



Riverside Public Utilities Dispatch
2911 Adams Street, Riverside, CA 92504
(951) 351-6100 ph / (951) 351-6290 Fax

Qualified Electrical Worker (QEW) Policy Acknowledgement

High Voltage Structure Entry Requirements

GENERAL – All Contractors and subcontractors working on or around Public Utilities electrical facilities must employ properly trained and qualified personnel and have the equipment required to perform the specified work safely.

The contractor will be solely responsible for establishing and maintaining a safe working environment including, but not limited to, procedures and safety equipment necessary for working around energized high voltage facilities, gas testing of confined spaces, traffic control, and fulfilling all other requirements of OSHA, CalOSHA, and other applicable regulations.

• **AUTHORIZATION REQUIREMENTS** – Dispatch shall maintain a list of authorized QEW workers and verify that all radio/mobile phone clearance requests to work on the Public Utilities high voltage system are from individuals that have been trained and approved. The *QEW Authorization Checklist* will be submitted with a letter from Contractor requesting approval to be an authorized QEW.

The checklist process will confirm that the following requirements are met:

- QEW is trained by Dispatch on proper clearance procedures.
- QEW speaks English (all communications with dispatch shall be in English)
- A resume or other proof of job experience is provided. (Must have experience as electric utility high voltage journeyman Cable Splicer, Lineman, Powerline Technician, or similar position trained for work on energized high voltage utility facilities)
- QEW meets with Operations/Field Construction personnel to verify experience and qualifications.

Qualified Electrical Worker (QEW) - Policy Acknowledgement
High Voltage Structure Entry Requirements (continued)

• **INDEMNIFICATION** – Contractor indemnifies City of Riverside for any actions or omissions of any Contractor’s designated QEW or any other Contractor’s employees or representatives.

• **WORK PROCEDURES** – Entry into any high voltage structure (containing cables or equipment energized or previously energized at voltages greater than 600 volts) will require notification of the Public Utilities Electric Dispatch center. Notification shall include a request for crew tags and recloser blocking on all circuits in the structure. No worker may enter any high voltage structure until receiving a clearance from Dispatch authorizing entry.

Contractor will arrange for an authorized QEW to take and release clearances from dispatch and to ensure safe entry into all high voltage structures. The QEW shall have full responsibility and control of the job at all times while holding the clearance and may not leave the job site until the clearance is released to Dispatch or transferred to another authorized QEW according to Dispatch procedures. The QEW must have the ability to communicate immediately with any worker inside the structure at all times.

QEW responsibilities include:

- Pre-Construction Meetings with Public Utilities inspectors. Specific construction details will be discussed as needed. A *High Voltage Structure Entry QEW Verification* form will be given to contractor.
- The QEW will use a separate Verification form each time a high voltage structure is entered to document the clearance from Dispatch and compliance with all required safety procedures.
- The QEW shall ensure that standard utility industry practices for entering confined spaces are followed, including compliance with all applicable OSHA, CalOSHA, and other regulatory requirements.
- Copies of the QEW Verification form must be delivered or faxed to the Public Utilities inspector for all structure entries prior to the request for mandrelling or final inspection.
- The Public Utilities inspector will verify that authorized QEW workers are present and follow Dispatch clearance procedures when workers enter high voltage structures.

If Contractor does not provide verification that proper clearance procedures were followed, or if Contractor fails at any time to comply with safety or other Public Utilities requirements, Contractor’s workers will not be allowed to enter any Public Utilities structures again until providing sufficient assurance to the Public Utilities Principal Electrical Engineer that Contractor’s employees and representatives fully understand and commit to comply with Public Utilities structure entry requirements.

Qualified Electrical Worker (QEW) - Policy Acknowledgement
High Voltage Structure Entry Requirements (continued)

Definitions:

Qualified Electrical Worker (QEW): A person who through training and experience with electrical circuits and equipment has demonstrated the necessary knowledge and skills to perform work on or near energized facilities at voltage levels exceeding 600 volts.

Qualified Electrical Workers shall be able to: (1) recognize exposed energized parts; (2) determine the nominal voltage of exposed energized parts; (3) know the minimum approach distances for the voltages exposed; (4) know the precautionary techniques and personal protective equipment required when working on or near exposed energized parts of electric equipment; and (5) understand and be able to recognize all other hazards and potential hazards of working on and around high voltage equipment whether or not energized parts are exposed.

Dispatch (System Operator in Charge): The System Operator in charge of the Public Utilities electrical transmission and distribution system, usually located in the Public Utilities dispatch center, that, after reviewing all information available (from maps, SCADA, and reports from personnel in the field), is authorized to give and receive clearances regarding the status and work on high voltage electrical circuits. The System Operator has direct authority over all high voltage switching operations.

Acknowledgement of QEW Policy

Instructions: *To be submitted to Customer Engineering with "Application for Service Design", separate acknowledgements must be signed and submitted by Developer and all Sub Contractors hired to do structure entry work.*

Contractor: _____
Company Name (printed)

Company Representative (printed) Name and Title

Company Representative Signature

Date