

Appalachian Power Company Policy No. 5
Qualified Observer

Policy Summary:

- A. An observer is required when:
 - 1. **Working within reach of** conductors or equipment energized above 1000 volts
 - 2. **Working on** conductors or equipment energized above 1000 volts using the insulating gloves method. This would include the application of conventional cover up materials to conductors.
- B. Who is qualified to be an observer?
 - 1. A Line Mechanic 'A' or a Line Mechanic 'B' who has qualified for 'A' or above
- C. Required while observer is being used:
 - 1. Observer on ground, undivided attention on task at hand
 - 2. Observer not engaged in any other activity
 - i. Cell phone, gloves, sleeves, FR shirt, blanket and fire extinguisher set off truck
 - 3. Observer and worker shall discuss and understand job plan before beginning
 - 4. STOP job when either the worker or observer detects a deviation from the plan
 - 5. Two-way communications when:
 - i. Ascending in bucket / going into zone
 - ii. Going onto primary
 - iii. Cover up completed
 - iv. Before moving out of zone

1) Statement of Policy:

A 'qualified' observer is required while employees are performing work using the insulating gloves method **within reach of** energized conductors or equipment above 1000 volts to ground **or** when **working on** energized conductors or equipment above 1000 volts to ground. In addition, the person in charge may determine other job site conditions are such that an observer is required. The person in charge or a person appointed by the person in charge shall then act as the observer and remain engaged with the worker(s) as long as the work is in progress. If and when the need arise to stop work the worker(s) and the observer shall communicate with each other and no other work shall continue.

The observer shall be positioned on the ground with their undivided attention focused toward the task at hand. The observer shall not engage in any other activity that will interfere with his or her performance as an observer and shall be prepared to call for work to cease if deemed appropriate and perform emergency rescue procedures, if necessary. If the observer has a cell phone, it shall be placed with rubber the gloves, sleeves, rubber blanket, FR shirt and fire extinguisher away from the truck for emergency use only while work is in progress.

Emergency tasks that are necessary to safeguard the public are exempt from requiring a qualified observer.

2) Discussion:

The following examples are tasks that would require a qualified observer when utilizing the insulated glove method:

- Installing insulating protective equipment on conductors or equipment energized above 1000 volts
- Making connections on conductors or equipment above 1000 volts
- Moving conductors or equipment energized above 1000 volts
- Work being performed within reach of energized conductors above 1000 volts and congested work locations
- Installing conductors or devices on a pole where the mechanic must take a position within reach of conductors or devices energized above 1000 volts in the process of or in order to complete the task.

In contrast, these examples are tasks that can be performed without the use of a qualified observer:

- Routine circuit switching under conditions that have been demonstrated as being safe to perform
- Work performed with live line tools if the worker is not exposed to contact with energized parts

The qualified observer and the worker shall discuss and mutually understand the job plan in detail before the worker ascends. During execution of the job, if either the worker or observer detects a deviation from the job plan, they shall STOP and discuss arriving at a new job plan before proceeding.

They must engage in two-way communications during performance of the job, specifically, two-way communications is required when:

- Ascending in bucket and/or going into zone
- Going on to primary (contacting)
- Cover Up completed (as far as worker is concerned)
- Before moving out of zone and/or descending

The observer shall insure the completeness of each task and provide safety reminders as applicable.

3) Definitions:

Qualified Observer: At a minimum, a qualified observer shall be an 'A' or a 'B' Line mechanic who has qualified for 'A' classification. An employee who is knowledgeable of the task or work to be performed including the safety related work practices, safety procedures, and other safety requirements outlined by the AEP Safety Manual. The observer/employee shall be trained in and demonstrate an ability to perform First Aid / CPR and the appropriate emergency rescue procedures.

Knowledgeable: An employee, who in the opinion of the person in charge at the worksite, has an adequate knowledge and understanding of the work / tasks being observed. If necessary, the person in charge can determine the employee's knowledge through experience and / or questioning.

4) Safety / OSHA Manual References:

Safety Manual:

E2.05: A qualified observer is required when working on overhead distribution conductors or distribution equipment energized above 1000 volts.