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Public Utility Commission of Texas

Employee Training Report Required by 16 Texas Admin. Code § 25.97(d)

PROJECT NO. 50595

AFFECTED ENTITY: AEP TEXAS, SWEPCO, ETT (AEP COMPANIES)

General Information

Pursuant to 16 Texas Admin. Code § 25.97(d)(2), not later than the 30th day after the date an affected entity finalizes a material change to a document or training program, the affected entity must submit an updated report. The first report must be submitted not later than May 1, 2020.

Instructions

Answer all questions, fill-in all blanks, and have the report notarized in the Affidavit.

Affidavit

A representative of the affected entity must swear to and affirm the truthfulness, correctness, and completeness of the information provided by attaching a signed and notarized copy of the Affidavit provided with this form.

Filing Instructions

Submit four copies (an original and three copies) of the completed form and signed and notarized Affidavit to:

Central Records Filing Clerk
Public Utility Commission of Texas
1701 N. Congress Avenue
P.O. Box 13326
Austin, Texas 78711-3326
Telephone: (512) 936-7180

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1. Provide a summary description of hazard recognition training documents you provide your employees related to overhead transmission and distribution facilities.

As required in the Order Adopting New 16 Texas Administrative Code § 25.97 (TAC) in Project No. 49827 – Line Inspection and Safety Rulemaking, AEP Texas Inc., Southwestern Electric Power Company (SWEPCO) and Electric Transmission Texas, LLC, (ETT) where applicable, (AEP Companies) are jointly providing in this submission a summary description of hazard recognition training documents provided to employees that include tools to recognize and address hazards related to overhead transmission and distribution facilities. Any training documentation that is solely distribution-related is not applicable to ETT because ETT is a transmission service provider only.

1. AEP Safety & Health Manual - The AEP Companies have a strong commitment to the safety of its workers and the general public. Safety is embedded into our culture and all that we do with our goal of Zero Harm. Recognizing safety is a critical step toward achieving Zero Harm and through training, the AEP Safety & Health Manual provides the philosophy that no aspect of operations is more important than the health and safety of people and that Zero Harm is at the heart of everything we do at AEP. Our objective is to fully integrate safety into the operations process by designing it first into our facilities, including overhead transmission and distribution lines, and then into our work procedures. The Safety Manual includes detailed information on Basic Electrical Safety, Advanced Electrical Safety and Electrical Equipment Safety.

2. Human Performance Improvement (HPI) Training - HPI Training is designed to help individuals maintain control of workplace situations through the use of error reduction tools. This training provides employees with the tools needed to identify error-likely situations so the proper barriers or layers of protection can be put into place. Striving for Zero Harm by maximizing safety and minimizing errors is the goal for AEP.

- HAZARD RECOGNITION - Trains to purposely look for and identify hazards.
- RISK ANALYSIS - Trains how to classify the severity and likelihood of an incident and to develop steps to mitigate hazard.
- CLEAR COMMUNICATION Training on communication skills to deliver clear and precise information.
- CHANGE AWARENESS TRACKING (CAT) Trains employees to look at job sites to make sure everything is as it should be upon arrival.

3. Annual Distribution Line (ADLT) Training - ADLT is a four-day continuing education course that provides employees with the opportunity to discuss their own experiences including hazard recognition through HPI training of situational awareness.

4. C-311 Module - TROUBLESHOOT OVERHEAD LINES - This Department of Labor-recognized hazard training module describes the steps necessary to troubleshoot overhead lines. The objectives include:

- Troubleshooting Basics
- Safety
- Investigating the call
- Scenarios
- Determining the Cause

5. Hazard Recognition Training - Safety to workers, the general public, and equipment is a major concern in site work. This on-line training resource helps the engineer and technician to work safely by preparing them to identify any safety and construction hazards encountered, including hazards related to overhead lines.

6. Safety Briefings. Employees have the opportunity to daily discuss safety issues such as hazard recognition before dispatching to the field. On every job, employees conduct Briefings that include:

- Pre-Job
 - Summarize critical steps; – Anticipate error precursors or hazards
 - Foresee potential consequences; – Evaluate Layers of Protection
 - Review relevant experience
- During Work Tasks
- Post-Job