

**TAMPA ELECTRIC COMPANY  
ENERGY SUPPLY  
CONTRACTOR SAFETY COMPLIANCE PROGRAM**

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# TAMPA ELECTRIC COMPANY ENERGY SUPPLY CONTRACTOR SAFETY COMPLIANCE PROGRAM



## **PURPOSE**

The purpose of this program is to provide the framework for an effective contractor safety program. This program defines "Safety Rules" and establishes a process to reinforce personal accountability for working safely.

## **INTRODUCTION**

TAMPA ELECTRIC is dedicated to providing a safe and healthful workplace for its employees and contractors by establishing clear guidelines for working safely.

The "Contractor Safety Compliance Program" has been developed to provide a mechanism for addressing violations of Tampa Electric Safe Work Practices by contracted employees. The violation of rules by any individual contractor, which result in or have the potential to result in, significant personal injury or property damage, will be reviewed and determination will be reached regarding the individual's privilege of performing work for, or on, TAMPA ELECTRIC property.

This program contains the following elements:

1. Education of Contractors in this Program
2. Definition of Tampa Electric Safe Work Practices
3. Definition of Zero Tolerance Rules
4. Review Meeting of Zero Tolerance Safety Rules Violations

## **ROLES AND RESPONSIBILITIES**

Each station's Director is responsible for the implementation and maintenance of the Contractor Safety Compliance Program at their facility.

The Director of Planning, Engineering and Construction is responsible for the implementation and maintenance of the Contractor Safety Compliance Program for projects under their jurisdiction.

Duties supporting these objectives may be assigned to the Plant Safety & Industrial Health Coordinator, Maintenance Supervisors and Managers, or others as designated to serve as Program Administrators.

The Director, Environmental, Health and Safety, Energy Supply is responsible for reviewing, maintaining and revising this program as necessary. Responsibilities supporting this objective may be assigned to others as designated.

Each contracted employee is responsible for following the requirements of this program and for working in accordance with the all safety guidance provided.

Contractor Safety Compliance Program  
Date: 06/2008 Rev: 08/2011

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**EMPLOYEE TRAINING**

**Target Audience** – All contracted employees of TECO Tampa Electric, Energy Supply.

**Frequency** – Prior to commencing work in any TECO Tampa Electric, Energy Supply station or for TECO Tampa Electric, Energy Supply.

**Methods** – Training shall be accomplished by any means deemed necessary by the contracted Company's Safety and Health Representative.

At a minimum, the content of the training shall include:

- A review of the safety rules.
- The consequences of violating safety rules.
- A description of the process of investigating and determining the consequences for an individual rule violation.

**Documentation** – All training will be documented by the contractor.

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**SAFETY RULES FOR CONTRACTORS**

**Tampa Electric Energy Supply “Safe Work Practices”**

Tampa Electric Company developed the manual of Safe Work Practices to provide guidance in working safely at our locations. These rules are a product of both OSHA Regulations and our experience. They are not to be considered all inclusive. Failure to follow the Safe Work Practices may not only result in serious personal injuries, but may result in immediate and permanent discharge from the premises. Consistent violations of our Safe Work Practices may also put the Contracting Firm’s work contract at risk.

**“Zero Tolerance Rule”**

A Zero Tolerance Rule is a specific rule within a policy or program that if violated would likely result in significant personal injury or property damage. Rules, programs, and policies containing Zero Tolerance Rules include, but are not limited to:

- Fall Protection Program
- Confined Space Entry Program
- Hazardous Energy Control Program
- Hot Work Permit Program
- Personal Protective Equipment Program
- Safe Approach Distances from Energized Equipment

Specific instances of Zero Tolerance Rule violations include, but are not limited to:

- Failure to use proper fall protection when working at a height above 4 feet.
- Entering a confined space without signing onto the confined space entry permit.
- Leaving the confined space entry point while assigned as an attendant without being relieved by another qualified attendant while the space is still occupied.
- Working on equipment that must be tagged prior to performing work, without tags.
- Failing to be protected by hazardous energy control, before starting work, when required. This includes being either “locked on” or “signed on”.
- Performing hot work without a permit.
- Failure to maintain a qualified fire watch, when required.
- Unsafe or hazardous staging or rigging of equipment.
- Failure to adequately protect work area with tape or barricades before commencing work.
- Failure to obey posted barricades
- Failure to utilize personal protective equipment
- Violating minimum safe approach distances from energized equipment

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**SAFETY RULES FOR CONTRACTORS cont'd**

Additional conducts that are treated in the same way as Zero Tolerance Rule violations include:

- Fighting
- Stealing
- Aggressive Confrontation

Violation of Zero Tolerance Safety Rules by a contractor will result in that individual being removed from our work site pending a "Zero Tolerance Rule Violation Review". The individual or individuals responsible for the violation cannot be returned to work until the specific issues have been resolved with Tampa Electric Company.

It should be noted that any violation of any of the Tampa Electric Safe Work Practices or any unacceptable safety practice may be treated as a Zero Tolerance Rule violation.

Each contractor will review each incidence of their individual employee's violation of the Zero Tolerance Rule and determine the appropriate corrective action to prevent recurrence.

**ZERO TOLERANCE RULE VIOLATION REVIEW PROCESS**

The review process for a Zero Tolerance Rule violation may begin following each contractor's individual investigation into a specific Zero Tolerance Rule violation. If Tampa Electric Energy Supply is asked to consider allowing the employee to return to any Tampa Electric Company site, the contractor will be responsible for contacting the appropriate Tampa Electric Company contact to coordinate the review meeting. At this meeting, the case will be presented by the contractor. The contractor may present any actions taken or planned to be taken in order to prevent further noncompliance.

The Tampa Electric Company Committee will consist of a representative from the station where the incident occurred, Environmental, Health & Safety, and Planning, Engineering and Construction.

**PERIODIC PROGRAM EVALUATION**

The Program Administrator is responsible for periodically performing evaluations of their station's compliance with the elements outlined in this document so that the effectiveness of the program may be maintained.