

INFORMATION TRANSFER

This document shall be used as an addendum to any contract, purchase order, or other work agreement that would have this cooperative performing the role of a host employer to a contractor that will be doing work directly associated to the cooperative's electrical distribution system. This document assists in compliance to OSHA regulation 29 CFR 1910.269 and 1926 Subpart V.

Contractor/Company	Date	
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Project/Services		
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Contractor Contact		
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Name	Phone	Email
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Cooperative Representative		
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Name	Phone	Email
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General Safety Requirements:

- High Risk Contractors (Construction, Electrical, Maintenance at Height, Vegetation Management, etc.) must conduct documented pre-job safety discussions with all workers that will be involved in the job at the start of each shift, when the scope of work changes, and/or before new work assignments. These discussions must cover actual and potential hazards of the job.
- Contractors shall keep the job site neat, clean, and free of debris, trash, and hazards. Contractors shall store all materials in a neat and orderly fashion in a safe location.
- No worker under the influence of alcohol and/or drugs (other than prescribed) shall be allowed on the Cooperative's properties or job sites.
- All Contractor employees reporting for work in an unfit condition to safely perform assigned work functions shall be immediately dismissed from the job site.
- Contractors shall have training and certification records, licenses, and other such documentation for their employees that are pertinent to the work being performed either on site or available within 24 hours and subject to review by the Cooperative, upon formal request.
- Inspection, maintenance, repair, and certification records of cranes, hoists, personnel lifts, scaffolds, excavation, etc., are subject to review by the Cooperative and must be readily available upon request.

The Cooperative's Responsibilities. Before work begins, the Cooperative shall inform contract employers of:

- Information about the design and operation of the Cooperative's installation that the contract employer needs to make the assessments required by 29 CFR 1910.269 and/or 1926 Subpart V; and
- Any other information about the design and operation of the Cooperative's installation that is known by the Cooperative, that the contract employer requests, and that is related to the protection of the contract employer's employees.

Contract employer responsibilities.

- The contract employer shall ensure that each of its employees is instructed in the hazardous conditions relevant to the employee’s work that the contract employer is aware of as a result of information communicated to the contract employer by the Cooperative within this document and verbally.
- Before work begins, the contract employer shall advise the host employer of any unique hazardous conditions presented by the contract employer’s work.
- The contract employer shall advise the Cooperative of any unanticipated hazardous conditions found during the contract employer’s work that the host employer did not mention. The contract employer shall provide this information to the host employer within 2 working days after discovering the hazardous condition.

Joint Cooperative and contract-employer responsibilities. The contract employer and the Cooperative shall coordinate their work rules and procedures so that each employee of the contract employer and the Cooperative is protected.

Cooperative System Characteristics and Conditions

Indicate a discussion occurred for each statement by recording initials of both parties.

	YES	NO	N/A	Comments
1. Nominal voltages of lines and equipment				
2. Maximum switching-transient voltages				
3. Presence of hazardous induced voltages				
4. Presence of protective grounds and equipment grounding conductors				
5. Location of circuits and equipment				
6. Condition of poles and structures				
7. Environmental conditions related to safety (steam, gas, noise, etc.)				
8. Enter of any enclosed spaces as permit required confined space				
9. Appropriate MAD for working being performed				
10. Hazards from flames or electric arcs				
11. Estimated incident energy from an electric arc				

Cooperative System Characteristics and Conditions

Indicate a discussion occurred for each statement by recording initials of both parties.

	YES	NO	N/A	Comments
12. Devices designed to open or close circuits under load conditions				
13. Known sources of electric energy (including backfeed) supplying electric circuits				
14. Fault current and clearing times in the work area				
15. Protective grounds with adequate current carrying capacity				
16. Possibility of hazardous transfer of potential should a fault occur				

Does the contractor request other information about the design and operation of the cooperative's installation that is known and related to the protection of the contract employer's employees? Yes No

As a Contractor to the Cooperative, I understand that I am responsible for ensuring that all of my employees, along with others under my management or supervision, are trained prior to reporting to work to ensure that they comply with regulatory and cooperative safety and health requirements. I/we must certify to the cooperative that I/we received and understood this training. I/we understand that as Contractors, I/we are wholly responsible for the actions of our employees while on cooperative property and agree to indemnify cooperative for any claims, demands, lawsuits, OSHA penalties, or other liability resulting from my/our actions or actions of my/our employees.

_____ (initials)

Contractor Representative

Printed Name

Signature

Title

Date

Cooperative Representative

Printed Name

Signature

Title

Date