Responsibility for Safety and General Information

GEN-SR-1101

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Submitted: /s/ Chase Smith		Safety Coordinator	
Reviewed: /s/ Chris Dodds		Manager, Generation Safety	
Reviewed: /s/ Kelly Bradley		Director, Safety	
Approved:	/s/ Derek Bell **S Dir, Safety & Training**	/s/ Kevin Noblet **VP, Safety & Ops Planning**	/s/ John Bridson **VP, Generation**

Revision List

Rev Number	Date	Comments
0	01/01/2020	Issue for use.

1. Purpose

1.1. Safety Rules and Procedures have been created to make the workplace safer for employees and to prevent incidents.

1.2. This rule describes the importance of maintaining a safe workplace.

1.3. This rule also details the duties and responsibilities of the Company and each employee with regards to safety.

2. Scope

2.1. This document applies to all Evergy employees and visitors when at any Evergy Generation facility or while performing Generation duties.

2.2. Contractors that do business with Evergy Generation shall comply with the Contractor Safety Requirements (CSR) document.

2.3. If local, state or federal laws and/or regulations pertaining to any given condition are more stringent than the Evergy rule, the more stringent law or regulation shall take precedence.

3. References

3.1. OSHA Laws and Regulations

3.2. Evergy Policies and Procedures

3.3. Principles for a Strong Nuclear Safety Culture (INPO), November 2004

4. Definitions

4.1. Authorized – approved or assigned by the employer

4.2. Competent person – a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

4.3. General public – anyone who is not employed by the Company

4.4. Imminent danger – any condition or behavior that could reasonably cause death, injury or equipment damage

4.5. Job briefing – a documented discussion of the work to be accomplished and the safety measures to be incorporated. Guidance on job briefings is covered in GEN-SR-1103: Job Safety Planning.

4.6. Protective devices – any circuit, transmitter, sensor, cable, signal etc. that serves to protect equipment from potential damage due to operational transients or when removed from service could alter system data displays or inputs

4.7. Qualified – a person who, by possession of a recognized degree, certificate, professional standing, or who by extensive knowledge, training and experience successfully demonstrates the ability to solve/resolve problems relating to the subject matter, the work or the project.

4.8. Shall, must and will – indicate provisions which are mandatory

4.9. Should and may – indicate provisions which are recommended. These provisions shall be followed unless work conditions prevent it.

4.10. Supervisor – an employee that is directly or indirectly in charge of other employees

4.11. Trained – having been prepared for a particular job or activity by learning skills, getting qualifications, etc.

5. Responsibility

5.1. Some duties and responsibilities in the Generation Safety Rules and Procedures are assigned to specific positions (e.g. Plant Manager or Electrical Supervisor). If the person that normally fills that position is absent, the person that is acting in that position will assume the duty or responsibility.

5.1.1. For example: GEN-SR-4203: Electrical Safety requires the Plant Manager to sign all Energized Electrical Work Permits (EEWP). If the Plant Manager is on vacation, the acting Plant Manager will approve all EEWPs.

5.2. All Evergy employees and visitors shall comply with this document when at any Generation facility or while performing Generation duties.

5.3. The Company

5.3.1. The Company shall have the same responsibility for safety as for any other part of operations.

5.3.2. The Company shall require supervisors to be trained on, comply with and enforce all Safety Rules and Procedures.

5.3.3. The Company shall require supervisors to be familiar with the tasks and job hazards of the personnel they are assigned to supervise.

5.3.4. The Company shall conduct periodic safety training in accordance with this rule and require all employees to participate.

5.3.5. The Company shall not expect employees to perform work procedures which will expose them to unreasonable hazards or personal injury.

5.3.6. The Company shall provide access to the Safety Rules and Procedures for all employees.

5.3.7. The Company shall provide information regarding hazards, hazard controls, safety and health rules, and emergency procedures to all contractor employers at the workplace.

5.3.8. The Company shall ensure that all contractors are aware of their safety and health responsibilities while on Company property.

5.3.9. The Company shall establish a notification procedure to be used in emergencies.

5.3.10. The Company shall provide safety bulletin boards located in conspicuous places for display of safety material only.

5.3.11. The Company shall provide necessary personal protective equipment (PPE) compliant with OSHA regulations.

5.3.12. The Company shall train employees on proper use and maintenance of PPE.

5.3.13. The Company shall require employees to properly use and maintain required PPE.

5.3.14. The Company shall provide safety reporting forms.

5.3.15. The Company shall investigate all incidents of a serious nature and take the proper corrective steps to prevent repetition of similar incidents.

5.3.16. In case of serious/fatal accidents, the Company shall give immediate notice to the Union representing the worker.

5.4. Executives

5.4.1. The Executive members of Generation are directly responsible for all Safety functions within their areas of responsibility and shall see that their direct reports provide guidance and compliance with these rules to prevent injuries and incidents.

5.5. Directors, Managers and Superintendents

5.5.1. Directors, Managers and Superintendents are responsible for leading the safety efforts for their personnel. They shall:

5.5.1.1. Ensure that job and safety training is provided.

5.5.1.2. Ensure that Safety Meetings are conducted at least monthly at their locations.

5.5.1.3. Impress upon their employees the need for safety in every job.

5.5.1.4. Take an active part in Safety Meetings and discussions.

5.5.1.5. Periodically appraise the safety performance of their departments and include safety as part of the performance appraisal for those who report to them.

5.5.1.6. Provide answers to any safety suggestions and take appropriate action to correct any unsafe conditions.

5.6. Supervisors – in addition to the listed requirements for all employees, supervisors have the following additional responsibilities:

5.6.1. The supervisor shall have the same responsibility for safety as for any other part of operations and must be attentive to the conditions of the job.

5.6.2. The supervisor shall be required to fully understand and comply with all Safety Rules and Procedures.

5.6.3. Supervisors shall ensure that all employees under their supervision are trained to use safe work methods and work practices, understand and follow all applicable safety rules and know their safety responsibilities.

5.6.4. Supervisors shall ensure that all employees under their supervision are aware of relevant new technologies, equipment, materials, work methods and any changes in procedure.

5.6.5. Supervisors shall ensure that all personnel reporting to them attend assigned safety training and Monthly Safety Meetings.

5.6.5.1. Supervisors shall ensure that personnel reporting to them have full understanding of all content covered.

5.6.5.2. Supervisors shall cover any safety concerns specifically relevant to their work group during Monthly Safety Meetings.

5.6.5.3. Supervisors shall ensure that personnel reporting to them that miss safety meetings are briefed on the missed content.

5.6.6. The supervisor is always responsible for the execution of the work in a safe manner, the safety of all employees under their supervision and the safety of the general public in connection with the work in which they are engaged.

5.6.7. Supervisors shall ensure that job briefings are conducted in accordance with GEN-SR-1103: Job Safety Planning.

5.6.8. The supervisor is responsible for the proper use of safety devices and equipment by employees under their supervision.

5.6.9. The supervisor shall not permit the use of defective tools and equipment.

5.6.10. The supervisor shall respond to, investigate and remedy reports of hazardous conditions and/or unsafe practices as soon as practical.

5.6.11. A supervisor directly or indirectly in charge of workers shall be held accountable for any accident involving injuries or damages unless the investigation demonstrates such accident was due solely to events or circumstances beyond his or her control.

5.6.12. Supervisors shall regularly visit work/job sites that they are responsible for.

5.6.13. Job sites shall be left in a safe condition. Before leaving a job, the supervisor shall ensure that barriers or signs are placed to give warning of any conditions which might result in injury to other workers and/or the general public unfamiliar with existing conditions.

5.6.14. Union employees temporarily acting as a supervising foreman (e.g. Step-up Foremen) are considered supervisors for the purpose of Safety Rules and Procedures.

5.6.15. Supervisors shall report injuries as required by GEN-SR-1104: Injuries and First Aid.

5.7. Safety Coordinators

5.7.1. Safety Coordinators are responsible for providing the direction and support of safety for the operating units assigned to them. This shall be accomplished by:

5.7.1.1. Helping employees understand and follow the Safety Rules and Procedures.

5.7.1.2. Monitoring compliance of all Safety Rules and Procedures.

5.7.1.3. Coordinating safety training and Safety Meetings.

5.7.1.4. Leading the location safety committee (legacy KCP&L only).

5.7.1.5. Providing a resource for safety concerns.

5.7.1.6. Assisting in the reporting, investigation and resolution of accident/incidents within each operating unit. This would include transfer of information and development of rules/procedures to prevent future occurrences.

5.8. Safety Specialists (legacy Westar only)

5.8.1. Perform duties and responsibilities listed in the union contract.

5.9. Bargaining Unit Safety Representatives (legacy KCP&L only)

5.9.1. Bargaining Unit (B/U) Safety Representatives are assigned by the President of IBEW Local 412. This is a collateral role that employees take on in addition to their normal assigned duties. They are one of the many resources available to all Generation employees to help ensure an ongoing communication takes place regarding positive safety performance. As an advocate for positive safety performance, the expectations of the B/U Safety Representative are as follows:

5.9.1.1. Take a proactive approach in identifying and communicating at all levels positive safety performance, safety concerns and safety recommendations.

5.9.1.2. Take personal ownership in positive safety performance by “walking the talk”. Some examples include following all safety rules and procedures, wearing the appropriate PPE for the work assigned to them and communicating safety concerns and recommendations in a positive, constructive manner.

5.9.1.3. Be identified to all new employees at their station as a safety resource available to them during the new employee’s station orientation process.

5.9.1.4. Attend assigned safety training classes.

5.9.1.5. Once trained, participate as an investigation team member in Employee Injury and Near Miss investigations.

5.9.1.6. Help to coach employees, based on the training they receive, in positive safety performance.

5.9.1.7. Encourage employees to resolve safety concerns at the lowest level possible and participate with them if an employee is not able to resolve a safety concern.

5.9.1.8. Be a positive, active participant in safety forums including safety training, Safety Meetings and In-Plant Meetings. It is expected that B/U safety representatives will accurately communicate the safety-related information shared in these forums to their respective work groups.

5.9.1.9. Assist the station in conducting safety-related facility audits to help improve the safety of the workplace.

5.9.2. It is not the role of the B/U safety representative to relieve supervisory or management employees of their safety responsibilities, but rather to be one of many resources available to the division to help promote and continue improving our safety performance.

5.10. Employees

5.10.1. Employees shall enforce all safety rules among fellow employees and challenge any individual who is not using safe work methods and work practices. Repeat violations shall be reported to supervision.

5.10.2. Employees shall stop work activities being performed by anyone on Evergy property or on Evergy equipment that presents an imminent danger.

5.10.3. Employees shall not operate equipment they are not qualified to operate even as an emergency action to save life or protect equipment. This is to prevent an unqualified person from inadvertently causing greater harm.

5.10.4. Employees shall inform supervision if they are assigned work tasks they do not believe they are trained to perform or if they are called upon to perform work they believe can't be completed safely.

5.10.5. Personnel safety shall never be jeopardized to protect equipment.

5.10.6. Employees shall know and comply with the Safety Rules and Procedures and shall be attentive to the condition of the job.

5.10.7. All employees shall attend (and should participate in) all assigned safety training and Safety Meetings.

5.10.8. Employees shall participate in incident investigations when called upon to provide information necessary to determine the root cause of the incident.

5.10.9. Employees shall comply with all applicable Safety Rules and Procedures.

5.10.10. Employees shall report unsafe conditions in a constructive manner.

5.10.11. Employees shall not leave a work area in an unsafe condition.

5.10.12. Employees shall use all protective devices as required and shall exercise proper care and treatment of such protective devices.

5.10.13. Employees shall not distract another employee while performing hazardous work.

5.10.14. Employees shall request assistance when necessary to perform work safely.

5.10.15. Employees shall notify their supervisor of all injuries that occur on the job as soon as possible in accordance with GEN-SR-1104: Injuries and First Aid.

5.10.16. Employees are responsible for the inspection, safe condition and proper use of all tools and equipment and shall tag for repair any defective tools and equipment.

5.10.17. Employees shall not throw anything from a structure to the ground or permit anything to be thrown to them.

5.10.18. Employees shall ensure that they participate in an adequate job briefing before each job in accordance with GEN-SR-1103: Job Safety Planning. Employees shall ensure they understand the work to be done, their part in it and the hazards and safety rules that apply to the work.

5.10.19. Job sites shall be left in a safe condition. Before leaving a job, employees shall correct or erect barriers or signs to give warning of any conditions which might result in injury to other workers and/or the general public unfamiliar with existing conditions.

5.11. In-plant Safety/Task Force Committees

5.11.1. Promote safety awareness to all employees and encourage them to become actively involved in safety processes and incident prevention.

5.11.2. Encourage employees to present safety meeting topics.

5.11.3. Discuss plant safety issues and recommend corrective actions.

5.11.4. Make recommendations on prioritizing safety work.

5.11.5. Be involved in establishing local work group safety goals and annual programs.

5.12. Safety Department

5.12.1. Responsible for clear, concise and consistent safety rules and procedures throughout the company.

5.12.2. Present formal safety training topics and relevant safety issues at safety meetings.

5.12.3. Facilitate and ensure all compliance safety training is completed.

6. Safety

6.1. None additional.

7. Instructions

7.1. Evergy recognizes its responsibility to provide a safe and healthy workplace and to train its employees in safe work practices. The Union and the Company acknowledge that total employee commitment is necessary to create an accident-free workplace. The Union and Company are committed to jointly pursue safety initiatives and to improve existing safety processes.

7.2. Our commitment recognizes the need for safety consideration of Company employees, contractors, customers and members of the public.

7.3. Safety is a collective responsibility. No one is exempt from the obligation to ensure that safety is paramount for themselves and others.

7.4. Every Evergy employee has the right, and should make every effort, to stop work activities being performed by anyone on Evergy property or on Evergy equipment that presents an imminent danger.

7.5. Every Evergy employee is responsible for making sure that he or she understands the hazard of work to be performed, for understanding and effectively communicating the hazards of work others are required to perform, and for taking appropriate steps to mitigate the hazards.

7.6. A questioning attitude is critical. Individuals demonstrate a questioning attitude by challenging assumptions, investigating anomalies and considering potential adverse consequences of actions.

7.7. Individuals desiring a change to the Safety Rules or Procedures should bring their concern to their supervisor, a Bargaining Unit Safety Representative or the Safety Coordinator in accordance with GEN-GAP-002: Procedure Implementation and Control.

7.8. The rules that prescribe methods do so only insofar as they affect safety and are not intended to be a complete description of the procedure for carrying out the work prescribed.

7.9. If for any reason it is not possible to comply with a section of any safety rule or procedure, the Plant Manager shall be advised at once to decide what action shall be taken.

7.10. If the Evergy rules fail to cover the procedure or hazard in question and there are no local, state or federal laws or regulations to cover it, the Company shall determine the rule or rules required and any actions to be taken.

7.10.1. Site specific decisions shall be made by Manager-level personnel or their designee after reviewing the situation and potential consequences or options with the appropriate safety and bargaining unit personnel.

7.11. Safety Meetings

7.11.1. Safety Meetings shall occur at least monthly.

7.11.2. All Generation employees shall attend.

7.11.3. Employees that miss scheduled Safety Meetings shall be briefed on missed material.

7.12. Safety Training

7.12.1. Safety Training can either be self-directed (e.g. online) or instructor-led.

7.12.2. Generation employees shall attend all assigned training.

7.12.3. Employees that miss scheduled safety training sessions shall be briefed on missed material.

7.12.4. Safety Training shall be documented.

7.13. Emergency Drills

7.13.1. Each facility shall conduct at least one emergency drill each calendar year.

7.13.1.1. Plants that store greater than 10,000 lbs of anhydrous ammonia shall conduct an ammonia release drill.

7.13.2. For plant evacuations refer to the site-specific Emergency Action Plans.

8. Documentation and Recordkeeping

8.1. Generation Safety will maintain this rule. The original will be stored electronically by Generation Safety and a copy will be available for use on the Safety website. A signed hard copy will be maintained by Generation Safety. There will be no other hard copies produced or maintained. This rule shall be reviewed periodically by Generation Safety in accordance with department policy. Superseded revisions shall be archived in accordance with corporate policy.

8.2. To request a revision to this rule, see your supervisor or Safety Coordinator.

9. Attachments

9.1. None.