

**SAFETY RULES**

**4<sup>th</sup> District Safety Rules**

**AGREEMENT NO.**

**4-00-A**

**4-71/245-A**

**AMERICAN LINE BUILDERS CHAPTER  
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION**

**and**

**LOCAL UNIONS OF THE  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**

**REVISED**

February 16, 2012

These rules have been made in the interest of the safety of all electrical workers and the Public. By cooperating in the enforcement of and obedience to these Rules, employees and the Public will be better protected and the operation of all companies can be made safer.

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# SAFETY RULES

## FOREWORD

The prevention of accidents to himself, to his fellow workers and to the public is a responsibility which every man must accept as soon as he enters into the employment of any company.

Each employee shall be provided with a copy of "Safety Rules". He shall carefully study and observe these Rules. These Rules shall be strictly enforced and ignorance thereof will not be accepted as an excuse for their violation.

Suggestions about the Rules to promote safety are invited from all electrical workmen.

When working on the properties of the various customers who require all work to be performed according to their safety regulations, those regulations shall supersede these Rules except when these Rules are more strict. A written copy of any specific safety rule or rules of the customer to be enforced, will be furnished each member of the crew involved.

All parties to Agreement No. 4-00-A and the 4-71/245-A will strictly adhere to all applicable standards of the Federal Occupational Safety and Health Act of 1970, and any State or Federal Standards including amendments thereto. If at any time there is a conflict between the Occupational Safety and Health Standards, the Safety Rules of Agreement No. 4-00-A and 4-71/245-A, the customer safety rules or any State or Federal Standard, the most strict shall apply.

## ARTICLE I

### INTOXICATING BEVERAGES/SUBSTANCE USAGE

Section 1.01 The use of intoxicating beverages or drugs by any employee while on duty on the Employer's or customer's premises, or while in charge of Employer's or customer's property is strictly prohibited. An employee reporting for duty intoxicated or under the influence of drugs or any foreman who knowingly allows an employee to go to work while intoxicated shall be subject to discipline up to and including dismissal.

## ARTICLE II

### REPORTING INJURIES and HAZARDS

Section 2.01 Any incident, accident, or near miss no matter how slight, which occurs on the job shall be reported at once to his immediate superior.

Section 2.02 The Employer will notify the Local Union in writing of all injuries requiring hospital admittance occurring within the Local Union's jurisdiction and within the time limit prescribed by the individual state for reporting such accidents. The Employer will notify the Local Union as soon as possible whenever a fatal accident occurs.

### REPORTING HAZARDS

Section 2.03 Any and every employee shall report to his immediate superior any dangerous or defective equipment and any hazardous condition, and the superior shall immediately investigate the reported condition. If the investigation reveals a hazardous or dangerous condition, he shall take the necessary steps to correct such condition.

## ARTICLE III

### FR CLOTHING SAFETY RULES

Section 3.01 All crew personnel shall wear Flame Resistant Clothing (FR), (HFWA 70E Hazard Risk Category 2), when working energized primary or secondary circuit from ground to ground. The FR Long Sleeves shirt shall be worn with sleeves rolled down, buttoned and tucked in at the waist. There are no exceptions to these rules.

Section 3.02 FR Clothing shall be worn when opening an energized transformer or energized secondary pedestal, this also pertains to entering all energized substations. FR shall also be worn while working on any other energized equipment or energized cables, also including locating faults.

Section 3.03 FR Clothing shall be worn when entering or working in any energized manhole or vault

Section 3.04 FR Winter Outerwear shall also be worn when working on energized primary or secondary circuits from ground to ground.

Section 3.05 Only 100% natural fiber (cotton,wool,silk) clothing shall be worn under FR outerwear. The layering of FR clothing is recommended. Large screen prints on T-Shirts shall not be worn under FR outerwear.

Section 3.06 Altering FR Garments shall be strictly prohibited. Mending or extra cleaning (such as removing oils or solvents) shall be done by the clothing supplier.

Section 3.07 In order to preserve the quality and integrity of the FR garments when laundering you *must not* use:

Chlorine Bleach  
Fabric Softener  
Fabric Softener Sheets when drying  
Laundry Detergent with Fabric Softener  
Hydrogen Peroxide

Section 3.08 The employer shall furnish FR rated rain gear and FR rated coldweather hard hat liners, for their employees.

Section 3.09 The effective date for FR Clothing Program for the 71/245 will be August 1, 2007. Effective date for the 4-00-A FR Clothing Program will be March 1, 2008.

## ARTICLE IV

### SAFETY MEETINGS

Section 4.01 In order to promote and encourage safety, one hour per month will be devoted to conducting safety meetings. These meetings may be held during reporting time period.

Section 4.02 As a part of the regular safety meetings, each crew shall practice some accepted form of artificial respiration which shall include poll top rescue on an annual basis.

Section 4.03 For all safety meeting the Employer shall make available topics and sign in sheets, which will be available upon request.

Section 4.04 The Employer shall furnish the respective Local Unions where they are working, a signed list of employees per crew attesting to the monthly safety meetings.

## ARTICLE V

### PRECAUTIONS

Section 5.01 Linemen, before starting to work, if not familiar with the voltages and positions of circuits to be worked on, shall get proper information from the foreman. The foreman in charge of the job shall satisfy himself that the workmen fully understand the nature of the work to be done.

Section 5.02 When linemen are working on poles, groundman working directly beneath them as helpers shall not dig or do any other work that exposes them to the danger of falling objects, due to their attention being drawn away from the work going on overhead.

Section 5.03 Tools and material must not be thrown from the ground to a lineman working aloft. Linemen must never drop tools and material from aloft to the ground. When not in use, tools and material shall be kept in their proper place.

Section 5.04 Every employee assigned to work must remember that while on duty he is engaged in work which is safe when all precautions are taken but which becomes dangerous through carelessness, chance-taking and "horse-play". "Horse-play" shall not be allowed while employees are going to or from work or while employees are engaged in work.

Section 5.05 Employees must wear suitable clothing for their work. Ragged sleeves, loose ties and other parts of clothing that can be caught in machinery shall not be worn. Shoes without good soles shall never be worn.

Section 5.06 Employees shall not wear jewelry or watches while working on energized systems.

Section 5.07 Good housekeeping in the workshop, whether it be a garage, storeroom, line truck, plant or yard, is essential to safe and efficient work. Where materials are not carefully arranged or there is accumulated rubbish, stumbling and falling accidents are bound to occur. Tools properly arranged on trucks help prevent the loss of equipment.

Section 5.08 When workmen are working at night, adequate lighting shall be provided to permit them to do their work with the least practical degree of danger when it is possible to do so.

Section 5.09 When jobs are to be done which present unusual hazards not covered by these Rules or the rules of the Employer, the supervisor and safety department shall discuss the problem and arrive at a method which in their judgment will provide the greatest degree of safety.

Section 5.10 When it is necessary for workmen to ride spans, the only chairs to be used are those of an accepted design made by a reputable manufacturer.

Section 5.11 In coming down a pole, a lineman shall always use his climbers. He shall not "drop", "jump" or "coast".

Section 5.12 Personal cell phones and all other electrical devices shall not be permitted to be used on company time.

Section 5.13 When stringing overhead or underground conductors, a instantaneous means of communications shall be used while performing this kind of work.

## ARTICLE VI

### WORKING ON ENERGIZED PRIMARY CIRCUITS

Section 6.01 Only workmen in the proper classification and so authorized shall work on energized primary wires or equipment, and work shall always be done with the full use of suitable protective devices and observances of the Safety Rules.

Section 6.02 When work to be performed on energized primary wires requires workmen to reach past other wires to reach the ones to be worked upon, all wires between themselves and the wires to be worked upon shall be covered with approved protective equipment. The protective equipment shall not be removed until the work is completed.

Section 6.03 Linemen shall wear rubber protective equipment while applying and removing protective equipment. While working in a bucket truck the procedure to follow shall be cradle to cradle. While climbing on all structures, all rubber gloves, sleeves, and rubber overshoes shall be worn within 5 feet of primary neutrals or energized conductors.

Section 6.04 Rubber protective equipment shall be worn at all times (except while using live-line tools) when working on or near energized primary equipment, including the following: rubber gloves, rubber sleeves, rubber overshoes, rubber hook guards and hard hats. The employer shall ensure that each employee who is exposed to the hazards of flames or electric arcs does not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee. **(Refer to Article III)**

Section 6.05 All wires, including neutrals, guy wires and mechanical jumpers, in the vicinity of energized primary work must also be covered with protective equipment.

Section 6.06 When stringing wire where pedestrians and vehicles are endangered, proper watchmen must be provided.

Section 6.07 Where it is necessary to string wires near live lines, dry hand lines or other suitable means shall be provided and used. Rubber protective equipment and other necessary equipment shall always be furnished the workmen involved in this operation and shall be used by the workmen. All trucks, pullers, tensioners or other equipment used in stringing wire shall be effectively grounded or barricaded.

Section 6.08 Reel tenders shall be provided adequate protection including rubber protective equipment. Reel carts or reel trailers shall be effectively grounded or barricaded.

Section 6.09 (a) Journeyman linemen shall not be permitted to work on energized lines exceeding 600 volts, unless accompanied by another journeyman lineman or a third six months or over apprentice, except when tying in or doing similar work, in which case the second lineman shall be readily available to give immediate assistance. One man is all that is required for hot operating work, such as fusing, switching, etc. The Employer shall provide and the workmen shall use adequate protection equipment while working on energized lines and equipment. A compartment shall be placed on all trucks to carry only approved safety equipment.

(b) Apprenticeship training shall be governed by the training progression policy of the Albat Area Joint Committee.

Section 6.10 Workmen shall not stand on or otherwise be in contact with transformer cases, telephone messenger cables, grounded guy wires or other metal brackets while working on energized conductors.

Section 6.11 Hard hats shall be worn at all times. The Employers shall furnish helmet liners (head warmers) for hard hats for employees' use in cold weather and sweatbands for summer use. Hard hats shall not be painted or defaced or have holes drilled in them.

Section 6.12 Apprentice lineman shall work under the direct supervision of a journeyman lineman. Second six months apprentices shall not be permitted to work on circuits exceeding 600 volts.

Section 6.13 Unless using suitable protective equipment for the voltage involved workmen shall avoid contacting equipment or machinery working adjacent to energized lines.

Section 6.14 All equipment utilized adjacent to or near energized circuits that is capable of contacting such lines by reason of height or size shall be effectively grounded or such equipment shall be considered energized and barricaded. Examples: line trucks with derricks, bucket trucks, cranes, pole cats, pullers and tensioners, etc.

Section 6.15 Tag lines, ropes and handlines used near energized circuits shall be non-conducting types and shall be dry and of sufficient size and strength to handle the loads involved.

Section 6.16 Wherever or whenever possible the automatic re-closing features of circuit interrupting devices shall be made inoperative before working on any energized circuit.

Section 6.17 If the work requires the use of protective gloves and sleeves the workman shall put the gloves and sleeves on before he comes within falling or reaching distance of any energized circuits or equipment and shall not remove them until he is entirely out of falling or reaching distance of such circuits or equipment.

## ARTICLE VII

### PROCEDURES FOR WORKING 34.5 KV WITH RUBBER GLOVES

Section 7.01 The Foreman shall have a tailgate meeting with the crew prior to working 34.5 KV with the purpose of reviewing the work to be performed and to revisit the following procedures:

1. 34.5 KV is to be worked from a bucket truck or double insulated boom truck, if available. When the working area is inaccessible to the above stated vehicles, then and an OSHA (subpart V section 1926.951(d)) approved insulated platform "Hot Board" may be utilized when isolated from any ground potential.
2. Insulated boom and bucket to be cleaned and wiped dry prior to use.
3. 20 KV gloves and sleeves are to be removed from the lineman by the Foreman and retained by him (the Foreman) until completion of the 34.5 KV work.

Rubber Insulating Equipment Voltage Requirements			
Class of equipment	Maximum use voltage(1) a - c - rms	Retest voltage(2) a - c - rms	Retest voltage(2) d - c - avg
0	1,000	5,000	20,000
1	7,500	10,000	40,000
2	17,000	20,000	50,000
3	26,500	30,000	60,000

4	36,000	40,000	70,000
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4. Ground the vehicle (common neutral, if possible)
5. Work in damp weather is prohibited.
6. Hot sticks are to be readily available to complete the work in case of rain.
7. Rubber gloves, sleeves and blankets shall be visually inspected for foreign substance and gloves shall be air tested each day prior to starting work.
8. No vehicle parts are to be in contact with any energized conductor.
9. Extreme caution to properly cover all exposed contact areas shall be taken at all times.
10. When working from an approved insulated platform of 34 KV or above, insulated overshoes or EH Rated footwear shall be worn.
11. Maximum field use for 35 KV and above, gloves and sleeves shall not be more than 60 days. Maximum required tests periods shall be 120 days for gloves and sleeves.
12. All rubber goods shall be stored in a cool dry place, away from rodents and or any other issues that might damage these rubber goods.
13. Crew make-up for areas not accessible to vehicles, shall consist of a Foreman and at least two (2) Journeyman lineman, or a Foreman, a Journeyman lineman and a qualified apprentice.

## ARTICLE VIII

### UNDERGROUND

#### EXCAVATION AND TRENCHES

Section 8.01 All openings, refilled soft trenches, material and machinery shall be protected by adequate barricades, warning signs, warning lights or other suitable devices.

Section 8.02 When excavating, all necessary precautions must be taken to prevent a cave-in. If the ground is sandy or loose gravel, sheet piling should be used, properly braced with trench jacks. Shoring and bracing or sloping must be provided in any trench or excavation where the depth of the excavation or structure of the soil might make it subject to cave-ins. Additional precautionary measures must be taken when excavating close to poles and shallow foundations to prevent accidents due to undermining.

Section 8.03 Loose rocks, tools or material must not be left lying closer than 24 inches from the edge of the excavation. Men working in open excavation must see that they maintain a proper working distance between each other so that they may not be injured by the use of shovels, picks, etc.

Section 8.04 The man in charge shall consider and check the probability of contacting hidden hazards such as electric cables, communication lines or gas and water mains. Whenever excavating is done in close proximity to buried facilities, it shall be done only by hand digging.

Section 8.05 Long bars, long handled shovels and similar items shall not be stored upright in a trench or excavation.

Section 8.06 All trenches four feet or more in depth shall be supplied with ladders at intervals not to exceed twenty-five feet. Trench bracing or shoring shall not be used as a stairway or ladder.

Section 8.07 Backfills must be well-tamped or otherwise adequately settled. Where surface boards are used, they must be securely anchored.

Section 8.08 All work should, as far as possible, be carried on in such a way as to prove least attractive to children. Before leaving the job at night, the man in charge should see that machinery and tools are properly stored and covered and that derricks, planks and ladders are removed or piled at the roadside and not left in position in or over the trench. When necessary, a man should be appointed to stand watch, to direct traffic and protect both the public and workmen. Night watchmen should be employed where necessary, especially where traffic is congested.

Section 8.09 All jobs should be run in a neat and orderly manner and haul material piled properly and out of the way of traffic. Tools should be returned promptly to the box or truck when not in actual use. Shovels should be placed on ground with bowl facing downward. Tools not in use should be placed in such a position so as not to form a tripping or stumbling hazard.

Section 8.10 When it is necessary to tunnel, the man in charge must make sure the tunnel is in a safe condition when men are allowed to enter. Men in tunnels must be watched constantly by men outside who should be especially alert to hazards or heavy trucks. All tunneling shall be protected from cave in by a removable casing of sufficient strength to protect the workmen. Workmen shall wear a shoulder harness with rescue line attached and all such rescue lines shall be individually attended at all times during tunneling.

Section 8.11 Where using compressed air in excavating under streets, driveways or sidewalks, goggles shall be worn by all personnel in the trench and baffle boards or tarpaulins shall be set up for protection from flying stones or other objects to protect public property and the public. Suitable respiratory protection shall be provided in dusty locations.

Section 8.12 No workmen shall be permitted under loads handled by powered equipment such as cranes or hoists. Where motorized equipment is working near open trenches or holes, substantial stop logs or barricades shall be used.

Section 8.13 Daily inspections of trenches or holes shall be made by the competent person in charge before workmen are allowed to enter.

## WORKING ON URD

Section 8.14 All employees who must work in confined spaces such as vaults or manholes shall verify the space is safe for entry. Employees entering a confined space shall, at a minimum, comply with the requirements of the OSHA Confined Space Standard, 1910.146, and shall be trained on these requirements prior to entry of any confined space.

Section 8.15 Atmospheric conditions of all confined spaces shall be tested prior to entry with a calibrated direct reading instrument for the following conditions in the order given:

1. Oxygen content (between 19.5 & 23.5% is acceptable)
2. Flammable gases and vapors (less than 10% of it's (LFL) Lower Flammability Limit)

3. Any potential toxic air contaminants (ex: Carbon monoxide, hydrogen sulfide or any other contaminate the could produce an IDLH (Immediately Dangerous to Life & Health) atmosphere).

Atmospheric testing shall be conducted for the whole time that work is being done in the confined space. If an unsatisfactory condition is detected during entry all employees shall immediately leave the space. The space shall be tested again if the work crew leaves the space and then re-enters at a later time during the shift (example: lunch break).

All “hotwork” using flames or spark producing equipment requires a permit to be issued by the entry supervisor.

- A. Before opening a manhole, test through the holes in the cover if possible; otherwise, pry up the edge of the cover to permit passage of the sampling tube.
- B. If a confined space is found to contain a hazardous atmosphere the entry supervisor shall record the readings on the permit.
- C. No entry is permitted if the space is found to have a hazardous atmosphere until forced ventilation and subsequent testing verifies the space is safe to enter. Continued forced ventilation from a clean source shall be maintained as long as work is in progress.
- D. Whenever a space contains hazards that must be controlled by forced ventilation or other hazards exist that cannot be controlled by feasible engineering and work practice controls, the employer shall ensure all necessary communication and rescue equipment, personal protective equipment, lighting and any other equipment necessary for safe entry and rescue from a permit space is available.

Section 8.16 An employee (attendant) shall be stationed at the surface of an open manhole or vault while work is being performed in that space. The aforesaid employee shall not leave the location unattended unless the entrants exit the space.

Section 8.17 Materials and equipment shall be placed away from the opening of the space so not to create a hazard of falling or spilling onto the employees or impeding any necessary rescue measures that may be undertaken.

## MANHOLES AND VAULTS

Section 8.18 Warning devices, barriers, barricades or guard rails shall be placed to adequately protect the public and employees before manhole covers or gratings are removed or other work operations are begun and they shall not be removed until the manhole covers or gratings are replaced.

Section 8.19 All covers shall be removed with approved hooks and placed on the side of the hole away from traffic when street openings are involved.

Section 8.20 Trucks, tool carts and other equipment shall be so placed as to present the least impediment or hazard to traffic, consistent with a safe working area for the employees. If possible, trucks or equipment shall be placed between the working area and on- coming traffic.

Section 8.21 An employee will be stationed at the surface of an open manhole or vault for work performed in that manhole or vault during hours of darkness or when advisable under conditions such as making energized splices or heavy traffic. The aforesaid employee shall not leave the location without the permission of a supervisor or the employee working in the manhole.

Section 8.22 Always lower tools or materials with short hand lines equipped with hooks and warn the men in the hole before lowering. Never throw anything into or out of a manhole, vault, tank or similar structure.

Section 8.23 Wood or fiber glass ladders must be used to enter and leave except where ladders are permanent.

Section 8.24 Furnaces and all hot materials should be placed away from approaching traffic. This will reduce the possibility of anyone striking them and causing the contents to spill into the manhole. Hot paraffin and solder should be carefully watched as a protection against the curiosity of children, other passerby and employees.

#### U R D - U C D WORKING ON CABLES, LIVE LINES AND/OR EQUIPMENT

Section 8.25 Before pulling cables, make sure that the tackle, winches, pulleys, braces, blocks, pulling cable, etc., are in good condition and properly placed so they will not break or slip.

Section 8.26 When pulling cable, precautions shall be taken against the man becoming caught in sheaves, lashing or winch gear. All workmen should be apprised of hazards when the pulling line is under tension. This applies to all winch work.

Section 8.27 Insulated platforms, protective devices and special tools needed shall be used when work is being performed on energized wires, electrical equipment, service pedestals, pad mount enclosures, working in manholes or vaults. Before starting work, these devices and tools must be examined to make sure they are suitable and safe to use.

Section 8.28 All cables shall be clearly identified, de-energized and grounded before being cut into, spliced or connected.

Section 8.29 Rubber gloves, sleeves and insulated footwear shall be worn before opening service pedestals, pad mount enclosures, moving and handling or energized cables or when digging to expose cables. When secondary voltages are involved under the above conditions, the use of rubber gloves and sleeves is required.

Section 8.30 Only qualified personnel will move live cables, be permitted to make installations and do any digging around electrical conductors.

Section 8.31 Employees performing work should have all available information of all underground gas, water lines and electrical systems in the immediate area. Each individual service should be plainly marked by the utility company involved in the area of the trenching.

#### ARTICLE IX

#### GROUNDING

Section 9.01 Protective grounds shall be applied and removed with the use of live line tools to de-energized lines and equipment for protection against static, lightning, crosses with foreign current as well as for accidental energizing from normal sources of power.

Section 9.02 After clearance has been secured on a circuit or piece of apparatus, the workmen in charge shall see that the line is tested properly before placing proper grounding cables for the protection of his men. The grounding cables or sets shall be of such type that a positive connection will be maintained between the ground and all phase wires. In a case of emergency, or where grounds are required for an indefinite period, a positive connection may be made with wire, bare or insulated with approved connectors or clamps. These grounding cables should be placed on either side of the point of work and at other points where it is deemed advisable. The grounds shall be connected at the ground connection first and secondly on the phase or apparatus to be grounded. The workmen in charge of crews working on transmission circuits or apparatus must not depend upon station switches for protection but must always provide proper protective grounds.

Section 9.03 When removing grounds from normally live parts, the grounds must always be removed from the normally live part before breaking the ground connections.

Section 9.04 The foreman or workman in charge, upon completion of his work, after assuring himself that all men under his supervision are clear, shall remove all protective grounds placed by him and report to the person from whom he received the clearance.

## ARTICLE X

### USE AND INSPECTION OF TOOLS

Section 10.01 Employers shall insist that all linemen and apprentice linemen keep their belts, spurs and straps in good condition. All linemen's personal tools and equipment shall be of standard, acceptable design produced by a reliable manufacturer and shall conform to the requirements of Section 1926.959 of the Occupational Safety and Health Standards.

Section 10.02 Body belts shall have no exposed metal parts next to the body, shall be at least 5/32" inches thick, if made of leather and be a minimum of 3 inches wide. The belt may have a maximum of four tool loops so situated on the body belt, that 4 inches of the belt in the center of the back shall be completely free of tool loops and any other attachments.

Section 10.03 Body belts and or full body harnesses with safety straps or lanyards shall always be worn to protect employees working at elevated locations on poles, towers, or other structures. Body belts and safety straps or lanyards shall not be used for any other purpose except for that which they are intended. The Employer shall furnish full body harnesses and lanyards harnesses for elevated equipment.

Section 10.04 Fall protection equipment shall be inspected daily before use for condition of leather, leather near the holes, rivets, stitches, buckles, D rings, and snaps. Fall protect equipment shall be inspected daily.

Section 10.05 Special attention should be given to all tools used aloft that they are maintained in good condition. A lineman using defective tools endangers himself as well as employees working below him.

Section 10.06 The gaffs of climbers shall be properly maintained. When climber gaffs are less than 1 1/8" in length, they are to be replaced.

Section 10.07 When climbers are not in use, they should be stored in the proper place on the truck.

Section 10.08 Climbers shall not be worn when linemen are riding in trucks, piking poles or are on the ground for a great length of time.

Section 10.09 Defective or condemned tools and equipment shall be tagged immediately and removed from the truck or job site as soon as possible.

## ARTICLE XI

### PROTECTIVE EQUIPMENT

Section 11.01 All Employees shall receive the following protective equipment, but not be limited to the following: hard hats, rubber gloves, sleeves, blankets, line hose, line hoods, line plastic, overshoes and climber guards. All the above shall be carefully stored on the trucks and shall be maintained in a dry and usable condition at all times. Hard hats shall meet the requirements of ANSI specification Z-89.2. All rubber goods shall conform to the requirements of ANSI J 6 series.

Section 11.02 Rubber protective equipment shall not be allowed to contact oil or grease.

Section 11.03 Do not use artificial heat to dry rubber protective equipment except by factory approved methods.

Section 11.04 Rubber blankets shall not be folded for storage. They may be stored either rolled or flat.

Section 11.05 All rubber protective equipment shall be inspected before each use for defects and periodically must be tested electrically at the laboratory and if found defective shall be rendered unfit for further electrical use by the party making the laboratory test. Maximum required tests periods shall be 120 days for gloves and sleeves and six months for blankets. Maximum field use for rubber gloves and sleeves shall not be in excess of 60 days. Hose and hoods shall be inspected visually and discarded when excessive damage is found. All rubber gloves and sleeves shall indicate the last test date on the glove or sleeve.

Section 11.06 When working on or near live conductors or other live apparatus operating at voltages above 50 volts, the use of rubber protective equipment for protection is positively required.

Section 11.07 Rubber gloves must be kept in a canvas glove bag when not in use.

Section 11.08 All gloves shall be given an air test before being used, and rubber gloves shall never be worn inside out.

Section 11.09 Leather protector gloves shall always be worn over rubber gloves and shall be maintained in good condition.

Section 11.10 The Employer shall furnish rubber glove liners for employee's use in cold weather.

Section 11.11 All rubber goods shall be stored in a cool dry place, away from rodents and or any other issues that might damage these rubber goods.

## ARTICLE XII

### LIVE-LINE TOOLS

Section 12.01 The first method of working live lines at voltages in excess of safe rubber protective goods range is to handle all live parts with live-line tools.

Section 12.02 The second method, which may be used on borderline voltages, is a combination method whereby an insulated platform and rubber protective equipment both are used. In this method, the lineman does not use live-line tools but depends for this protection on rubber protective equipment including 20,000, 30,000 or 40,000 volt gloves, etc. and works only from an insulated platform.

Section 12.03 “Hot Sticks” should be inspected before each use and dried out and thoroughly varnished at intervals, depending upon the extent of use and exposure. “Hot Sticks” shall be tested annually and shall be stored in a safe, dry compartment.

Section 12.04 Workmen must at all times use extreme care in transporting and using tools so as not to damage them.

Section 12.05 Only live-line tools having a manufacturers certification to withstand the following minimum test shall be used --

Fiberglass tools - 100,000 volts per foot for 5 minutes

Wood tools - 75,000 volts per foot for 5 minutes

Section 12.06 When using live-line tools a lineman shall not depend on another workman to hold a live conductor clear of him.

Section 12.07 While live-line work is in progress, no other work of any nature shall be performed on the same pole or structure. Distracting noise or talk on the ground shall be kept to a minimum and shall only be necessary noise or work supporting the live-line activity.

Section 12.08 Before live-line work is begun, adjacent structures or poles shall be carefully examined for defects in conductors - tie wires, insulators and other equipment that might present a hazard to the live-line work.

Section 12.09 During live-line work no lineman shall change his position on the pole or structure without first making certain that his new position will place him in the clear and informing his fellow workmen of his intended move.

Section 12.10 On energized lines, farrels on mechanical jumpers must be installed in accordance with specifications.

## ARTICLE XIII

### SCAFFOLDS

Section 13.01 Scaffolds shall be constructed to conform to the General Safety Standards covering scaffold construction and shall meet all Occupational Safety and Health Standards in their construction and erection.

Section 13.02 No scaffold shall be erected, moved, dismantled, or altered in any way that would reduce its strength or stability. Only workmen under the supervision of an experienced person shall handle scaffolding.

Section 13.03 Guardrails and toe boards shall be installed on all open sides and ends of scaffolds more than 10 feet above the ground or floor. Guardrails shall be 2 x 4 inches or equivalent, approximately 42 inches high with a midrail support. Vertical supports shall be at intervals not to exceed 8 feet. Toe boards shall be a minimum of 4 inches in height.

Section 13.04 Scaffolds and their components shall be capable of supporting without failure at least 4 times the maximum intended load.

## ARTICLE XIV

### VEHICLES

Section 14.01 No operator of an Employer's vehicle shall use or be under the influence of any alcoholic beverage or foreign substance while on duty.

Section 14.02 Employees shall familiarize themselves with and obey the motor vehicle laws of the city, county and state. They will be held PERSONALLY RESPONSIBLE for all traffic law violations.

Section 14.03 No employee shall move or operate any Employer's vehicle unless it is his specific duty to do so.

Section 14.04 When driving a commercial vehicle the employee will have proper CDL License, up to date medical card, and shall complete a pre and post trip inspection. The post trip inspection shall be in writing. The employee shall follow the Department of Transportation laws.

Section 14.05 Operators of Employer's vehicles should be courteous under all circumstances. Insistence upon the right of way, road hogging or refusing to allow room for another vehicle to pass are actions of discourtesy and reflect discredit upon both the Employer and the operator. Under no circumstances should the operator argue with pedestrians or operators of other vehicles. Such actions offset the efforts of the Employer to retain the good will of the public.

Section 14.06 No motor vehicle owned by the Employer shall be driven in a careless or reckless manner or so as to endanger life, limb, property or cause damage to the vehicle.

Section 14.07 The privilege of operating Employer-owned vehicles may be withdrawn if the operator continues to abuse such privileges by careless or unlawful practices.

Section 14.08 No employees are permitted to pick up "hitch-hikers" while driving an Employer-owned vehicle.

Section 14.09 The practice of employees riding on fenders or running boards of vehicles is positively prohibited. Also prohibited is the practice of riding with feet hanging over the rear or side of truck bed and boarding or dismounting from a moving vehicle. The foreman will be held accountable for accidents resulting therefrom.

Section 14.10 When winches on truck or tractors are being used to raise poles, material, pull-in wires, pull slack or any other operation, the operator shall not leave the controls without stopping the machinery.

Section 14.11 Pre-arranged signals shall be used in all cases. Truck operators shall not use winch without a signal man in plain view and a fully understood signal.

Section 14.12 Motor vehicles, having an obstructed view to the rear, shall not be operated unless the vehicle has a reverse signal alarm which is audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.

Section 14.13 The use of seat belts are mandatory in any vehicle or pieces of equipment, to follow federal, state, and local laws.

## ARTICLE XV

### OPERATION AND USE OF AERIAL BASKET AND LADDER EQUIPMENT

#### INTRODUCTION

Section 15.01 The "Aerial Basket" is a piece of equipment which, when properly used, can eliminate or minimize many hazards that we have to cope within our daily work. Like any other piece of equipment, however, it also has its inherent hazards. These hazards must be recognized and safe practices followed in order to accomplish our main goal--the prevention of accidents during the use of Aerial Basket Equipment.

#### PERSONNEL

Section 15.02 There shall be a minimum of two men trained in the use of this equipment. One man shall be completely familiar with the operation of the hydraulic controls and capable of controlling the unit from the work basket. The other man shall be capable of controlling the boom and basket from the lower stationary controls and shall always remain accessible to operate the ground controls if the need arises.

#### TRAVEL PROCEDURE

Section 15.03 (a) Drivers of an aerial basket truck shall be constantly alert to the fact that the vehicle has exposed equipment above the elevation of the truck cab and provide necessary traveling clearance.

(b) Any backing of the truck shall be done slowly and under the guidance of one man on the ground who has an unobstructed view of the intended path of the vehicle and its driver.

(c) The truck shall not be moved unless the boom is lowered and the basket cradled.

(d) Riding in the basket while truck is traveling between locations shall not be permitted. Men will be permitted to ride in the basket for short moves at the work location if the basket is returned to the rest position for each move.

#### SETTING UP AND KNOCKING DOWN AT THE JOB SITE

Section 15.04 (a) Warning devices shall be set up in accordance with "Safety Rules" and legal requirements.

(b) A warm-up period is needed at the beginning of each day's work. This time may vary with different makes and models, also due to temperature range in various locations. When the weather is below freezing at a job location, operate the hydraulic pump five to ten minutes before operating the boom.

(c) Careful consideration shall be given to the location of overhead conductors and surrounding conditions before the truck is moved into the work position.

(d) Every attempt should be made to place the truck so that all work areas at that location may be reached by the boom without additional movement of the truck.

(e) Available footing for the truck wheels and outriggers shall be examined carefully to be assured of a stable setup, and extra caution shall be exercised if there is snow, ice, wind, soft ground or other unusual conditions such as tanks, culverts, manholes, wells, etc.

(f) When working near energized lines or equipment, aerial lift trucks shall be effectively grounded or barricaded and treated as energized equipment. (see grounding Article IX)

#### IMPORTANT NOTE: EFFECTIVELY GROUNDED:

Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current carrying capacity to prevent the build up of voltages which may result in undue hazards to connected equipment or persons.

(g) Before lowering stabilizers, outriggers or hydraulic jacks, the operator shall be certain there is no one in a position where he will be injured; and radio antenna must be tied down.

(h) When working on an inclined road or street, the operator shall use extra caution and check each outrigger or jack to make sure a stable setup has been arranged. Chocks or substantial cribbing may be needed to insure stability. The truck should sit approximately level when it is viewed from the rear.

(i) When lowering the boom to the cradled position, employees SHALL stand clear of the path of the basket and the boom.

(j) All personnel should stay clear of pressurized oil or air which is escaping from a ruptured line or fitting. No attempt SHALL BE made by an employee to stop or slow such a leak by using his hands, feet or other parts of his body. The pump, compressor or engine should be stopped as soon as a leak is detected.

(k) Outriggers or jacks shall be retracted. Flares, flags and barricades shall be removed and stored in the place provided for them. The truck shall not be moved before outriggers are checked to see they are in the "up" position.

#### OPERATING AT THE JOB SITE

Section 15.05 (a) Operation of the boom shall be done in accordance with the manufacturer's and the operating manual instructions. Such a manual shall be on this equipment at all times.

(b) Entering the basket should be done with the basket resting firmly on the ground or in the traveling position. Lineman's bodybelt are not an adequate means of fall protection while working in aerial lifts. An approved harness with lanyard attached to an acceptable anchor point on the boom is required.

(c) When the boom must be maneuvered over a street or highway, necessary precautions SHALL be taken to avoid accidents with traffic or pedestrians. A flagman shall be used if necessary.

#### RAISING THE BASKET

Section 15.06 (a) The operator shall always face in the direction in which the basket is moving and he shall see that the path of the boom or basket is clear when it is being moved.

(b) Before reaching any area containing obstructions, the operator should operate controls of boom and basket to insure himself that they are in proper working order.

(c) Raising the basket directly above energized conductors should be kept to a minimum.

#### WORKING ALOFT

Section 15.07 (a) The basket should be located under conductors and equipment to be worked on and should not contact any conductors or equipment.

- (b) Employees shall not stand or sit on top or edge of the basket or on planks placed on top of the basket or on ladders placed in the basket while performing work. Employee's feet shall be on the floor of the basket while doing work or when the basket is moving.
- (c) Employees shall not belt to an adjacent pole or structure while performing work from the basket.
- (d) An employee shall not enter or leave the basket by walking the boom.
- (e) Employees shall not transfer between the basket and a pole.
- (f) No climbers shall be worn by employees in the basket.
- (g) Adequate clearance SHALL be maintained so that protruding tools will not come in contact with conductors, limbs or other obstructions.
- (h) The employee SHALL be sure that the hydraulic hose to cutters or other tools cannot become entangled with the levers that operate the boom.
- (i) The employee SHALL disconnect hydraulic operated tools from the hydraulic supply when they are not in use.
- (j) Disconnect hydraulic hose from power operated tool when inserting or changing dies.
- (k) When working aloft, all tools should be secured when not in use.
- (l) The employee operator SHALL exercise caution in the movement of the basket when operating procedures require that cables, lines, conductors, etc., be secured to the basket.

#### INSPECTION AND MAINTENANCE

Section 15.08 Aerial basket equipment SHALL be inspected daily before operating by assigned operator according to the inspections called for in the instruction manual issued by the manufacturer. Special attention should be given to the following:

- A. Inspect hydraulic hoses and remote controls for twisting, chafing and proper adjustment.
- B. With oil lines under pressure, inspect all hydraulic fittings, pump and cylinders for evidence of leakage.
- C. Check oil level of hydraulic and remote control reservoirs. Oil should be added if required.
- D. Check unit for proper operating speed and rate of drift. Drifting or improper speed should be reported immediately.
- E. Check operation of all controls through their maximum working range.
- F. Check maximum allowable load operation through all positions periodically.
- G. Check boom and leveling wire rope cables for frayed strands, security of terminals and correct adjustments.
- H. Check booms for cracked welds or distorted members.

Section 15.09 Insulated aerial lifts shall be electrically tested on a *annual* basis and such tests shall conform to the requirements of the American National Standards Institute Specifications A92.2 Section 5.

Section 15.10 It is recommended that all bucket trucks be provided with liners, unless bucket is double walled, when being used on primary voltages.

## ARTICLE XVI

### FIRST AID

Section 16.01 The Employees shall attend first aid and CPR training provided by the Employer as part of the agreed to 16 hours of training.

Section 16.02 Provisions shall be made prior to commencement of a project for prompt medical attention in case of serious injury.

Section 16.03 In the absence of a clinic, hospital or physician that is reasonably accessible in terms of time and distance to the work site which is available for the treatment of injured employees, a person who has a valid certificate in first aid training from the American Red Cross or equivalent training that can be verified by documentary evidence shall be available at the work site to render first aid.

Section 16.04 First aid supplies approved by the consulting physician shall be easily accessible at each work location when required.

Section 16.05 First aid kits shall be stocked with materials approved by the consulting physician or other proper authority. It shall be in a weather proof container with individual sealed packages for each type of item. The contents of the first aid kit shall be checked by the foreman before being sent to each job site.

Section 16.06 Proper equipment for prompt transportation of the injured to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

Section 16.07 The telephone numbers of the physician, hospital and ambulance shall be conspicuously posted at each job location.

## ARTICLE XVII

### EXPLOSIVES

Section 17.01 On the use of explosives the employer shall use applicable provisions set by the Bureau of Alcohol, Tobacco and Firearms. The employer shall also be in compliance with the recommendations of the Institute of the Makers of Explosives. The employer shall furthermore follow the classifications set forth by the Department of Transportation.

## ARTICLE XVIII

### HELICOPTER SAFETY RULES

Section 18.01 Before starting any helicopter project, the direct participating workmen shall be briefed by project supervisor in the presence of the pilot on hazards, precautions and procedure.

Section 18.02 Employees working within 200 feet of helicopter must wear hard hats with chin strap, appropriate safety goggles (not glasses) and ear plugs when helicopter is running rotary blades.

Section 18.03 Safety belts must be fastened when instructed by the pilot and must remain fastened, except when pilot instructs otherwise.

Section 18.04 The rotorcraft will build up a powerful static charge while in flight and the charge should be dissipated through a grounding device before the suspended load is touched by the ground crew.

Section 18.05 Communications should be predetermined between the pilot and signal man and clearly understood before the beginning of the operation.

## ARTICLE XIX

### BEST PRACTICES

#### ADMINISTRATIVE CONTROLS

##### Section 19.01

**PRACTICE STATEMENT:** Injuries to personnel from improper job planning and risk assessment.

**PRACTICE DESCRIPTION:** Identify type and quantity of Insulate and Isolate components

- A. Pre-planning to begin at the pre-bid meeting.
- B. Preliminary job site analysis.
- C. Contractor shall request information from the Host Employer so that the Contractor may be able to conduct adequate risk assessments prior to beginning operations.
- D. Line work on conductors or equipment shall be performed when they are de-energized or a portion is de-energized and grounded when possible.

##### **BENEFITS:**

- Eliminate injuries resulting from improper planning by ensuring key job hazards are identified and controlled and provide support to contractors in obtaining needed information for effective risk assessments.

##### **REFERENCES:**

National Electric Safety Code (NESC, ANSI C2 – Part 4)

### JOB BRIEFINGS

##### Section 19.02

**PRACTICE STATEMENT:** Provides a uniform methodology and outlines key components of job briefings.

**PRACTICE DESCRIPTION:** Document job sequence, hazards to be encountered, and steps taken to control/eliminate hazards by doing the following:

- A. Define task.
- B. Identify roles & responsibilities.
- C. Identify hazards.
- D. Determine risk mitigation.
- E. Documentation shall include I & I to be used.
- F. Personal Protective Equipment to be used.
- G. Emergency response information.
- H. Number of briefings to be held.

NOTE: Job briefings need to be conducted when work changes significantly.

All crewmembers shall participate in a documented job briefing. Job briefings are to be held at the start of the work shift, as work tasks or hazards differ from original briefing, and as additional personnel arrive at the job site. These job briefings shall include the components of a Hazard Analysis or use your company specific hazard analysis program associated with the work steps, hazards associated with the work step, and ways to eliminate or control the hazards. The job briefing form shall have a provision for each employee to sign to verify they have participated in the job briefing. Each ET&D Partnership company's management shall establish a review process to ensure that the documented job briefing process is effective.

**BENEFITS:**

- Provides for essential job safety planning guidelines and lists key elements.
- Enhances compliance with OSHA regulatory requirements.
- Incorporates use of a specific hazards identification process in the job planning process that will provide for enhanced controls for risks.
- Proper pre-planning reduces the risk of injury.
- The process and required documentation enhances inclusion and participation of job team members in the safety planning processes associated with the job.

**REFERENCES:** National Electric Safety Code (NESC, ANSI C2 – Part 4)

PRE-USE INSPECTION OF RUBBER PROTECTIVE EQUIPMENT

Section 19.03

**PRACTICE STATEMENT:** Protocols related to the effective inspection of insulating protective equipment.

**PRACTICE DESCRIPTION:** All rubber protective equipment shall be inspected prior to each use. All rubber/plastic insulating equipment shall be inspected for any damage, wear or contamination that would compromise its ability to insulate or isolate the linemen from different potentials. Applicable service dates shall be observed. If upon inspection insulating protective equipment is found to be defective the equipment shall be identified and removed from service.

NOTE: Rigging and hoisting equipment shall also be inspected prior to use.

**BENEFITS:**

- Provides for uniform inspection guidelines that can be applied industry wide

**REFERENCES:**

ASTM F478 – 1999 Standard Specification for In-Service Care of Insulating Line Hose and Covers

ASTM F479 – 2001 Standard Specification for In-Service Care of Insulating Blankets

ASTM F496 – 2002 Standard Specification for In-Service Care of Insulating Gloves and Sleeves

ASTM F1236 – 2001 Standard Guide for Visual Inspection of Electrical Protective Rubber Products

National Electric Safety Code (NESC, ANSI C2 – Part 4)

**QUALIFIED OBSERVER**Section 19.04

**PRACTICE STATEMENT:** Identify and utilize qualified observer for critical tasks.

**PRACTICE DESCRIPTION:** A member of the crew shall be identified to act as an observer to ensure clearances are maintained, PPE, and effective cover-up is installed. The observer shall be capable of the identifying nominal voltages, energized components, minimum approach distances, and proper safe work practices while crewmembers are working on energized lines.

NOTE: This section is not intended to mandate staffing requirements.

A. The term “effective cover up” is used to describe the installation of phase-to-phase rated insulating protective cover on energized conductors and/or equipment of different potentials when the lineman is within reaching distance or in areas extended by handling conductive objects.

B. The term “extended reach” is used to describe being within five feet of energized conductors and/or equipment or having a conductive object within five feet of energized conductors and/or equipment.

**BENEFITS:**

- Eliminate injuries from unrecognized hazards or changes in conditions.
- Clarify duties and provides guidance as to when observers are beneficial.
- Provides guidance on observer qualifications.

**INSULATE & ISOLATE SAFETY PERFORMANCE CHECK**Section 19.05

**PRACTICE STATEMENT:** Review of qualification, and/or performance criteria to ensure compliance with Isolate and Insulate procedures.

**PRACTICE DESCRIPTION:** A safety review process shall be in place that will be performed by a competent person. Included in the review process will be assurances that

the company safety rules and proper cover up procedures are being followed. Additionally, documentation such as Job Briefing forms and Job Safety Analysis forms shall be reviewed.

**BENEFITS:**

- Routine auditing provides for performance and regulatory assurance for critical control techniques
- Effective auditing will enable enhanced and consistent performance

**CRADLE-TO-CRADLE USE OF INSULATING RUBBER GLOVES AND SLEEVES**

Section 19.06

**PRACTICE STATEMENT:** Protocols related to effective use of insulating rubber gloves and sleeves.

**PRACTICE DESCRIPTION:**

1. When employees are working on energized circuits or equipment using the rubber glove method, rubber protective-insulating gloves and sleeves rated for the exposure of the highest nominal voltage shall be worn cradle-to-cradle when working from an aerial platform.
  - a. Rubber protective insulating sleeves are not required when employees are working circuits with a potential of 600 volts or less if there is no upper arm exposure and the worker will not encroach the 5-foot primary zone.
  - b. The term “effective cover up” is used to describe the installation of phase-to-phase rated insulating protective cover on energized conductors and/or equipment of different potentials when the lineman is within reaching distance or in areas extended by handling conductive objects.
  - c. The term “extended reach” is used to describe being within five feet of energized conductors and/or equipment or having a conductive object within five feet of energized conductors and/or equipment.
2. Electrical class rating of the insulating rubber sleeves shall meet or exceed the electrical class rating of the insulating rubber gloves when working on primary conductors.

**BENEFITS:**

- Provides specific use requirements that are proven methods for reducing electrical contact injuries and fatalities.
- Provides for uniform use guidelines that can be applied industry wide.

**LOCK-TO-LOCK USE OF INSULATING RUBBER GLOVES AND SLEEVES**

Section 19.07

**PRACTICE STATEMENT:** Protocols related to effective use of insulating rubber gloves and sleeves.

## **PRACTICE DESCRIPTION:**

1. When employees are working on energized circuits or equipment using the rubber glove method, rubber protective-insulating gloves and sleeves rated for the exposure of the highest nominal voltage shall be worn “lock to lock” when employees are working energized URD equipment.

The term “Lock-to-Lock” is used to describe the utilization of rubber gloves and sleeves, when required, prior to the time the pad mounted equipment is unlocked until work is complete and the pad mounted equipment is relocked. Additionally, rubber gloves and sleeves shall be worn when working on or within the extended reach of the conductor or piece of equipment. The term “extended reach” is used to describe being within five feet of energized conductors and/or equipment or having a conductive object within five feet of energized conductors and/or equipment.

2. Electrical class rating of the insulating rubber sleeves shall meet or exceed the electrical class rating of the insulating rubber gloves.
3. When the above conditions cannot be met, alternative work methods ensuring worker safety shall be identified, communicated to all affected workers, implemented and documented as part of the Job Briefing process.

## **BENEFITS:**

- Provides specific use requirements that are proven methods for reducing electrical contact injuries and fatalities.
- Provides for uniform use guidelines that can be applied industry wide.

## **RUBBER INSULATING PPE FOR THE LIVE LINE TOOL METHOD ON DISTRIBUTION LINES**

### Section 19.08

**PRACTICE STATEMENT:** USE OF RUBBER INSULATING GLOVES AND SLEEVES WHILE PERFORMING DISTRIBUTION POWER LINE TASKS VIA THE LIVE LINE TOOL METHOD.

## **PRACTICE DESCRIPTION:**

### *A. When working primary voltages aloft:*

For the purpose of this document, M.A.D. is defined as the Minimum Approach Distance defined by applicable Federal, State or Local regulation. M.A.D. may also be known as “Primary Contact Zone,” “Minimum Working Distance,” “Within Reach,” “Extended Reach,” etc.

This Best Practice only applies to those applications where power line workers are utilizing the “live line tool work method,” aka - “hot sticking.” Workers using the “live line tool work method” (“hot sticking”) use insulating tools designed and intended for use while working on energized equipment and/or conductors. Workers using the “live line tool work method” are not permitted to make direct contact with energized equipment and/or conductors with their hands and are not permitted to be in a position where the worker can reach into, extend any conductive

object into, or extend any other part of the body into the M.A.D. as prescribed in applicable Federal, State and Local Regulatory Standards.

It is not intended nor required that the Strategic partnership *Cradle-to-Cradle Rubber Glove Work Method Best Practice* be applicable when power line workers are using the “live line tool work method.” The *Cradle-to-Cradle Rubber Glove Work Method Best Practice* applies only when work is to be done utilizing the “rubber glove work method.” When a task requires the worker to reach into M.A.D. while using the “live line tool work method,” the use of rubber insulating gloves and/or rubber insulating gloves and sleeves rated for the voltage are required to be used as described in this Best Practice.

Donning of such PPE shall be done in a safe location so that M.A.D. requirements are not violated. This may include repositioning of the aerial lift to its cradled position. It should be noted however, incident investigations have revealed M.A.D. violations have occurred during “live line tool work method” operations. The intent of this Best Practice is to eliminate both M.A.D. encroachment violations and subsequent injuries.