



MEMBER FOCUSED
**SAFETY
ALWAYS**

CONTRACTOR **SAFETY** ORIENTATION



ENSURING A SAFE WORK ENVIRONMENT

Connexus Energy may review the contractor's safety program to ensure that the minimum Federal, State, and Local safety standards are addressed; and may cause the contractors, where necessary, to modify and/or expand their safety programs to address project site-specific hazards and / or incorporate safe work practices that Connexus Energy deems as necessary to protect contractors and their employees from known or recognized hazards.



SAFETY TRAINING AND WORK PRACTICES

- **Safety culture, safe work practices, and safety training are the responsibility of every contractor**
- **Nothing in this safety orientation or materials shall relieve the contractor from their safety obligations, nor does Connexus Energy assume any contractor's liability unless specifically stated**



SAFETY PROGRAM

All contractors performing work for Connexus Energy are required to have in place a safety program that as a minimum, meets the current requirements of the Occupational Safety and Health Act (OSHA), MNOSHA regulations, and other Federal, State, or local laws and regulations governing safety in the workplace



SCOPE AND PURPOSE OF THE ORIENTATION

- **This information is not intended to be a safety manual or substitute for the contractors safety program and required training**
- **It is a presentation which addresses safety hazards at Connexus Energy's facilities and emergency procedures as well as safe work practices while working inside our buildings and facilities**



WE ARE HERE TO HELP

- **If at any point a contractor or contractors employee needs assistance in identifying, controlling, or eliminating a hazard, please contact the contract owner or either of the following departments:**
 - ✓ **Safety**
 - ✓ **Security and Facilities**
- **Connexus Energy is committed to assisting to you develop and maintain an injury free workspace – but you have to let us know if you need the help**



AGENDA

- **Why safety matters and the importance of orientation**
- **Controlled Substance & alcohol policy**
- **Safe work practices**
- **Environmental considerations**
- **Emergency procedures**
- **Site specific safety & personnel security**





WHO IS REQUIRED TO HAVE THIS ORIENTATION?

**This orientation is required for all personnel who will be performing work for
Connexus Energy on Connexus Energy property but are not employed by
Connexus Energy.**



SAFETY ORIENTATION – WHY?

- **We don't want you hurt!**
- **To provide a safe and healthy workplace**
- **To provide information about Connexus Energy's facilities**
- **To ensure compliance with all applicable regulations and laws**



EXEMPTED FROM ORIENTATION

- **Personnel who are delivering goods and not performing “work” may enter, drop off, and leave through controlled access points without going through this orientation**
- **Generally, these types of personnel are on site 5 minutes or less**
- **Allowed delivery points:**
 - ✓ Warehouse loading dock
 - ✓ Fleet Services
 - ✓ Main lobby



CONTRACTOR TRAINING OBLIGATION

- **Ensure all employees working on or in Connexus Energy's facilities, have completed this orientation and a "site walk"**
- **Ensure that all employees who have completed this orientation have signed the training roster or otherwise documented the date, time, and place of completion (available at the end of the presentation)**
 - ✓ **Employee Name**
 - ✓ **Company works for**
 - ✓ **Employee home or cell phone number**
- **Documentation shall be submitted to Connexus Energy**



CONTRACTOR EMPLOYEE RESPONSIBILITY

- **Successfully complete this Safety Orientation**
- **Adhere to safe work practices and policies spelled out in this orientation and by your employer**
- **Be properly identified as the Contractors employee**
- **Follow required security and sign in procedures**
- **Remain in the work areas or common areas you are allowed access to**
- **Refrain from using your cell phone while driving on Connexus Energy owned property**



WHEN WORK CAN BEGIN

After meeting the following steps:

- 1. Completing this Safety Orientation**
- 2. Receiving the appropriate security clearance**
- 3. The contractor and the employees who will be working on the site have conducted a site walk / orientation to the work area - with the Connexus Energy employee who is the point of contact for the work**



WHEN IN THE BUILDING

- You shall always wear your identification / visitors badge
- You shall dress appropriately for the work to be performed
- Act and behave professionally – you represent your employer
- Please stay in the areas relevant to your work
- Ask questions if you need help



CONNEXUS OWNED VEHICLES, EQUIPMENT, TOOLS

- **Contractors shall not use tools or equipment owned by Connexus Energy without prior consent**
- **The only Connexus owned equipment allowable for use inside the building is:**
 - ✓ **Scissor Lift**
 - ✓ **Ladders**
 - ✓ **Rolling Scaffold**
- **If any of these items are to be used by the contractor, the contractor shall provide / demonstrate the competency & qualifications of each employee who will be using it**
- **We may provide additional training specific to the item being used, but ONLY if the contractor employee is qualified by the contractor to use that specific item**



GENERAL HAZARDS FOUND IN OUR WORKPLACE

- **Slippery walking surfaces (during times of inclement weather)**
- **Trying to lift too much weight**
- **Slips and Falls on stairs**
- **Tripping over cables, chairs, other conference room contents**
- **Cutting oneself with shears or scissors**
- **Falling out of a chair while leaning back on it**



GENERAL PRECAUTIONS

- **Wear appropriate footwear for the conditions**
- **Test any load before lifting**
- **Sit in a chair as intended – do not tip the legs off the floor**
- **Keep walkways clear of trip hazards**
- **When in doubt – ask a Connexus employee...**



CONTROLLED SUBSTANCES & ALCOHOL

- **We expect and maintain a “Drug Free” environment out of respect for our employees, guests, and contractors**
- **The use, possession, or being under the influence of a controlled substance or alcohol creates undue risk for you and those working around you**
- **Use, possession, or being under the influence of a controlled substance or alcohol will result in your immediate expulsion from Connexus Energy’s property and you may not be allowed back for any future work**



CONTROLLED SUBSTANCES & ALCOHOL - CONTINUED

- **We expect that you discuss any over the counter and prescription drugs with your doctor and employer and you are approved to report to the work site in suitable condition to safely perform the work**
- **If you are expelled due to reasonable suspicion of being under the influence of a controlled substance or alcohol, we will require your employer to provide proof of a negative drug / alcohol test prior to allowing you back to the jobsite**



TOBACCO POLICY

- **Smoking is not allowed on Connexus Energy grounds**
- **During the pre job planning session please let us know if any of your employees smoke – we can help identify the closest and most convenient locations off our grounds for them to use**
- **Smoking in any area where flammables, combustibles, or Connexus Energy employees are present will result in that contractor employee being suspended from the jobsite for the day, and will likely result in expulsion from the jobsite permanently**



NO TOLERANCE (NOT) INFRACTIONS

- **NoT infractions are those that violate a specific rule or policy that is likely to cause serious injury, death, or property damage**
- **If a NoT infraction occurs, it will likely result in your expulsion from Connexus Energy property**
- **While any infraction that may lead to serious injury is included, consistent and / or willful violation of work rules may also lead to expulsion**
- **The next slide details actions NoT allowed on our grounds, jobsites, facilities, buildings, substations, or system**



NO TOLERANCE (NOT) INFRACTIONS

- **These examples are not all inclusive but are intended to give examples of infractions that are cause for expulsion:**
 - ✓ Working under the influence of a controlled substance
 - ✓ Failure to safeguard against a fall when working at 4' height or greater
 - ✓ Not gaining a required permit (confined space, cutting & welding, etc.)
 - ✓ Failure to use Lockout or required Hazardous Energy Control methods
 - ✓ Driving recklessly in / on Connexus Energy property (includes using cell phone)
 - ✓ Not using required PPE for high energy or high hazard tasks
- **During the site walk contract owners may state other specific No Tolerance policies dependent on the nature of the work**



HOUSEKEEPING

- **We define good housekeeping as “everything has it’s place, and everything is in it’s place”**
- **We expect that all jobsites will be maintained in a clean and orderly fashion, consistent with our definition of good housekeeping**
- **Poor housekeeping will not be tolerated - poor housekeeping is defined as having a jobsite that has unnecessary tools, trash, cords, or other items lying out which may cause an accident**



RIGHT TO KNOW / HAZCOM

- **Connexus Energy must be notified if any Hazardous, or Extremely Hazardous substances will be brought on any worksite BEFORE they are present**
- **Those substances must be approved before bringing on site**
- **SDS's must be available to both Connexus Energy and the contractors employees while the substance is on a Connexus Energy jobsite**
- **Containers must be labeled and the labels meet applicable standards**
- **All SDS's for any substance that Connexus has on site are available through SDS Online – website provided in the appendix**



FIRST AID / AED'S

- **First Aid stations are available throughout the Connexus Energy campus.**
- **Trauma bags are present at our Employee Entrance and in Fleet Services**
- **AED's are located at**
 - ✓ **Employee entrance**
 - ✓ **Fleet Services**
 - ✓ **2nd Floor Restroom**
 - ✓ **Ramsey Training Room**
- **First Aid supplies are available at coffee stations, and in the Staff Center**
- **If you sustain any injury that requires first aid, or medical attention, please let a Connexus Energy employee know immediately**



SIGNAGE & MARKINGS

- **Signs, tags, and marks indicate the presence of a substance in a line or pipe that is:**
 - ✓ Under pressure
 - ✓ Electrical
 - ✓ Flammable
 - ✓ High temperature
 - ✓ Used for emergency purposes (i.e. sprinkler lines)
- **Do not disturb these lines**
- **If yellow lines or other markings denote safe walking areas, you are required to remain within them**



ELECTRICAL SAFETY IN OUR BUILDINGS

- Access to electrical equipment rooms is prohibited except to perform work authorized by Connexus Energy
- Electrical equipment rooms are labeled as “Electrical Rooms”
- Any room containing Motor Control Centers (MCC’s), Switchgear, or related equipment shall not be entered by unqualified persons



ELECTRICAL CORDS

- **Contractor shall provide ground fault protection where it is not already present**
- **Only cords in good condition (no nicks, cuts, exposed wire, etc.) shall be used**
- **All electrical tools shall be double insulated or grounded**
- **Any leads or cords should be placed so as not to cause a tripping hazard to employees working in the area**



HAND HELD ELECTRONIC DEVICES

- **Cell phones and other electronic devices shall not be used while driving vehicles or performing safety sensitive tasks while on Connexus Energy property**
- **The cognitive distraction (takes your concentration away) of using a cell phone or other electronic communication device, while working, can be dangerous – please put it away when you are working or step away to a safe place before using it**





BREAK!!!

- **Thank you for your attention!**
- **Please take at least a 5 minute break now before proceeding**



VEHICLES

- **Contractors vehicles must meet all applicable state and federal requirements for operation**
- **Contractor employees vehicles shall be parked in designated areas as discussed in the pre job conference (usually the employee parking lot)**
- **All posted signage shall be obeyed (examples below)**
 - ✓ Speed
 - ✓ Use of phones / electronic devices
 - ✓ Entry points

Vehicles are defined as ANY motor powered mobile equipment



VEHICLES CONTINUED

- **Park at your own risk – Connexus Energy makes no claims as to the security of any jobsite and shall not be liable for injury / damage sustained by any privately owned or contractor owned vehicles on Connexus Energy property or elsewhere on our system**



WALKING AND WORKING SURFACES

- **Connexus Energy works to maintain safe and slip free surfaces at its facilities, but cannot control the weather or every aspect of a jobsite**
- **Good housekeeping practices shall be followed to minimize slip and trip hazards on the jobsite**
- **If you encounter a hazardous walking or working surface on Connexus owned property – please let us know and we can discuss how to control it**



WASTE

- **A waste is defined as anything that cannot be reused and are broken into three categories**
 - ✓ **Recyclable wastes** – wastes that may be collected for the purposes of reclamation (metals, paper products, some components)
 - ✓ **Trash wastes** – wastes that have no recycling value and are approved for disposal in a public landfill
 - ✓ **Special wastes** – wastes that are regulated by local, state, or federal guidelines and must be disposed of in a manner consistent with those regulations
- **Contractors and their employees shall dispose of all wastes in an appropriate manner as defined by the waste category**



NOT ALLOWED IN DUMPSTERS OR WASTE BASKETS

- **Liquid wastes**
- **Chemicals**
- **Sharps / Needles**
- **Solvents**
- **Batteries**
- **Any item that contains mercury**
- **Special or hazardous wastes**



EMERGENCY RESPONSE / EMERGENCY ACTION PLANS

- The following is a list of contingency plans we have identified in the event of a foreseeable emergency condition:
 - ✓ Fire
 - ✓ Bomb Threat
 - ✓ Tornado
 - ✓ Shooter in the building
 - ✓ Serious injury
 - ✓ Chemical Spill

All alarms will be verbal and over the intercom system, EXCEPT for the fire alarm which is a distinct tone and includes flashing strobes.



FIRE

- **In the event of a known fire or bomb threat the fire alarm will be pulled (pull stations throughout the main building)**
- **The alarm is a “loud and unmistakable” siren/alarm**
- **Call 911 and explain the emergency**
- **If in the building, report to one of the assembly areas:**
 - ✓ **Parking lot North end of the building**
 - ✓ **Parking lot South end of the building**
- **Remain there until you are given instructions by a Connexus Energy representative (Safety, Facilities, or Security)**



TORNADO

- **If a tornado is either indicated on radar, or is observed visually, report immediately to any one of the several tornado shelters identified during your site walk**
- **The alarm is verbal over the intercom system - “A Tornado is approaching, seek shelter immediately”**
- **If you are outside, seek low ground or a protected area such as a culvert or concrete structure**
- **Remain in the shelter until the all clear is given**



SHOOTER IN THE BUILDING

- Due to the unpredictable nature of this emergency, Connexus Energy can only pass along training to help you identify the best course of action to take
- We recommend the “Run, Hide, Fight” video produced by the City of Houston which was funded by the Dept. of Homeland Security – click the link below to view the video
- The alarm is verbal over the intercom system “A person with a weapon is inside the building, take appropriate action immediately”

[Run, Hide, Fight](#)



SERIOUS INJURY

- In the event of a life threatening or serious injury, get help from the closest person and have them dial 911
- Call the Connexus Energy System Operations control room – and let them know where the victim is located – **763-323-2675**
- If you know First Aid / CPR administer as necessary
- The AED's are located at
 - ✓ Employee entrance
 - ✓ Electrical equipment shop next to Fleet Services
 - ✓ 2nd Floor Restroom
 - ✓ Ramsey Training Room
- Remain with the victim until help arrives
- The location of the nearest emergency room and clinic are located in the appendix at the end of this presentation



CHEMICAL SPILL

- In the event of a chemical spill notify the System Operations control room **763-323-2675**
- Back off to a safe distance and monitor the situation
- Keep any non qualified personnel away from the spill
- At no time should you put yourself or others in danger, but if you can take actions to contain the spill you may choose to do so
- Any alarm, if necessary, will be verbal and give explicit instructions over the intercom system



REPORTING AFTER AN EMERGENCY

- **After any emergency situation contractors are responsible for accounting for all of their personnel on site, and reporting the status of their people to the Incident Commander**
- **No personnel may leave the site until they have been accounted for and been given permission by the Incident Commander**



EMERGENCY INFORMATION – 14601 RAMSEY BLVD

Emergency Plan Summary - Connexus Energy Campus				
Fire	<ol style="list-style-type: none"> 1. Pull the closest fire alarm 2. Evacuate to the nearest exit 3. Report to an outside assembly area 4. Wait for the all clear / further instruction 	Outside Assembly areas Employee Parking Lot Customer Parking Lot Pole Yard (by east gate)	Location of this room - Mens Locker Room Closest outside assembly area - Employee parking lot Closest Tornado shelter - This room Closest Exit to outdoors - Patio Glass door Closest Fire Extinguisher - Scheduling Counter	
Tornado	<ol style="list-style-type: none"> 1. Spread the alarm verbally or by pull station 2. Report to the closest Tornado shelter 3. Wait for the all clear / further instruction 		Tornado Shelters Locker rooms Bathrooms Columbus Community A&B Mail Room Computer training Enclosed copy rooms Enclosed Stairwell Parts Room (Fleet)	Key numbers: Fire / Police / Ambulance 911 System Operations 763-421-8613 Receptionist 763-323-2650 Security / Facilities 763-286-1461 Safety 763-350-1633 After hours (5 p.m. - 7 a.m.) 763-421-8613 Paging system (all zones) 141 (tone) 0 from Lync phone
Shooter in Building	<ol style="list-style-type: none"> 1. Verbally spread the alarm* 2. Run, Hide, or Fight based on judgment 3. Wait for the all clear / further instruction 		Shooter event Assembly PACT Charter School Water Tower	Tornado alarm stations Fleet next to manager office West window by CSS Warehouse Office
Chemical Spill	<ol style="list-style-type: none"> 1. Verbally spread the alarm* 2. Evacuate to the nearest exit 3. Report to an outside assembly area 4. Wait for the all clear / further instruction 		Bomb Threat	First Aid kit locations AED / Trauma bag Employee Entrance wall AED / Trauma bag Fleet - by door to Equipment shop First Aid Kit 1 Staff Center First Aid Kit 2 Coffee Station (1st floor) First Aid Kit 3 Coffee Station (2nd floor) First Aid Kit 4 HR Copy Room First Aid Kit 5 Fleet - by bathroom First Aid Kit 6 Warm Storage First Aid Kit 7 Warehouse
Bomb Threat	<ol style="list-style-type: none"> 1. Notify System Operations 2. Evacuate if instructed 3. Report to the announced assembly area 4. Stay put for further instructions 		Serious Injury	
Serious Injury	<ol style="list-style-type: none"> 1. Call 911 from phone 2. Get help (call for help verbally or by phone) 3. Notify System Operations 4. Send someone for AED and Trauma bag 5. Send someone to meet the ambulance 6. Administer first aid 		Safe Rooms (Shooter) Upstairs copy room(s) Upstairs bathrooms CSS / Credit bathrooms Fleet bathroom Computer Training Room Mail room Locker room showers Warehouse bathroom Executive washroom HR Copy Room	
Location of this building: Connexus Energy 14601 Ramsey Blvd Ramsey MN, 55303			In any case where the alarm is to be spread verbally - if possible please do the following: a) Notify all passerbys you see of the situation on your way to shelter b) Call System Operations at 763-421-8613 to activate the appropriate alarm	



PARTING THOUGHTS

- **Safety is a value for us at Connexus Energy – we expect during your time at our facility or on our system you honor that value**
- **If a Connexus Energy employee approaches you and makes a safety recommendation, they do it out of respect for you – please respond with that in mind**
- **If at any time you believe the work area has become imminently dangerous, we expect you to stop the work and contact us**
- **If at any time you are uncertain of a hazard, we welcome you to contact us and we will do our very best to help you**



SAFETY IS A VALUE FOR US – PLEASE RESPECT THAT

- Thank you for your time and attention
- Now please close or minimize this PDF and return to the Contractor Safety Page you started out at.
- Scroll to the bottom of the page and fill in the Contractor Safety Orientation Sign-In Form COMPLETELY, and for each person in attendance
- Click the submit button – which automatically mails the roster to Connexus Energy
 - ✓ If you have more than 5 employees to submit, fill out the form again after you have submitted the first 5 and submit again.
 - ✓ If you have 10 or more employees, please contact Tim.Flint@Connexusenergy.com

