OUCA Site Access Application Form

Cell Site/Tower Company: ________________________________

Cell Site/Tower Company Representative Name: ________________________________

Cell Site/Tower Company Representative Phone Number: ________________________________

Contractor Company: ________________________________

Contractor Representative Name: ________________________________

Contractor Representative Phone Number: ________________________________

Today’s date: ________________________________

Date of desired visit: ________________________________

Time of desired visit: ________________________________

Job Site Location: ________________________________

Estimated duration of visit: ________________________________

Detailed job description and/or reason for access: ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Equipment and tools to be brought on site: ________________________________

________________________________________________________________________

________________________________________________________________________

Names of company ________________________________

____________________________________

*Email this request form to
*48 hour advance noticed is required.
* Escort times: Monday – Friday 7:00 am – 3:00 pm
* Each visitor must have a company photo ID.
Safety Requirements: All non-OUC employees shall comply with OUC safe work practices and safety requirements.

Entry to the Substation or switchyard -

- The contractor shall provide documentation proving that at least one (1) of their employees has current certification in Cardio-Pulmonary Resuscitation (CPR) and First Aid. That employee must be on location at all times that contractor employees are in the substation or switchyard.

- The OUC Control Center shall be notified any time any person enters or vacates an OUC Substation or Switchyard for any reason. A single notification shall be sufficient for each full crew so long as at least one member of that crew remains on location and in contact with AE Escort Personnel.

- As a minimum, each and every person who enters an OUC Substation or Switchyard shall wear ANSI approved flash-rated impact-resistant Safety Glasses and a Hard Hat certified for electrical workers.

- When OUC crews are working on or near energized electrical parts, all contractor personnel inside the Substation or Switchyard fence shall wear, 15 cal. /cm² ATPV rated shirt and pants. Safety toe footwear is also required.
  - Tennis Shoes are not allowed in OUC Substations and Switchyards.

- OUC crews or escort personnel shall have the authority to require that contractors stop or suspend their work activity for whatever amount of time is necessary to ensure safety. Orlando Utilities Commission shall not be responsible for the cost of work stopped or suspended for safety reasons.
  - No jewelry of any kind (except for non-metallic watches) may be worn by any person any time while in a Substation or Switchyard.

- Prior to substation entry a safety briefing shall be conducted by an employee of OUC. This safety briefing shall include, but is not limited to, the following topics:
  - Safety rated clothing, glasses and hard hats.
  - Substation location and phone number.
  - Emergency response requirements.
  - Location of energized equipment.
  - Hazards of the work site and minimum approach distances to energized equipment.
  - Orlando Utilities Commission contacts and phone numbers.
  - Designated work areas.

Note: Personnel without a company photo ID or required safety equipment will not be granted access.