

# United Water Idaho Contractor Orientation Program



# Presentation Outline

- **Purpose and Scope**
- **Roles and responsibilities**
- **Description of the process**
- **Tools to administer the program**
- **United Water Idaho Orientation PowerPoint**
- **Questions?**



## Purpose and Scope:

The Contractor Environmental, Health and Safety Orientation Program provides guidance to United Water site-level Contractors. Environmental, Health and Safety (EHS) programs are included in the Program. The Orientation Program provides United Water personnel with instructions regarding how the process is designed to operate, including defining orientation roles and responsibilities and the tools that are to be used in the program.



# Roles and Responsibilities

- Purchasing Department
  - Place requirement to complete orientation in contracts
- EHS Coordinator/Manager
  - Oversee program including scheduling and coordination
  - Administer and maintain orientation materials, documents
- Managers/Supervisors
  - Monitor for compliance with the program, random checks
- Contractors
  - Comply W/program, make sure employees attend orientation
- General Manager
  - Ensure that program is fully implemented at their utility



# Description of the Process

- Contract is signed for a contractor to do work
- Letter to contractor W/instruction for orientation completion, schedule of orientation sessions, special sessions are available
- Prior to orientation contractor must sign in on form provided and show identification
- Orientation is conducted
- ID Card is issued for a two year period, must re-take upon expiration

# Other Process Items

- Procedure for lost or misplaced/missing cards
  - Check database
  - Reissue or re-orientation
- Procedure for emergency work
  - In emergencies exemption by General manager or Operations manager are possible with training to follow immediately

# Tools to Administer the Program

- Standard Letter to contractors
- Orientation sign-in sheets
- Orientation ID cards
- Contractor EHS Orientation Program database
  - Set up in Sharepoint at UWID
- Contractor orientation presentation
  - Powerpoint with audio
  - DVD/Video



# United Water Idaho Orientation PowerPoint

- Intended to familiarize contractors with our programs and philosophy on safety and protection of the environment
- Contractors are told about hazards at our facilities
- It is not training, it is not called training, it is an orientation
- The prepared presentation assures that our message is consistent

(Show abbreviated orientation)





UNITED WATER IDAHO  
CONTRACTOR  
ENVIRONMENTAL, HEALTH  
AND SAFETY ORIENTATION  
(Abbreviated - for use at  
PNWS-AWWA presentation)



## PURPOSE OF THIS ORIENTATION

To provide awareness level orientation for all contractors working at United Water Idaho facilities



# SCOPE OF THE ORIENTATION

To provide contractors with information vital to personal safety, operational safety, security and environmental compliance.



# WELCOME!

As leaders in the utilities industry, United Water Idaho considers safety, security and environmental compliance top priorities of our company.

While you are here working or visiting, we regard you as one of our own.

As members of our team, we invite you to be an active participant in the Safety, Security and Environmental Compliance program.



While working with United Water, you may find yourself in or near some hazardous areas.



- Confined Spaces
- Trenches and excavations
- Hazardous Materials
- Noise Hazards
- Mechanical Hazards
- Electrical Hazards
- Working at Elevation
- Roadway Work Zones



# PPE

Personal Protective Equipment (PPE) will be required for all contractors while working at United Water Idaho facilities.

This may include, but is not limited to:

- **Hard Hats**
  - **Eye Protection**
  - **Hearing Protection**
  - **High Visibility vests**
  - **Gloves**
  - **Safety Shoes**
  - **Specialized PPE**
- All PPE must be ANSI/ASTM compliant.



# SAFE WORKZONE REQUIREMENTS

Prior to performing any work, the contractor along with United Water employee(s) must establish and demarcate safe work zones.

Where any work is done close to moving traffic or in a public right of way:





# SAFE WORKZONE REQUIREMENTS

- Contractor must implement a Traffic Control Plan and work zones must be marked with proper cones, traffic barriers and signs as per DOT and the Manual of Uniform Traffic Control Devices;
- Must wear high visibility clothing at all times.



# SAFE WORKZONE REQUIREMENTS

Work zones within United Water plant areas shall be established by using one or more of the following:

- Proper and compliant signs, caution tape, etc.
- Physical barriers
- Markings
- Lighting



# GOOD HOUSEKEEPING PRACTICES

Contractors must follow good housekeeping practices:

- All work sites must be maintained in a neat and orderly fashion to protect employees and visitors from unwanted hazards.
- Contractors must provide waste receptacles and dumpsters needed for the disposal of all trash and debris.



# GOOD HOUSEKEEPING PRACTICES

- Every floor, workplace, and passageway must be kept free of obstructions, equipment and uncovered openings in floors.
- All extinguishers, eye wash and emergency showers and electrical panels must be kept free from obstructions that can hamper its use during an emergency.



# HAZARDOUS & UNIVERSAL WASTE MANAGEMENT

- All hazardous and universal wastes must be stored in an appropriate container in good condition
  - Universal waste includes light bulbs, batteries, mercury-containing equipment, etc.
  - Hazardous waste could be ignitable, corrosive, reactive or toxic. Please check with the UW Project Manager for appropriate classification.



# HAZARDOUS & UNIVERSAL WASTE MANAGEMENT

- All containers storing such waste must be properly labeled.
- All waste manifests must be signed by appropriate United Water personnel.
- All waste must remain on site until it is properly manifested and removed by a qualified/permitted transporter.



# PERMIT-REQUIRED CONFINED SPACES (PRCS)

**29 CFR1910.146**



# PRCS STANDARD

- Although not authorized to enter, some people may find themselves working around confined spaces.
- **MUST** receive **AWARENESS TRAINING** for PRCS





# CONTRACTOR REQUIREMENT FOR CONFINED SPACE ENTRY

- Written program and documented training prior to working in and around any confined spaces.
- Contractors must provide all necessary equipment for confined space entry, including monitoring and rescue equipment.



# UWID TREATMENT PLANTS

While working in the plant, it's important to be mindful of your surroundings:



# LOCK OUT TAG OUT (LOTO)



The Lock Out/Tag Out procedure prevents the unexpected start up or release of stored energy that could cause injury by placing a lock and/or warning tag on an energy isolation device.



# LOCK OUT TAG OUT (LOTO)

Contractors performing maintenance or working near hazardous energy sources must comply with OSHA's LOTO procedures:

- Contractors must be trained in LOTO
- Coordinate all control of hazardous energy with UWID Operations
- UW employees or designee will conduct initial shut down and isolation of energy sources.



# CHEMICAL STORAGE

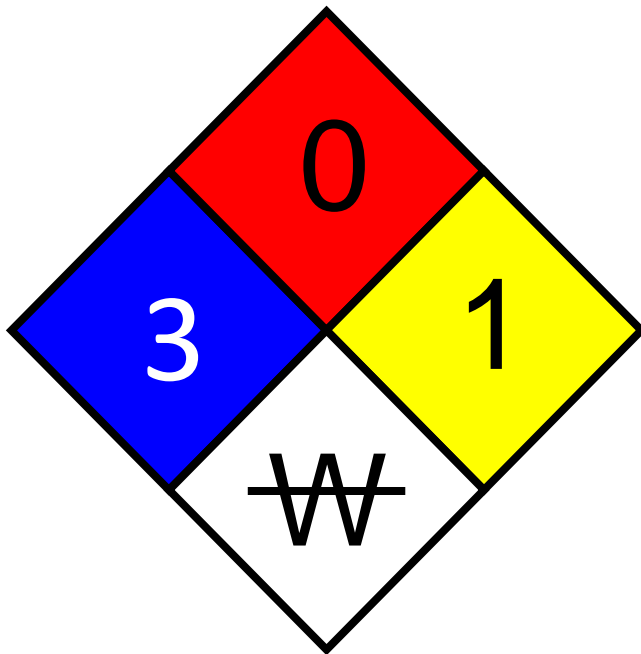
- Hazardous chemicals are stored throughout United Water Idaho's facilities. Contractors must have prior authorization for working in or around these areas.



# CHEMICAL LABELS

## NFPA 704 Placards

- Used as a rapid identification of immediate hazards for first responders



**FLAMMABILITY**

**REACTIVITY**

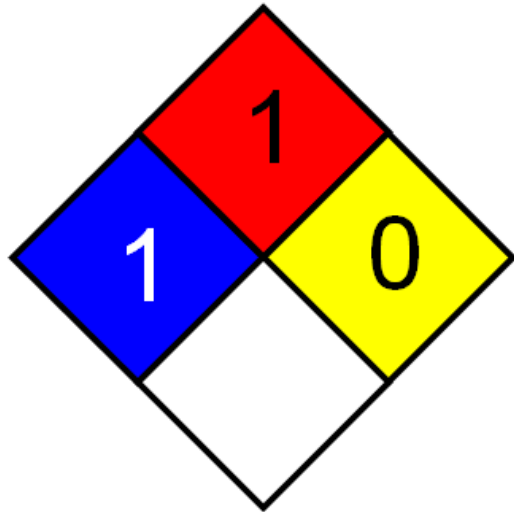
**HEALTH**

**SPECIFIC HAZARDS**



# ACTIVATED CARBON

- Powdered Activated Carbon is commonly used for removal of Volatile Organic Compounds, color, and odor from water



- Inhalation may cause respiratory tract irritation



# HAZARDOUS MATERIALS

- There are a number of other hazardous materials stored in smaller amounts, such as machine lubricants, oils and hydraulic fluids.





# CHEMICAL DELIVERIES

- Chemicals are delivered to the plants on a regular basis.



- When deliveries are being transferred, you must stay clear of designated areas



# CHEMICAL EMERGENCY ACTION PLAN

In the event of a chemical spill:

- Contractors must immediately report the incident to United Water personnel
- Take remedial action to prevent offsite impact



# DECHLORINATION

- Chlorinated water must not be discharged into the environment without proper dechlorination procedures
- AWWA has a dechlorination standard
- Fish kills affect the food chain and the entire ecosystem
- Even a trace of chlorine will kill fish

**IT IS UNITED WATER POLICY**



# DECHLORINATION

- Dechlorination must neutralize chlorine to non-detect levels
- Contractor to determine method/guarantee performance
- Use environmentally safe chemicals
- Proper chlorine testing equipment



# FIRE EMERGENCY ACTION PLAN

In the event of a fire or fire alarm, proceed immediately to the nearest exit and report to the assembly area



United Water employees will direct you if you don't know where to go



# WHO TO CONTACT IN AN EMERGENCY

For medical emergencies:

Please contact 911 immediately and report emergency

All emergencies:

Please contact United Water Idaho 24/7 and report emergency (208-362-1300)



# FALL PROTECTION

- Contractors exposed to fall hazards must be trained in fall protection
- Contractors are responsible for providing all required fall protection equipment
- All components must be ANSI/OSHA approved



# TRENCHING AND EXCAVATION



Excavations pose one of the most serious risks to workers in the utility industry





# TRENCHING AND EXCAVATION

All contractor excavations must be evaluated by a competent person



# TRENCHING AND EXCAVATION

- Contractors must be properly trained in trenching and excavation safety
- All excavations must be protected in accordance with OSHA regulations



# UNDERGROUND UTILITIES

Contractors are responsible for obtaining utility mark outs for all excavations



# HOT WORK

All hot work such as welding and cutting must be approved by a United Water Idaho supervisor and must be accompanied by a hot work permit



# SECURITY

United Water Idaho provides water to more than 240,000 people

As part of the community's critical infrastructure, we take security very seriously at all our facilities



# SECURITY

- Be mindful of your surroundings and be on the lookout for suspicious activity
- United Water Idaho employees and contractors should have identification available at all times
- If you see activity that you perceive to be suspicious, please notify a supervisor



# WRAP UP

- PPE
- Safe work zone
- Confined spaces
- Lock Out Tag Out
- Hazardous materials/chemicals used at the WTP
- Chemical and Fire Emergency Action Plans
- Dechlorination
- Fall protection
- Ladder safety
- Trenching and excavation
- Underground utilities
- Security



# QUESTIONS?

Please speak with your United Water Idaho contact if you have any questions

**THANK YOU AND WORK SAFELY!**





# Questions?



American Water Works Association  
**Pacific Northwest** Section