

## **Safety Management Plan**

## Safety Management System



Construction of wind farms presents unique hazards to the welfare and safety of individuals involved. Heavy equipment operation, deep excavations, heavy lifting, crane work, high voltage electrical work, and working at heights are just some of the key areas where risk must be mitigated.

RES has a well-established safety culture and strongly believes our employees are our most valuable asset. We have extensive documentation on safe work practices found in our Safety Management System (SMS). The comprehensive RES SMS addresses all aspects of work undertaken by RES, its subcontractors, and consultants for development, construction, maintenance, and technical consulting services.

The RES SMS includes our Safety Policy statement and relevant safe work best practices designed to ensure compliance with federal, state, and local regulations governing occupational health and safety. RES makes our complete SMS available to our business partners, upon request, once a contract is signed.

### Safety Program File and Safety Supervisors

At the beginning of the Ball Hill Wind Energy Project, a Safety Program File (SPF) will be established to contain all work instructions and risk assessments, lifting plans, training records, and other safety documentation relating to the project.

The project will have a full-time RES Site Safety Supervisor. The Safety Supervisor duties include:

- Ensure all on-site work adheres to defined safety requirements
- Manage all RES subcontractor safety representatives. The safety representatives duties include:
  - Act as point of contact for safety with the RES Safety Supervisor
  - Maintain a “safety first” attitude with subcontractor personnel
  - Pass along critical information in a timely manner to subcontractor personnel

While the RES project Safety Supervisor has assigned responsibilities for safety management, all RES employees in the field from project manager to inspector to equipment operator understand their role as safety stewards and their obligation to watch for, prevent, and report potential hazardous conditions.

“The project will have a full-time Site Safety Supervisor whose sole job is the management of health and safety on-site.”

## General Safety Activities and Policies

The following activities and policies will help ensure the entire workforce is actively engaged in project safety on all RES projects:

- **Daily tailgate safety meeting:** Held by all subcontractors with their workforce in small groups to reinforce the particular safety concerns surrounding their work. Completed each day, these meetings are typically attended by a member of the RES site team.
- **Weekly safety meeting:** The RES Site Safety Supervisor will meet with all subcontractor safety representatives to discuss any safety issues on-site and review the risks and control measures in place. Information given to the safety representatives will be disseminated to the workforce at the daily tailgate meetings.
- **Monthly safety shutdown:** All personnel on-site attend a monthly safety meeting to highlight specific safety issues and provide an open forum for any concerns from the workforce. Additional shutdowns will be held as deemed necessary.
- **No unauthorized access:** RES controls access to the project site to protect the workers, the public, and the equipment and materials stored on site. A guard attends the main entrance(s) to screen and direct traffic and deliveries. Entrance gates are typically closed at night. Overnight security will be provided by static and mobile security patrols.

In addition, RES will establish safe work zones around all ongoing construction. This allows RES to ensure only suitably qualified and equipped personnel have access to the work zone.

- **Safety orientations:** Every person reporting to work for RES or a subcontractor at the project site must attend an extensive safety orientation before performing any work on site. Orientation topics include general site safety, emergency procedures and contact information, site specific environmental conditions, local wildlife concerns, expectations regarding landowner relations.

On completion of the briefing and correctly answering a short series of questions, a site safety passport is issued.

“There is a zero tolerance policy for working while under the influence of drugs or alcohol on all RES project sites.”

- **Drug and alcohol testing:** There is a zero tolerance policy for working while under the influence of drugs or alcohol on all RES project sites. Workers involved in any incidents on-site must submit to a drug and alcohol test. All employees are informed of the RES Drug and Alcohol policy during site safety orientation. Copies of the policy are made available and employees must sign an acknowledgement of the policy before receiving a Site Safety Passport.
- **Communication:** Adequate communications are essential to maintain safety and accountability for all personnel on-site. RES requires all crews on the construction-site to maintain available contact via two-way radio. When needed, a repeater is installed on-site to boost handheld radio signals. Frequencies are provided to subcontractors as well as a dedicated channel for emergency communications so that everyone may stay connected during construction activities.
- **CPR, AED, and first aid training:** All RES personnel at the project site will be trained in first aid, CPR, use of Automated External Defibrillators (AED), and also receive a refresher course at the beginning of each project. All subcontractors are required to maintain several people with this training. A list of these people with their contact information is kept on-site in case of emergency.
- **External audits:** Each project will be overseen by a RES HSQE Manager. This manager will visit the project at least quarterly to audit HSQE performance and compliance to corporate and project HSQE requirements. Weekly safety reports generated by the project RES Site Safety Supervisor are also reviewed by the vice-president of HSQE. The HSQE vice-president speaks with the RES project Site Safety Supervisor weekly and also visits the project site.

All RES systems are under constant review to reduce the risks and improve safety. RES is also committed to annual safety training for our staff to ensure they are fully up-to-date with current safety procedures.

## **Safety Program File**



**Safety Program File (Template)**  
**(Update the information above and include project name and location)**

Document: 01199R000101 [For a new procedure, this number will be assigned by ECM.]

Revision: 27 [Revision number must be entered by Document Preparer.]

[Note: All wording in red is for guidance, and shall be deleted from procedure being created.]

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### Revision History

Revision #	Date	Nature of Revision
01	03/18/2002	Document first created
02	11/07/2003	Section 4.18 and Appendix 1 amended.
03	01/09/2005	The SPF includes more information on the management of safety on the project and cross referenced with other RES safety and quality documents. Subcontractors are now required to sign for a copy of the SPF.
04	10/05/2006	Appendix 1 - title amended to state Permits and Letters of Approval. Appendix created for OSHA 300 Log and associated documents. Numbers for SMS docs added.
05	11/07/2006	The need for all on site to wear safety glasses with side shields has been added.
06	02/27/2007	IIPP removed at Appendix 3 and the requirement for a hazardous flora and fauna risk assessment added.
07	05/14/2007	Three Strikes Rule added and Site Safety Rules amended to include this change.
08	02/07/2007	Detail added on rescue at height; appendix added for filing copies of rescue at height plans. Need for drying room removed. Drive only on site roads and no driving off road with vehicles fitted with CATs added to Site Rules.
09	09/26/2007	Appendix for filing warning strikes and appendix for filing Inspector Checklists added. Site Rules amended.
10	02/19/2008	Site Passport Deliverables added, minor typos corrected. Site Inspector Checklist details added.
11	08/13/2008	Instructions for Site Accident Board and Information Board added. One week duration limit to excavation permits added. Re-orientation provision added to 3 strikes rule.
12	08/29/2008	Added Appendix for Lifting Plans, Lifting Plan Approval Records and Lifting Plan Evaluation Sheets.
13	01/15/2009	Added new rule to safety rules; must reverse into parking spaces. Changed logos.

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14	03/05/2009	Appendix added for a log and copies of blasting permits.
15	03/17/2009	Appendices added to include copies of Project Manager and other managers' safety inspection checklists and a log of RES Site Inspector/Engineer Subcontractor Safety Management Folders. More detail added on inductions for delivery drivers.
16	04/15/2009	Typos corrected.
17	9/02/2009	Major re-write to include additional detail on each appendix, added ECM locations for questionnaires, combined or removed some appendices to reduce total number.
18	4/8/2010	Appendix 14 amended to include the new weekly safety inspection checklist and folder structure for saving the checklist on the ECM.
19	6/30/2011	Hard hat color requirements added; safety structure organogram added; ATV and off road driving requirements added.
20	7/8/2011	Use of ATVs and off road driving guidance at 4.6.5 amended.
21		Error via ECM.
22		Error via ECM.
23	10/6/2011	Updates to appendix 4 and 8.
24	11/19/2013	Appendices amended - Safety Rules. Use of ATVs and off road driving guidance at 4.6.5 amended. Restructured appendices and /removed two appendices: OSHA 300 Logs and Subcontractor Health and Safety Questionnaires. Addition of Contractor Safety Management System Prequalification.
25	02/17/2014	Fixed minor formatting issues.
26	04/20/2015	Removed requirement for signing and returning a receipt document of the Safety Program File. Updated references to current procedures. Updated requirements for Turbine Rescue to be consistent with RASWP 002 - Work at Height.
27	07/14/2015	Updated document to better reflect QMS Template, updated strike policy, updated safety signage section.

[The Document Preparer shall enter the revision number and a concise description of the edits made at each revision.]



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## 1.0 PURPOSE

The purpose of the Safety Program File is to provide guidance to those responsible for managing health and safety on RES projects/sites.

The Safety Program File will also serve as a filing mechanism for the documentation generated as a result of implementing the RES Safety Management System.

All of the Safety Procedures referenced in this document can be found in the [RES Safety Management System](#). Hard copies (uncontrolled) can be provided by the Safety Supervisor if/when needed.

## 2.0 DESCRIPTION OF THE PROJECT

### 2.1 Project Description and Program Details

Name:	
Address:	
Client:	
RES Project Number:	
Start Date:	
Projected End Date:	
Type:	<input type="checkbox"/> Wind <input type="checkbox"/> Solar <input type="checkbox"/> Transmission <input type="checkbox"/> Storage
If Other, describe:	
Generating Capacity:	

Renewable Energy Systems hereafter referred to as "RES" is/are constructing a **[enter capacity of the wind or solar project]** MW **wind/solar/storage** project at **[enter location]**. The Coordinate System is **[enter the reference]**. The site is currently used **[enter the use of the site]**.

The works will comprise the erection/installation of **[enter the number of turbines/panels/batteries and the generating capacity]**, the construction of associated foundations, access tracks and electrical infrastructure and the applicable grid connection.

The elements of the site works for the RES project shall comply with all federal/**provincial**/state regulatory requirements.

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## 2.2 Site Investigation

A site investigation shall be carried out and made available to all subcontractors. The information contained in the site investigation report **[enter reference]** is indicative and Subcontractors shall satisfy themselves in respect of the adequacy of the information provided.

The site investigation report shall cover information applicable to the Project on soil investigation, ground contamination, ground stability, and underground hazards.

## 2.3 Soil Investigation

A site investigation shall be carried out and made available to all subcontractors. The information contained in the site investigation report **[enter reference]** is indicative and Subcontractors shall satisfy themselves in respect of the adequacy of the information provided.

The site investigation report shall cover information applicable to the Project on soil investigation, ground contamination, ground stability, and underground hazards.

## 2.4 Ground Conditions

All vehicles shall use the site roads as designated for the project. Subcontractors using cranes shall inspect the site roads and crane pads to satisfy themselves that there is no risk to the stability of the cranes.

**[Enter any details on past use of the site e.g. , the site has been used for grazing of livestock].**

## 2.5 Surrounding Land Uses

**[Enter details of surrounding land use]**

## 2.6 Instructions for Site Safety Supervisors Setting Up a New Jobsite

Each Safety Supervisor shall use the [Checklist for Safety Supervisors Establishing a New Project](#) (01199-001608) to establish the RES Safety Management System for a project.

## 3.0 REFERENCES

All procedures and/or templates referenced within this document are available on the ECM within the [RES Americas Safety Management System](#).

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## 4.0 SAFETY PROGRAM FILE REQUIREMENTS

### 4.1 Appointing as a RES Safety Supervisor

The Project Manager, in conjunction with RES Corporate HSQE, shall appoint a competent member of his/her team to act as the Safety Supervisor. The Safety Supervisor shall then be responsible for ensuring application of the RES Safety Management System at the project, and for liaising with all subcontractors on health and safety matters.

### 4.2 Liaison between RES Safety Supervisor and the Subcontractor

Every subcontractor on site shall appoint a competent person, with appropriate authority, to be responsible for ensuring compliance with health and safety requirements for the project. Subcontractor Safety personnel shall attend any and all RES required project safety meetings, and shall:

- 1) Enter discussions on health and safety matters
- 2) Evaluate hazards for their respective work scopes, as well as hazards to other contractors who work may be impacted
- 3) Coordinate with other contractors (facilitated by the RES Safety Supervisor) to communicate the information necessary to enable these third parties to ensure the health and safety of themselves and any employees
- 4) Provide proof of instruction and training of subcontractor employees as required
- 5) Respond and act on any Safety Management System instructions from RES as necessary to fulfil their duty

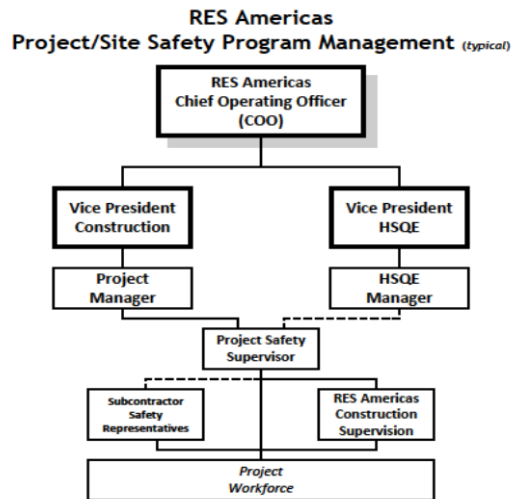
The Safety Representative appointed by each Subcontractor shall attend all RES sponsored safety meetings as requested, or shall send an alternate with the same authority to affect Safety Management System application. RES reserves the right to replace a Subcontractor's Safety Representative for lack of attendance, participation, or action on RES Safety Management System directives.

Subcontractors shall also report any safety related concerns during the Plan of the Day meetings (POD) normally held every morning prior to work commencing for the day.

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### 4.3 Organizational Structure

The chart below depicts the typical reporting structure for RES projects/sites.



The RES Safety Supervisor shall be responsible for managing the RES Safety Management System at the project/site. Program direction and administrative support shall be provided by RES Corporate HSQE. Day to day functional direction shall be from the RES project/site manager.

The RES Safety Supervisor shall ensure that any actions identified by the Project Manager, are communicated to all site employees and shall then monitor for effective compliance.

### 4.4 Monitoring of Subcontractors

Subcontractor performance/compliance with RES Safety Management System shall be monitored throughout the life of the project by RES Safety Supervisor supported by all RES project employees.

Where the performance of a Subcontractor is not acceptable, they shall be informed in writing. Where necessary, a Subcontractor shall be stopped from working and may be removed from site.

### 4.5 The Exchange of Safety Information Between RES and Subcontractors

All Subcontractors shall be responsible to promptly provide to RES any such information that might affect the health and safety of workers or members of the public. Exchange of information between subcontractors shall take place at the weekly RES hosted Safety Meetings and POD Meetings.

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However, if between meetings a Subcontractor identifies safety related issues, they shall communicate these issues directly to the RES Safety Supervisor so that the issues can be communicated across the project, where appropriate.

#### 4.6 Site Security and Accessing the Site

##### 4.6.1 Site Security

RES shall provide basic security for the project to control access, and to provide a basic deterrent to theft or vandalism. However, each subcontractor shall be responsible to provide appropriate controls so as to leave their works in a condition that will not give rise to a safety risk to members of the public on the site (whether authorized or unauthorized) and are to protect their materials, equipment, and works against theft and vandalism.

The following steps will be taken to prevent unauthorized entry:

[Safety Supervisor shall detail site specific controls and procedures here, which will vary from site to site and contract to contract].

##### 4.6.2 Landowner Requirements

[Enter details of any Landowner requirements based on BOP/EPC contract including any hunting restrictions, livestock controls, restricted areas, etc. that will be encountered].

##### 4.6.3 Entrance to the Site (existing highway/traffic systems and restrictions)

[Enter details about surrounding roads and access to the site and any restrictions to be imposed, e.g., no heavy trucks entering or leaving the main highway during specified times, no deliveries accepted after a specific time].

##### 4.6.4 Vehicle Operations

[Site vehicle operation policy shall be addressed here, including vehicle signage, parking, speed limits, UTV restrictions, use of personal vehicles, cell phone use, backing into work areas, etc. RASWP-011, Company Vehicle Operation Guide shall govern all employee vehicle operation, and shall be applied as appropriate to subcontractor vehicle operation. Safety Supervisors shall refer to RASWP-011 to expand on the minimum requirements stated below.]

No vehicles other than authorized site vehicles shall be permitted to access beyond the site office compound onto the construction site. Parking off road is not permitted.

The following vehicle operation rules shall be strictly enforced by RES:

- 1) Site speed limit shall be \_\_\_\_mph/kph.

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- 2) Compound speed limit shall be \_\_\_ **mph/kph**.
- 3) When parked, all vehicles shall be reversed into the parking spot such that operator can exit from the area in a forward direction. This may require initially backing into the area to park the vehicle.
- 4) All vehicles shall sound horn (once) or actuate a back-up alarm when backing.
- 5) All vehicle operators shall use a spotter to assist in backing a vehicle. The exception will be automobiles or pickups with unimpeded views of the area they are backing into. However, the operator shall make a visual inspection of the area before commencing the backing maneuver.

#### 4.6.5 Use of UTVs and Off Road Driving

**[Off-road vehicle operation policy shall be addressed here. RASWP-028, Off-Road Vehicle Operation shall govern all authorized off-road vehicle operation. Safety Supervisors shall refer to RASWP-028 to expand on the minimum requirements stated below.]**

There shall be no off-road driving unless approved by RES.

UTVs shall be the only authorized all-terrain vehicle to be used on RES sites.

#### 4.7 Site Safety Inductions

##### 4.7.1 Employees (RES, RES Managed Subcontractors, Owners, and Owner Subcontractors)

No employee shall be allowed access to a RES project/site until they have received site safety induction. The content and structure of a site safety induction shall be governed by RASOP-010, Site Safety Passport. A site safety induction shall be of approximately 2-3 hour duration.

Site Safety Inductions shall be conducted by the RES Safety Supervisor (or designee) addressing RES Safety Management System contents, requirements, and safe work expectations. Following completion of the site safety induction, workers will receive a site passport which will allow access to the site. A hardhat sticker will also be issued at that time which will designate the individual employees experience level and capability/authority to operate equipment.

##### 4.7.2 Delivery Drivers

Delivery drivers shall be provided an abbreviated site safety induction (approximately 15 minutes) and shall thereafter be issued a vehicle passport and a hardhat sticker designating them as a delivery driver. Generally, delivery drivers shall be escorted at all times while on a RES site by the subcontractor to whom the delivery is being made. All delivery drivers shall report to the main



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RES compound prior to initiating a delivery, unless otherwise authorized by the RES Safety Supervisor.

#### 4.7.3 Languages

All employees should be able to communicate in English when working on a RES project. However, if a subcontractor employee does not speak or understand English well, the subcontractor shall be responsible for providing an interpreter for both verbal and written communication of Safety Management System requirements and expectations. The interpreter shall be provided by the company employing the individuals concerned.

#### 4.7.4 Visitors

All visitors shall be provided with an abbreviated site safety induction, and shall be accompanied at all times by an authorized site employee. The person accompanying the visitors shall ensure that the visit is recorded in the visitor's book or site diary (gate guard log) as detailed in RASWP-007, Visitors.

### 4.8 First Aid Provisions

#### 4.8.1 First Aid Equipment

First Aid equipment and supplies shall be available in sufficient quantities to respond to all employees at the project/site. [RASWP-013, First Aid](#) shall govern first aid requirements for the project/site.

At a minimum, a first aid kit, eyewash unit, and defibrillator shall be available at the RES Safety Trailer which shall be the RES Safety Supervisor's office.

Additional first aid kits shall be available at strategic locations within the project, including within all site vehicles.

The RES Safety Supervisor shall ensure that a suitable number of employees at the project/site are trained in First Aid/CPR/AED.

Each subcontractor shall be responsible to provide first aid equipment (kits, defibrillators, etc.) and a suitable number of employees trained in First Aid/CPR/AED based on the requirements in [RASWP-013, First Aid](#). Each subcontractor shall meet these requirements individually.

### 4.9 Site Accommodations

#### 4.9.1 Site Trailers and Infrastructure

RES will establish a common site compound which will allocate space for a subcontractor office trailer and parking for a stated number of subcontractor vehicles. Electricity and communications links will be provided.

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Each subcontractor shall be individually responsible for their own office and communication facilities, utility connections, and utility expenses.

#### 4.9.2 Sanitary Facilities

Sanitary facilities (toilets and wash stands) shall be available in sufficient quantities to respond to all employees at the project/site. Each subcontractor shall be individually responsible for providing sufficient facilities for their staff.

The RES Safety Supervisor shall coordinate the number and location of sanitary facilities to be deployed at the project/site. Subcontractors shall comply with directives of the RES Safety Supervisor regarding numbers and deployment of portable sanitary facility units.

#### 4.9.3 Drinking Water

Drinking water shall be available in sufficient quantities to respond to all employees at the project/site. Each subcontractor shall be individually responsible for providing sufficient quantities of drinking water for their staff.

Subcontractors shall comply with directives of the RES Safety Supervisor regarding numbers and deployment of drinking water.

In addition, an adequate supply of electrolyte solution and ice shall be made available during times when heat stress may become a hazard.

#### 4.9.4 Sun Block

Sun block shall be available in sufficient quantities to respond to all employees at the project/site, as requested. Each subcontractor shall be individually responsible for providing sufficient quantities for their staff.

#### 4.10 Project Signage

Guidance on safety signage required on RES projects can be found in the [Work Instruction for Safety Signage](#).

### 5.0 APPENDICIES

Placeholders shall be created as appendices to the Safety Program File for the hard copy documentation that is generated as a result of implementing the RES Americas Safety Management System.

Labeling of the place holders shall be consistent with the folder structure of the Safety Program File for the project/site on the ECM.

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## 5.1 Local/State/**Provincial**/Federal Permits

5.1.1 Copies of the local/state/**provincial**/federal permits required for construction scope of work shall be maintained in this section.

## 5.2 Site Safety Rules and Passports

5.2.1 Copies of the Site Safety Rules and Passports shall be created from the [Construction Site Passport](#) template and issued for use.

## 5.3 Emergency Response Plan

5.3.1 An Emergency Response Plan shall be produced for each RES project/site. It shall be developed using RASOP-006, Emergency Response Procedure.

5.3.2 A copy of the plan shall be provided to all local emergency services near the project/site.

## 5.4 Subcontractor Prequalification

5.4.1 RES has contracted [Pacific Industrial Contractor Screening \(PICS\)](#) to manage and maintain each subcontractor Prequalification (PQF). RES requires all contractors/subcontractors (new and current) to successfully complete the Environmental, Health, and Safety qualification process through PICS. Only those contractors who successfully complete the process will be qualified to do work for RES.

## 5.5 Insurance Documentation

5.5.1 Each contractor shall provide RES with a copy of their Certificate of Insurance (COI) where RES is named as the Certificate Holder.

5.5.2 RES Risk Management shall verify that subcontractors have sufficient coverage limits.

5.5.3 Copies of the COIs shall be maintained onsite, in the PICS Database, or on the ECM.

## 5.6 Safety Training Records

Records of all training for operating tools and machinery, as well as any on the job training, shall be retained as part of the Safety Program File. Copies of all subcontractor employee training records shall be submitted to RES at the time of the employee's site safety induction. This includes all OSHA documented training requirements.

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## 5.7 Site Safety Meetings

- 5.7.1 All contractors are required to start each shift with a coordination/planning/tailgate meeting that includes discussion on a health and safety related topic, review of incidents, and/or lessons learned from a previous experience.
- 5.7.2 Site Safety Meetings shall be conducted weekly and shall be chaired by the RES Safety Supervisor. These safety meetings shall be held to discuss recent safety incidents, the corrective actions undertaken, and the preventative measure established to preclude recurrence. Trends as to causal factors shall be discussed among the safety representatives present. Meeting minutes shall be taken and retained as records.
- 5.7.3 All Hands Meetings shall be held at least weekly and shall be led by the RES Project Manager, supported by the Safety Supervisor. These meetings shall focus on communicating recent incidents, causal factors, and trends, and shall also serve as a forum for employees to raise safety issues. Guest speakers should be brought in to discuss safety topics, and project performance should also be discussed. A written agenda should be prepared by the Project Manager, and the content of the meeting should be posted on the announcements board in advance of the meeting. All employees shall sign an attendance roster, and an accountability of subcontractor employee attendance should be made.

## 5.8 Safety Data Sheets

- 5.8.1 Safety Data Sheets for substances used on the Project shall be filed in the Safety Program File or equivalent binder. Copies of SDSs shall be made available to subcontractors as necessary. The RES Site Safety Supervisor shall be responsible for maintaining the SDS system, as detailed in [RASWP-004, Hazard Communication](#).
- 5.8.2 Where a subcontractor maintains an electronic database of SDS, a copy of the index shall be retained by the RES Safety Supervisor.

## 5.9 Job Hazard Analysis (JHA) and/or Risk Assessments

Job Hazard Analysis (JHA) and/or Risk Assessments shall be completed for all scopes of work, access, hazardous flora/fauna, etc.

- 5.9.1 Subcontractors shall perform their own JHA and/or risk assessments and provide copies to the RES Safety Supervisor upon request.

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## 5.10 Permits to Work

The RES Project Manager, or their designee, shall be responsible for managing permits to work for excavation, hot works, blasting, and any other operations requiring a permit. Copies shall be logged and retained.

5.10.1 Excavation permits may not exceed one week in duration. The RES Americas Blasting Checklist shall be completed with the Blasting Permits.

5.10.2 For Electrical Work Permits; the RES Americas Senior HV Authorized Person can issue permits. This is to include the Limitation of Access into the Substation.

## 5.11 Incident Notification

All incidents shall be reported to RES and the client, where appropriate. Copies of reports should be maintained in this section.

5.11.1 Notification, investigation, and documentation shall be completed as detailed in RASOP-001, Incident Notification, Investigation, and Documentation.

## 5.12 Safety Audits/Inspections/Observations

5.12.1 Safety Audits and Inspections shall be completed as detailed in [RASOP-008, Safety Audits](#).

5.12.2 Safety Observations shall be completed as detailed in [RASWP-052, Safety Walks](#).

5.12.3 RES HSQE Department Safety Audits and any safety consultant's reports received.

5.12.4 Site Safety Inspection Form shall be completed twice weekly by the Safety Supervisor/Discipline Supervisor using a section of the form relative to current scope of work.

5.12.5 Weekly Safety Inspections completed by Subcontractors.

## 5.13 Warning Strikes (Three Strikes Rule) and Zero Tolerance

5.13.1 The Warning Strike Form shall be used for recording and issuing a strike. A register is also to be used to keep track of names and the number of strikes issued.

5.13.2 Whenever a safety violation requires a strike, the strike shall be issued by the supervisor for that scope or work. A copy shall be provided to the person receiving the strike.

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5.13.3 RES Americas applies a Three Strike Program at all projects, sites and work locations. Any employee working on a RES Americas site will be permanently removed from that site after violating Site Safety Rules on three occasions.

- a) First violation - The person involved will be given a verbal warning which shall be recorded.
- b) Second violation - The person involved will be given a further warning and sent home for a day without pay.
- c) Third violation - Any employee working on a RES Americas project, site or work location will be permanently removed from that project, site or work location after violating Site Safety Rules on three occasions.

5.13.4 RES Americas will implement a “No Tolerance” policy that will result in an automatic Strike to any employee who violates any of the following safety program requirements:

- a) Failure to comply with required PPE in an active work area.
- b) Failure to follow the RES Americas policy for vehicle operation while on the project site, including:
  - (1) Use of cell phone (by driver) while operating vehicle or equipment,
  - (2) Operating vehicle or equipment at greater than designated project speed limits,
  - (3) Backing of vehicles or equipment without use of spotter when necessary.
- c) Failure to have or follow the approved Work Instruction, Method Statement, or Procedure, and/or failure to have or follow the approved Job Hazard Analysis (JHA) for the task.
- d) Failure to conduct documented daily equipment and truck inspections.
- e) Operation of any equipment without documented qualification for said equipment.

This is detailed in the [Safety Program Improvement Plan](#).

#### 5.14 Work at Height and Rescue Procedures

Contractors that work at height shall provide staff trained, qualified, and authorized to perform rescue at height activities. In addition, the following requirements shall be in place:

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- 5.14.1 A plan on how rescue is to be performed, documented training on fall hazards, the use of the work at height equipment for their staff, and FA/CPR/AED trained staff.
  - 5.14.2 Rescue at height activities shall be conducted in accordance with [RASWP-002, Work at Height](#).
  - 5.14.3 All rescue at height personnel shall be trained in the Ropeworks W110 (Safety at Height and Rescue) or equivalent.
  - 5.14.4 At least two (2) members of each Erection crew shall hold current rescue at height training certifications (completed within the last calendar year) and current First Aid Training (as of the start of Erection).
  - 5.14.5 Staff trained in rescue at height shall have in their possession (at their work location, up tower, etc.) the appropriate rescue and first aid equipment at all times.
  - 5.14.6 All equipment used for rescue at height shall have a current and documented inspection (completed within the last six (6) months, as of the start of Erection).
  - 5.14.7 The Erection Contractor shall submit a Rescue at Height Plan to RES for review and approval at least two (2) weeks prior to the start of Erection. The Rescue at Height Plan shall be approved for use by RES, prior to the start of Erection.
  - 5.14.8 At least one rescue at height drill, based on the Rescue at Height Plan, shall be completed after the start of turbine erection, but before the first tower is mechanically completed.
  - 5.14.9 RES will solicit support from the local Emergency Medical Services (EMS) to support a Rescue at Height, if/when needed.
- 5.15 Lift Plans and Review Documentation**
- 5.15.1 Contractors performing lifting operations on a RES project/site shall provide RES with a copy of the Lift Plan for the activity. The Lift Plan must be approved for use by a RES Competent Lift Person prior to the start of the activity.
  - 5.15.2 The [Lifting Operations Evaluation Forms \(LOEF Parts 1 & 2\)](#) shall be utilized to document the lift plan and lifting activity review.
- 5.16 Site Specific Safety Requirements**
- The Site Specific Safety Requirements related to local regulations, hazards found on the project/site footprint, and client/owner requirements that are not included in the RES Safety Management System, shall be listed in this section.

## **Quality Management Plan**



## Quality Management Plan

RES has an established and documented Quality Management System (QMS) that identifies the processes RES uses to deliver its products and services. Application of QMS processes ensures control of the development and delivery of RES products and services to assure customer satisfaction and stakeholder value.

The RES QMS consists of a Quality Manual describing the details and scope of the QMS and various procedures and documents that serve to control RES processes and assure achievement of the desired levels of quality. RES makes our complete QMS available to our business partners, upon request, once a contract is signed.

### RES Quality Management

At the beginning of the Ball Hill Wind Energy Project, site specific Construction Quality Plans will be established defining all quality documentation relating to the project. In addition, RES generates the following:

- Job books maintained on-site detailing and recording all tests and inspections from foundation construction to final turbine commissioning. The job books also contain completion certificates and as-built drawings
- Punch lists are maintained, as needed, to allow defects to be noted and rectified within an appropriate timeframe

The RES QMS also includes requirements for regular internal audits of quality systems by site and head office staff. Any failure of systems will be noted on a Corrective Preventative Action Request form (CPAR) which highlights the issue and gives timeframes for the corrective action and actions to prevent further occurrences.

### RES Project Management Tools

RES utilizes an electronic content management software package that allows for close control of all project design documents, correspondence, submittals, requests for information, and (if necessary) contract modifications.

### RES Project Management Process

Prior to mobilization to the project site, RES typically provides a forum for the identified project teams. This pre-mobilization partnering meeting includes key representatives and an engineer from EDP Renewables as well as key representatives from the turbine vendor and RES. The goal of this meeting is to establish and communicate individual roles, reporting requirements, goals on the

“RES' management will monitor the work to ensure the work is performed to the highest quality standards.”

project, known challenges, and to establish a productive relationship among project teams.

On a typical wind project, there are a variety of meetings conducted to provide specifics to the audience. The primary meetings below are led by RES and occur once we are mobilized at the site:

“At the start of every work day, crews perform stretching and range of motion exercises. Upon completion of the “stretch and bend”, crews review the specific safety measures, PPE, etc.

- **Safety meetings:** At the start of every work day, crews perform stretching and range of motion exercises. Upon completion of the “stretch and bend”, crews review the specific safety measures, personal protective equipment (PPE), etc. required to perform their specific daily activity.
- **Plan of the Day (POD) meetings:** These are held daily with all subcontractors’ managers with key RES personnel in attendance to confirm the plan for the day and report on progress made the previous day. A copy of this report is provided the EDP Renewables site manager and to all participants. The site manager is strongly encouraged to attend these meetings.
- **Site and Scope specific planning meetings:** In addition to the POD meetings there are site and scope specific planning meetings to establish protocols when undertaking high risk and key milestone activities such as lift plans, energization, road closures, and shut-downs.
- **Weekly conference calls:** These are held on a set day each week and are used to communicate progress and discuss forthcoming events with the owner’s team and RES off-site management. During these calls, safety performance is reviewed, near misses discussed, short term schedules developed, specific performance and productivity targets evaluated, and any testing and quality control reporting reviewed.
- **Weekly progress report:** RES provides this report to keep the owner’s project team informed of safety and environmental performance, progress, schedule, outstanding issues, etc. on a weekly basis.
- **Monthly progress report:** This provides a summary of the weekly progress reports for the month in question and serves as the foundation for the monthly project meeting.
- **Monthly project meeting:** This is a site-based meeting with the client and RES to review the monthly progress report and discuss any technical, commercial, or schedule issues which may need to be addressed. A comprehensive review for the entire project is performed starting with safety and including any key issues that require resolution, updates to schedule and budget, quality control reporting, as well as general coordination efforts for any client-supplied materials and equipment. Senior management typically attends this meeting.

# **Emergency Response Plan**



# [Name of Project] Emergency Response Plan

Report No: [As generated by ECM, you must enter this manually]

Issue No: [Enter Issue number, start with "01"]

This document ("Procedure") has been prepared by RES America Construction Inc. ("RES") in accordance with internal procedures and mandates and is Confidential Information. If this Procedure is an exhibit to a contract or agreement, then this Procedure, in the form attached to the contract, shall be subject to only those express representations or warranties regarding the exhibits to such contract, if any. Except for such representations, RES provides this Procedure "AS-IS" and does not represent, and RES expressly disclaims, that the procedures or material contained in this Procedure have been prepared pursuant to any particular methodology, are accurate or complete, or that they reflect the current status of applicable law. Portions of this Procedure may be excerpted or redacted and this Procedure is subject to revision or update at any time. Any party utilizing this Procedure, or any matter or information derived from it, ("Recipient") does so at his/her/its own risk and agrees to make his/her/its own investigation regarding his/her/its legal or other obligations for performance of his/her/its work. No Recipient shall have any right or claim against RES or any of its affiliated companies with respect to the Procedure.

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### Revision History

Revision #	Date	Nature of Revision
[Enter issue number here - start at 01]	[Enter date here] MM/DD/YYYY	Document first created [For subsequent issues of the plan, describe changes and updates made]

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[This document shall be used as the basis for writing the site specific Emergency Response Plan. This document shall be amended and updated as necessary. All red text must be removed before a workflow is started in order to have this plan approved and signed.]

## 1.0 INTRODUCTION

[Enter specific RES entity constructing project, e.g., RES Americas Construction Inc., etc.] (RES) are constructing a [Enter capacity, type of project - wind farm, solar project, etc.], for [Enter name of client if applicable], which is located [Enter location details].

RES has developed this Emergency Response Plan for use during the construction phase of the project.

## 2.0 PROJECT DESCRIPTION

[Enter a description of the project - may include number, type and capacity of turbines, height of towers, substation location, distance of roads/T-lines constructed, etc.]

## 3.0 PROCEDURE

### 3.1 Safety Related Incident/Emergency Notification Procedure

All emergency situations shall be immediately reported to RES Safety. The following 7-step Emergency Notification Procedure shall be used:

#### 1) NOTIFY SUPERVISOR

Contact the nearest Supervisor or RES employee, preferably the RES Safety Supervisor by radio or cell phone depending on available services at site.

If the situation is an IMMEDIATE LIFE THREATENING injury, the first step is to call 911 directly.

#### 2) DESCRIBE

Describe the emergency situation. Typically the categories below can be used:

- Incident type (e.g., fall, crush, vehicle accident, fire, electrical shock)
- Fatality
- Major illness (e.g., heart attack, not breathing, unconsciousness)
- Major injury (e.g., broken bone, loss of limb, severe cuts/bleeding)
- Minor injury (e.g., twisted ankle, foreign body in eyes, minor cuts)
- Bite/sting (e.g., snake, scorpion, wasp)
- Weather effect (e.g., heat or cold stress, lightning strike)

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### 3) IDENTIFY LOCATION

Provide the location of the emergency, by referring to the nearest structure or road junction.

### 4) CALL EMERGENCY SERVICES

Unless the injury is an IMMEDIATE LIFE THREATENING injury, the Supervisor or RES Safety Supervisor shall determine the appropriate response which may be:

- Arranging for a site First Aider to respond to the location of the injured.
- Arranging for transport of the injured to the site safety trailer for first aid administration, and further evaluation.
- Arranging for site transport to take the injured to a hospital or local medical clinic.
- Arranging for 911 services to respond directly to the injured employee.

### 5) COORDINATE

Send an employee to the nearest site access point to meet the emergency responders and escort them to the location of the emergency.

If offsite 911 responders are notified, the RES Safety Supervisor will coordinate in directing the emergency services to the scene of the incident.

### 6) ACCOMPANY

Generally the responding First Aider, Supervisor, and/or RES Safety Supervisor will continue to assist with the situation on site.

If the decision is made to transport the employee directly to an offsite hospital or medical clinic (either by site transport or by 911 responders), the employees Supervisor and the RES Safety Supervisor (or designee) shall:

- Accompany the injured employee to the hospital.
- Stay with the injured employee until examination (including a drug and alcohol test) is complete, and diagnosis completed (so that a full report including the extent of the injuries can be made).

Supervisors shall make known to the treating medical practitioners the employees typical work duties, and the availability of oversight for employees returned to duty as well as alternate duties available to the employee.

### 7) NOTIFICATION

The employee's Supervisor shall notify the employee's employer and emergency contact.



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RES Safety shall notify RES Corporate HSQE, the RES Project Manager [Enter name], and the Owner's Project Manager [Enter name] within established time frames [Insert if specified in contract].

### 3.2 Designated Medical Facility

3.2.1 RES has designated an [Occupational Medicine facility/Urgent Care Clinic] for nonemergency, occupational health related injuries and illnesses.

[Enter details on the designated medical facility for the project here - name, address, phone number]

3.2.2 If a local nonemergency clinic is not available when needed during early, late, or weekend work hours, the hospital identified below will be utilized.

[Enter details on the designated hospital for the project here - name, address, phone number]

3.2.3 The Occupational Medicine facility shall be asked to consult on all injuries and illnesses with regard to determining the fitness of the individual with regard to a return to work. RES HSQE management will determine if any restrictions recommended by medical staff affects one or more of the employee's routine job functions.

3.2.4 The Occupational Medicine facility opinion shall be the basis for initiating claims under Worker's Compensation or any other insurance plan, unless the contractor has alternative arrangements for assessment of fitness for duty.

3.2.5 RES subcontractors shall log any alternate arrangements for medical treatment facilities with RES. This procedure is in the interests of both the employees, as it ensures they get the best treatment, and the employers, as they know that their employees are seen by an insurer-approved competent physician. This can ensure that Worker's Compensation guidelines are followed as intended.

### 3.3 Damage Incident (No Injury)

3.3.1 NOTIFY SUPERVISOR

a) Contact the nearest Supervisor or RES employee, preferably the RES Safety Supervisor, by radio or cell phone depending on the services available at the site.

3.3.2 DESCRIBE

a) The nature of the damage.

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- b) The location of the damage incident, by referring to the nearest structure or road junction.

### 3.3.3 STOP WORK

- a) Stop all work in an area of damage until RES Safety Supervisor arrives to investigate incident. Equipment and vehicle operators should stay in the vicinity of the vehicle.
- b) Any employee involved in an equipment or vehicle accident resulting in injury or damage to equipment/property shall submit to an immediate alcohol/drug test. Testing shall be coordinated by the RES Safety Supervisor.

## 3.4 Spill Response Procedure

- 3.4.1 Immediately report any releases of hazardous materials to your Supervisor and the RES Environmental Supervisor **[Enter name and phone number]**.
- 3.4.2 The site Spill Prevention, Control, and Countermeasure (SPCC) plan shall be followed when a spill occurs on site that involves any oil products. Specific guidance for reporting the spill is contained in the SPCC plan.
- 3.4.3 In case of Spill to Land:
  - a) Immediately notify the RES Environmental Supervisor **[Enter name]** and your supervisor.
  - b) Stop all work in vicinity of spill.
  - c) Identify the product - check container design, warning labels, markings, etc.
  - d) Prevent personnel from approaching the site and keep them at a distance sufficiently removed that they will not be injured by, or cause, a fire or explosion
  - e) Install measures to contain the spill if it is safe to do so utilizing a spill kit as appropriate.
    - (1) A spill kit shall include: Poly containment pail, oil absorbent pads, oil absorbent socks, heavy duty disposal bags, nitrile gloves, all-purpose absorbent (such as sawdust or kitty litter), shovels, plugs and clamps to control a line breaks.
  - f) Wait for further instructions from responding personnel.
- 3.4.4 In case of Spill to Water:

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- a) Immediately notify the RES Environmental Supervisor **[Enter name]** and your supervisor.
- b) Stop all work in vicinity of spill.
- c) Identify the product - check container design, warning labels, markings, etc.
- d) Prevent personnel from approaching the site and keep them at a distance sufficiently removed that they will not be injured by, or cause, a fire or explosion.
- e) Install measures to contain the spill if it is safe to do so.
- f) Wait for further instructions from responding personnel.

### 3.5 Site Evacuation Procedure

3.5.1 Site-wide evacuations can be ordered by:

- a) The RES Project Manager, who may instruct ALL personnel to evacuate.
- b) The Owner, who may instruct ALL personnel to evacuate.
- c) The Supervisors of individual contractors, who may instruct their own people to evacuate.

3.5.2 Evacuation of local work areas can be ordered by the Supervisor of the work, following notification to RES Safety consistent with the reporting process above.

3.5.3 Notification of a site-wide evacuation shall be by radio communication **[or insert other preferred, project-specific methods]**.

3.5.4 When instructed to evacuate, all employees shall proceed in an orderly manner to the Muster Point.

**[Insert specific process for site here. Identify primary and/or secondary Muster Points]**.

3.5.5 Once at the Muster Point, check in with your supervisor immediately. The RES site manager (or designee) will arrange a head count of all personnel. This will be done by the supervisors from each contractor caring out their own head count, and advising RES of the result.

3.5.6 Although it is not commonly needed during construction, employees that remain after an evacuation to shut down or maintain critical operations shall perform the necessary operations and evacuate as soon as possible. For instances where critical operations are being undertaken, a separate

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Emergency Response and Evacuation procedure shall be created and followed for these employees.

### 3.6 Fire Prevention Procedures

#### 3.6.1 Notification

- a) All fires shall be immediately reported to the task Supervisor and the RES Safety Supervisor consistent with reporting process above.
- b) The RES Safety Supervisor shall coordinate the emergency response for the fire.

#### 3.6.2 Specific Construction Site Fire Hazards

- a) Possible fire hazards and threats include grass fires due to lightning, failure of overhead lines, and construction-related accidents such as sparks from cutting operations and vehicular operation over dry vegetated areas.
- b) [All fire hazards know to the project SHALL be listed. If any changes to construction fire hazards occur, this plan SHALL be amended to include them. In addition to listing the possible or know fire hazards at the site, detail shall be given for proper handling of the hazard, potential ignition sources and their control measures, and the type of fire protection equipment necessary to control each of the hazards listed.]

#### 3.6.3 Minimizing Fire Risk during Construction

In order to minimize fire risk, the following procedures will be implemented:

- a) Personnel Training - All site personnel shall be made aware of the dangers associated with fires, and how to respond in case of a fire.
- b) No open fires - No exceptions.
- c) Hot work - shall be conducted following issuance of a Hot Work Permit, conducted in accordance with approved procedures, and within de-vegetated areas only.
- d) Storage and use of flammable and combustible materials will be in accordance with RASOP 021 - Fire Prevention.
- e) Fire-breaks shall be a design feature:
  - (1) Each road will be considered a site fire break. The road shoulders shall (most likely) be returned to grassland on completion of the project.

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- (2) Each turbine location shall have an area of approximately 125 feet by 150 feet to allow the assembly of rotors and erection of the turbine without the need for vehicles to travel off-road. This area will be rolled flat with the majority of significant vegetation removed.
- (3) Each turbine and transformer shall be left with a minimum 5-foot wide gravel path surrounding them.

### 3.6.4 Suppression of Fires during Construction

In order to suppress fires, the following measures will be implemented:

- a) Employees should attempt to extinguish a fire if possible, but never at risk to their personal safety or the safety of fellow employees.
- b) Portable Fire Extinguishers - Each site vehicle shall be equipped with an ABC rated fire extinguisher.
- c) Each piece of construction equipment (yellow iron or similar) shall be equipped with, or have available during operation, an ABC rated fire extinguisher.
- d) Any fire not immediately contained and/or suppressed shall require notification to the local fire department for support.
- e) Water availability - **[Enter details of water availability that can be utilized in a fire emergency - an XXX gallon water truck, XXX gallon water tank on site, source of site water.]**

### 3.7 Fire Prevention and Response Equipment Maintenance and Inspections

3.7.1 All installed fire prevention or fire response equipment shall receive monthly inspections (with records) and regular maintenance in accordance with OSHA requirements.

3.7.2 All RES personnel and subcontractors carrying fire extinguishers in their vehicles are responsible for conducting a monthly inspection of the extinguishers to ensure the equipment is in good working order and ready for use in a fire emergency.

3.7.3 Site Specific Procedures

**[As appropriate, enter procedure or provisions made for the inspection and maintenance of RES Americas owned or operated equipment here.]**

## 4.0 SAFETY DATA SHEETS

### 4.1 Location and Posting

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- 4.1.1 Each subcontractor shall maintain a listing of all materials that they are using which may be flammable or hazardous to health. Therefore, refer to each subcontractor for the most comprehensive and up-to-date listing together with the Safety Data Sheets (SDSs) for each chemical.
- 4.1.2 The location of the SDSs within each subcontractor's trailer or office shall be clearly posted at the project site entrance and in the RES Safety trailer.

**5.0 SPECIFIC PROCEDURES FOR KNOWN SITE HAZARDS**

[Insert here any project specific hazards and the determined mitigation measure for the hazards - wildlife, poisonous vegetation. Examples include:]

**5.1 Snake Bite Procedures [Remove if this does not apply]**

- 5.1.1 What to do if bitten by a venomous snake.
  - a) Allow the bite to bleed freely for 15-30 seconds.
  - b) Cleanse and rapidly disinfect the area with an iodine solution (if not allergic to iodine, fish, or shellfish), and remove clothing and jewelry from the body extremity where the bite occurred (pant legs, shirt sleeves, rings, etc.)
  - c) If bite is on the hand, finger, foot, or toe - wrap the leg/arm rapidly with 3" to 6" of ACE or crepe bandage past the knee or elbow joint immobilizing it. Over-wrap bite marks. If possible, apply hard and direct pressure over bite using a 4" x 4" gauze pad folded in half twice to 1" x 1". Tape in place with adhesive tape. Soak gauze pad in Betadine™ solution if available and victim is not allergic to iodine, fish or shellfish.
  - d) Strap gauze pad tightly in place with adhesive tape.
  - e) Over-wrap dressing above, over, and below bite area with ACE or crepe bandage, but not too tight. Wrap ACE bandage as tight as one would for a sprain. Not too tight. Check for pulse above and below elastic wrap; if absent, the wrap is too tight. Unpin and loosen. If pulses are strong (normal), it may be too loose.
  - f) Immobilize bitten extremity use splinting if available.
  - g) If possible, try and keep bitten extremity at heart level or in a gravity-neutral position. Raising it above heart level can cause venom to travel into the body; below heart level can increase swelling.
  - h) Evacuate to nearest hospital or medical facility as soon as possible.

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- i) Try to identify the snake (ONLY if safe to do so). This is the least important thing you should do. Visual identification/description usually suffices, especially in the U.S. and in regions where the local fauna is known. Local symptoms will alert doctors to whether or not the bite is venomous.
- j) Bites to face, torso, or buttocks are more of a problem. ACE or crepe bandaging cannot in these areas. A pressure dressing made of a gauze pad may help to contain venom.

#### 5.1.2 What to Communicate at the Hospital.

- a) Ask the staff to immediately contact their designated Poison Control Center.
- b) Ask the hospital staff to use physician consultants available through the nationwide Poison Control Network if necessary.

#### 5.1.3 What NOT to do if bitten by a venomous snake.

- a) Contrary to advice given elsewhere, do not permit removal of pressure dressings or ACE bandages until you are at the treatment facility and the physician is ready/able to administer anti-venom. When the dressings are released, the venom will spread causing the usual expected problems associated with a venomous snakebite.
- b) Do **not** eat or drink anything.
- c) Do **not** engage in strenuous physical activity.
- d) Do **not** apply oral/mouth suction to the bite.
- e) Do **not** cut into or incise bite marks with a blade.
- f) Do **not** drink any alcohol or use any medication.
- g) Do **not** apply hot or cold packs.
- h) Do **not** apply a narrow, constrictive tourniquet such as a belt, necktie, or cord.
- i) Do **not** use a stun gun or electric shock of any kind.
- j) Do **not** remove dressings/wraps until arrival at hospital and anti-venom is readily available.

## 5.2 Bear Encounters **[Remove if this does not apply]**

### 5.2.1 Counter Assault Bear Deterrent Spray.

- a) Bear spray shall be kept with every work crew if working in known bear areas.

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### 5.2.2 What to Do If You Encounter a Bear.

- a) Scenario #1 - Bear has not detected your presence and is more than 100 m (350 ft.) away:
  - (1) Don't announce your presence if the bear has not seen you. If possible, retreat slowly and give the bear plenty of space. If you have the opportunity, you should retreat and leave the trail to the bear. If you must continue, back off a short distance, and give the bear time to leave the area. You should also do a wide detour quietly and quickly downwind to avoid problems.
- b) Scenario #2 - Bear has detected your presence, but is more than 100 m (350 ft.) away:
  - (1) Your goal here is to act in such a way as to allow the bear to identify you, but to also let it know that you are no threat. Speak calmly so that it knows you are a human - their eyesight is quite poor. They will often quickly give ground to you once they identify you as human. If the situation permits, back away slowly, keeping a close eye on the bear. Otherwise, you may wish to detour around the bear, but in this case, detour upwind so that the bear can get your scent. Keep talking calmly. Waving your arms may help it identify you as a human.
- c) Scenario #3 - Bear has detected you and shows signs of aggression:
  - (1) If you have followed the advice listed above, hopefully you have a bit of distance between the bear and yourself. You'll need to assess the situation. Are you dealing with a black bear or a grizzly? Are there cubs involved? Are there climbable trees nearby - and do you have sufficient time to climb them?
  - (2) Do Not Run. You can't outrun a bear so don't even try. Black and grizzly bears can outrun a human on ANY terrain, uphill or down. People will tell you that you should run downhill when chased by a grizzly. This is simply a myth - don't try it!
  - (3) Try to retreat slowly. Back up slowly and try to put more space between you and the bear. Talk calmly so that it can identify you as human, and slowly back up. Keep your backpack on as it can provide protection if necessary. Don't make direct eye contact, but keep a close look at the bear as you back away.



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- (4) Climb a tree if available. If you have enough time, and the bear continues to move closer, take advantage of a tall tree to climb. Remember, black bears are strong climbers as well. Grizzlies have also climbed short distances up trees after people. You want to get at least 10 m (33 feet) high to reduce the chance of being pulled out of the tree. Even though some bears can come up the tree after you, the hope is that they will feel less threatened, and thus less likely to chase you up the tree.
- (5) Bears will often bluff charge before attacking. This is designed to allow enemies to back down before the bear needs to actually make contact. It evolved as a way to prevent encounters with enemies and it may provide you with an opportunity to back away.
- (6) Use your pepper spray. Pepper spray is only good at very close range (5 m or 15 ft.). Wind will reduce this effective range even farther - and may blow the spray back into your face. If the bear approaches within this range, point the spray at its eyes and discharge the contents. Hopefully, this will either disorient the bear to allow you to escape, or at the very least deter it from attacking. Once you have partially discharged a canister of bear spray it should be discarded. While the spray may deter attacks, the smell of pepper can act as an attractor.
- (7) If the attack escalates and a black bear or any bear that appears to have been stalking you physically contacts you, fight back with anything that is available to you. Black bears tend to be more timid than grizzlies and fighting back may scare the bear off. In addition, if a bear is stalking you than you are in a predatory situation and fighting back is your only option. This also applies to any attack at night as these may also be considered predatory in nature.
- (8) If a grizzly makes contact - as above, if you believe the bear to be stalking you, fight back with everything you have. In general though, playing dead in a daytime grizzly encounter tends to reduce the level of injury sustained by most attack victims. Many grizzly attacks are defensive in nature, and playing dead may show the bear that you are not a threat. Keep your backpack on as it will provide added protection. The best position is to lie on your side in a fetal position. Bring your legs up to your chest and bury your head into your legs. Wrap your arms around your legs and hold on tight. You may also lie on your stomach, backpack on, and place your hands behind your neck to protect that vulnerable area. Do not play dead until the last moment. Staying on your feet may allow you to dodge, or divert an attack.

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- (9) Once the attack has ended, remain patient. After a few minutes, try to determine if the bear is still in the area. If the bear has moved on, you should make your way towards assistance as quickly as possible.

**6.0 PROJECT EMERGENCY SERVICES**

**6.1 Emergency Services for [Project Name]**

In case of Emergency (Fire/Police/Medical)	911
Fire Department Name	Phone Number
Address	
Police/Sheriff Name	Phone Number
Address	
Occupational Health Clinic Name	Phone Number
Address	
Hospital Name	Phone Number
Address	

**7.0 RESCUE OPERATIONS [Remove if this section does not apply]**

**7.1 Rescue at Height**

7.1.1 The WTG Erection Contractor shall provide trained and qualified staff authorized to perform Rescue at Height activities during WTG Erection. The following requirements shall be in place prior to the start of WTG Erection:

- a) Rescue at Height activities shall be conducted in accordance with RASWP 002 (Work at Height).
- b) All Rescue at Height personnel shall be trained in the Ropeworks W110 (Safety at Height and Rescue) or equivalent.
- c) At least two (2) members of each WTG Erection crew shall hold current Rescue at Height training certifications (completed within the last calendar year, as of the start of WTG Erection).
- d) Staff trained in Rescue at Height shall have in their possession (at their work location, up tower, etc.) the appropriate rescue and first aid equipment at all times.

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- e) All equipment used for Rescue at Height shall have a current and documented inspection (completed within the last six (6) months, as of the start of WTG Erection).
- f) The WTG Erection Contractor shall submit a Rescue at Height Plan to RES for review and approval at least two (2) weeks prior to the start of WTG Erection. The Rescue at Height Plan shall be approved for use prior to the start of WTG Erection.
- g) At least one rescue at height drill, based on the Rescue at Height Plan, shall be completed after the start of turbine erection but before the first tower is mechanically completed.
- h) If necessary, RES will contact the local Emergency Medical Services (EMS) to support a Rescue at Height.

7.1.2 Rescue operations are not to be undertaken under any circumstances by someone who is not trained and authorized. Below is a list of employees and their employers who have been trained and authorized to conduct rescue at height operations:

[Enter the details of all rescue at height trained / authorized employees on site including contact information]

**8.0 APPENDICES [Edit, delete, add appendices as necessary]**

Appendix 1 - Site Contact List

Appendix 2 - First Aid Qualified Personnel

Appendix 3 - Concise Emergency Response Plan

Appendix 4 - Radio Communications for Severe Weather

Appendix 5 - Site Rule #26 - Lightning Alert Flier

Appendix 6 - Site Map

Appendix 7 - Occupational Health Clinic Map and Directions

Appendix 8 - Emergency Hospital Map and Directions

Appendix 9 - Tornado Shelter Map and Directions

## Appendix 1 - Project Site Contacts

[Project Name]

Date of Issue: XX/XX/XX  
(To be updated as construction progresses)

### RES Americas

Title	Name	Cell
RES Site Office		(xxx) xxx-xxxx (office)
Project Manager	Name	(xxx) xxx-xxxx
Site Administrator	Name	
Construction Manager		
Electrical Manager		
Civil Manager		
Safety Supervisor		
Safety Supervisor		
Env. Supervisor		

### Client/Owner

Title	Name	Cell
Site Office		(xxx) xxx-xxxx (office)
Title	Name	(xxx) xxx-xxxx
Title	Name	

### Subcontractors

Title	Name	Company	Cell
Title	Name	xxxxxxx	(xxx) xxx-xxxx
Title	Name		

[Add additional RES, Owner, and subcontractor management as appropriate]

**Appendix 2 - First Aid Qualified Personnel**

**[Project Name]**

**Date of Issue: XX/XX/XX**

**(To be updated as construction progresses)**

**RES Americas**

Title	Name	Cell	Valid Through
Project Manager	Name	(xxx) xxx-xxxx	xx/xx/xx
Site Administrator	Name	(xxx) xxx-xxxx	xx/xx/xx
Construction Manager			
Electrical Manager			
Civil Manager			
Safety Supervisor			
Safety Supervisor			
Env. Supervisor			

**Subcontractor**

Title	Name	Cell	Valid Through
Title	Name	(xxx) xxx-xxxx	xx/xx/xx
Title	Name	(xxx) xxx-xxxx	xx/xx/xx

**Subcontractor**

Title	Name	Cell	Valid Through
Title	Name	(xxx) xxx-xxxx	xx/xx/xx
Title	Name	(xxx) xxx-xxxx	xx/xx/xx

**Subcontractor**

Title	Name	Cell	Valid Through
Title	Name	(xxx) xxx-xxxx	xx/xx/xx
Title	Name	(xxx) xxx-xxxx	xx/xx/xx

## Appendix 3 - Concise Emergency Response Plan

[Project Name]

### How to Deal With an Emergency Situation

\*\*\*\* ALWAYS KNOW YOUR LOCATION \*\*\*\*  
(Grid, road, compound, structure location, etc.)

With any emergency situation the best thing to do first is notify your immediate supervisor. If your supervisor is at another location on the site or is not on the project site, you must contact a RES site official immediately.

If a RES site official is not close to you and your location, you will need to contact the RES site office or a RES site manager via your cell phone or via the RES radio system. If you are using the RES radio system:

- Make sure you are on Channel 2 or the designated RES talk around channel.
- Announce over the radio that you have an emergency announcement asking all other radio talk to stop immediately.
- Request that ALL site activity stop during the emergency response.
- Call out for a RES site official.
- When a RES site official answers on the radio, explain the emergency slowly and clearly.
  - Make sure the RES site official understands if the emergency is a Medical emergency, a Fire emergency, a Spill emergency, a Police emergency.
  - Make sure the RES site official understands the location of the emergency.
  - If you have determined that 911 should be called tell the RES site official to call 911.

#### In case of INJURY or ILLNESS:

1. Follow the prescribed steps described above for notifying your supervisor and/or a RES site official making sure you communicate your location and a brief description of the medical emergency.
2. If you determine the emergency is a 911 event, tell your supervisor or the RES site official to activate the 911 system.
3. If you determine the injured or ill person needs additional First Aid assistance, tell your supervisor or the RES site official you need additional First Aid assistance.
4. Make sure the injured or ill person is being monitored and taken care of. Remember, never move an injured or ill person more than you have to in order to protect them from further injury.
5. Secure the immediate job site area if possible, shutting down all equipment and work. Remember to inform your immediate supervisor or RES site official if you need assistance securing the job site area.
6. A RES site official will dispatch personnel to assist with First Aid.
7. A RES site official will dispatch personnel to assigned points on the public and/or private roadways to help direct emergency personnel to the emergency location.
8. If it appears the injured or ill person is experiencing a heart attack, a RES site official will dispatch an AED to the emergency location.
9. If the injured or ill person is a snake bite victim, try to identify the type of snake involved. If the snake has been killed, carefully secure the snake in a manner for transport to the hospital for identification by medical personnel.

10. The supervisor of the injured or ill employee should accompany the employee to the hospital. If the employee is a subcontractor's employee a RES site official will be dispatched to the hospital.

**In case of FIRE:**

1. Follow the prescribed steps described above for notifying your supervisor and/or a RES site official making sure you communicate your location and a brief description of the fire emergency.
2. If you determine the emergency is a 911 event, tell your supervisor or the RES site official to activate the 911 system.
3. Immediately clear the area of all personnel and, if possible, vehicles and flammables. If you are trained in fire safety, and the fire is small, attempt to put the fire out with an extinguisher. **DO NOT PUT YOURSELF AT RISK.**
4. Await the arrival of the fire department.

**In case of SEVERE or EXTREME WEATHER:**

1. If a severe weather emergency occurs at your work location and you have not received an official site notification either verbally, via cell phone, or via the RES Radio System, follow the prescribed steps described above for notifying your supervisor and/or a RES site official.
2. If you receive an official site notification either verbally, via cell phone, or via the RES Radio System follow the instruction associated with the notification.
3. In the event you are caught in an open area during a lightning strike event, get into the nearest rubber-tired vehicle or grounded trailer/structure (e.g., O&M building, site office trailer).
4. If you take shelter in a rubber-tired vehicle, do not use the vehicle's electronic devices such as the radio.

**In case of SPILL to LAND or WATER:**

1. Follow the prescribed steps described above for notifying your supervisor and/or a RES site official making sure you communicate your location and a brief description of the spill emergency.
2. Stop all operations.
3. Identify the product.
4. Prevent personnel from approaching the site.
5. Install measures to contain the spill if it is safe to do so.
6. Wait for further instructions from responding personnel.

In any emergency situation, keep calm and don't panic. Give clear and direct information and directions. **The map on the back of this card shows you the layout of the roads and turbines on the wind farm, and also your nearest emergency site exit. [edit as appropriate]**

## Appendix 4 - Radio Communications for Severe Weather

[Project Name]

Items in red are information only and not to be read over radio. Update for miles vs km, site shutdown distance.

### \*\*50 Mile Weather Advisory\*\*

Attention All Site:

We are currently under a condition **YELLOW**. At this time preparations should be made to allow an immediate shut down of main crane and up tower operations should the lightning get within our 30 mile radius. Again we are currently under a condition **YELLOW** for lightning within 50 miles. Repeat 3 times over a 2 or 3 minute period when lightening is within 50 miles of site. Work will continue during an advisory. Preparations should be made to stop work if storm continues towards site.

### \*\*30 Mile Weather Caution\*\*

Attention All Site:

We are currently under a condition **ORANGE** for lightning within 30 miles of the site. All main crane lifting and tower climbing activities must cease and personnel should immediately evacuate the towers and cranes and shall maintain a 100' clearance from the cranes/towers. All other ground operations may continue provided 100' clearance from the towers/cranes is being observed. Again we are currently under a condition **ORANGE** for lightning with 30 miles. Repeat 3 times over a 2 or 3 minute period when lightning is within 30 miles of site. All Main Crane and Tower work is to cease immediately. [Remove tower references if this does not apply]

### \*\*10 Mile Weather Warning or if Thunder is Heard\*\*

Attention All Site:

We are currently under a condition **RED** for lightning within 10 miles of the site. All site personnel must IMMEDIATELY cease their operations and seek shelter in any rubber tired vehicle/piece of equipment or the nearest safe building (e.g., O&M building, Substation Control Building, site office trailers). Again we are under a condition **RED** for lightning within 10 miles. Repeat 3 times over a 2 or 3 minute period when lightning is within 10 miles of site or if Thunder is heard. ALL site operations are to cease immediately and personnel should seek shelter.

### \*\*Lightning All Clear\*\*

Attention All Site:

We are currently under a condition (**ORANGE** or **YELLOW** or **GREEN**). No lightning has been observed within (10 or 30 or 50) miles of the site in the last 30 minutes.

10 Mile All Clear, but lightning still within 30 Miles. We are currently under a Condition **ORANGE**. Ground operation crews may return to work but must observe 100' clearance from towers and main cranes. Again we are currently under condition **ORANGE**. [Remove tower references if this does not apply]

30 Mile All Clear, but lightning still within 50 Miles. We are currently under a condition **YELLOW**. All site crews may return to work but maintain awareness because lightning is still within 50 Miles of the site.

50 Mile All Clear, - We are currently under a condition **GREEN**. There has been no lightning within 50 miles in the last 30 minutes. All crews may return to their normal work duties.

Repeat the specific all clear announcement (10, 30, 50 mile) 3 times over a 2 or 3 minute period once the RES Project Office gets confirmation of all clear. An all clear will be announced once no strikes have been reported in the 10, 30, and 50 mile radius for 30 minutes.

\*\*\*Only the Project Manager has the authority to extend the time period before declaring an "ALL CLEAR" notice.



Appendix 5 - Site Rule #26 - Lightning Alert Flier

[Project Name]

[Insert lightning bullseye figure here, appropriate for project - miles, km)

## Appendix 6 - Site Map

[Project Name]

[Insert Site Map which includes Muster Point]

## Appendix 7 - Occupational Health Clinic Map and Directions

[Project Name]

[Insert Clinic Map and Directions]

## Appendix 8 - Emergency Hospital Map and Directions

[Project Name]

[Insert Hospital Map and Directions]

## Appendix 9 - Tornado Shelter Map and Directions

[Project Name]

[Insert Tornado Shelter Map and Directions]