



## **AE Site Access Application Form**

Tower Company: \_\_\_\_\_

Tower Company Representative Name: \_\_\_\_\_

Tower Company Representative Phone Number: \_\_\_\_\_

Contractor Company: \_\_\_\_\_

Contractor Representative Name: \_\_\_\_\_

Contractor Representative Phone Number: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date of desired visit: \_\_\_\_\_

Time of desired visit: \_\_\_\_\_

Job Site Location: \_\_\_\_\_

Estimated duration of visit: \_\_\_\_\_

Detailed job description and/or reason for access: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment and tools to be brought on site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of company personnel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Email this request form to [Clifton.McEwen@austinenergy.com](mailto:Clifton.McEwen@austinenergy.com)

\*48 hour advance notice is required.

\* Escort times: Monday – Friday 7:00 am – 3:00 pm

\* Each visitor must have a company photo ID.

\* Please see Austin Energy Fee Schedule for pricing information.

**Safety Requirements: All non-Austin Energy employees shall comply with Austin Energy safe work practices and safety requirements.**

**Entry to the Substation or switchyard -**

- The contractor shall provide documentation proving that at least one (1) of their employees has current certification in Cardio-Pulmonary Resuscitation (CPR) and First Aid. That employee must be on location at all times that contractor employees are in the substation or switchyard.
- The Austin Energy Control Center (ECC) shall be notified *any time any person* enters or vacates an AE Substation or Switchyard for any reason. A single notification shall be sufficient for each full crew so long as at least one member of that crew remains on location and in contact with AE Escort Personnel.
- As a minimum, each and every person who enters an AE Substation or Switchyard shall wear **ANSI approved flash-rated impact-resistant Safety Glasses** and a **Hard Hat certified for electrical workers**. **All contractor personnel inside the Substation or Switchyard fence shall wear, 15 cal./cm<sup>2</sup> ATPV rated shirt and pants. Safety toe footwear is also required.**
  - *Tennis Shoes are not allowed in AE Substations and Switchyards.*
- AE crews or escort personnel shall have the authority to require that contractors stop or suspend their work activity *for whatever amount of time is necessary to ensure safety*. Austin Energy shall not be responsible for the cost of work stopped or suspended for safety reasons.
  - No jewelry of any kind (except for non-metallic watches) may be worn by any person at any time while in a Substation or Switchyard.
- Prior to substation entry a safety briefing shall be conducted by an employee of Austin Energy. This safety briefing shall include, but is not limited to, the following topics:
  - Safety rated clothing, glasses and hard hats.
  - Substation location and phone number.
  - Emergency response requirements.
  - Location of energized equipment.
  - Hazards of the work site and minimum approach distances to energized equipment.
  - Austin Energy contacts and phone numbers.
  - Designated work areas.

*Note: Personnel without a company photo ID or required safety equipment will not be granted access.*