

ELECTRIC SUBSTATION DEPARTMENT  
General Protocol for Contractors and  
Non-Qualified Employees Working in Substations  
Revised: December 8, 2010

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This Protocol will be reviewed via a tailgate for all contractors and non-qualified employees reporting to substations. They must be updated on an annual basis.

1. The information and directions herein are not intended to be all-inclusive. All contractors are expected to be aware of, and comply with all codes, governmental regulations and safety requirements that apply to site conditions, equipment, materials and practices. The information contained in this tailgate is not intended – nor shall it be used as – the contractor’s sole source of safety and health information at the NIPSCO facility. Safety and health hazards beyond the scope of this tailgate can and do arise in the workplace. Accordingly, the contractor shall consult with their specified NIPSCO representative to become aware of current conditions.
2. Prior to any Non-Substation Crew or Contractor reporting to or working at any Substation, the Substation Area Office/Supervisor responsible for said substation must be notified. The Construction WF, Area Supervisor, or Contractor/ NIPSCO Liaison should make this call in advance. Conditions or scheduled work may prohibit a particular station from being used at that time.
3. Any electrical equipment or security concerns discovered at any location are to be reported to the Electric System Southlake Dispatch Center. Substations West of SR 421 are to call 219.647.6253 All Substations East of SR 421 are to call 219.647.6250 to report substation abnormalities. This relates to problems associated with Electrical Equipment, NOT building maintenance functions. All building problems should be brought to the attention of the local Substation Supervisor by the next business day via the contact information in the Relay House.
4. Before working on equipment make sure that it is isolated and/or secured. Contact the NIPSCO representative that is responsible for your services for equipment isolation or assistance.
5. Substation security standards require that all substation gates be closed and locked behind those entering and exiting the substation. Signage is posed that “Gates are to be closed and locked at all times”.
6. PPE for substations require Hard Hats and safety glasses to be worn at all times while within the substation. FR Clothing may be required depending on the nature of work being performed. Consult with your NIPSCO representative for specific FR requirements.

7. All electric substations are "Energized" facilities. If tailgate training for working near high voltage equipment is required, contact your NIPSCO representative.
8. Those entering electric substations are required to keep a log indicating the time entered and the purpose for being there.
9. Enter only those buildings for which you have business. These are non-smoking facilities as station batteries are used within and a hazard of explosion exists.
10. Stay clear of all relays and controls in Relay House and lock Relay House upon leaving.
11. Accidents: Any accidents or injury SHALL be reported by the injured to their immediate supervisor at the time of the accident. The immediate supervisor will contact the NIPSCO representative that is responsible for the contractor.
12. Restrooms: The restroom facilities at these substations were never intended for this larger volume of use. Contractors working at these facilities are expected to provide portable restroom facilities for the crews reporting to these selected substations.
13. Housekeeping: The Electric Substation Department is not responsible for cleaning up after contractors. Unless other arrangements are made, all contractor waste is to be removed at the end of the project.
14. Personal owned vehicles (POV) are to be parked away from substation equipment and relay houses. Parking of POV and Company owned vehicles (COV) is also restricted to substation perimeter areas only. Access to equipment by Substation Personnel shall not be impeded by parked vehicles. Refer to attached vehicle policy for complete information.
15. "The Greatest Responsibility For Employees' Safety Lies Directly with the Employees Themselves." If there are any doubts whatsoever as to the safety of a particular job – STOP – and contact your designated NIPSCO representative.
16. Your NIPSCO representative: \_\_\_\_\_

Any corrections or additions to the above are to be sent to:  
Substation Operations Manager, 219-477-6226



## **Vehicle/Equipment Operations Policy Operating within Electric Substations Issued: November 22, 2010**

**Purpose:** This policy is intended to provide direction to employees and persons authorized to enter substations to ensure due diligence is practiced by all motor vehicle and/or equipment operators.

**Objective:** Eliminate risk of damage to electrical equipment and facilities by motor vehicles and other service equipment.

### **Policy:**

If the use of equipment is not necessary to complete the work task, do not bring the equipment into the facility. Walking into the facility is the preferred method.

If your job dictates entering the facility with motorized equipment please use extreme caution and follow these best practices.

### **Best Practices:**

- Include vehicle operation in your job briefing prior to entering substations with motorized equipment.
- Limit travel to established roadways, staying clear of all equipment and structures. Make sure gate is closed and secured behind you.
- Do not back up a vehicle inside of a substation without the use of a spotter.
- Only equipment used as tools (man-lifts, filter presses, etc) are permitted near any substation structure. An additional crew member must assist in guiding the equipment into place.
- Identify near ground level wire ways, manholes, septic systems, etc prior to entering and avoid those areas. Use extra caution after a snowfall. Snow will hide the above obstructions.

We must all collaborate and work together in meeting this policy objective by following these best practices. Our mission is to identify and eliminate risks through teams being proactive and applying good common sense to their daily job plan. We all want to avoid the significant consequences associated with ignoring the above best practices.

Revised Date	Revised By	Revision
December 8, 2010	Vamos	Added Vehicle Operations Policy