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<b>BEST</b>
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## **Substation Access Policy**

1. The policy is that the Best Practice is to allow only authorized, qualified and task trained personnel within a substation. Personnel will be task trained by a knowledgeable electrical representative of the division that is aware of the hazards specific to their work area. Work will not be performed without the proper safety equipment being utilized.
2. Notification is required by the individual or the leader of a work group to the power system dispatcher, area control room or the area designee when entering and exiting a substation. The point of contact operator will log the individual's call number, the time of entry and the time of exit. Substation location will dictate who should be notified.
3. Whenever an unqualified person enters a substation, a qualified individual must accompany them. The qualified individual must stay with the unqualified employee, inspector or visitor at all times while the person is in the substation. If the qualified individual exits the substation, all unqualified personnel must exit the substation as well.
4. Qualified personnel are allowed to enter a substation alone when utilizing local control devices to electrically open or close switches and breakers, placing a lock and tag on a piece of equipment, checking and maintaining equipment, performing maintenance on protective or control devices and when obtaining written or visual information. This would include resets, noting alarms on panels, meter reading, checking nitrogen bottles, fiber testing, checking temperatures, etc.
5. A qualified individual may request an attendant when doing any type of manual/mechanical switching or open-air switching on medium or high voltage systems. The attendant must have visual contact with the qualified individual at all times. The attendant will be given instructions on what is expected of them, who to communicate with if it became necessary and an explanation of the work being performed by the qualified individual before work begins.
6. A qualified individual must have another qualified person or personnel with them at all times when crossing the restricted approach boundary (going beyond the protective door/barrier or working within the minimum approach distance from an energized conductor). Visual contact shall be maintained between the qualified individuals while either is within the restricted approach zone.

7. Before equipment is driven into a substation authorization by an electrical supervisor must be obtained. Clearances must be checked in order to ensure that proper distance will be maintained between the equipment and energized equipment or conductors. When the equipment is moving and in close proximity to energized equipment or conductors, a person outside the vehicle is required to visually monitor clearances. Special attention should be given to radio antennas and buggy-whips.
8. Substation gates shall be closed and locked when the substation is not occupied. The padlocks used, will be special issue locks that are keyed alike. **Only qualified individuals will be issued keys to substations.**