

		<b>TITLE:</b> <b>Engineering Specification</b>	
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## Permitted Fibre Contractor Requirements

## REVISION SHEET

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## 1. Introduction

This Engineering Specification is to be followed when Permitted Fibre Contractors working for others are to perform fibre cable installation in Hydro Ottawa Limited (“Hydro Ottawa”) owned Cable Chambers, and provides guidelines for the operation of the equipment. This Engineering Specification outlines the scope and safety requirements for Permitted Fibre Contractors engineering Hydro Ottawa owned Cable Chambers, but not the complete installation procedure.

## 2. References

City of Ottawa – By-law No. 2003-445: Road Activity

Electrical Safety Authority/Technical Standards and Safety Authority - Guideline for Excavation in the Vicinity of Utility Lines

Hydro Ottawa WCP0005 - Hold-Off Working Procedure

Infrastructure Health and Safety Association (IHSA) - Electrical Utilities Safety Rules (EUSR)

*Occupational Health & Safety Act* - R.S.O. 1990, c. O.1

Ontario – Regulation 22/04 - Electrical Distribution Safety

Ontario – Regulation 213/91: Construction Projects

## 3. Scope

This document covers the performance of fibre-related activities inside Hydro Ottawa owned Cable Chambers. These activities include but are not limited to:

- Pulling fibre (third party only)
- Racking fibre cables (as per agreement with Telecoms)
- Updating fibre
- Roping and rodding ducts, and
- Servicing fibre

## 4. Definitions

**Competent Person** - A competent person is defined as a person who is:

- Qualified because of knowledge, training and experience to organise work and its performance;
- Familiar with the provisions of the *Occupational Health and Safety Act* R.S.O. 1990, c. 01 and the Regulations that apply to the work; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Cable Chamber** - A permanent, secure, self-contained enclosure designed to install, support, and operate underground cables. These chambers can be one of several forms:

- Hand-hole
- Maintenance hole
- Sidewalk vault
- Transformer base
- Switching base
- Station basement
- Enclosed pull pit, or
- Transformer vault

## 5. Training and Equipment Requirements

Telecom Utilities may hire from Hydro Ottawa's list of Permitted Fibre Contractors. Permitted Fibre Contractors are contractors registered on ISNetworld with a grade of "C" or better, and have met the minimum requirements listed below:

- Corporate Insurance
  - \$2,000,000 + name Hydro Ottawa as an additional insured on the certificate + a waiver of subrogation in favour of Hydro Ottawa and its subsidiaries.
- WSIB Insurance in good standing
- A staff competency list that demonstrates proper qualifications to enter and carry out the scope of work. At minimum:
  - Electrical Awareness training
  - Confined Space Entry and Rescue Training
  - First aid with CPR
  - Personal Protective Equipment ("PPE") Usage, Storage and Maintenance
  - WHMIS
- Have all the safety equipment and PPE to carry out the work
  - Arc Rated/Flame Resistant full clothing from wrist to ankle
  - Hard hats
  - Safety Boots
  - Safety Glasses
  - Gloves
  - Confined Space Entry equipment (Gas monitors, harness, tripod with winch, etc.)

Hydro Ottawa reserves the right to review and verify the information of the Permitted Fibre Contractor.

Upon meeting the aforementioned requirements, the Permitted Fibre Contractor will be placed on a six-month probation, during which they will be inspected by a Hydro Ottawa representative. Upon successful completion of the probationary period, the Permitted Fibre Contractor will be taken off probation and allowed to work freely; however, they will be expected to adhere to the following:

- Complete and submit daily crew location logs to Hydro Ottawa when scheduled to work inside the Maintenance holes.
- Complete a Daily Tailboard (outlining work performed) and Confined Space Entry Permit.
- Call into Hydro Ottawa's System Office to apply for Hydro Ottawa hold-offs when entering Cable Chambers.
- Complete and submit asbuilt drawings as per the SSPermitting process.

Hydro Ottawa reserves the right to inspect and audit the work of the Permitted Fibre Contractor to ensure compliance.

## 6. Job Preparation

Prior to the start of each job, a tailboard conference shall take place, which will include an assessment identifying any hazards associated with the job, and the appropriate hazard controls that will be implemented. If required, proper work protection must be applied for in advance.

### 6.1. Fibre Work

Permitted Fibre Contractors performing work for *others* will **not** be permitted to:

- Complete any splicing *within* Hydro Ottawa Cable Chambers; or
- Install Hydro Ottawa fibre cables.

### 6.2. Civil Work

For any civil work required in advance of the fibre work being performed, the Permitted Fibre Contractor working for *others* *may* be required to hire a Hydro Ottawa approved contractor to complete the civil work. This includes but is not limited to the following:

- Flushing of ducts
- Core drilling
- Stubbing out of ducts 1.5m from maintenance holes
- Breaking into duct structures
- Handling or moving high voltage cables

**At no time shall the Approved Fibre Contractor perform any heavy civil works while working inside or outside of Hydro Ottawa Cable Chambers.**

## 7. Existing Agreements

The following Telecom Utilities have existing Duct Usage Agreements with Hydro Ottawa:

- Rogers Communications Inc.
- FlexNetworks
- Telus Communications Inc.
- Hydro One Networks Inc.
- Hiboo Networks