



BEST PRACTICE

SUBJECT: ADMINISTRATIVE CONTROLS & INFORMATION TRANSFER

PRACTICE STATEMENT: To eliminate injuries to personnel from improper job planning and risk assessment.

PRACTICE DESCRIPTION: Identify protection methods and risk mitigation techniques based on information obtained through information transfer and jobsite analysis. The information obtained through this process shall be provided to the employee in charge to supplement the field crew's job briefing.

- A. Pre-planning to begin at the pre-bid meeting.
- B. Preliminary job site analysis.
- C. The Contractor shall request information from the Host Employer so that the Contractor may be able to conduct adequate risk assessments prior to beginning and during operations. As a minimum this information shall include:
 - Nominal voltage of lines & equipment
 - Maximum switching transient voltage (TOV)
 - Presence of induced voltage
 - Presence of protective grounds and grounding conductors
 - Location of circuits and equipment, including electric supply lines, communication lines, and fire protective signaling circuits
 - The condition of protective grounds and equipment grounding conductors
 - The condition of structures, poles, and/or other facilities.
 - Environmental conditions related to safety
 - Other known system information related to safety, requested by the contractor such as incident energy, MAD distance, AR clothing.
- D. Knowledge of any change in the original work task and any other conditions or characteristics that may affect the safety of the workers.
- E. Line work on conductors or equipment shall be performed when they are de-energized or a portion is de-energized and grounded when possible.
- F. Information that is required of the contractor to be communicated to the host:
 - 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 host employer of any unanticipated hazardous conditions found during the contract employer's work that the host employer did not provide.
- G. Examples of Host Employer Communication may include work orders, job prints, bid documents, and/or one-line diagrams. The contractor shall document communication (as stated in item "C" above) from the host employer.

BENEFITS:

- Eliminate injuries resulting from improper planning by ensuring key job hazards are identified and controlled.

REFERENCES:

National Electric Safety Code (NESC, ANSI C2 – Part 4)
OSHA 29 CFR §1926.950 (c)
OSHA 29 CFR 1910.269 (a)(3)

Frequently Asked Questions
Information Transfer

1. Do I have to use the forms provided?
 - No, you may create your own documentation.
2. Do I have to sign the forms?
 - If you communicate unanticipated hazards back to the Host Employer you should sign the form and ask for their signature.
3. Who keeps the form?
 - The form goes to your contact at the Host Employer. Each party should keep a copy for their records.
4. What if Host Employer refuses to sign the form?
 - Make a note on form of the decision to not sign, make a copy and leave one with Host and keep one for contractor records.



Information Transfer Form Purpose:

To ensure contractor request information from host employer

Nominal voltages of lines and equipment crews will be exposed to:

Assumed Maximum Switching Transient Voltage:

Nominal Voltage (kV)	Maximum per-unit Transient overvoltage

Minimum Approach Distances:

MAD for Qualified Electrical Employees From Uncovered Conductors, Phases, or Equipment		
Voltages Between Phases	Phase to Ground M.A.D.	Phase to Phase M.A.D.

Arc Flash Clothing Requirements:

Work Location (i.e. Overhead Distribution Lines)	Distance to Exposed Energized Parts (i.e. Less than 6 ft)	Hazard/risk Category FR Clothing Required (i.e. Cat 1 (4 cal/cm ²))

Presence of hazardous induced voltages: Yes ☐ No ☐		



Presence of Protective Grounds and Equipment Grounding Conductors: Yes ☐ No ☐
The locations of circuits and equipment, including electric supply lines, communication lines, and fire-protective signaling circuits:

Known Conditions:

Condition of Grounds (i.e. Defective Substation grounds or grounding conductors, if known, are identified by the presence of a field tag, or in the Substation log book.):
Environmental Conditions Related to Safety (i.e. Any known environmental conditions related to safety are noted in the work package presented at the time of request for proposal.):
Conditions of Poles and Structures (typical pole tags and meanings any additional information needed):

Unanticipated hazardous conditions found during contractors work

If an alternate mode of communication used to transfer this information (text, phone call, verbally, etc.) the condition(s), date and name of person represented the host employer should be documented.

Contractor	Date
Host Employer	Date