



## **BEST PRACTICE**

### **SUBJECT: Information Transfer**

**PRACTICE STATEMENT:** Ensure that existing characteristics and conditions of electric lines and equipment that are related to the safety of the work to be performed are communicated to the contractor. Ensure Contractor communicates to the Host Employer any unique hazardous conditions presented by the contractors work. Ensure the contractor communicates any unanticipated hazardous conditions found during work back to the Host.

**PRACTICE DESCRIPTION:** Contractor will ensure that the information (included but not necessarily limited too) listed on the attached form (or other types of records that provide to accomplish the objective of ‘information transfer’) has been collected from the Host employer and communicated to the person in charge of related tasks. The contractor must communicate, within two working days, hazardous conditions to the Host Employer unrelated to the original scope of work that were not communicated by the host during the information transfer and that will not be abated/corrected by the contractor. The form provided is an example of how to document this communication. If the contractors work creates a unique hazardous condition this must be communicated to the host employer.

**BENEFITS:** Ensures information related to safety of the work is being communicated between Host and Contractor

**Frequently Asked Questions**  
**Information Transfer**

1. Do I have to use the forms provided?
  - No, you may create your own documentation.
2. Do I have to sign the forms?
  - If you communicate unanticipated hazards back to the Host Employer you should sign the form and ask for their signature.
3. Who keeps the form?
  - The form goes to your contact at the Host Employer. Each party should keep a copy for their records.
4. What if Host Employer refuses to sign the form?
  - Make a note on form of the decision to not sign, make a copy and leave one with Host and keep one for contractor records.



## **Information Transfer Form**

**Purpose:** To ensure contractor request information from host employer

**Nominal voltages of lines and equipment crews will be exposed to:**


**Assumed Maximum Switching Transient Voltage:**

Nominal Voltage (kV)	Maximum per-unit Transient overvoltage

**Minimum Approach Distances:**

MAD for Qualified Electrical Employees From Uncovered Conductors, Phases, or Equipment		
Voltages Between Phases	Phase to Ground M.A.D.	Phase to Phase M.A.D.

**Arc Flash Clothing Requirements:**

Work Location (i.e. Overhead Distribution Lines)	Distance to Exposed Energized Parts (i.e. Less than 6 ft)	Hazard/risk Category FR Clothing Required (i.e. Cat 1 (4 cal/cm <sup>2</sup> ))

Presence of hazardous induced voltages: Yes ☐ No ☐



Presence of Protective Grounds and Equipment Grounding Conductors: Yes <input type="checkbox"/> No <input type="checkbox"/>
The locations of circuits and equipment, including electric supply lines, communication lines, and fire-protective signaling circuits:

**Known Conditions:**

Condition of Grounds (i.e. Defective Substation grounds or grounding conductors, if known, are identified by the presence of a field tag, or in the Substation log book.):
Environmental Conditions Related to Safety (i.e. Any known environmental conditions related to safety are noted in the work package presented at the time of request for proposal.):
Conditions of Poles and Structures (typical pole tags and meanings any additional information needed):

**Unanticipated hazardous conditions found during contractors work**




**If an alternate mode of communication used to transfer this information (text, phone call, verbally, etc.) the condition(s), date and name of person represented the host employer should be documented.**

Contractor Employer: \_\_\_\_\_

Date: \_\_\_\_\_

Host Employer: \_\_\_\_\_

Date: \_\_\_\_\_