



## **VERIFICATION OF EMPLOYEE TRAINING**

I, \_\_\_\_\_ (Full Name) official representative of \_\_\_\_\_ (Utility Name), certify that the employees listed below, have received proper training and are qualified to participate in the construction of electric distribution lines which includes but is not limited to, putting up poles, setting and stringing lines, and operating heavy equipment.

I certify that the journeymen listed have successfully completed and shown proof upon hiring, of their journeyman certification and completion of a formal apprenticeship.

I certify that the apprentices listed are properly enrolled in an apprenticeship program and possess the proper training to safely engage in the activities of Light Up Navajo.

Additionally, I certify that each person listed below has completed the training required to safely undertake work on electric distribution system infrastructure. These trainings and qualifications include, but are not limited to:

- CPR/AED/First Aid
- Pole Top Rescue/Bucket Rescue
- The trainings and skills outlined in Section 115 of the APPA Safety Manual (See Appendix D)

## NAMES OF TRAINED EMPLOYEES

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**UTILITY REPRESENTATIVE SIGNATURE**

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**DATE**

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**PRINT NAME**

# APPENDIX D

## American Public Power Association Safety Manual

### Sixteenth Edition 2017

#### Part One: General Rules

##### 115 Training

###### 115.1 Employee Training

- a) Employees shall be trained in and familiar with the safety related work practices, safety procedures, and other safety requirements in this section that pertain to their respective job assignments on an annual basis. If a job function has not been completed in a one year period, re-training is required.
- b) Employees shall also be trained in and familiar with any other applicable safety practices, including emergency procedures that are not specifically addressed in this section but are related to their work and necessary for their safety.
- c) The employer should document that each employee has been trained and has demonstrated proficiency in safety-related work practices, safety procedures, and other safety requirements. The documentation shall be retained and maintained for the duration of the employee's employment.
- d) Employee training is not confined to this section and can be found throughout this *Safety Manual* in more specific sections.
- e) For more information on training, refer to OSHA 29 CFR 1910.269 and 29 CFR 1910.30.

###### 115.2 Qualified Employee Training

- a) Qualified employees shall be trained and competent in the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.
- b) Qualified employees shall be trained and competent in the skills and techniques necessary to determine the nominal voltage of exposed live parts.
- c) Qualified employees shall be trained and competent in the skills and techniques necessary to determine the minimum approach distances corresponding to the voltages to which they are exposed.
- d) Qualified employees shall be trained and competent in the proper use of the special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized parts of electrical equipment.
- e) Training may be classroom or on-the-job.
- f) Training shall establish employee proficiency in the work practices required.

###### 115.3 Safety Compliance

Regular supervision and inspections, conducted on at least an annual basis, will determine that each employee is complying with the safety related work practices required.

###### 115.4 Additional Training and Retraining

An employee shall receive additional training (or retraining) under any of the following conditions:

- a) If supervision and annual inspection indicate that the employee is not complying with safety-related work practices.
- b) If new technology, new procedures, or changes in procedures cause new safety-related work practices to be introduced.
- c) If the employee must use safety-related work practices that they do not normally use (used less than once a year).

###### 115.5 Job Briefings

American Public Power Association safety resources on job briefings can be found at [www.PublicPower.Org/Safety](http://www.PublicPower.Org/Safety).

a) The employer shall ensure that the employee in charge conducts a job briefing with the employees involved before the start of each job. The job briefing will at least cover the following subjects and is recommended to be documented:

- (1) Hazards associated with the job.
- (2) Work procedures involved.
- (3) Special precautions.
- (4) Energy-source controls.
- (5) Personal protective equipment (PPE) requirements.
- (6) Emergency response information.

b) If the work or operations to be performed during the work day are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall be held if significant changes that might affect the safety of the employees occur during the course of the work. Significant changes such as work tasks or hazards differing, or additional unbriefed personnel arriving to perform work at the jobsite shall be addressed with a job briefing.

c) A brief discussion is satisfactory if the work involved is routine and if the employee, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job. A more extensive discussion shall be conducted if the work is complicated or extremely hazardous, or the employee cannot be expected to recognize and avoid the hazards involved in the job.

d) An employee working alone need not conduct a job briefing. However, the employee shall ensure that the tasks to be performed are planned as if a briefing were required.

e) Refer to OSHA Best Practice: Job Briefings, OSHA Standard 29 CFR 1910.269(c), NFPA 70E 110.1(H) and NESC, ANSI C-2 2017 – Part 4.

#### **115.6 Rescue Methods**

Rescue and escape procedures shall be established that provide for the prompt rescue of a worker when working in an elevated position or in the event of a fall. These procedures shall include self-rescue techniques. Appropriate equipment shall be provided for rescue (e.g. providing the controlled descent device, means of communication, etc.).

#### **115.7 Pole Top Rescue**

Electric contacts may occur at elevated locations. When such a contact does happen, immediate rescue is necessary. Rescue operations will vary, depending upon the prevailing situation. The information in this section is intended to serve only as a guide. Preplanning and training for a possible emergency is important.

- a) Size up the situation. The rescue effort will be far more effective if a few seconds are devoted to full identification of the situation.
- b) Radio for help. Call 911 or local emergency number.
- c) Protect yourself. Apply necessary protective equipment. Use necessary personal protective devices, then clear the victim from the hazards.
- d) Position yourself for rescue.
- e) Proceed with rescue as dictated by the conditions:
  - (1) If victim is conscious:
    - Reassure the injured.
    - Be watchful for shock.
    - Secure injured person with a hand line.
    - Help injured descend the pole.
    - Administer first aid.
  - (2) If victim is unconscious and breathing:
    - Watch breathing closely.
    - Lower injured to ground.
    - Give first aid as needed.
  - (3) If victim is unconscious and not breathing:
    - Lower the victim to the ground as soon as possible and initiate CPR.
- f) Lowering victim from the pole:
  - (1) For field expediency, the following method is presented:

- Break hand line at material hook, drop block to ground and lay hand-line rope on crossarm, preferably 2 or 3 feet from pole.
  - Wrap working line twice around fall line.
  - Pass the hand line under armpits.
  - Tie three half-hitches.
  - Cinch line tightly around victim.
  - Remove slack in line.
  - Cut victim's safety strap.
  - Lower victim.
- (2) Depending upon the situation, alternate hitching or lowering methods might be more desirable. For example, when rescuing a victim from a pole structure with vertical or non-crossarm construction, use the same victim approach and medical check as previously mentioned:
- Create an anchor point 2 or 3 feet above the victim's safety strap for the hand-line using hardware or a screwdriver as appropriate.
  - Break the hand line at the material hook and drop the block to the ground while maintaining positive control of the snaphook end.
  - Wrap the line around the pole above the anchor point with the fall line end over the snaphook end and pull plenty of slack.
  - Pass the hand line under the victim's armpits and tie using three half-hitches. Remove slack out of the line.
  - Take a firm hold of the fall line, cut the victim's pole strap, and lower the victim to the ground.

*Note: For more information, refer to the American Public Power Association's instructional DVD safety series, "SafetySmart," which is available through the American Public Power Association's Product Store at [www.publicpower.org/store](http://www.publicpower.org/store).*

### **115.8 Bucket Truck/Aerial Lift Device Rescue**

Each Utility should have a policy on which aerial device rescue method is appropriate for its work environment; it is crucial for Utility employees to be trained in emergency response procedures and to practice them. Rescue operations will vary, depending on the prevailing situation. The information in this section is intended to serve only as a guide. Preplanning and training for a possible emergency is important.

If a medical emergency occurs when working out of an aerial lift device, it is vital to lower the victim quickly to the ground. Below are three bucket-truck/aerial lift device rescue techniques that can be used to remove a victim from an aerial lift device and lower him to the ground. In all scenarios, the rescuer should verify that the truck is not in contact with energized conditions before approaching the truck.

#### **a) Rescue with Rescue Blocks:**

- (1) The groundman/rescuer will use rescue blocks to assist in the rescue.
- (2) Once the aerial lift device is lowered and positioned so that the groundman/rescuer can access the victim, the groundman/rescuer pulls the rescue blocks from storage.
- (3) He should remove the victim's lanyard from the anchor point and attach the rescue block's snaphook to the victim's harness attachment point.
- (4) The rescuer will pull the fall line with the blocks to raise the victim out of the aerial lift device.
- (5) The victim can now be lowered to the ground by allowing slack in the rescue blocks. Emergency aid can now be given to the victim.

#### **b) Rescue with Tilt Bucket:**

- (1) The groundman/rescuer will rescue a victim using a bucket truck equipped with a tilt or dump bucket.
- (2) Once the bucket is lowered and positioned so that the groundman/rescuer can access the victim, the groundman/rescuer should remove the tool board from the bucket to avoid further injury to the victim.
- (3) The groundman/rescuer should then unhook the victim's lanyard from the anchor point, tilt the bucket, and pull the victim from the bucket. Emergency aid can now be given to the victim.

#### **c) Rescue with Hand Line Hanging on Pole:**

- (1) The groundman/rescuer will use the hand line which the lineman was using to assist in the rescue.
- (2) After the bucket is lowered, the groundman/rescuer can get into the bucket with the victim and operate the bucket up to the pole near the hand line.
- (3) The groundman/rescuer unhooks the victim's lanyard from the anchor point and attaches the hand line's snaphook to the victim's harness attachment point. (Rescuers should wear fall protection in accordance with Utility policy.)
- (4) The groundman/rescuer should twist the fall line at least three turns and hook the resulting eye into a carabineer at the lanyard attachment point on the boom. Be sure to remove slack while holding the fall line on the hand line, then lower the bucket from under the victim.
- (5) The victim can now be lowered to the ground by allowing slack on the hand line. Emergency aid can now be given to the victim.

#### **115.9 After Rescue**

All victims of electric contact shall be transported to a doctor or a hospital for examination and observation.

#### **115.10 Training in Rescue**

All employees engaged in electrical work shall receive training in rescue for their work environment (poles, structures, manholes, boilers, aerial lift devices, confined or enclosed spaces, etc.) on at least an annual basis.

