



FOSSIL POWER

General Work Rules

And

Information For Contractors

May 1, 1995

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1.0 General

These Fossil Power Work Rules And Information For Contractors supplement requirements contained in both Con Edison's Standard Terms and Conditions for Construction Contracts or Service Contracts and all Federal, State and local laws and regulations governing the performance of work. They are intended to provide information to facilitate a safe work environment and to outline Con Edison safety rules and other requirements for contractors working in Fossil Power Generating Stations or other Con Edison facilities.

Contractors must supplement these guidelines by employing work practices and providing instruction to their employees required to ensure safety and prevent injury. In addition, contractors are also required to take all necessary steps to ensure that its employees, its subcontractors, and the subcontractors' employees have been advised of the safety and inspection requirements.

2.0 SITE CONDITIONS

2.1 NOISE LEVELS

The contractor is advised that high noise levels may be present in the work environment. The contractor shall furnish its personnel with "National Institute for Occupational Safety and Health" (NIOSH) approved noise protection devices. Claims based on noise levels shall not be considered by Con Edison.

2.2 WORK IN HOT ENVIRONMENT

The contractor is advised that high temperatures may be present in the work environment. It is the contractor's responsibility to supply adequate safety equipment, including liquids for drinking, to replace fluids lost through perspiration, to its employees when work must be performed in hot areas. Claims based on hot environment will not be considered by Con Edison.

2.0 SITE CONDITIONS (continued)

2.3 VEHICLE AND PARCEL INSPECTION

It is the policy of Con Edison to prohibit contractors, their agents and employees from bringing on to Con Edison's premises firearms or other dangerous weapons, explosives, controlled substances (when illegally possessed), incendiary devices, alcoholic beverages, animals or unauthorized personnel. Con Edison reserves the right to inspect all vehicles, including the glove compartment, console, trunk etc., packages, briefcases, lunch containers, handbags, etc. before permitting the person possessing them entrance onto Con Edison's premises and to inspect them again upon such person's leaving. The person in possession of the items is expected to cooperate and will not be allowed on Con Edison's premises if inspection is refused. Failure to comply with this policy, or to cooperate in the inspections, may result, at the sole discretion of Con Edison, in the contractor, its agents or employees being barred from Con Edison's premises thereafter and the contractor being deemed in material breach of contract.

2.4 CONTRACTOR WORK FACILITIES

The contractor shall provide at its own expense and maintain in a clean and neat condition all toilet, locker, washroom, field office and storage facilities required for his personnel at the site. Facilities provided by the contractor must be fabricated of fire/water resistant materials and placed in a location approved by Con Edison. All temporary facilities must be removed by the contractor upon completion of work.

3.0 SAFETY PROGRAM

Con Edison will fully enforce all applicable safety and health rules and regulations. Safety at the work site is of paramount importance to Con Edison and must also be to contractors and subcontractors in order to safeguard the safety, health and well-being of their employees.

The contractor, its subcontractors and their employees must comply with all applicable Federal, State and local laws, codes, rules and regulations and with safety and health rules and regulations which Con Edison may institute at the work site.

3.0 SAFETY PROGRAM (continued)

Any violation of safety or health rules and regulations observed at the work site by the responsible Con Edison station representative shall be brought to the attention of the contractor's supervisor for immediate corrective action. While corrective action is being implemented, Con Edison may, without liability, require the contractor to stop all work associated with the violation until corrective action has been completed, inspected and accepted by the Con Edison station representative. If corrective action is not taken immediately, all contractors' operations shall be suspended by Con Edison and their work force shall leave the work site immediately until corrective action is complete. The contractor will be responsible for any costs incurred. If an individual employee of the contractor or subcontractor repeatedly violates safety or health rules and regulations, Con Edison will require that the employee be removed from the work.

Contractors working with ten (10) or more employees are required to submit a "Site Specific Safety Plan", which must be approved by the Con Edison station representative prior to contract mobilization. In addition, all contractor personnel will be required to attend a one hour Con Edison safety orientation prior to the start of work.

All contractors whose work requires entry into confined spaces as defined by OSHA, shall have a confined space entry program and trained personnel to enter these spaces. In addition, all work will be conducted in accordance with the OSHA maintenance standard.

4.0 CONDUCT OF WORK

4.1 Contractors Representative

The contractor shall have at least one full time English speaking, qualified representative on the site with the authority to represent the contractor and to direct the Contractor's forces. Con Edison may, without explanation, require removal of the contractor's representative from the site and the work.

4.2 Lost or Stolen Contractor Equipment, Materials or Tools

Con Edison will not accept responsibility for any lost or stolen equipment, materials or tools, including loss or theft within the confines of the generating station or commercial building limits. It is the contractor's responsibility to secure its equipment, materials and tools.

4.0 CONDUCT OF WORK (continued)

4.3 Delivery and Storage of Equipment, Materials and Supplies

The contractor shall coordinate the delivery and storage of materials, equipment and supplies with the Con Edison station representative.

4.4 Proper Storage of Materials

All equipment, materials and supplies shall be stored in a neat and orderly fashion, in accordance with manufacture's instructions and all Federal, State and local requirements. Articles that are subject to damage or deterioration due to weather or other conditions must be adequately protected.

4.5 Maintenance of Site

The contractor shall maintain the work site in a neat and orderly condition at all times. Site clean-up shall be performed on a daily basis and more frequently if directed by the Con Edison station representative.

5.0 EMPLOYEE CONDUCT

It is essential that contractor's employees report to work in a condition to perform their duties safely and efficiently. The possession, use or recent use of alcohol or any controlled substances in any form by any person shall be grounds for immediate removal from Con Edison property. Contractor shall remove from the work site contractor employees who are disorderly, abusive, insubordinate, in violation of Con Edison's policies or procedures, or who interfere with the performance of others.

In order to comply with fire department regulations for Emergency Evacuations Procedures, all contractor employees must sign their names legibly at their designated station entrance each and every time they enter or leave the station.

Contractor employees must remain in the immediate area of their work site. Entrance into adjacent areas is strictly prohibited. All warning signs and tags such as but not limited to, "Keep Out", "No Smoking", "Hard Hats Required", "Hearing Protection Required", "Eye Protection Required", "Authorized Personnel Only", must be obeyed by contractor personnel.

Identification Badges supplied by the contractor must be worn as directed. Horseplay is strictly prohibited. Any contractor personnel engaged in horseplay activities shall be immediately removed from the work site.

6.0 STATION EVACUATION PLAN AND PROCEDURE

In the event of an emergency contractors and non-essential station personnel are required to exit the station and report to their designated emergency mobilization area and wait for instructions from their Con Edison representative. Emergency notification is provided through an audible, internal alarm system, consisting of an air horn, which will be sounded to warn all personnel of fires or other station emergencies.

Upon start of work at the station all contractor representatives will be instructed by Con Edison, concerning emergency evacuation procedures. Contractors will be required to familiarize their employees with these instructions and the location of all station exits. In the event an emergency evacuation is required, once outside the building, the contractor foreman must take a head count to assure all his employees are present and immediately relate this information to his Con Edison contract representative.

7.0 PERSONAL PROTECTIVE EQUIPMENT

All contractor employees must wear a non-metallic hard hat that complies with specifications contained in American National Standard Institute Z89,1-1986. White hard hats shall not be worn while working on Con Edison sites. Con Edison hard hats and other safety equipment shall not be worn or used by contractor employees.

Hearing protection must be worn when working on all operating levels when units are in service and when operating noise-producing tools and equipment.

Leather work shoes or boots meeting ANSI standards must be worn at all times on Con Edison work sites. Sneakers, sandals, etc., are not permitted at any time.

Appropriate flame retardant clothing must be worn at all times. Tank tops, shorts, and cutoffs are not permitted. Long sleeve shirts must be worn at all times.

Safety glasses must be worn by all contractor employees while in the generating station area. Face protection is also required to be worn when operating or when near equipment or operations which present potential face injury from physical or chemical agents.

7.0 PERSONNEL PROTECTIVE EQUIPMENT (continued)

Welders, burners, helpers and fire guards must wear approved eye protection when welding or burning is being performed. Flash shields shall be used for all welding operations. Burners or welders using compressed gases and fire guards must possess a valid NYFD Certificate of Fitness.

Safety harnesses secured to lanyards are required to be worn and tied off as required by all Federal, State and local regulations when working on:

Sloping roofs.

Flat roofs without hand rails within ten feet of the edge of the roof or an opening.

Open sided floors or platforms.

Any suspended scaffold.

Steel work over two stories or ten feet above the next solid floor.

Contractors are required to train their employees in hazard communication. Contractor employees working with chemical products shall be trained in their health effects, hazardous contents, protective equipment necessary and spill clean up procedures. To assure that information concerning the hazards of all chemicals or other hazardous substances used in the performance of work is available to Con Edison and contractor personnel on site, the contractor must submit three copies of the Material Safety Data Sheet (MSDS) for such items to the Con Edison station representative. All hazardous substances must be stored in their original containers and will have the substances warning label as required by all Federal, State or local laws and regulations.

Contractor employees subject to exposure to dust, mists or fumes will use respiratory protective devices approved by the National Institute of Occupational Safety and Health (NIOSH) for the specific contaminant to which the employee is exposed. If a question arises concerning the need for respiratory protection, refer to the Material Safety Data Sheet (MSDS) for the product to be used or worked on. All contractor employees required to wear a respirator must be medically approved, trained, fit tested and clean shaven.

8.0 FIRE PREVENTION

Good housekeeping practices are essential to reduce accidents and fire hazards. Contractor employees will be responsible for keeping their own work site neat, clean and orderly.

Careless or indifferent housekeeping practices will not be tolerated. All work areas must be left clean and secure at the end of the day. Contractor employees failing to maintain adequate housekeeping shall be escorted off the station property.

All welding and burning operations require that a fire guard with a valid NYC Fire Department Certificate of Fitness be present and inspect the work area continuously during the operation and one time thirty minutes following cessation of welding activities. The fire guard shall have a charged fire hose or approved type extinguisher at the ready. Con Edison fire extinguishers or standpipes are not to be used for this purpose.

Compressed gas cylinders shall be used and stored in an upright position away from heat and open flame and operating systems. Cylinders must be secured with chains to a substantial surface. Regulators are to be removed and valve protection caps must be in place when cylinders are not used. Oxygen cylinders must be separated from fuel gas cylinders by at least a five foot high one half hour rated fire wall or a distance of at least twenty feet when stored. All contractors are required to obtain a NYC Fire Department permit for bulk gas storage, and to possess a NYCFD Certificate of Fitness, whenever compressed gas cylinders are utilized.

9.0 LADDERS & SCAFFOLDS

Portable metallic ladders are not to be used on Con Edison work sites. All ladders must be inspected each day, and defective ladders, including those which are cracked, have missing rungs, or which have been altered must be removed from the work site. Extension and straight ladders must be securely tied off. Top of ladder must extend three feet beyond supporting object when used as access to an elevated work area. Extension ladders must be over-lapped a minimum of three rungs.

Safe and adequate scaffolding must be used. All scaffolding must be assembled by a competent person and must be in compliance with current OSHA regulations. All scaffolds must have top rails, mid rails and toe boards in place. These rails shall not be climbed upon. Ladders must be used for access.

10.0 TOOLS

Tools should be utilized only for their intended purpose. Power tools should only be operated by personnel completely familiar with them. All portable electric power tools must be double insulated or effectively grounded. Ground fault circuit interrupters or an assured equipment grounding program shall be implemented. All tools should be examined before use and those found to be defective must be removed from service.

As required by Federal, State or local laws and regulations, power actuated tools are to be operated only by properly trained and qualified operators. Users should possess a qualified operator's card issued by a manufacturer's authorized dealer or distributor. Operators within New York City must possess a valid New York City Fire Department Certificate of Fitness.

11.0 WORK PERMITS

Prior to contractors working in the station or on any equipment in the station, a Work Permit must first be obtained by the responsible Con Edison station representative, who must walk out unit protection with contractor. Contractors must thoroughly understand their protection and will be required to sign the back of the Work Permit.

All work done by contractors must be reviewed, controlled and monitored by a Con Edison authorized employee who has obtained a Work Permit for the particular work involved.

Contractors are not authorized to change the status of any Con Edison equipment, e.g., opening/closing valves, electrical switches, etc.

If the status must be changed, permission must first be obtained from the Con Edison station representative. The safety of others can be directly affected by changing equipment status. Work permits and operating orders may have to be changed to reflect a change in equipment status.

12.0 HIGH VOLTAGE CLEARANCES

Construction, maintenance, inspection, test or repair work shall not be performed on any apparatus in any location in areas with live equipment unless a work permit has been issued and there is adequate clearance from exposed live parts of adjacent equipment.

13.0 ACCIDENT REPORTING

All accidents on the job site must be immediately reported to the Con Edison station representative.

14.0 WORK TO BE PERFORMED UNDER NATIONAL MAINTENANCE AGREEMENTS

If it is specified in the solicitation documents that this contract is to be performed under a National Maintenance Agreement (NMA), the following applies:

Bids are to be submitted based upon work to be performed by building trades labor working under the terms of the National Maintenance Agreement. The terms and conditions of the NMA will apply to all trades working in generating stations or any other Con Edison facilities.

The contract is conditioned upon the contractor and its subcontractors obtaining agreements or extending existing agreements to cover the project. During the bidding process the contractor shall apply for the required agreements and they must be obtained by the successful bidder prior to the start of work. Copies of the agreement must be furnished to Con Edison's Purchasing Department and the Con Edison station representative before proceeding with the work.

Prompt action by contractor in requesting and obtaining Maintenance Agreements depends upon knowledge on where and how to apply. Bidders unfamiliar with the appropriate procedure will, upon request, be provided with guidance.

Con Edison's "Maintenance Agreement Labor Rates" shall apply in place of "New York City Labor Rates for T&M Work" as delineated in Article 13, (Changes Including Extra Work), Paragraph B(a) of the Standard Terms & Conditions for Construction Contracts.

If the NMA cannot be obtained, Con Edison may at its sole option, declare the contract void and of no effect, and in that event Con Edison shall have no obligation to the contractor arising out of the contract, its performance or its termination.