





Accident Prevention Manual Update

July 2025



Introduction

Updates to the Printed and Digital APM will be released on or around July 14, 2025. We will send notifications out when the new version is available to view and download.

The following are the changes, additions and updates to the APS Accident Prevention Manual.

You may refer to page xi of the new APM to see a list of the latest revised sections which are included in this presentation.

Introduction

The changes are based upon employee and leader comments and recommendations, OSHA regulation changes, and identified inconsistencies or inaccuracies.

The APM changes in this guide are presented in a markup format. New language is shown in red, while deleted language is shown in ~~red~~ and crossed out.

Administrative changes are not included in this update.

We recommend that when reviewing this guide, you have your existing printed or digital version of the APM available for comparison.

Don't forget to download the latest version if you have saved the electronic copy to your mobile device.

Introduction

Leader Responsibilities:

- Review and understand all changes and additions
- Communicate changes to employees by July 14
- Provide feedback when there are questions or concerns

Employee Responsibilities:

- Review and understand all changes
- Ask questions of your leader or business unit safety professionals if the rules are not clear



Chapter 2

General Safety

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2-4(A)(1) Pre-Job Briefing Requirements

- c. Troublemens troubleshooting or switching on the same circuit AND under the direction of the recognized system operator, are considered to be working alone and therefore do not need to conduct a pre-job briefing.
- i. When two or more troublemen are working together at the same location, not under the direction of the recognized system operator, a pre-job brief shall be conducted.
- ii. This pre-job brief will be led by the person holding the ticket unless agreed upon otherwise.

Basis for Change: This section is being updated to provide clarity on situations where Troublemens need to conduct a pre-job briefing.



2-4(A)(7) Pre-Job Briefing Requirements

7. New personnel arriving on site shall review the pre-job brief with the person in charge before beginning any work.

Basis for Change: This section is being updated to provide clarity on situations where a pre-job briefing review is needed.

2-15(B)(1) Red Barrier Tape Requirements

1. Use barricading with Red Barrier Tape **as needed** to define energized devices, equipment, or work areas that are exclusive to those performing the work and restricted to all other parties, **such as overhead work at Generation facilities. Work at other APS facilities where the work area cannot be controlled requires red barrier tape. Work on energized equipment, and crane or aerial work, etc.**

Basis for Change: This section is being updated to clarify requirements for activities that require Red or Yellow Barrier tape use.

2-15(C)(1) Yellow Barrier Tape Requirements

1. Use barricading with Yellow Barrier Tape **as needed** to define hazardous areas, such as excavations, open manholes, overhead **line** work, **work in substations and switchyards**, etc.

Basis for Change: This section is being updated to clarify requirements for activities that require Red or Yellow Barrier tape use.



Chapter 10

Mobile Equipment, Fleet and Shop Safety

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10-21 Fleet Inspection Requirements

10- ~~21~~ 2 FLEET INSPECTIONS

A. Fleet Inspection Requirements

6. Conduct a DOT pre-trip inspection on commercial motor vehicles (CMVs) prior to first operation of the vehicle. ~~using "Driver Vehicle Inspection Report" (DVIR) forms supplied by the Company.~~
7. Conduct periodic inspections of the CMV and trailer, if any, during ~~the course of~~ the day.
8. Conduct a DOT post-trip inspection of the CMV at the end of use or shift, whichever comes first.
9. All defects/deficiencies identified during a pre-trip, periodic, or post-trip inspection shall be documented using the Geotab Driver APP or on the DVIR forms supplied by the Company.

Basis for change: Updating to allow for use of the Geotab Driver App. Moving section 21 to section 2 for priority.

10-21 Fleet Inspection Requirements

10- ~~21~~ 2 FLEET INSPECTIONS

A. Fleet Inspection Requirements

12. Process **paper** DVIR originals as prescribed on the DVIR booklet instructions.
13. Forward all paper DVIR originals **with defects/deficiencies ~~not currently in use~~** to the Department Leader for 90-day retention in department files.

Basis for change: Updating to allow for use of the Geotab Driver App. Moving section 21 to section 2 for priority.



Chapter 12

Transmission & Distribution Clearance Procedure and Switching Orders

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12-3(C) Fire Mitigation (FM) Tag Requirements

C. Fire Mitigation (FM) Tag requirements

1. A Fire Mitigation (FM) tag indicates that a device or circuit will NOT automatically re-close or be manually re-closed should a fault occur in an area protected by that device.
2. A Fire Mitigation (FM) tag shall be attached to devices at the direction of the Recognized System Operator. (ECC or DOC)



Basis for Change: The current process of asking for 2 tags on 1 device is not a normal process. Having a single FM tag would allow us to have clear line of sight for purpose of the tag and who owns it.

12-3(C) Fire Mitigation (FM) Tag Requirements *Continued*

C. Fire Mitigation (FM) Tag requirements

3. Should a device operate, the circuit shall be considered energized until proven otherwise and / or grounded.
4. Attach using a Salisbury tagging device or self-locking, one-piece nylon cable tie having a minimum unlocking strength of 50 pounds. Locking the tag onto the operating handle, or control enclosure locking device is also acceptable, as is utilizing a magnet tag hanging device in indoor substation panels.

Basis for Change: The current process of asking for 2 tags on 1 device is not a normal process. Having a single FM tag would allow us to have clear line of sight for purpose of the tag and who owns it.



Chapter 14

Transmission/Distribution/Substation Work Practices

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14-2(H)(1-3) High Voltage Cable Spiking or Testing Requirements

H. High Voltage Cable ~~Spiking or Testing~~ Testing and Spiking Requirements

1. ~~"Spike" or test~~ Test, with an approved high voltage tester, and Spike at the work location all cables to be worked on normally carrying in excess of 600 VAC ~~with an approved high voltage tester~~ after all authorizations from the System Operator (ECC and/or DOC) have been received.
2. ~~Spike or test~~ Cables must be Tested and Spiked to verify that ~~a the cable is de-energized before the sheath is opened or the cable is cut.~~ performing any work that would cut, pierce, or open the cable or splice. (Refer to Section 14-2(G) for information regarding moving energized cable)
3. Perform spiking with an approved hot stick, hot cutter, remote operated spiking tool, or remote operated cutter from outside the manhole, vault, or trench.

Basis for Change: The use of the word "or" gives the option not to spike, which means that the cable would not be verified as de-energized. There is a need to both test and spike.



14-5(A)(2) Substation Entry Requirements

2. Notify Security of arrival and departure from a substation. Contact ECC **only** if performing electrical work in the substation or if the planned work could affect the electrical system.

Basis for Change: Removing the word “only”. Other work in proximity to energized equipment require ECC to be notified.



Chapter 16

Welding Safety

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16-2 (A)(1)&(13) Welding Fire Hazard Requirements

A. Welding Fire Hazard Requirements

1. Establish a fire watch and have a fire extinguisher available when welding within 35 feet of flammable or combustible materials unless the area is completely wetted using water in accordance with the following:

- a. During welding or cutting operations.
- b. For ~~30 minutes~~ **1 Hour** after welding or cutting operations. (e.g., rubber or scrubber coatings.)

13. Refer to the ~~Fossil~~-Generation **Non-Nuclear** Hot Work Procedure for safety measures required when performing HOT WORK activities in a ~~power plant generation facility~~.

Basis for Change: National Fire Protection Agency 51B 2019 New requirement that the fire watch be maintained for at least one hour (previously, it had been one half-hour) and alignment with guidance related to elevated fire conditions.



Appendix A

Terms and Definitions

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Appendix A – Terms and Definitions

TERM	DEFINITION
Clearance Point (Transmission and Distribution)	The point established so a Clearance can be issued. A visual open on a circuit with a tag installed at the direction of the RSO that provides de-energization and isolation of equipment to be worked on by personnel.

Basis for Change: The existing definition does not identify the need for a visible open. This revision generally aligns with TD-TO-PRD-A023.

Final Thoughts

- Our knowledge of the requirements and guidelines in the APM can help us avoid an accident or injury to ourselves, co-workers and the public.
- If you have any questions, contact your site's safety representative or Chuck Thomack at 623-229-5023.

