

**Tampa Electric Company
Energy Supply
Contractor Safety Orientation**

What the innovation is:

Tampa Electric Company has created a self advancing, narrated compact disc (CD) which contains orientation of Energy Supply safe work practices, policies, procedures, facility hazards, process safety management and security awareness. The CD includes orientation presentations and handouts translated in English and Spanish, as well as a copy of the Contractor Safety Orientation Manual, sign-in sheets, the required software links necessary to run the voice-over presentations and contact information for the Coordinator of Safety and Health/Skills training, including an e-mail link to a designated mailbox. The power point presentations have been interfaced with a new software "articulate presenter" which allows ease of navigation through the materials. The users can select to view the entire 2 hour presentation or select a particular section for review.

Why is it innovative?

In accordance with Tampa Electric Company's commitment to provide a safe work environment all primary contractors, sub and lower tier contractors and their employees, as well as TECO Energy employees outside of Energy Supply must complete Contractor Safety Orientation prior to commencement of work. The use of "articulate presenter" has innovated the presentation of materials in that the voiced-over bilingual CD is much easier to navigate and ensures a consistent and comprehensive message; however the largest impact of innovation lies in the total incorporation of the Contractor Safety Orientation program. The materials are first presented to representatives from the companies contracted to work at Energy Supply facilities in a "Train the Trainer" format. This allows an opportunity for Tampa Electric Company to have face to face contact with contractors; establish a stronger work relationship, reiterate a commitment to safety, clarify expectations and allow an opportunity for contractors to ask questions and resolve potential difference in safe work practices prior to their commencing work. The CD provides a contractor the flexibility to offer the orientation when it is conducive to their work schedule. Upon completion of the orientation the contractor must provide a copy of the sign-in sheets via e-mail, fax or U.S. postal. Their employees receive a hard hat decal and pocket card denoting completion and comprehension of the materials. The color of the hard decals and stickers is changed annually to assist the security guards in quickly identifying whom to allow access.

What it changed or replaced:

Prior to providing the Contractor Safety Orientation CD and decals, large manuals were printed and presented to the contractors. It was difficult to determine if the contractors were comprehending the information, there was no translation into Spanish which meant a significant number of contractors were not aware of the existing hazards, the manuals were difficult to keep track of and transport and the question/answer feedback with contracted labor was none existent.

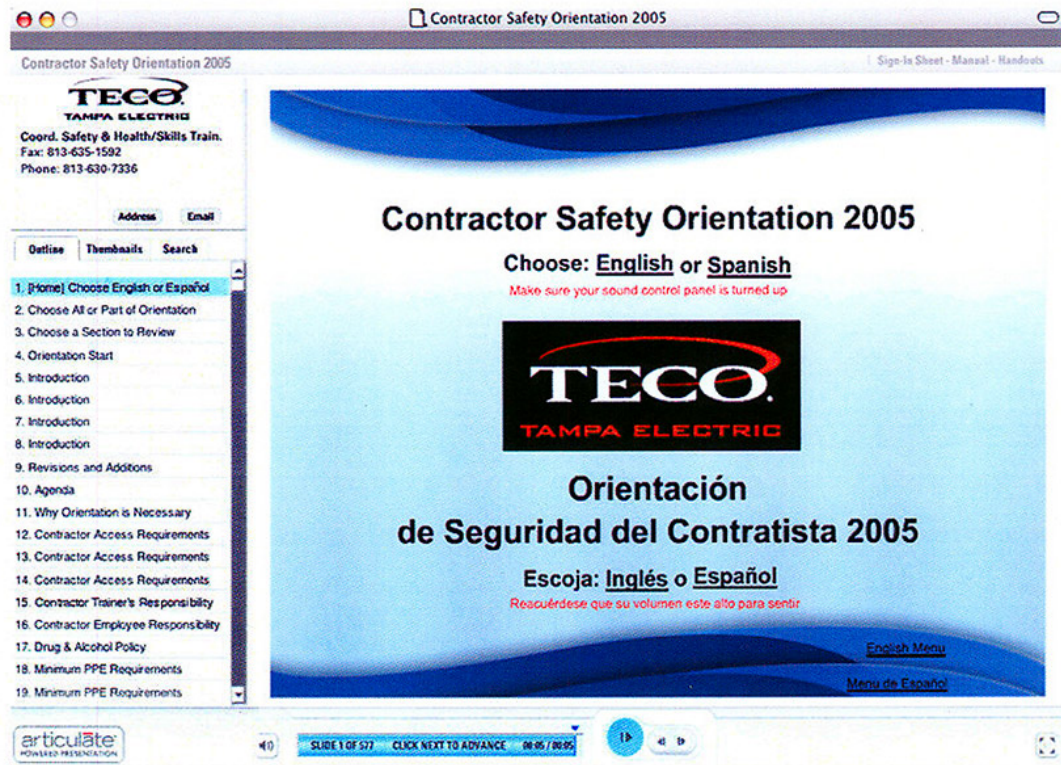
Where and when it originated, has been used and is expected to be used in the future:

The concept of providing a Train the Trainer program was initiated in 2000 and it has matured into the current Contractor Safety Orientation program. Due to positive response the plans are to continue to utilize this format.

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Main Menu: Selects English or Spanish.

All Slides: Link to handouts, manual & sign-in sheet, provide an e-mail link, provide mailing address, fax and phone numbers, provide access to and keyword search of all 577 slides.



Sub Menu: Selects a section to review, links to email, links to software download and links to Spanish version.

