

Eversource Substation Access

Summary

New utility regulations has necessitated changes in the process by which Eversource grants access to its substations.

The main goal is to ensure personnel have the necessary knowledge and skill to safely enter and work in Eversource substations.

Agenda

This presentation will cover the following topics:

- What access do I need?
- How do I process a Substation Access Request?
- What are the requirements to obtain Substation Access?

What Access do I need?

The following matrix classifies entrants by the type of work they are approved to perform and by whether or not they are approved to perform it in a substation unescorted.

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons) And Certain Other Work (described below)
A Escorted Entry - required if...	...entrant has NOT completed Unescorted Access training (or validation)	...entrant has NOT completed Unescorted Access training (or validation)	...entrant has NOT completed Unescorted Access training (or validation)
B Unescorted Entry - allowed if...	...entrant has completed Unescorted Access training (or validation)	...entrant has completed Unescorted Access training (or validation)	...entrant has completed Unescorted Access training (or validation)
C Escort Privileges - allowed if...	...entrant has completed Escort training (or validation) & been granted Escort Privileges for Type I Work	...entrant has completed Escort training (or validation) & been granted Escort Privileges for Type I & II Work	...entrant has completed Escort training (or validation) & been granted Escort Privileges for Type I, II, & III Work

What Access do I need?

The following describes the Types of Entry:

- Escorted Entrants require an approved Escort (described below) of their same skill level or higher level to be with them at all times.
- Unescorted Entrants have completed specified training and been judged capable of entering a substation and performing work activities at their respective skill levels by themselves. Unescorted Entrants are not automatically granted Escort privileges.
- Escorts have completed additional training in the duties and responsibilities of being an Escort, and have been granted Escort privileges in their respective skill levels by their own supervision. Escorts may escort persons of their own and lower skill levels. (For example, a Type II Escort may escort Type I and II Workers but not Type III Workers.)

Note: To avoid confusion as it applies to substation access, the word “qualified” is specifically limited to its electrical sense (e.g., a qualified electrical worker, or Type III entrant), as opposed to saying, for example, that a person is “qualified” as a Type I entrant or “qualified” for unescorted access.

What Access do I need?

What is a Type I Work?

Type I Work: Observation/Inspection/Simple Deliveries

Work and activities performed in accordance with the minimum safe working distance for UNQUALIFIED persons involving walking through, observing, inspecting, monitoring, touring, taking readings, using a hand-held camera, carrying materials by hand, and similar activities that are largely passive in nature and do not affect the physical or electrical condition of the facility. Examples:

- Tours for public officials
- Visual observations and inspections (e.g., safety, engineering)
- Visual verification of drawings (not involving conductive measuring devices)
- Unloading boxes off a pickup truck by hand
- Parking a vehicle inside the gate of a substation
- Pre-bid walk downs

What Access do I need?

What is a Type II Work?

Type II Work: Non-electrical Physical Work

Work performed in accordance with the minimum safe working distance for UNQUALIFIED persons in which persons use their hands, tools, controls, or other means to manipulate, operate, or affect the condition of vehicles, equipment, machinery, soil, or physical plant that are not part of the electrical system within the facility, except as specifically identified as Type III Work. Examples:

- Performing vehicle, building, or grounds maintenance, including shoveling snow, controlling weeds, and repairing fencing
- Digging by hand, including taking soil samples
- Operating a forklift, backhoe, or other mechanized equipment
- Operating a portable generator that is electrically independent of the substation
- Servicing the telecommunications system
- Delivering concrete and construction materials
- Cleaning up environmental spills
- Using a liftgate, hand truck, or dolly to offload a truck or move materials

Note: All jobs need to be analyzed through a Job Hazard Analysis (JHA) or other means to identify potential encroachments closer than the UNQUALIFIED distance (e.g., an air hose letting go and flailing closer than the UNQUALIFIED distance). If controls cannot be put in place to prevent the encroachment, the work must be considered to be Type III Work.

What Access do I need?

What is a Type III Work?

Type III Work: Electrical Work (Physical and Nonphysical)

All work and activities of any kind, including observation and inspection, performed in accordance with the minimum safe working distance for QUALIFIED persons or having the potential to encroach closer than the UNQUALIFIED distance, and the following specific work or activities performed in accordance with the minimum safe working distance for UNQUALIFIED persons:

- All electrical-related maintenance and construction
- Crane and boom operation
- Any other Type I or II activity that actually encroaches closer than the UNQUALIFIED distance must immediately be considered Type III

Type III Workers are limited to those with the appropriate electrical background or experience. Type III Workers performing physical electrical work must be electrical journeyman level or possess equivalent experience. The technical training that Type III Workers have previously received provides the skills and information necessary for these persons to work safely while performing electrical work.

What Access do I need?

Summary:

Access Level	Description
A	Individual requires to be escorted
B	Individual has unescorted access
C	Individual can escort others
Type of Work	Description
I	Observation/Inspection/Simple Deliveries
II	Nonelectrical Physical Work
III	Electrical Work

How do I process a Substation Access Request?

Fill out an Eversource Substation Access Request Form and submit to your Eversource Sponsor

EVERSOURCE		Substation Access Request Form							
Access Requester Information									
NOTE: All fields are required to be completed. If no information exists, please enter "N/A". (i.e. If person does not have a Middle Name, list "N/A" for M.I.)									
Last Name	First Name	M.I.	Suffix (If Applicable)	Company	Work Phone #	Cell Phone #	E-mail Address	Requested Locations (C &/or MA &/or NH)	
13	Smith	John	A	Jr	ACME	555-555-5555	555-555-5555	john.smith@acme.com	1234 CT & MA
14									
15									
16									
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EVERSOURCE

Substation Access Request Form

Access Requester Information

Requester Information (Please Print)

*Full Name: _____
Last First M.I.

*Company: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

*Last four digits of Social Security Number: _____

Access to following locations: (circle) CT MA NH

Substation Access Information

*Access Level Requested, A or B or C: _____

*Type of Work Requested, I or II or III: _____

*Company Management Signature: _____

*Date: _____

Notes and Descriptions

Access Level	Description	Type of Work	Description
A	Individual requires to be escorted	I	Observation/Inspection/Simple Deliveries
B	Individual has unescorted access	II	Nonelectrical Physical Work
C	Individual can escort others	III	Electrical Work

- NOTES:
1. Access Level A will not be issued an Eversource Badge
 2. All Type III work require First Aid and CPR Certification
 3. Access Level C for all Types of Work require First Aid and CPR Certification

Administration (Filled out after Badge & HH Sticker Issued)

Eversource Badge #: _____ (Eversource Security) Hardhat Sticker# _____

What are the requirements to obtain Substation Access?

Once your “Substation Access Request Form” has been processed, you will receive a Username and Password to access Eversource’s on-line Learning Central website.

All required on-line training, CPR & First Aid Certification(if applicable), and Background Checks (if applicable) must be completed before Substation Access will be granted.

What are the requirements to obtain Substation Access?

For A – Escorted Entry:

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons)
A Escorted Entry	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • Receipt of Hard Hat Sticker 		<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • First Aid & CPR • Receipt of Hard Hat Sticker

NOTE: Access Level A – Escorted Entry will not be issued an Eversource Badge.

What are the requirements to obtain Substation Access?

For B – Unescorted Access:

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons)
B Unescorted Access	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • Receipt of Hard Hat Sticker • Background Check 		<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • First Aid & CPR • Receipt of Hard Hat Sticker • Background Check

NOTE: Interconnection Personnel do not require a Background Check

What are the requirements to obtain Substation Access?

For C – Escort Privileges:

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons)
C Escort Privileges	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Substation Escort Access (Module C) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • First Aid & CPR • Receipt of Hard Hat Sticker • Background Check 		

NOTE: Interconnection Personnel do not require a Background Check

What are the requirements to obtain Substation Access?

Summary

1. Fill out Substation Access Request Form and return to Eversource sponsor
 - A. Include First Aid & CPR Certification (if applicable)
2. Receive Username and Password to access Eversource's on-line e-Learning Central website
3. Complete Required on-line training
 - A. See presentation on Eversource on-line training
4. Complete Background Check (if applicable)
 - A. Schedule B & C of Contractor CIP Compliance Agreement
5. Receive Hard Hat Sticker from Eversource Sponsor
6. Obtain Eversource Badge from Eversource Security (if applicable)