



Table Of Contents

Cover Sheet	1
Table Of Contents	2
1. Application Guidelines	3
2. Demographics	4
3. Safety Improvement Plan	5
4. Safety Program	6
5. Safety and Loss Prevention Policy	10
6. Accident Investigation Procedures	11
7. Incident Investigation Cases	12
8. Reporting Employee Injuries	14
9. Employee Safety / Education Training	15
10. Job Planning and Supervision	19
11. Hazard Recognition	21
12. Public and Member Safety Education	22
13. Regulatory Compliance	23
14. Insulating Gloves and Sleeves, Use & Testing	25
15. Equipment Maintenance and Testing	26

1. Application Guidelines

1.1 This Safety Application should be completed by March 31 of the year the formal RESAP assessment is scheduled to be completed in.

1.2 The application should be submitted only after all questions have been answered and all comments boxes are completed.

1.3 When the application has been submitted; a random list of verification documents will be generated by the system and will be emailed directly to the Area Administrator for review and verification during the on-site assessment.

1.4 Verification documents must match the documents requested and the system's on-line question response.

1.5 The verification documents should be gathered and presented to the on-site assessment team leader at the time of the system's on-site observation (timing of notification for the verification documents may vary state to state based on local practices).

1.6 When the phrase "review period" is referenced in any application question, it refers to the 3 full calendar years prior to the application date.

1.7 Information gathered from the application process is just one component of the assessment process and is used for verifying and reviewing cooperative safety practices.

2. Demographics

D.1 Name of person doing this electronic entry:

D.2 Job title of person doing this electronic entry:

D.3 E-mail address of person doing this electronic entry:

3. Safety Improvement Plan

3.1 How is your Safety Improvement Plan created and updated, by a;

- Safety Professional (assigned responsibility to administer safety program)
- Safety Professional, plus one other person assigned to assist
- Cross-functional safety committee or team
- Other, specify;

3.2 Who in your co-op is responsible for ensuring the implementation and progress of your Safety Improvement Plan?

- CEO/GM
- Department Executive/Manager, specify department;
- Safety Professional (person assigned to administer your safety program)
- Cross-functional safety committee or team
- Other, specify:

3.3 How often does your CEO review progress of the Safety Improvement Plan?

- Monthly
- Quarterly
- Semi-annually (twice a year)
- Annually
- Other, specify:

3.4 How often does your board review progress of the Safety Improvement Plan?

- Monthly
- Quarterly
- Semi-annually (twice a year)
- Annually
- Other, specify:

4. Safety Program

4.1 How often is Safety reviewed as part of the system's strategic plan?

- Every year
- Every two years
- Every three years
- Other, specify:

4.2 Identify the method utilized to establish and monitor your annual safety budget:

- Separate safety budget for the organization
- Budgeted for within each functional department
- Not budgeted separately
- Other, specify:

4.3 Identify the type of safety position that currently serves as focal point for safety initiatives and a compliance resource.

- Full time safety position/s
- Coordinates safety activities as part of another job
- Other, specify:

4.4 What is the frequency a safety committee meets on an annual basis?

- Once a week
- Once a month
- Once a quarter
- Twice a year
- Other, specify:

4.5 Who comprises the safety committee?

- Representatives from multiple departments
- Representatives from one department
- Other, specify:

4.6 Provide the date (mm/dd/yyyy) of the last minutes of the safety committee.

4.7 How do you establish safety training goals each year for your organization?

- Annual organizational assessment of safety training needs
- Annual departmental assessment of safety training needs
- Informal assessment by responsible supervision
- Other, specify:

4.8 How do you evaluate your employees individual safety performance?

- Part of an annual performance evaluation process
- Ongoing informal assessment by supervisor
- All of the above
- Other, specify:

4.9 How do you hold department managers and supervisors accountable for their safety performance?

- Established injury goal for their area of responsibility
- Completion of agreed upon safety activities
- All of the above
- Other, specify:

4. Safety Program

4.10 How often are safety performance measures tracked and monitored by the executive staff?

- Once a month
- Once a quarter
- Twice a year
- Once a year
- Other, specify:

4.11 How often are safety performance measures tracked and monitored by the board of directors?

- Once a month
- Once a quarter
- Twice a year
- Once a year
- Other, specify:

4.12 How often is a detailed analysis of injuries/incidents performed?

- Once a quarter
- Twice a year
- Once a year
- Other, specify:

4.13 What percent (%) of existing supervisors and crew leaders have completed the OSHA 10 hour course?

Criteria:

RESAP believes it is desirable for co-ops to train all front line leaders, in the OSHA 10 hour course over a planned time frame within reasonable budget and time constraints.

N/A

4.14 What frequency is expected for supervisors to perform and document crew field observations?

- Weekly
- Two week intervals
- Monthly
- Quarterly
- Other, specify:

4.15 What frequency is expected for supervisors to perform and document facility inspections (i.e. vehicle, tools, warehouse, fleet management, etc.)?

- Weekly
- Two week intervals
- Monthly
- Quarterly
- Other, specify:

4.16 How do you educate new employees regarding safety?

- Standardized new employee safety orientation
- Required reading
- Supervisory mentoring
- All of the above
- Other, specify:

4. Safety Program

4.17 How do you educate existing employees who transfer into new positions or when working with new equipment?

- Formal safety orientation process
- Required reading
- Supervisory mentoring
- All of the above
- Other, specify:

4.18 Provide the date (mm/dd/yyyy) of the most recent new employee safety orientation session.

N/A

4.19 How are hazard assessments completed in your organization?

Regulatory Reference: OSHA 1910.132(d)(1) and 1910.120.(b)(1)(i)

- Completed by assigned person with employee input
- Completed by assigned person
- Completed by responsible supervisor
- Other, specify:

4.20 On what basis does your system offer employees a safety incentive if they meet certain safety goals?

- Based on Lost Time Injury rates
- Based on an injury rate other than Lost Time
- Other, specify:
- N/A

4.21 What type of safety incentive is provided to employees if they meet the goal?

- Cash lump sum payment paid out as a percent of pay
- Cash payment based on a pre-established fixed dollar amount
- Non-monetary reward (i.e. special event, merchandise, etc.)
- Other, specify:
- N/A

4.22 How often do you perform substation inspections?

Ref: RUS Bulletin 1724E-300 18.3.1

Ref: NESC 121, 214, 313 & 411

- Monthly
- Other, specify:
- N/A

4.23 Give the date of one substation inspection form completed during this review period.

N/A

4.24 Give the date of one overhead line inspection form completed during this review period.

4. Safety Program

N/A

4.25 Give the date of one underground unit inspection form completed during this review period.

N/A

5. Safety and Loss Prevention Policy

5.1 How often do you review and revise your written Safety/Loss Control Policy?

- Annually
- As needed
- Other, specify:

5.2 To whom does your loss control policy assign primary safety responsibility?

- General Manager/CEO
- Other, specify:

5.3 Provide the date (mm/dd/yyyy) of the last review by the Board of Directors of the System's Safety Policy.

5.4 How often are Safety/Loss Control Reports compiled and discussed with the Board of Directors?

- Monthly
- Quarterly
- Bi-Annually
- Annually
- As needed
- Other, specify:

5.5 Provide the date (mm/dd/yyyy) of the last completed Safety/Loss Control Report.

5.6 How many monthly Board Meeting minute excerpts reflect that safety was discussed over the last year of this review period:

- 12 Minute Excerpts
- 6 Minute Excerpts
- 4 Minute Excerpts
- 2 Minute Excerpts
- Other, specify:

6. Accident Investigation Procedures

6.1 Written investigation and reporting procedures exist for:

Regulatory Reference: OSHA 1904.7

- Employee injury, motor vehicle, and near miss cases
- Other, specify:

6.2 Do you also have written investigation and reporting procedures for:

- Property damage and public liability
- Other, specify:

6.3 Provide the title (i.e. Safety Coordinator) of the person assigned the responsibility to investigate Public Liability Accidents.

6.4 Provide the date (mm/dd/yyyy) the last Accident Investigation training session was provided?

7. Incident Investigation Cases

7.1 When vehicle accidents occur, investigations are conducted:

- Within 24 hours
- Within 48 hours
- Within 72 hours
- Other, specify:

7.2 Provide the date (mm/dd/yyyy) of one vehicle accident that was investigated during this three year review period.

N/A

7.3 Provide the number of safety rule or work procedure changes that have occurred within the three year review period as a result of serious (near miss/close call) incidents occurring without injury or property damage:

N/A

7.4 Provide the date (mm/dd/yyyy) of one accident investigation (or one near miss/close call incident without an accident) that occurred during this three year review period?

N/A

7.5 Does this accident investigation include a First Report of Injury/Illness report?

Regulatory Reference: OSHA 1904.7 (and if fatality(ies) 1904.39)

- Yes
- No
- N/A

7.6 Provide the injury date (mm/dd/yyyy) on this First Report of Injury/Illness?

N/A

7.7 Does this accident investigation include a Police Report?

- Yes
- No
- N/A

7.8 Provide the date (mm/dd/yyyy) of this Police Report?

N/A

7.9 Does this accident investigation include an Accident Investigation form outlining the facts and analysis of the incident?

- Yes
- No
- N/A

7. Incident Investigation Cases

7.10 Provide the date (mm/dd/yyyy) on this Accident Investigation form?

N/A

7.11 Does this accident investigation include a notice to the system insurance carrier?

- Yes
 No
 N/A

7.12 Provide the date (mm/dd/yyyy) of the insurance carrier notice?

N/A

7.13 Does this accident investigation include employees interviews (concerning the facts and the details of the accident)?

- Yes
 No
 N/A

7.14 Does this accident investigation include witness statements?

- Yes
 No
 N/A

7.15 Does this accident investigation include photographs?

- Yes
 No
 N/A

7.16 Does this accident investigation record appropriate measurements (heights, distances, temperatures, wind, etc.)?

- Yes
 No
 N/A

7.17 Does this accident investigation document the preventative action taken to prevent reoccurrence?

- Yes
 No
 N/A

7.18 Has this system experienced a public electrical contact accident within this three years review period?

- Yes
 No

8. Reporting Employee Injuries

8.1 When are OSHA Injury/Illness Summaries (OSHA Form 300(A)) completed and posted?

Regulatory Reference: OSHA 1904.29

- February 1 to April 30th of each year
- Other, specify:

8.2 Provide the certifying date on the last OSHA Summary, 300(A), posted at the largest/main facility? (mm/dd/yyyy)

8.3 First Reports of Injury/Illness are completed for all incidents (First Aid, Workers' Compensation, or OSHA recordable) that occurred during this three year review period?

Regulatory Reference: OSHA 1904.7, if appropriate

- Yes
- No
- N/A

8.4 Provide the date (mm/dd/yyyy) of a completed First Report of Injury/Illness that occurred within the three year review period.

- N/A

9. Employee Safety / Education Training

9.1 To whom are Safety Manuals issued?

- All employees
- Field employees
- Other, specify:

9.2 Employees who receive safety manuals sign an acknowledge receipt?

- Yes
- No

9.3 Provide the date (mm/dd/yyyy) of the last Safety Rule Manual distribution and signed acknowledgement within the three year review period.

N/A

9.4 Provide the date (mm/dd/yyyy) of the last formal review of the system's safety rules.

9.5 To whom is First Aid and CPR Training offered?

Regulatory Reference: 1910.269(b)(1) (for personnel working with exposed lines or equipment energized at 50 V or more)

- All employees
- Employees exposed to energized lines & Equipment
- Other, specify:

9.6 Provide the (mm/dd/yyyy) of one sample First Aid and CPR Training Roster conducted during this review period.

9.7 How often are Pole Top and Bucket Rescue Training sessions offered to affected employees?

Regulatory Reference for 8.9-8.13: OSHA 1910.269

- Annually
- Other, specify:

9.8 Provide the number of Pole Top Rescue training participants in the third year of this review period.

9.9 Provide the date (mm/dd/yyyy) of one sample Pole Top Rescue Training Roster from the third year of this review period.

9.10 Provide the number of Bucket Rescue training participants for the third year of this review period.

9. Employee Safety / Education Training

9.11 Provide the date (mm/dd/yyyy) of one sample Bucket Rescue Training Roster from the third year of this review period.

N/A

9.12 Provide the number of Competent Person training participants (for trenching/shoring) who have completed training during this three year review period.

Regulatory Reference: OSHA 1926.650(b)

N/A

9.13 Provide the date (mm/dd/yyyy) of the most recent Competent Person training for trenching and shoring.

N/A

9.14 Select the frequency of safety meetings conducted with INSIDE personnel during the third year of this review period?

- Weekly
- Monthly
- Every other month
- Quarterly
- Semi-annually
- As needed
- Other, specify:

9.15 Select the frequency of safety meetings conducted with OUTSIDE personnel during the third year of this review period?

Regulatory Reference: OSHA 1910.269(c)

- Weekly
- Monthly
- Every other month
- Quarterly
- Semi-annually
- As needed
- Other, specify:

9.16 All safety meeting rosters include the topic, date, instructor, and attendee signatures.

- Yes
- No
- Other, specify:

9.17 Provide the date(mm/dd/yyyy) of an inside employee safety meeting roster from the third year of this review period.

9.18 Provide the date (mm/dd/yyyy) of an outside employee safety meeting roster from the third year of this review period.

9. Employee Safety / Education Training

9.19 A drug/alcohol program is established that applies to all employees and covers the following areas:

- A written policy, supv. training, employee ED & assistance, and testing
- Other, specify:
- N/A

9.20 Employees who possess a CDL and operate a CMV over 26,000 lbs. (GVWR) were last provided the initial training and educational materials on alcohol and controlled substances misuse on:

Regulatory Reference: 49 CFR 382.601

N/A

9.21 Provide the last date employees designated to supervise CDL holders were provided at least 60 minutes of initial training on alcohol misuse and an additional 60 minutes of training on substance abuse.

Criteria:

This type of training should also be provided, as needed to new supervisors as normal promotions and/or transfers occur over time

Regulatory Reference: 49 CFR 382.603

N/A

9.22 A drug/alcohol testing program is established per DOT requirements for all CDL drivers that require testing for:

Ref: 49 Code of Federal Regulations Part 382

- Pre-employment; reasonable suspicion; post-accident; random; return-to-duty
- Other, specify:
- N/A

9.23 Qualifications for employees who drive CMVs over 26,000 lbs. (GVWR) are evaluated:

Criteria:

A person is qualified to drive if he/she:

- is at least 21 years old for interstate driving (or 18 years of age for intrastate driving);
- has a current valid CDL; and, has a current medical examiner's certificate

Regulatory References: 49 CFR 391.11; 49 CFR 391.41

- Annually
- Other, specify:
- N/A

9. Employee Safety / Education Training

9.24 Training and certification of employees who operate power industrial trucks (fork lifts') was last provided and documented on:

Criteria:

Fork lift operators must be trained and certified by their co-op, statewide or other entities.

Prior to operating the fork lift, the employer must evaluate the operator's performance and determine the operator to be competent to operate a fork lift safely.

Co-ops must certify (document) that each operator has received the training and evaluate each operator at least once every three years.

Reference: OSHA 1910.178(l), OSHA 1910.178 (l)(6) and 1910.178 (l)(4)(iii)

 N/A

10. Job Planning and Supervision

10.1 Who conducts on-the-job briefings at the jobsite before work begins?

Regulatory Reference: OSHA 1910.269(c)

- Designated person in charge
- Other, specify:

10.2 On-the-job briefings are documented by all crew members who are present at the briefing.

- Yes
- No

10.3 What items are required to be covered as part of a on-the-job briefing?

- Existing hazards, unusual cond., work procedures, energy source cond. & PPE
- Other, specify:

10.4 Provide the date of one verifiable documented job briefing from this three year review period.

N/A

10.5 System staking sheets have entry spaces or attachments for a description of the job:

- Yes
- No
- Other, specify:

10.6 System staking sheets have entry spaces or attachments for Instructions from the property owner.

- Yes
- No
- Other, specify:

10.7 System staking sheets have entry spaces or attachments for affected utilities contact confirmation

- Yes
- No
- Other, specify:

10.8 System staking sheets have entry spaces or attachments for special instructions and field revisions by the person in charge.


- Yes
- No
- Other, specify:

10.9 Provide the date (mm/dd/yyyy) of one staking sheet from this three year review period that shows examples of a few of these uses.

10.10 Provide the number of documented safety suggestions that were submitted by employees during this three year review period?

10. Job Planning and Supervision

10.11 Provide the date (mm/dd/yyyy) of one documented safety suggestion submitted by an employee during this three year review period.

 N/A

11. Hazard Recognition

11.1 How often is Hazard Recognition Training provided to employees?

- At least once every three years to all employees
- At least once every three years to all outside employees
- Other, specify:

11.2 Provide the date of the last documented training roster for Hazard Recognition training.

N/A

11.3 Was a documented hazardous condition report submitted with a hazard described and a follow up action determined during this three year review period?

- Yes
- No

11.4 Provide the hazardous condition report date (mm/dd/yyyy).

N/A

11.5 Provide the date (mm/dd/yyyy) the follow up actions were completed for this reported hazard.

N/A

11.6 The system participates in an organized state or local "Call Before You Dig" program (Notifying area utilities before excavating) for marking underground utilities?

Regulatory Reference: varies by state

- Yes
- No

12. Public and Member Safety Education

12.1 Member service safety education materials are available in:

- Printed formats
- Electronic formats
- Both formats
- Other, specify:

12.2 For whom are electrical safety demonstrations or presentations conducted?

- Area students
- Emergency responders
- Business civic group
- Other, specify:

12.3 Provide the date (mm/dd/yyyy) of the last student electrical safety demonstration within this three year review period.

13. Regulatory Compliance

13.1 Provide the date when an evaluation and documentation took place on whether regulated waste/substances are generated by your system (i.e. universal wastes, PCB logs, special waste, SARA Title III or Community Right to Know Issues).

Regulatory Reference: 40CFRPart 262.10, .10(c), 262.11

13.2 If generated, regulated waste/substances are disposed in accordance with:

- State regulations
- Federal regulations
- Local regulations
- All of the above
- Other, specify:
- N/A

13.3 Provide the date (mm/dd/yyyy) that your general chemical and small spill handling cleanup procedures were last updated.

N/A

13.4 Provide the date (mm/dd/yyyy) that your Spill Prevention Control and Countermeasure Plan (SPCC plan for a variety of oil spills) was either created or last updated:

Regulatory Reference for SPCC plan: 40 CFR part 112 (Tier I – Appendix G to 40 CFR part 112 & Tier II - 40 CFR part 112.7, subparts B and C)

N/A

13.5 The SPCC plan is designed, reviewed, and signed by:

Regulatory Reference for SPCC plan: 40 CFR part 112

- Management w/PE certification (Facilities above Tier I & II)
- Management (Small facilities - self certify Tier I & II)
- Other, specify:
- N/A

13.6 Provide the date (mm/dd/yyyy) that PCB (polychlorinated by phenols) spill cleanup procedures were put in place.

Regulatory Reference for PCBs: 40 CFR 751

13.7 How often is training conducted for handling these types of spill scenarios?

- Every three years
- Annually
- Other, specify:

13. Regulatory Compliance

13.8 Do you have underground storage tanks?

- Yes
- No

13.9 Provide the date (mm/dd/yyyy) these tanks were last reviewed for compliance to current state and federal regulations.

13.10 How often is Hazard Communication (Employee Right-to-Know about workplace chemicals) refresher training is conducted?

Regulatory Reference: OSHA 1910.1200(a)(1),(e), and (h)

- Every three years
- Annually
- Other, specify:

13.11 When are new employees trained to work with a hazardous chemicals?

- At the time of employee's initial work assignment
- When a new hazard is introduced into the workplace
- In both cases listed above
- Other, specify:

13.12 Provide the roster date (mm/dd/yyyy) of the last Chemical Hazard Communication Training in this review period.

13.13 When are employees who are involved in Right-of-Way Spraying/Vegetation Control trained in the proper use of these chemicals.

- At the time of employee's initial work assignment
- When a new hazard is introduced into the workplace
- In both cases listed above
- Other, specify:

13.14 Provide the expiration date (mm/dd/yyyy) of a current state certification card carried for one employee trained in the use of ROW chemicals.

N/A

14. Insulating Gloves and Sleeves, Use & Testing

14.1 Provide the insulating rating for the gloves and sleeves used to work on your system voltage.

N/A

14.2 Identify your systems safety rule requiring the use of insulating gloves and sleeves to be worn when climbing poles, structures, or ladders into energized work zones.

- Ground to ground
- Within minimum approach distance to energized lines & equipment
- Other, specify:

14.3 Identify your systems safety rule requiring the use of insulating gloves and sleeves when working on cabinets or enclosures that may contain energized components.

- Lock to lock
- Other, specify:

14.4 Identify your systems safety rule requiring the use of insulating gloves and sleeves when working in energized work zones using aerial baskets or aerial man-lifts.

- Cradle to cradle
- Within minimum approach distance to energized lines & equipment
- Other, specify:

14.5 Select the range for maximum of field use days between lab tests for insulating gloves in system's policy/safety rule.

Regulatory Reference: OSHA 1901.137(B)(2)(VIII)

- 30 Days or less
- 31 - 60 Days
- 61 - 180 Days
- 180 + Days or Not Specified
- N/A

14.6 Select the range for maximum number of days of field use between lab tests for insulating sleeves in system's policy/safety rule.

Applicable Regulatory Standards – Same as 13.5

- 90 Days or less
- 91 - 120 Days
- 121 - 360 Days
- 360 + Days or Not Specified
- N/A

15. Equipment Maintenance and Testing

15.1 Procedures for maintenance and testing diggers, derricks, and aerial baskets.

Regulatory Reference: 1926.142

- Meets manufacturers' service recommendations for vehicle chassis & Equip.
- Other, specify:

15.2 State and federal requirements for annual DOT inspections and testing by qualified person or company:

Regulatory Reference: FMCSA 396.3 (if operated intrastate, otherwise state laws apply)

- Are included in established maintenance procedures
- Other, specify:

15.3 What is the inspection frequency of utility vehicles, operating systems, and fixed equipment that is documented as part of system's normal work practices (Daily DOT, preflight, visual, etc.)?

Regulatory Reference: FMCSA 396.3 (with inter/intrastate caveat)

- Daily
- Weekly
- Other, specify:

15.4 Critical servicing and inspection items are completed, utilizing what method of tracking during monthly inspection and maintenance work activities.

FMCSA 396.3 (no interval required by the regulation – interval to be determined by owner.)

- Checklists
- Other, specify:

15.5 Provide the vehicle number of a unit with a maintenance log that contains all inspection and maintenance details for the last year of this three year review period.

15.6 What is the frequency for performing non-destructive, structural integrity testing in this three year review period (N/A applies if manufacturer does not recommend structural integrity testing)?

- Three or more/review period
- Twice/review period
- Once/review period
- Not in review period
- N/A

15.7 What is the frequency for performing dielectric testing for insulated booms in this three review period?

Regulatory Reference: OSHA 1910.67(c)(3)

- Five or more/review period
- Three or four/review period
- Once or twice/review period
- No test in review period

15. Equipment Maintenance and Testing

15.8 How soon is repair work documented after structural and dielectric testing and related inspections?

- Within one week
- Within one month
- Within one quarter
- Other, specify:

15.9 Enter the date of the most recent dielectric inspection form/report for the same vehicle referenced in question (14.5).

15.10 Select the documented frequency of electrical testing for personal protective grounds?

- Once or more/year
- Twice/review period
- Once/review period
- Not in review period

15.11 Provide identifying number of one personal ground tested for electrical current capacity in this three year review period.

N/A

15.12 Provide the electrical test date (mm/dd/yyyy) within this three year review period for the same personal protective ground.

N/A

15.13 What is the documented frequency of electrical testing for vehicle grounds.

- Once or more/year
- Twice/review period
- Once/review period
- Not in review period

15.14 Provide the date (mm/dd/yyyy) of one vehicle ground inspection/test form within the review period.

N/A

15.15 Barricading is used in lieu of vehicle grounding.

Regulatory Reference: OSHA 1910.333(c)(3)(iii)(C)

- Yes
- No
- Other, specify:

15.16 What is the documented frequency of electrical testing and cleaning for cover-up materials in this three year review period?

- Five or more/review period
- Three or four/review period
- Once or twice/review period
- Other, specify:

15. Equipment Maintenance and Testing

15.17 Provide the date (mm/dd/yyyy) of one verifiable cover-up dielectric test report/form within the review period.
