Substation Authorization safety form   *Supervisor_____ Date: _____*

- Previous to entering substation verify grounding, conductors, vandalism and listen for unusual silence
- Safe Entry into Electrical Substations requires PPE and awareness of the Hazards

- The NESC, National Electrical Safety Code requires that all entrants notify the authority of their entry. This authority would be the System Operators – 616-836-0878- 616-355-1681 or 33 radio

- All personnel that enter a substation need to be authorized, qualified or escorted with someone who is

- A hardhat, safety glasses, work boots, and FR clothing are required at all times within the substation

- While inside a substation do not lift or raise shovels, rakes, tape measures, conduit, etc where they can come close to energized components of the substation a 13 foot clearance shall be maintained

- There is potential for arc, shock, and or blast from objects coming in or close contact with electrical components

- While inside the control house batteries pose a danger of shock, arc, and explosion. The chemical contact can cause life threatening conditions. Always keep a distance around the batteries unless you are qualified and the proper PPE is worn

- Substations shall be locked at all times unless occupied by authorized or qualified personnel
  While inside the substation personnel shall keep doors closed and monitored, or locked

- No switches, handles, breakers shall be operated except by qualified personnel

- Communication devices such as cell phones and radios shall not be operated with 4 feet of electronic equipment

- Substations shall be kept secure to keep out wild life, children, and unauthorized public out

- Cords, cables, pipe, etc can rise in potential and should be grounded to reduce the risk of injury

- In the event something should happen System Operations shall be called immediately 616-836-0878 or 616-355-1681

- Mayday - Mayday – Mayday- Man down (Location and Vital information of person down)
  41 or 33 will respond to call.

Signature and date of participant(s):

1. _____   Date _____ .

2. _____   Date _____ .

3. _____   Date _____ .

4. _____   Date _____ .

5. _____   Date _____ .

6. _____   Date _____ .