**Appendix J: Contractor / Host Employer Meeting (Page 1 of 2)**

The PSU Energized Electrical Safety Program requires that each work unit contracting (i.e. a 3rd party/non-PSU employee/s) electrical work (50 volts or higher) on PSU owned equipment share information related to the electrical equipment with the contract employer.

The exchange of information must occur before electrical work begins.

|  |  |
| --- | --- |
| **Identification of Contractor & Host Employer:** | |
| Contractor Company Name: | Contractor Employer Representative (must have knowledge of the electrical system that is being worked on): |
| PSU Representative: *(The meeting shall be conducted by the project manager, project coordinator, electrical engineer, or other PSU employee with knowledge of the electrical system)* | Project Name/Equipment/Building: |

|  |  |
| --- | --- |
| **PSU Responsibilities:** | |
| Identify any known electrical hazards that are related to the contract employer’s work that might not be recognized by the contractor or its employees. Including, but not limited to, sharing information pertaining to the voltage of the system, the information provided via the arc flash label (if present), and reviewing any alternate/backup power sources to the system being worked on. | Comments:  🞏 (Check) |
| Note that PSU will report any observed contract employer related violations concerning electrical work to the contract employer | Comment:  🞏 (Check) |

|  |  |
| --- | --- |
| **Contractor Responsibilities:** | |
| Communicate hazards to their employees as communicated to the contractor by PSU. | Comments:  🞏 (Check) |
| Follow the safe work practices required by OSHA & NFPA 70E and any required by PSU. | Comments:  🞏 (Check) |

………continued on next page !!!!

**Appendix J: Contractor / Host Employer Meeting (Page 2 of 2)**

|  |  |
| --- | --- |
| Inform PSU of any unique hazards presented by the contractors work and any unanticipated hazards found during the contractor’s work that were not communicated by PSU. | Comment:  🞏 (Check) |
| Communicate to PSU the measures taken to correct any violations reported by PSU and to prevent such violation from recurring in the future. | Comment:  🞏 (Check) |

|  |
| --- |
| **Lockout / Tagout (LOTO) Exchange of Program:** |
| 🞏 Check here to confirm that LOTO programs have been exchanged. (i.e. types of locks, tags, and circuit control devices to be utilized, shift change LOTO methods, procedures to ensure safe conditions remain during tasks that will not be completed in one shift/day.  Comments: |
| After comparing the two LOTO programs, note any additional restrictions or prohibitions that either party needs to comply with: |

|  |  |
| --- | --- |
| **Acknowledgements:** | |
| Signature of Contract Employer Representative: | Date: |
| Signature of PSU Representative: | Date: |