



**Sand Hill Energy Center
Contractor Work Requirements**

TABLE OF CONTENTS

SHEC Contacts..... 1

General 1

Emergencies 1

Safety 2

 Codes and Standards 2

 Safety Orientation 2

 Personal Protective Equipment 3

 Specific Safety Rules 3

 Respiratory Protection 3

 Confined Spaces 4

 Equipment Operators 4

 Safety Data Sheets 4

Environmental and Waste Issues 4

 Spills and Stains 4

 Waste Management 5

 Recycling 5

 Revegetating Disturbed Areas 5

 Materials Usage Logs 6

Work Practices 6

 Work Hours 6

 Housekeeping 6

 Damage to Existing Property 6

Utilities / Facilities 6

 Compressed Air 6

 Electrical Power 6

 Water 7

 Facilities 7

Roadways and Parking 7

Storage and Temporary Buildings 7

Communication 7

Access to Top of HRSG 8

Mail, Messages, and Telephones 8

Deliveries 8

Schedule 8

SHEC CONTACTS

NAME	TITLE	PHONE
Luis Cordova, P.E.	Plant Manager	512-972-9425
John Lalande	Plant Operations Superintendent	512-972-9456
Tim Youts	Plant Maintenance Superintendent	512-505-3720
Matt Kuffler, P.E.	Plant Engineer	512-972-9404
Jake Spelman	Plant Environmental Health & Safety Coordinator	512-972-9450
Cheryl Martinets	Plant Administrative Assistant	512-972-9401
Daryl Fisher	Plant Stores Specialist	512-505-7595
Randy Payne	AE Corporate Safety Specialist	512-322-6041
Plant Control Room (Staffed 24-7-365)		512-972-9451

GENERAL

The Contractor shall comply with the requirements of this document unless otherwise directed in the body of the specification or contract to which it is attached. The Contractor shall comply with all plant rules and regulations including, but not limited to, the following:

- SHEC's access is via Fallwell Lane.
- Contractors shall sign in daily at the Administration Building.
- Alcohol, drugs, and firearms are **strictly forbidden** at the plant.
- Effective July 2, 2018, **tobacco use and electronic smoking device use are not permitted at any time on Austin Energy worksites, including personal vehicles parked in Austin Energy parking lots.** Contractors shall not use tobacco at any time, during and beyond work hours, on the premises of AE worksites. Tobacco products include cigarettes, cigars, chewing tobacco, snuff, pipes, snus, and electronic smoking devices.
- Contractors shall provide all tools and supplies necessary to successfully complete the contracted job. Contractors **shall not** borrow any Austin Energy (AE) tools, equipment, vehicles, supplies, or personal protective equipment unless specifically allowed in the work contract or approved by the Plant Operations Superintendent or the Plant Maintenance Superintendent.

EMERGENCIES

In the event that an emergency situation arises, the SHEC control room should be contacted **immediately**. Any calls that have been made directly to Police, Fire Department, EMS, etc. shall be reported to the control room for coordination with Plant Security to expedite access for emergency responders.

The control room will alert emergency personnel by contacting 911 and then use the plant two-way radios and mass notification announcing system to announce the nature of the emergency and provide instructions. In the event of a tornado warning, there is a storm shelter in the basement of the Administration Building, with access near the control room.

If a Plant-wide evacuation should become necessary there are three outdoor assembly areas.

1. At the main entrance gate.
2. At the alternate entrance gate located at the northeast corner of the plant property.
3. At the area just west of Unit 4, near the south corner of the fence surrounding the switchyard.

Do not leave the assembly area(s) until an “all clear” has been given and all employees have been accounted for.

SAFETY

AE Safety Services personnel are available by appointment or immediate contact by phone. *If any AE personnel believe there is a safety violation, they are authorized to stop the Contractor's work at any time.* If any plant employee observes contractor personnel working in situations of imminent danger, work will be ceased until the AE Project Manager and the Contractor can meet to alleviate the hazardous condition(s). Such work stoppage shall not relieve the contractor of any contract commitments, nor be a valid cause for a change order.

Codes and Standards

The Contractor shall comply with all federal, state, and local laws, as well as all standards, rules, administrative agency regulations and orders issued pursuant to such laws and regulations, including, but not limited to, the following:

- Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (CFR) title 29, U.S. Department of Labor
- National Fire Protection Agency, National Electric Code (NFPA 70E)
- Environmental Protection Agency (EPA)
- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of State Health Services (DSHS)
- Austin City Code

Safety Orientation

Every Contractor employee shall attend a plant-specific safety orientation before they will be allowed to work. This orientation will take approximately 25 minutes. To schedule safety orientations, Contractor shall contact the AE Project Manager who will arrange a time with the plant. This orientation is required of all Contractor personnel on an annual basis.

The Contractor, if necessary for the safety orientation, shall supply a language interpreter. All contract employees must have a valid social security number or work permit.

Any Contractor employee injured onsite shall immediately report the incident to the AE Project Manager or an onsite Plant contact. The Contractor shall provide a copy of their written accident reports, including a written investigation report, to the Plant EHS Coordinator within 24 hours of the incident.

Personal Protective Equipment

Contractor shall insure that all employees wear, at a minimum, hard hats, steel toe safety boots, and safety glasses with side shields or goggles for personal protective equipment (PPE). Additional PPE requirements are as follows:

- Hard hats may be of any style and color except RED and ORANGE. The Owner reserves these colors for emergencies and visitors. The hard hats shall comply with ANSI Z89.1, Class A,B,C under OSHA 29 CFR 1910.135.
- Steel toe safety boots/shoes can be of any manufacture and shall comply with ANSI 41-1991 under OSHA 29 CFR 1910.136.
- Safety glasses (prescription or non-prescription) shall comply with the appropriate ANSI standard for the job being performed. (Welding, Cutting Grinding, General Use) under OSHA 29 CFR 1910.133.
- Hearing protection PPE shall be used when working in noisy areas (e.g., on or near an operating unit). The protection factor of 25 NRR or greater shall be attained, under OSHA 29 CFR 1910.95.
- The Contractor shall supply and insure that employees have the correct type and style of gloves for the job they are performing.
- Safety Harnesses and fall protection must be used in compliance with OSHA 29 CFR 1926.502.
- All personnel shall wear 100% cotton clothing including long pants, appropriate shirts, etc. No shorts will be allowed.
- If *ANY* work introduces the potential for an Arc Flash hazard, the Contractor shall supply and insure that their personnel are wearing the appropriate Arc Flash PPE.

Specific Safety Rules

The Contractor shall at all times adhere to Plant Safety rules for Lock-Out/Tag-Out (LOTO). Some of the site safety rules may *exceed those required by OSHA*, and the Contractor may contact the AE Project Manager to find out what is expected under the Plant Safety Program. All other rules, as they apply, will also be adhered to at all times (e.g., fall protection, respiratory protection, arc-flash protection, scaffolding, trenching, etc.)

All equipment worked on will be properly locked out as per plant safety rules. All LOTO clearances shall be put in place by plant personnel. The Contractor shall work with plant operations to review the LOTO and insure that equipment is safely secured prior to starting work. The Contractor is responsible for providing his own lock and adding it to the lockbox related to the LOTO clearance. *Under no circumstance shall the Contractor lock out ANY plant equipment.* The Contractor is required to sign on the plant LOTO and follow all plant LOTO rules and procedures. The Contractor can request that other pieces of equipment be locked out to make the work area safe.

Respiratory Protection

If employees are to work in an atmosphere which will require the use of a respirator the Contractor shall provide documentation of employee participation in a Respiratory Training Program that meets OSHA requirements. The Contractor is responsible for selecting and providing the correct respirator for the atmosphere in which work is to be performed.

If a Self-Contained Breathing Apparatus (SCBA) is to be worn, the Contractor shall provide documentation of the employee's training with this device in addition to his documentation of OSHA-certified respirator training.

All documentation shall be provided to the AE Project Manager who will file originals and forward copies to the Plant EHS Coordinator as necessary.

Confined Spaces

The Contractor shall have an OSHA-compliant Confined Space Entry Program. A copy of this program, and employee training certifications, shall be delivered to the AE Project Manager prior to beginning work in a confined space. The Contractor shall be responsible for air monitoring for their employees. The site will provide a Subject Matter Expert (SME) to assist in hazard evaluations prior to entry into a confined space. Plant personnel may periodically monitor atmospheric conditions in the confined space(s) where Contract Personnel are working. Plant personnel shall stop Contractor work in a confined space when atmospheric conditions or any other hazards are identified which were not addressed in the Entry Permit for that space. Work will not be allowed to resume until the hazardous condition(s) has been resolved to the satisfaction of Plant personnel.

Equipment Operators

The Contractor shall provide documentation certifying that all of their equipment operators have been properly trained for the piece of equipment they are operating. This includes but is not limited to, fork lift operators, mobile crane operators, overhead crane operators, etc. This documentation shall be provided to the AE Project Manager who will forward it to the Plant EHS Coordinator.

Safety Data Sheets

The Contractor shall provide a Safety Data Sheet (SDS) for each chemical product prior to being brought onsite. These sheets shall be given to the AE Project Manager who will forward to the Plant EHS Coordinator.

ENVIRONMENTAL AND WASTE ISSUES

AE Environmental Services personnel are available by appointment or immediate contact by phone. *If any AE personnel observe a potential environmental issue, they are authorized to stop the Contractor's work at any time.* If any plant employee observes contractor employees working in situations of imminent danger, work will cease until the AE Project Manager and the Contractor can meet to alleviate the hazardous condition(s). Such work stoppage shall not relieve the contractor of any contract commitments, nor be a valid cause for a change order. Specific environmental and waste requirements are as follows:

Spills and Stains

- If *ANY* amount of oil or other chemical is spilled onsite, the Contractor must notify the EHS Coordinator or Shift Supervisor immediately. Stop work for large spills, or any spills near stormwater inlets or any other types of drains.
- The Contractor is responsible for cleaning up and containing any spills and/or stains related to contractor activities, including leaky hydraulic equipment, leaky vehicles, oil/fuel/antifreeze spills, paint/solvent spills, other chemical spills, etc. Do not bring any leaky equipment onsite.
- SHEC can provide a limited amount of spill cleanup materials and waste drums. Drums must be labeled immediately. Contact the EHS Coordinator with any questions.

Waste Management

- All waste generated onsite must be managed by the Plant. No waste shall be left in unauthorized storage containers or disposal areas. All unused/new materials shall be taken with the Contractor upon completion of their work unless stated otherwise in the contract or approved by Plant Management.
- Collection and disposal of large volumes of Contractor-generated trash shall be the responsibility of the Contractor and must be coordinated through the Plant EHS Coordinator *prior to the start of the job* without additional cost to AE.
- Waste collection containers shall be properly and clearly labeled to ensure proper hazard notification and segregation of hazardous materials from non-hazardous materials.
- Liquid waste must be kept separate from solid waste (e.g., used oil and oily rags shall be collected in separate drums). “Used Oil” drums and “Oily Rags” drums shall be clearly labeled, and should be stored in DOT-approved 55-gallon metal drums, which must be sealed and staged on proper containment.
- Small volumes of domestic and non-hazardous trash may be disposed of in the existing, 30-yd Plant Trash roll-off box (located in the NE area of the Laydown Yard) with approval of the Plant EHS Coordinator and/or the AE Project Manager. SHEC may provide labeled trash drums, but as soon as they are full the Contractor is responsible for emptying the **contents of the drums** in the Plant Trash roll-off. Drums are prohibited from being disposed of inside the Plant Trash roll-off, and must be kept for re-use.
- Contractors **may not** take any waste offsite. Certain exceptions *may* apply (e.g., special recycling), but must be approved by the EHS Coordinator in advance.

Recycling

The Contractor shall participate in plant recycling efforts as much as possible. A map showing all waste and recycling collection locations can be provided at the Plant Contractor Orientation. Specific waste disposal and recycling information can be obtained from the Plant EHS Coordinator.

See below for designated recycling containers and their locations:

- **Cardboard, plastic bottles, aluminum cans** – Bright green, 8-yd dumpster near road at NE corner of the Laydown Yard. **NO plastic bags, plastic wrap, food, napkins, or packaging materials such as foam rubber or Styrofoam.**
- **Raw wood** (*unpainted/unstained* lumber/pallets/crates, **with no hardware larger than nails**) – A 40-yd roll-off in the NE area of the Laydown Yard, east of Plant Trash roll-off.
- **Scrap metal** – Tan, 20-yd roll-off box under shelter structure, north of the Laydown Yard.

Additionally, spent aerosol cans or spray cans must be collected separately from all other wastes for further processing by the Plant. Do not put spray cans in any other waste containers or recycling containers. Contact the EHS Coordinator with any questions.

Revegetating Disturbed Areas

Any grassy areas disturbed or damaged during the course of Contractor activities shall be revegetated per City Code. Different seed blends are required at different times of the year. Please contact the Plant EHS Coordinator with any questions regarding revegetation requirements.

Materials Usage Logs

Per the SHEC air emissions permit, upon job completion (or within two weeks of completion for more complex projects) the Contractor shall complete logs recording the hours and materials used daily for the following activities, as applicable:

- **Combustion-powered equipment** (e.g., portable generators, welding machines, compressors, work lights, etc.) — Engine horsepower, runtimes, and types/volumes of fuel used.
- **Torch Cutting** — Amount of acetylene used.
- **Welding/Braising/Soldering** — Methods, and types/amounts of welding rods used.
- **Abrasive Blasting** — Type/amount of blast media used.
- **Painting** — Application methods, types/volumes of paint and paint thinner used.

Please contact the Plant EHS Coordinator to obtain applicable logging forms. If the Contractor already has their own logging forms that detail the all same information they may be used, pending approval by the Plant EHS Coordinator.

WORK PRACTICES

Work Hours

Normal plant working hours are Monday through Friday, 7:30 a.m. until 4:00 p.m. If a Contractor plans to work hours other than these, the AE Project Manager shall be notified in advance. This request will be forwarded to Plant Management for approval.

Housekeeping

The Contractor shall be responsible for daily cleaning of their work areas. Prior to the end of each work day all trash shall be placed in proper receptacles and all areas swept and picked up.

Damage to Existing Property

The Contractor shall take all precautions to protect existing buildings, grounds, and equipment from damage of whatever nature arising from the Contractor's operations at SHEC. If damage is incurred, the Contractor shall make all necessary repairs or replacements without additional cost to the owner.

All areas assigned to the Contractor for their use shall be left clean. All grassy/dirt areas used for lay down and/or parking shall be left smooth and re-vegetated as necessary prior to demobilization.

UTILITIES / FACILITIES

Compressed Air

Contractors shall provide their own compressors, hoses, connections and safety clips necessary to supply compressed air.

Electrical Power

Both 120V and 480V power is available upon request. Plant staff requires three (3) working days' notice to route and connect power to a single point for the Contractor's use. Request for electrical connection shall be made through the AE Project Manager. Plant staff will also disconnect this service at the end of the contract, following the same procedure.

Water

Service water (non-potable) is available from several spigots at various locations around the plant. The Contractor shall be responsible for connecting and routing necessary extensions. The Contractor shall provide all hoses/pipes, as needed for their use, and shall remove these upon project completion.

Facilities

The Contractor shall provide the following for his/her employees:

- Drinking water
- Temporary toilets & hand-washing stations
- Break & eating areas (including microwaves, refrigerators, other appliances as needed)

Exceptions to these requirements may be made on a case-by-case basis for small projects, but AE Project Managers must obtain approval in advance from SHEC Plant Management in order for the exception to be granted.

ROADWAYS AND PARKING

Parking space is limited in the vicinity of the Administration Building. **ONLY** passenger cars and light trucks will be allowed in the parking lot north of the Administration Building. Prior to arrival, the Contractor shall confer with the AE Project Manager regarding parking areas for heavy trucks and equipment.

The Contractor shall only use roads and parking areas within the plant area as assigned by the AE Project Manager. The Contractor shall thoroughly investigate all existing entry, exit, and roadways to ensure there is adequate accessibility.

The Contractor shall make all of their employees aware of the **12 mph** maximum speed limit within the Plant.

STORAGE AND TEMPORARY BUILDINGS

All storage and temporary buildings/office trailers required by Contractors shall be erected/placed by the Contractor at their own expense, with approval of the AE Project Manager. All such structures shall be removed without cost to AE at the termination of their usefulness or termination of the job.

Outdoor space for storage of materials (laydown area) may be available to the Contractor in a location agreed upon between Plant personnel and AE Project Manager. If assigned, this area will be kept clean and in an orderly fashion. The Contractor shall remove all excess materials prior to departure from the worksite.

Small quantities of product requiring secondary containment may be accommodated at Plant locations with approval of the Project Manager, the Plant EHS Coordinator, and/or Plant Management. In general, however, the provision and maintenance of secondary containment for stored products shall be the Contractor's responsibility.

COMMUNICATION

Lines of communication shall be maintained at all times. The Contractor shall make all requests through the AE Project Manager who in turn will contact the appropriate Plant personnel.

ACCESS TO TOP OF HRSG

The elevator for the Unit 5A Heat Recovery Steam Generator (HRSG) is currently out of service. Contractor personnel will have to use the stairs to access the top level of the HRSG. If materials are needed on top of the HRSG the Contractor shall provide their own lifting devices and associated equipment (crane, forklift, tugger straps, cables, etc.).

MAIL, MESSAGES, AND TELEPHONES

Contractor mail and messages received at the Administration Building will be placed in a location designated by the Plant Administrative Specialist. If the Contractor requires phone/fax services or if the Contractor will be onsite for more than 30 days, the Contractor shall provide for their own services. There is a limited supply of phone lines available onsite. Requests for use of these lines shall be made through the AE Project Manager.

DELIVERIES

All Contractor deliveries to the Plant shall be coordinated in advance with the Plant Stores Specialist and shall be properly addressed with a Contractor contact name on the package. Deliveries not handled in this way may be refused by the Plant and returned to Sender. Contractor shall provide the Plant Stores Specialist with contact information which shall be utilized in notifying the Contractor of the arrival of a delivery. Contractors shall pick up deliveries within 24 hours of notification. Sand Hill has limited indoor warehouse storage space, and consequently small items received will be stored indoors only if space allows and for no more than 24 hours. All large items received will be stored outside. The Plant will receive and unload deliveries, but takes no further responsibility for storage and protection of these items.

SCHEDULE

The Contractor shall submit a proposed work schedule to the AE Project Manager who will then get approval from Plant personnel. Schedules with durations longer than two (2) weeks shall be submitted at least two (2) weeks before the Contractor moves onsite. Work schedules of less than two (2) weeks shall be submitted at least one (1) week before moving onto the site.

The schedule shall show expected mobilization and demobilization dates and projected dates for all tasks concerned in the project. Updated schedules shall be made and submitted to AE Project Manager as necessary.