



Horizon Utilities Corporation – Policies & Procedures

Subject: Public Safety Policy	
Section: Corporate	Number: 1.03
Issued: November 2, 2006	Revised: May 21, 2009

Application:

This program applies to Horizon Utilities Corporation (“Horizon”) and all of its employees.

Related Policies:

Healthy Workplace Policy and, Procedures:
Gen:003; Gen:005; Gen:027; Opr:005; Opr:014

Purpose:

The purpose of this policy to take every step reasonable in the circumstances to provide a safe interaction between the public and Horizon’s employees, contractors, construction sites, plant and equipment.

Performance Objectives:

The Executive Management Team will provide the resources necessary to implement this policy and will instruct appropriate staff to include public safety in their annual departmental plan.

Employees are encouraged to report hazards that Horizon’s property, plant or activities might present to the public or visitors.

Reports will be provided to Electrical Safety Authority (ESA) in compliance with the Electrical Distribution Safety Regulation Section 12.

Definitions:

Access Card means - an encoded card used to access locked locations.

Visitors Pass means - a card with Horizon or other company logo on it with information on hazards (i.e., lift trucks, crane area not to be entered) and evacuation criteria (i.e., must leave immediately and assemble with employees outside the building).

Visitors to Horizon Utilities Corporation Buildings:

Visitors Pass

Visitors will be provided with a visitor's pass, which has key information on it such as: *"Stay clear of truck and lift trucks"; "Leave the building on hearing the fire alarm and assemble with staff outside the building"; "Speed limit on Horizon Utilities Corporation property is 15 kilometres."*

Whenever possible, visitors should be escorted to and from their destination in locations with cranes, lift trucks and vehicle traffic.

Access Cards

Regular visitors, delivery people or contractors who are given **access cards** must receive orientation training on all sites they visit. **When contracts are entered into with a delivery company, the delivery company will be required to provide orientation training on Horizon's sites and keep a record of their training.**

Orientation training for site visitors will include: evacuation process; location of first aid kits and requirement to report injuries or damages; vehicle safety standards; who to check in with; restricted locations; hazards and precautions in the work area they can access.

The above training shall take place prior to receiving an access card.

Public or Privately Owned Equipment:

Horizon employees are encouraged to report public safety hazards when working on site. This can be done during a 'tailboard' meeting by taking time to review the surrounding area and identifying and reporting safety hazards in writing using the safety concern and response form.

All reports of public safety hazards will be forwarded to Risk Management for follow-up with the owner of the property. The follow-up letter will be copied to the person who originated the concern.

An annual report will be prepared by Risk Management that records the number of public safety issues identified, type of issue and corrective measures taken.

3rd Party Contractor Incidents

For electrical contact incidents involving third-party contractors or workers, all contacts will be reported by the trouble department or other Horizon representative on site, to the Operations Department. The Operations Department will notify the Ministry of Labour via fax using the form attached to this policy.

The Horizon representative on site will report any deficiencies and recommendations to the Engineering Department with a copy to Communications, Health and Safety and Risk Management.

Public Incidents Involving Electricity and or Horizon Utilities Corporation Plant

When Horizon employees become aware of a member of the public being involved in a serious electrical incident it must be reported to the ESA using the attached form. This form will be sent to ESA through the **Operations Department**

When there is an incident involving Horizon's plant, the Horizon's representative on site will report the incident and indicate the causes and root cause of the incident and recommendations for prevention.

The management person responsible will provide a follow-up report on action taken.

Ministry of Labour incident reports must be filed if the incident involves a worker.

Serious electrical incident means:

- Any electrical contact or flash that causes death or serious injury.
- All contacts with a primary distribution line operating at 750 volts or more caused by or involving a member of the public.
- Any equipment failure that caused or may have caused: Loss of life to a member of the public or; Critical injury to a member of the public or A fire or explosion that caused significant damage to utility or third party property if the explosion had the potential to cause a critical injury or loss of life (i.e., catastrophic failure of a porcelain lighting arrester, explosion of a dry well canister fuse that comprises the integrity of a transformer/switchgear enclosure).

Provision of Public Safety Information:

Corporate Communications is responsible for development of an approved annual plan to provide public information on electrical safety using a variety of communication vehicles.

Public safety information should be directed to different groups within the public including: adults, children, adolescents, visually or hearing impaired and those who speak English as a second language. Partnering with specific groups (hearing impaired or cultural associations) may be considered.

Public safety will be part of the annual corporate strategic plan.

Substations, Buildings, Plant and Property Safety:

Horizon's substations must be inspected seasonally to ensure public safety. The most up to date inspection checklist available should be used and should take into account changes brought about by seasons (snow accumulation and vegetation that could make an otherwise accessible site inaccessible).

An annual inspection schedule will be developed and an annual report made to the Director/VP of the department indicating that inspections have taken place and detailing the findings and changes.

Crews should examine the area around each job for public safety concerns (such as sagging wires, damaged poles and public access to hazards).

Construction Site Safety:

Construction site safety will be included in all 'tailboards' where construction takes place and there is a possibility of public contact. Barrier cones, signs and other devices shall be used as appropriate to the site if public contact is expected. Every effort must be taken to ensure public safety at all Horizon work sites. This may require signs and barrier cones at corners some distance from the actual worksite to advise the public to access another route in a safe manner (i.e., at a corner with a traffic light).

If a member of the public enters a site, an employee will instruct that work be stopped until the person is in a safe zone out of the work area.

Evaluation:

The various components of this policy require an annual plan and report. These plans and reports will be reviewed annually by the Director of each department noted in this document to ensure they meet requirements of this policy.

References:

Ontario Electrical Safety Code. (O. Reg. 10/02) Rule 2-007 regarding reporting serious injury to a member of the public

What To Do If You Are At The Scene Of A Critical Public Electrical Incident

When a reportable accident occurs, follow the guidelines listed below:

1. Ensure that there is no further danger in and around the accident scene.
2. Ensure that the injured, other workers and public are protected.
3. Perform the task with minimum disturbance to the accident scene, leaving the scene undisturbed; leave articles or wreckage as is unless it causes a hazard and endangers public.
4. Secure the accident scene. Provide barricade, signs to prevent people from entering and disturbing evidence.
5. Call ESA immediately. ESA may help you in providing guidance on how to manage your accident site.
6. The following is information required when reporting the accident:
 - a) When – Time of day, date.
 - b) Where – Location of the accident, address or street intersection.
 - c) What – Provide as much information of the accident about the accident.
 - d) Who – The personnel involved in the accident, the number of people if there are multiple injuries/people) or the damage that the accident has caused.

Final Version

Section 12 – Electrical Distribution Safety Regulation

What does ESA’s Section 12 require?

The distributor must report to the Electrical Safety Authority (ESA) any “*serious electrical incidents*” involving the public of which it becomes aware.

What are the Guiding Principles?

In order to improve public electrical safety, ESA will:

- Proactively conduct investigations of all serious electrical incidents where results of the investigation can add value.
- Identify root causes of accidents to improve safety standards.
- Work with other stakeholders to collect information on all serious electrical incidents to facilitate prevention.
- Work with MOL to avoid duplication of effort.

When must I report incidents?

Report serious electrical incidents within 48 hours after becoming aware of the incident. Call ESA at 1-877-ESA-SAFE (1-877-372-7233). This call will be answered by ESA Customer Service Centre between 7am – 4:30 pm, and a telephone answering service after normal business hours.

Who do I report to?

- Ministry of Labour for fatalities, critical injuries, and occurrences involving workers or their tools (any voltage) or equipment contacting electrical equipment (over 750 Volts).
- Electrical Safety Authority for “*serious electrical incidents*” involving a member of the public.

What is a “Serious Electrical Incident” that must be reported to ESA?

- Any electrical contact (or non-contact such as a severe arc flash condition) that causes death or critical injury to a member of the public.
- All contacts with a primary distribution line operating at 750 volts or more (overhead or underground) caused by or involving a member of the public e.g., any tree contacts where a member of the public makes contact through the cutting down a tree or dig-ins or crane contacts.
- Any equipment failure that caused or may have caused:
 - Loss of life of a member of the public;

- Critical injury to a member of the public; or a fire or explosion that resulted in significant damage to utility or third-party property where the fire or explosion had the potential to cause loss of life or critical injury to a member of the public. i.e., Catastrophic failure of a porcelain lightning arrester, explosion of a dry well canister fuse that compromises the integrity of a transformer/switchgear enclosure.

What Type of “Serious Electrical Incidents need not be reported?”

Incidents that **normally do not pose a safety hazard to the public** need not be reported, i.e.:

- Routine operation of protective devices.
- Motor vehicle accidents
- Extreme weather damage
- Vegetation contacts
- Animal/Bird contacts
- Flying debris contacts
- Routine equipment failures

What do I report?

The following information is to be reported. (See form for specific format)

- When – time of day and date.
- Where – location of incident, address or street intersection, directions.
- What – provide information about the nature of the incident.
- Who – person reporting the incident, i.e., name and phone number.
- Other authority that the incident has been reported to.

What will ESA investigate?

ESA will investigate all fatalities, critical injuries, inadvertent contacts, fires and explosions where members of the public are involved. ESA inspector will make contact with the distributor within 2 hours of receiving the call.

What to do at the incident scene?

When a reportable serious electrical incident occurs, the distributor is permitted to restore service, but to facilitate an ESA investigation, service restoration should be performed with minimum disturbance to the incident scene. In no case should anything that would assist an ESA investigation be removed unless the inspector has granted permission. If possible, secure the incident scene to prevent people disturbing the evidence.

Potential Hazards to Public

a) Vibration
b) Fumes
c) Dust
d) Mists/Sprays
e) Traffic low/signage/barricades
f) Bridges or covers
g) Pedestrian bridges
h) Pedestrian walkways/closures signage
i) Access to emergency vehicles
j) Clean up of roadways and walkways
k) Pedestrian slips, trips and falls
l) Public ingress and egress
m) Separation to barriers for public
n) Emergency evacuation routes
o) Lighting arcs/glare that are a hazard
p) Areas properly lit for public safety
q) Radiation
r) Machinery, vessel, crafts and vehicle movement
s) Machinery, vessel, crafts and vehicle operators licensing
t) Overhead loads in occupied areas
u) Ambient noise overcomes warning devices
v) Falling objects
w) Wind-born/water-borne objects
x) Overhead hazards falling objects
y) Security measures
z) List of persons authorized to access the security area after hours given to the enforcing authorities and security personnel

aa) Pollution controls <ul style="list-style-type: none">• water• air• ground• sewer• storm sewer
bb) HazMat storage and disposal
cc) On site sanitation (sewage) methods
dd) All utilities marked and noted in drawings
ee) Public injuries and damage response plan
ff) Vibrations and subsidence
gg) Blasting-signals/signage/flyrock
hh) Emergency action plans as needed: <ol style="list-style-type: none">1. flood2. hurricane3. tornado4. fire5. medical emergency6. chemical leak7. chemical spill8. electrical outage9. collapse10. fatality11. multiple injury accident12. catastrophe13. serious inclement weather14. crime against property on jobsite15. crime against persons on jobsite