manager and/or Safety Representative or other Contractor employee due to his or her noncompliance with the items listed above. This shall be done at the direction of the Appointed KCP&L Representative responsible for the Contractor's work project, and at no additional cost to KCP&L.

9.0 General Safety

9.1 Equipment Release

Any tools, supplies, equipment or other items loaned by KCP&L to Contractor shall be done solely as a convenience to Contractor. Contractor agrees that such items are being loaned “as is” and KCP&L makes no representation as to the condition, suitability for use, freedom from defect, or otherwise. Contractor shall, at its own cost, defend, indemnify and hold harmless KCP&L, its officers, agents, partners, employees, assigns and successors in interest and its corporate affiliates and their officers, agents, partners, employees, assigns and successors in interest, from and against any and all liability, damages, losses, claims, demands, actions, causes of action, cost (including attorneys’ fees and expenses) or any of them, resulting from the death or injury to any person, or damage to any property, arising out of any actual or alleged use, delivery or transportation of any and all loaned tools, supplies, equipment or other items having defects or claimed to be defective.

9.2 Personal Protective Equipment

Contractors are responsible for orienting employees on the specific safety rules that must be followed by all persons working on KCP&L property. Other personal protective equipment (PPE) is also required in accordance with the appropriate safety standards and equipment as set by the manufacture’s specifications.

KCP&L has areas designated throughout each station that may require additional PPE that shall be worn while in these areas. A list of the minimum personal protective requirements is as follows:

1. The Contractor shall be responsible for providing and ensuring the use of required personal protective equipment for its employees.
2. Approved hard hats, not bump caps, shall be worn at all times while on the Site. It is required that each Contractor use an ANSI approved hardhat. KCP&L does not recognize cowboy hat shaped hard hats for use at any site.
3. Safety glasses, which meet applicable ANSI standards, are required at all times while on the Site and should include approved side shields. Only clear safety glasses are allowed to be used inside buildings or enclosed structures. Shaded goggles or hoods may be used when welding or cutting requires their use. Prescription safety glasses with self-tinting capabilities may be worn on-site.
4. Face shields shall be worn when performing work where the standard eye protection is not deemed to be adequate. Work scope examples include, but is not limited to, grinding, burnishing and sanding.
5. Hearing protection shall be worn in areas with noise levels greater than 85 dBA Time Weighted Average (TWA), wherever there is high impact noise or as posted. In addition, hearing protection is required at all times when unit is on-line and is in operation.
6. Contactors working in, traveling through, or having the potential to travel through facilities, other than those used expressly for administrative functions, shall wear steel or composite toe boots with a minimum of a 6-inch top. The boots must meet the ASTM F2413-05 standards, (formerly ANSI Z41 – which is still acceptable), and shall be marked accordingly. These boots shall be made of leather or approved cut resistant material to provide support and protection for the ankle area. Sandals, sneakers, or similar non-industrial type footwear shall not be permitted.
7. Full-length pants without excessive length or flared bottoms and long-sleeved shirts are required. Clothing bearing wording and/or illustrations that could be considered offensive to the general public is prohibited.

8. Long hair shall be contained under a hardhat or net if the individual is working where hair may become entangled.
9. PPE shall be worn while traveling from the security gate, while traveling through the physical plants, working outside or otherwise engaged in physical work at each station, except in areas specifically designated as PPE not required.
10. Contractor's vendors and visitors will be required to meet these same standards.
11. White Ty-Vek suits are only to be worn by contractors who are asbestos qualified while performing insulation work. They are not to be worn by any other craft or while hot work is performed.
12. Additional PPE may be required by each site or contract requirements; such as, reflective vests, personal flotation devices, etc.

9.3 Fall Protection/Prevention and Rescue

1. Fall protection is required for anyone working at heights of six (6) feet or more above the surface, regardless of their scope of work. All exposed employees will be protected from fall hazards via the usage of personal fall arrest systems, guardrail systems or safety nets. Usage of "warning line," "monitor" and/or "controlled access zone" systems as a sole means of fall protection is prohibited.
2. Contractors shall utilize an engineered/designed horizontal lifeline and shall have the appropriate documentation with an engineer's seal.
3. Contractors utilizing an engineered/designed horizontal lifeline shall have the appropriate documentation as to the engineer's drawing with engineer's seal. This information shall be provided to KCP&L Construction Safety Representative or Appointed KCP&L Representative for review and prior to installation.
4. Any deviation from the fall protection policy described above must be approved by the KCP&L Construction Safety Representative prior to the work/task commencement.
5. Prior to Contractor implementing any alternative means of fall protection, a site specific plan, regarding the deviation, must be submitted to the KCP&L Construction Safety Representative or Appointed KCP&L Representative for review and comment.
6. KCP&L requires that contractor rescue equipment and trained contractor rescue personnel, be in place to ensure that rescue will be prompt.

Personnel using ladders must maintain three (3) points of contact unless a fall arrest system is used.

9.4 Scaffolds

1. Each scaffold must be inspected, approved and tagged by the Competent Person, prior to each shift. KCP&L will provide the Contractor with the appropriate scaffold tag designated by the Contractor's Competent Person. Color coded tags represent the following:
 - a. Red tag = scaffold is not approved for use
 - b. Yellow tag = read tag instructions/identify special warnings on tag
 - c. Green = scaffold has been approved for use
2. Guardrail systems consisting of a top rail, mid rail and toe-board shall be installed on all open sides and ends of supported scaffolding that is at or above a height of six (6) feet. Contractor shall install netting from toe-board up to the top of anticipated material storage height.

9.5 Excavation/Trenching

The following are required for all trenches, unmarked or unlit holes and excavations:

1. Contractors are required to have a "Competent Person" inspect the excavation prior to each shift if persons are expected to enter or if water has accumulated or other hazard creating event has occurred.
2. Prior to excavation, trenching and ground penetration procedures, contractor shall complete the Ground Penetration, Excavation and Shoring documentation as identified in KCP&L's Supply Safety Rules and Procedures (SP-023A Attachment 9.1) The completed document shall be given to the Appointed KCP&L Representative for review prior to work activities commencing. Upon excavation close-out, final copy shall be given to the Appointed KCP&L Representative.
3. On KCP&L property or projects, the soil shall be deemed as Class C soil and excavated accordingly.
4. All excavations shall be barricaded with the appropriate barrier tape and other protective devices as required. Open trenches, excavations, and temporarily stockpiled material at the construction site shall be prominently marked with flags and lighted during hours of restricted visibility and/or darkness.

9.6 Electrical

1. Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged as defined in the Hold Procedures.
2. All 120-volt, 15-20 amp temporary electrical receptacles, or permanent power receptacles where the attachments of a power tool is not directly plugged into the outlet, shall have ground fault circuit interrupters (GFCI) installed for personal protection.
3. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

9.7 Housekeeping & Sanitation

1. Good housekeeping affects safety, quality, and production. It is the responsibility of every Contractor on-site to keep their work area clean. Contractors are responsible for trash and debris that is generated by their work. Trash and debris must be collected and placed in proper containers on a daily basis. If KCP&L is required to assign cleanup to another Contractor because of non-performance, the non-compliant Contractor will be liable for the total cost incurred.
2. Trash shall not be randomly thrown off a floor or through openings in the floor. Trash chutes, trash boxes, or other approved means such as barricading and/or flagging shall be utilized.

9.8 Cranes

1. All operators of mobile cranes shall be Certified Crane Operators (CCO) and a copy of the certification shall be provided to the KCP&L Construction Safety Representative or Appointed KCP&L Representative.
2. Crane critical lift plans shall be submitted to the KCP&L Construction Safety Representative or Appointed KCP&L Representative for review. The contractor's critical lift procedure shall meet or exceed the procedures as outlined in **Attachment C and D – Crane Lift Procedure and Plan**. This sample form can be found at www.kcpl.com/business/contr_safety.html.
3. The Contractor shall provide the KCP&L Construction Safety Representative or Appointed KCP&L Representative with a copy of the annual Crane Safety Certification for each crane brought on the job before crane set up.
4. When making a lift, only the signal person shall be allowed to enter within the rotating barricaded area and must be visible to the crane operator at all times in order to relay the signals during the lifting operations.
5. Crane inspections shall be conducted and documented.

9.9 Rigging

1. Contractors utilizing specialty rigging (i.e. spreader bars, slings, hooks, etc.) shall have the appropriate documentation as to the engineer's drawing and engineer's seal and a copy of the documentation shall be maintained in the contractor's office until the rigging leaves the facility.

9.10 Steel Erection

1. Steel Erection contractors shall develop a site-specific erection plan and shall be provided to the KCP&L Construction Safety Representative or Appointed KCP&L representative for review and comment before commencement of work.
2. The site-specific erection plan shall be signed and dated by the qualified person(s) responsible for its preparation and modification.
3. In developing a site-specific erection plan the following information shall be considered in the plan:
 - a. Material deliveries, staging, storage and coordination with other trades
 - b. Description of crane and derrick selection and placement
 - c. Site preparation and path for overhead loads
 - d. Securing of loose items aloft
 - e. Critical lifts, including rigging
 - f. Description of steel erection activities and procedures, erection of columns, beams, joists, purlins, decking and steel grating
 - g. Stability considerations requiring temporary bracing and guying
 - h. Special procedures required for hazardous non-routine tasks
 - i. Certifications for each employee who has received training for performing steel erection operations and qualified rigger
 - j. Description of the procedures that will be utilized in the event of rescue or emergency responses

- k. A letter to proceed with steel erection.

9.11 Mobile Equipment

1. Only authorized and properly identified vehicles shall be allowed in the Project work area. Vehicles must have an identification of a Company name, insignia, logo or initials on each side of the vehicle. These markings must be either a decal or painted on the vehicle. The markings must be easily visible from a 50 foot distance.
2. Seatbelt use is required while operating vehicles or powered equipment on KCP&L property.
3. No vehicle or equipment operator shall dismount any equipment without first turning off the engine and/or securing the equipment from movement. If the vehicle has a key ignition, keys shall be removed and controlled by the operator.
4. All vehicles with obstructed view to the rear shall be equipped with a functioning back-up alarm.
5. Heavy equipment with rotating superstructures shall be guarded in such a manner that rotation of the superstructure shall not present a hazard to pedestrians or infringe into any traffic lane.
6. Powered Industrial Equipment such as Kabotas, Gators, Tractors, etc. shall be equipped with roll-over protection, seat belts and head and tail lights. Other lighting may be required by the Site.
7. Mobile equipment being utilized in a switchyard must be maintained and grounded.
 - a. When boom trucks, aerial lift trucks, platforms, etc. are used in the primary area, temporary grounding jumpers shall be interconnected between the equipment and the system neutral. Where the system neutral is not available, the grounding and jumper shall be attached to a driven ground rod.
 - b. If for some reason the mobile equipment cannot be grounded, it shall be barricaded.

9.12 Powered Industrial Trucks

1. Contractors are responsible for documenting daily inspections of all powered industrial trucks under their care, custody and/or control while on KCP&L property.
2. Any equipment found to be defective shall not be used until repaired. KCP&L reserves the right to prohibit use of equipment found to be defective.
3. Documentation of training shall be maintained on-site for review by the KCP&L Construction Safety Representative or Appointed KCP&L Representative.

9.13 Compressed Gas

1. An anti-flashback device shall be attached at the torch body or oxygen acetylene gauges.
2. Contractor employees shall not use acetylene in a free state at pressures higher than 15 psi.

9.14 Welding & Cutting

1. Screens shall be used to shield Contractor employees and others in the vicinity from direct exposure to arc welding rays.

2. Contractor's performing welding or flame cutting operations above or near raceways, cables, conveyor belts or lighting fixtures that are not shielded by concrete floors or other protective covers, Contractors shall protect the raceways, cables, conveyor belts or lighting fixtures from damage by means of fireproof boards or blankets.

9.15 Blasting

Prior to any blasting, the Contractor shall submit a Blasting Plan to the KCP&L Construction Safety Representative or Appointed KCP&L Representative for comment and approval.

1. Blasting areas will be barricaded and manned by the blasting Contractor to keep individuals from entering the blasting area.
2. An audible alarm or warning shall be sounded to warn of the impending blast and to signal an all clear after the blast.
3. Explosives shall not be stored on KCP&L's property without prior written approval from KCP&L.
4. A verbal blast notification shall be given to the Appointed KCP&L Representative before blasting can commence.

9.16 Confined Spaces

KCP&L has conspicuously posted signage throughout its facilities that identifies the location of confined space areas. Confined space areas being newly constructed will not be posted by KCP&L until the confined space area is turned over to KCP&L's care, custody and control. It is the responsibility of the contractor to identify permit-required confined space areas as outlined in OSHA standard 1910.146.

- a. The Contractor is solely responsible for determining permit required confined spaces under its written confined space program. – All KCP&L confined spaces should be deemed permit-required unless determined otherwise by atmospheric monitoring and other hazardous assessments which is the responsibility of the contractor.
- b. Contractor shall document the atmospheric monitoring results and document the hazard assessment of the confined space(s) its employees enter and this document shall be posted at the primary entry location(s) for all to review. The confined space evaluation and identification document shall be completed and posted prior to entry of confined space. A Sample - **Attachment G - Confined Space Evaluation and Identification form** can be found at www.kcpl.com/business/contr_safety.html | or by contacting your Appointed KCP&L Representative.
- c. Contractors are responsible for providing all entry and supervisory personnel and entry approval activities for confined space entry tasks. This includes rescue personnel. KCP&L requires that rescue equipment and trained rescue personnel be ON SITE prior to performing permit required confined space work activities to ensure that rescue will be prompt. Due to the location of KCP&L Generating facilities, the use of the local fire department may not be utilized as a means of rescue as this will not allow for "prompt rescue." KCP&L will not perform atmospheric monitoring for confined space entry.
- d. KCP&L will apprise the Contractor with experience KCP&L has with the confined space.

In addition to the above, Contractors requesting access to a space for the purpose of investigation, testing or data collection that KCP&L has determined to be a permit-required confined space (PRCS), will adhere to the following:

- e. The Contractor will make its request known by contacting the Appointed KCP&L Representative for its activities at the facility.
- f. The Appointed KCP&L Representative responsible for the Contractor will request access to the PRCS from the employee in authority of the PRCS. The employee in authority will coordinate access to the PRCS as the work schedule allows, and when entering the PRCS poses no additional danger to any persons as a result of the entry.
- g. The Appointed KCP&L Representative, or its designee, responsible for the Contractor will accompany the Contractor assigned to enter the PRCS, provided that whoever accompanies the Contractor Representative is trained and qualified as a PRCS entrant.
- h. The Contractor and Appointed KCP&L Representative will be logged as entering the PRCS by the attendant on the PRCS daily activity log at the time they enter the PRCS, and will be logged as exiting the PRCS by the attendant on the daily activity log when they exit the space.

9.17 Radioactive Sources – (Levels 1 & 2)

- 1. All such activities shall be coordinated with the KCP&L Construction Safety Representative or Appointed KCP&L Representative so as to ensure all employees on-site know where and when the sources will be used.

9.18 Barriers, Barricades and Safety Tape

- 1. KCP&L will provide Yellow Caution tape, Orange Warning tape, Red Danger tape, White and Red Asbestos tape, which will be utilized by contractors at all generating facilities. Contractors shall provide their own barricading signage, such as X-ray radiation hazards, lasers and powder-actuated tools use etc.
- 2. Boundary areas or barricaded areas shall be made as small and as unrestrictive as possible while still ensuring personnel safety.
- 3. All safety tape that is put up shall have the following information attached to it. This can be accomplished using a blank tag or sign. The tag or sign shall be covered in a plastic sleeve when necessary to prevent damage from the weather.
 - i. Date placed
 - ii. Contractor name
 - iii. Foreman responsible for tape and phone number to contact him/her
 - iv. Description of work being done
 - v. Hazard requiring the barricade
- 4. Tape color codes
 - a. Caution tape (yellow) – Shall only be used when the hazard could result in no more than minor or moderate injury
 - b. Warning tape (orange) – Shall be used when the hazard could result in death or serious injury
 - i) If the area is to be left unattended, the hazard shall be removed and the boundary dropped.
 - ii) If the hazard cannot be removed, the orange tape shall be replaced with red tape.

- c. Danger tape (red) – Shall be used when the hazard could result in death or serious injury and the area will not be manned.
 - d. Asbestos tape (white and black) – Three-inch wide white tape with the word “ASBESTOS” in black lettering. The tape should also contain the required OSHA signage printed on it (OSHA 1910.1001(j)(3)(ii)[A]).
5. Review the location of the tape to ensure that all avenues of approach are marked to warn personnel of the potential hazards.
 6. The safety tape shall not be taken down until the hazard that required its posting no longer exists.
 7. The tape should only be taken down by the employee placing the boundary or another person designated by the employee’s supervisor.
 8. Safety tape shall not be utilized for guarding or protecting fall hazards.
 9. The tape shall be promptly removed as soon as it is no longer needed.

9.19 Miscellaneous

1. Air hoses equipped with “Chicago” type fittings shall have safety clips installed at all connections.
2. Contractors making repairs to compressed air lines and/or fittings shall meet the manufacturer’s specifications.
3. Secure all material and equipment, such as lightweight construction materials, to prevent displacement by wind.
4. Cords, hoses and cables shall be hung or placed out of walkways.
5. Provide adequate and proper fencing, barricading, signage and lighting of construction areas that are temporarily closed to normal Site use.
6. Trains are used to bring fuel and coal into the plant. No employee is ever allowed to cross a moving train. If access is needed, find an alternative route. Anyone caught climbing over or under a train or riding a train will be subject to immediate discharge from the Site for a minimum of 1 year. When crossing railroad tracks in front of or behind a parked train, cross at least 20 feet away from train. Vehicles and heavy equipment must maintain 100 foot clearance and utilize “flaggers” at all intersections. If the 100 foot clearance cannot be maintained, contractor must contact the KCP&L Construction Safety Representative or Appointed KCP&L Representative. Staging of material or equipment must maintain a distance of 8 feet from center of tracks. Personnel working or walking on railroad with a locomotive on site must maintain a clearance of 8 feet from center of tracks. If no train is on the property, a deviation from this practice must be authorized by a KCP&L Authorized Representative.
7. Certain equipment is operated remotely. Use caution when working on or around conveyors, motors or other equipment. The Hold Procedure shall be utilized to de-energize all equipment prior to being serviced.
8. Hold tags, and the equipment they are attached to, are not to be operated or tags removed. Only KCP&L personnel are authorized to place tags and operate the equipment they are attached to.
9. Contractors must implement any additional measures, which the KCP&L Construction Safety Representative or Appointed KCP&L Representative determine to be reasonably necessary in order to ensure Project safety.

10. Sample permit forms, signage and/or tags are available from the Appointed KCPL Representative.

9.20 Visitors

It is of the utmost importance that a high degree of protection be afforded to all persons touring the Site. The following guidelines are general instructions for personnel who are responsible for the organization, direction and safe conduct of tours.

1. All visitors wishing to enter a KCP&L Site must have the permission of the KCP&L station management, or the Appointed KCP&L Representative. Permission will only be given upon verification that the visitors will be accompanied at all times by an authorized employee.
2. Immediately prior to entering the Site, all visitors are to be briefed concerning careful and orderly conduct, including identification of any specific hazards they may encounter.
3. All visitors will be required to comply with KCP&L PPE requirements as outlined in Section 9.2.
4. All visitors and Contractors must have permission by the Appointed KCP&L Representative before cameras can be used on KCP&L properties.

9.21 Security

1. Contractors are to use only the Contractor designated gates and turn styles for entry.
2. All persons, equipment, lunch boxes, carry-in containers, vehicles, etc, are subject to search by Site security personnel. If a Contractor employee refuses the search effort, he/she may be subject to removal or denied access to KCP&L property. Unauthorized removal of tools, equipment or other materials is prohibited.
3. Contractor employees shall park in designated parking areas as directed by the Appointed KCP&L Representative. If a vehicle is to remain in the parking lot overnight, this must be cleared through the security staff. Vehicles left overnight without prior approval are subject to towing at the sole vehicle owner's expense.

NOTE: Under no circumstances will belligerence, disrespect or other unprofessional behavior toward the security staff be tolerated. Discipline will be, up to and including, termination from the job site.

PLANT ACCESS

- a. All Vendors, Visitors and Contractors must check in with Security
- b. The Appointed KCP&L Representative must be notified that vendor, visitor or contractor has checked in
- c. All Vendors, Visitors and Contractors must immediately report to the Administrative Building or to their Appointed KCP&L Representative. Current-established vendors do not need to report daily (UPS, Fed-Ex, etc.)
- d. Vendors, Visitors and Contractor's plant access should be limited to the Administration building or in a secure designated area of the plant. NO CONTRACTOR, VENDOR OR VISITOR SHOULD BE ALLOWED TO WALK THROUGH THE PLANT WITHOUT REPORTING TO THE ADMINISTRATION BUILDING OR TO THEIR APPOINTED REPRESENTATIVE!

WHAT ARE THE GUIDELINES FOR DRIVER, VENDOR & VISITOR ANHYDROUS AMMONIA PSM AWARENESS?

- a. The Anhydrous Ammonia PSM Awareness is an annual requirement.
- b. Only Drivers, Vendors & Visitors should be directed to the guard shack for Anhydrous Ammonia PSM Awareness.
- c. Driver, Vendor & Visitors are instructed to read and sign the Anhydrous Ammonia PSM Awareness document.
- d. Driver, Vendor & Visitors are given the Anhydrous Ammonia sticker and wallet card (green) and Plant Safety Handout.

WHAT IS THE DEFINITION OF A DRIVER, VENDOR OR VISITOR?

Drivers, Vendors and Visitors generally do not require a complete safety orientation. Drivers, Vendors and Visitors are identified as those who do not perform field service work and have limited potential to plant hazards or equipment. All visitors and vendors should be escorted on the properties at all times. Drivers have limited potential to plant processes, equipment and hazards and do not frequently exit their vehicles, if at all.

WHAT IS THE DEFINITION OF A CONTRACTOR?

A contractor is identified as those who will be performing field service work.

Any contractor who will be performing field service work or having the potential to be unescorted on our facilities at any time will be required to attend a complete safety orientation to be given by their Appointed KCP&L Representative.

9.22 Employee Conduct

1. Gambling, fighting, creating a disturbance or horseplay will not be tolerated.
2. KCP&L conforms to all state and local laws for smoking, (Such as, in Missouri: Indoor Clean Air Act, RSMo 191.765 and Kansas City Article XII, Sec. 34-471). Smoking is prohibited in certain places:
 - a. Any commercial establishment, such as office buildings and offices. This includes any contractor's temporary structures.
 - b. Elevators
 - c. Restrooms
 - d. Any other enclosed area used by the public or serving as a place of work, including open office landscaping
 - e. Rooms in which meetings or hearings open to the public are held, except where such rooms are in a private residence.
 - f. Smoking is strictly prohibited near fuel areas.
 - i) In Kansas facilities, smoking is not permitted within 10 feet of outside entrances, operable windows and ventilation systems.
 - ii) This policy applies to all employees, clients, contractors and visitors to KCP&L facilities.

10.0 Disciplinary Action

KCP&L is committed to providing a safe and healthful work environment for all employees and vendors, one that remains free from recognized hazards. To help achieve this goal, Contractors are expected to develop and implement a disciplinary action program for their employees and must be included in the contractors Health and Safety Program. KCP&L reserves the right to remove or exclude entrance to any person at any time. KCP&L has zero tolerance with regard to the rules below:

- a. Any Contractor employee engaged in fighting, creating a disturbance or horseplay on KCP&L properties, job sites or in a vehicle.
- b. Any Contractor employee found with a weapon and/or firearm in their possession while on KCP&L properties, a Project site or in a vehicle.
- c. Any Contractor employee found under the influence of, or in the possession of, alcohol, narcotics, tranquilizers or any illegal substance.
- d. Any Contractor employee not utilizing fall protection equipment, PPE, safe work practices, etc.
- e. Any Contractor employee caught crossing between railroad cars or climbing a parked or moving train.
- f. Any Contractor employee found tampering with or removing a Hold tag, or operating equipment with a HOLD tag on it.
- g. Any contractor employee found entering a confined space prior to the hazard assessment.
- h. Any act of blatant disregard for the above stated rules will be viewed as a conscious attempt to circumvent KCP&L safety standards and will be dealt with accordingly.
- i. Follow all posted speed limits while driving on KCP&L property. This will be monitored and speeding will not be tolerated.
- j. Any contractor employee who is found to be in violation of these safety rules or other KCP&L policies or procedures is subject to immediate removal from the job site.
- k. Violations may result in extended or permanent banishment from KCP&L property.

11.0 Conclusion

This program does not attempt to identify every potential hazard, act, accident or injury to Contractor employees. It does not absolve any Contractor while on KCP&L Sites of its responsibility for the safety of its employees or member of the general public affected by its operations. It is a tool to assist in management of those responsibilities.

KCP&L does not assume responsibility for the Contractor's or subcontractor's compliance with any safety standards or laws. Compliance with these standards (such as OSHA regulations) is the sole responsibility of the Contractors and subcontractors working on KCP&L property.

The Contractor shall not receive additional payment or reimbursement for safety items and procedures which have been identified as required by KCP&L's Contractor Safety Requirements.