



Policy Owners:	Safety and Human Performance Governance Committee
Original Issue Date:	8/28/17
Revision Number:	1
Revised Effective Date:	8/1/19
Approved By:	Policy & Ethics Committee

## **SAFETY POLICY**

---

### **PURPOSE**

American Transmission Company (ATC) is committed to creating a workplace that is safe, healthy and injury-free for our employees and our Contractors. This policy is to assure that ATC fulfills its commitment as well as its regulatory obligations, including compliance with Occupational Safety and Health Administration (OSHA) regulations and all other federal, state, and local requirements. This policy also outlines the expectations of ATC's key stakeholders regarding behaviors, roles, and responsibilities required to achieve a safe workplace.

### **SCOPE**

This policy applies to all ATC employees and Contractors, as defined below.

### **DEFINITIONS**

*Contractor* – Any contractor, consultant, or service vendor/provider (including local distribution companies) and their employees contracted to perform work for ATC.

*Safety and Human Performance Governance* – Committees with representatives from all levels of ATC engaged in defining programs, processes, roles, and responsibilities applicable to ATC Safety and Human Performance Programs as well as assessing effectiveness of the programs on a regular basis.

*ATC Safety and Human Performance Program(s)* – Written plan(s) of action and elements designed to manage workplace safety and health and to prevent accidents and occupational diseases.

*General Safety Requirements* – Rules or practices applicable to all ATC employees and Contractors.

*Work-Specific Safety Requirements* – Rules or practices specific to a work group or a detailed operation within ATC.

### **RESPONSIBILITIES**

ATC employees are responsible for:

- Performing work in a manner that shall not endanger their health or safety and that of the public, other employees, or Contractors.
- Stopping work when an unsafe condition or act is observed.
- Responding to safety issues as they arise.
- Reporting all incidents, injuries, and unsafe conditions to their leader and ATC Safety as soon as possible once immediate danger has passed.
- Complying with ATC's Safety and Human Performance Program(s).
- Participating in safety-related continuous improvement efforts.

- Attending and participating in required safety and human performance training.

Contractors are responsible for:

- Maintaining general supervisory authority over their worksites, including correcting safety and health concerns.
- Performing work in a manner that shall not endanger their health or safety, that of the public, ATC employees, or Contractors.
- Stopping work when an unsafe condition or act is observed.
- Responding to safety issues as they arise.
- Reporting all incidents, injuries, and unsafe conditions to ATC Safety and their ATC point of contact as soon as possible once immediate danger has passed.
- Complying with ATC's Safety and Human Performance Program(s).
- Participating and cooperating in ATC event analysis activities.

ATC supervisors are responsible for:

- Supporting this policy through leadership, personal example and ensuring a safe work environment.
- Enforcing this policy at all times.
- ATC supervisors with Contractor oversight are responsible for:
  - Serving as the point of contact on safety matters, including compliance and performance.
  - Communicating and reinforcing General and Work-Specific Safety Requirements.

Safety and Human Performance Governance is responsible for:

- Ensuring that employees have opportunities and means to discuss safety issues and collaborate on solutions.
- Providing the necessary resources including funding, tools, programs, equipment, and training for employees and supervisors to be successful in their responsibilities.
- Prioritizing, approving, and sponsoring the execution of initiatives and opportunities to improve the safety program.
- Approving the ATC Safety and Human Performance Program(s) and other supporting documents.

The Safety Department is responsible for:

- Developing, maintaining, and leading the overall ATC Safety Program in compliance with current laws, regulations, and best business practices.
- Facilitating, implementing, and communicating new laws, regulations, and best business practices concerning General Safety Requirements.
- Establishing General Safety Requirements in the form of programs, procedures, and processes.
- Providing, coordinating, or arranging for subject matter experts both internally and externally to support employees and business units with respect to safety topics.
- Acting as the central resource for safety-related data. Tracking, analyzing, and drawing conclusions from safety-related data to identify potential areas of improvement within the ATC Safety Program. Sharing information and results with employees and Contractors.
- Providing assistance as needed in the inspection, assessment, event analysis, and accident investigation processes.
- Promoting and inviting active involvement and participation of all employees and Contractors in the ATC Safety Program.
- Partnering with other business units to establish Work-Specific Safety Requirements.
- Assisting other business units in the periodic and on-going training of Work-Specific Safety Requirements.
- Providing periodic and on-going training of General Safety Requirements.

- Providing Safety and Human Performance Governance with the information and support needed to make sound decisions.

## **REPORTING**

It is the responsibility of all ATC employees to report any suspected violations of this policy, in accordance with ATC's [Open Door Policy](#).

## **EXCEPTIONS/VIOLATIONS**

Exceptions to this policy require the approval of the Policy Owner listed above.

Employees who violate these responsibilities are subject to disciplinary action, up to and including termination.

Contractors who violate these responsibilities are subject to dismissal from ATC work or termination of their contract.