

4.

Table of Contents

TABLE OF CONTENTS	1
1.0 PERSONS AFFECTED	2
2.0 PURPOSE	2
3.0 RATIONALE	2
4.0 SCOPE	2
5.0 POLICIES AND REGULATORY REQUIREMENTS	2
6.0 ROLES, RESPONSIBILITIES AND PREREQUISITES	3
7.0 TOOLS AND EQUIPMENT	3
8.0 PLANNING AND PREPARATION CHECKLIST	3
9.0 PROCEDURE	4
10.0 ACRONYMS, DEFINITIONS AND SYMBOLS	5
11.0 COMPONENTS	5
12.0 OWNER	5
13.0 REFERENCES	5

1.0 Persons Affected

This Standard Operating Procedure (SOP) affects:

- All SaskPower employee(s)/contractor(s) that work on fused cut outs with jack jumper devices.

2.0 Purpose

This SOP provides:

- Safe work procedures for working on fused cutouts with a jack jumper device

3.0 Rationale

This SOP ensures the following:

This SOP will provide the end users with direction on how to safely perform work such as coordination with the use of a jack jumper device

This SOP will reduce the risk of serious injury or death from the hazard of working on fused cutouts

4.0 Scope

In-the-Scope of the Procedure

- The procedure includes the following:
 - Using a jack jumper device
 - The roles and responsibilities of everyone involved in this process

Out-of-the-Scope of the Procedure

- The procedure does not include the following:
 - Any other procedure for using a jack jumper device
 - Does not apply to the reverse of the process described herein

5.0 Policies and Regulatory Requirements

Policies:

Regulatory Requirements:

Other:

This SOP is a result of the following policies, regulations, industry standards, and corporate directives and standards:

Policies:

- Personal Protective Equipment Policy
- Job Hazard Assessment Policy
- Hazard Controls Policy

Regulatory Requirement(s)

Saskatchewan Employment Act, 2014.

- Part XXX, Sections 451, 452

Other

- SaskPower Standards and Processes in Support of Corporate Safety Policies
- Standard Protection Code
- SaskPower Safety Rule Book

6.0 Roles, Responsibilities and Prerequisites

In-the-Scope of the Procedure Role(s)	Quantity Required	Responsibilities	Prerequisites
SaskPower Employees/ Contractor(s)	1 or more	<ol style="list-style-type: none"> 1. Inspect Tools prior to use 2. Installing Jack Jumper across fused cutout 	<ol style="list-style-type: none"> 1. Successful completion of the Standard Protection Code

7.0 Tools and Equipment

Tools and Equipment and Quantity Required:

- Hot Stick
- Jack Jumper

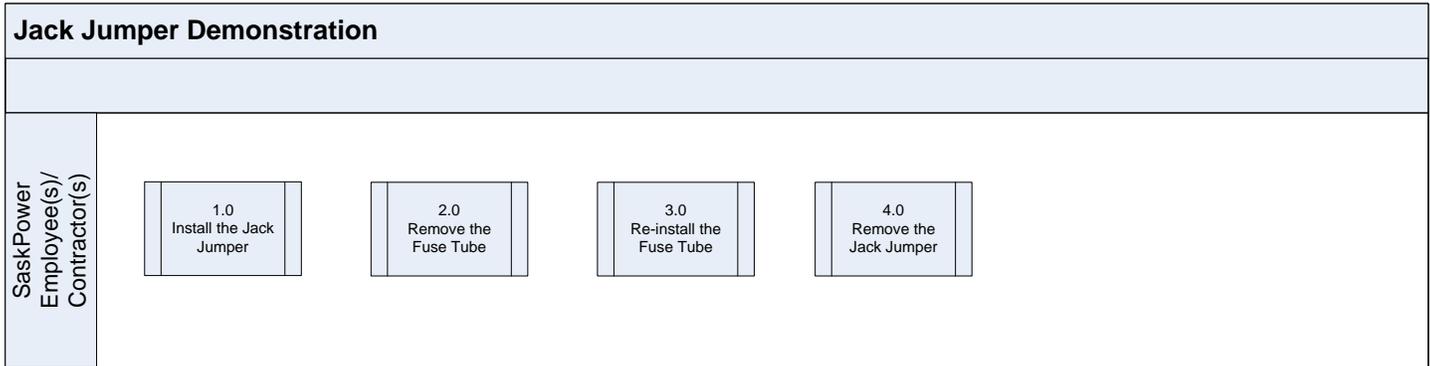
8.0 Planning and Preparation Checklist

Things to Check Before Starting the Procedure:

- Complete Hazard and Risk Assessment
- Applicable Personal Protection Equipment is available and in good condition
- Obtain SaskPower Standard Protection Code and other related permits
- Ensure test dates on equipment and tools are current

9.0 Procedure

High Level Flowchart



The Procedure

The Jack Jumper and this procedure is intended for use when the situation allows for the energized system to remain uninterrupted. The video is not intended to replace or be a substitute for proper safety training procedures. Refer to the video to understand the procedure and follow the 4 steps:

1. Install the Jack Jumper
2. Remove the Fuse Tube
3. Re-install the Fuse Tube
4. Remove the Jack Jumper

1.0 Install the Jack Jumper

- 1.1 Install the Jack Jumper
 - 1.1.1 The Power Line Technician shall install the Jack Jumper

2.0 Remove the Fuse Tube

- 2.1 Remove the Fuse Tube
 - 2.1.1 The Power Line Technician shall remove the Fuse tube

3.0 Re-install the Fuse Tube

- 3.1 Re-install the Fuse Tube
 - 3.1.1 The Power Line Technician shall re-install the Fuse Tube

4.0 Remove the Jack Jumper

- 4.1 Remove the Jack Jumper
 - 4.1.1 The Power Line Technician shall remove the Jack Jumper

10.0 Acronyms, Definitions and Symbols

Acronyms and Abbreviations

N/A

Definitions

Jack Jumper device - A cutout bypass tool that is able to safely bypass cutouts with no service interruptions and no risk of accidents due to crossed circuits on the pole. It allows for service items such as routine maintenance, fuse coordinating, or emergency fuse replacement without interrupting power to the customer.

11.0 Components

The following is a list of components for this SOP which can be accessed through the SOP System:

Component Name	Component Type	Component Description	Location of Component
Jack Jumper Demonstration Flowchart	Flowchart	A high level and mid-level flowchart for this procedure	SOP Online - SOP Bundle: Jack Jumper Demonstration
Jack Jumper Video	Job Aid	A step by step job aid for this procedure	SOP Online - SOP Bundle: Jack Jumper Demonstration

12.0 Owner

Owner

Operations and Maintenance Director - Kevin Schwing

13.0 References

References	Location of Resource
SaskPower Standard Protection Code SaskPower Safety Rulebook	