




EVERGY CONTRACTOR SAFETY PROGRAM CONTRACTOR JOB AID - Contractor ISN Orientation Process

ISN Subscribed Contractors & Subcontractors (Field & Generation)

There are two Evergy orientations within the ISN Platform: Generation and Field. The previous Hot Work and Clearance training has been repackaged into one orientation/training module now called, "Field Orientation."

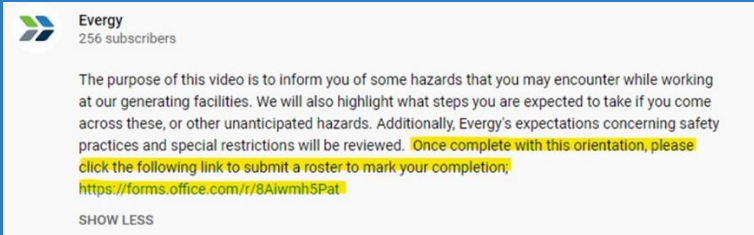

Step 1	Has Evergy assigned the <u>Contractor Company</u> the Field and/or Generation Online Training Project Assignment?		When Contractor Companies are assigned Evergy's orientation, the Company's ISN Program Administrator receives a notification and Job Aid to assign orientation. For Assistance, the Company's ISN Administrator can contact ISN directly at (800) 976-1303.
	Yes	No	
Go to Step 2		Contact your Appointed Evergy Representative	
Step 2	The Contractor's ISN Program Administrator assigns the training to their individual employees.		
	Has the <u>Contractor employee</u> completed the ISN Orientation?		
	Yes – Go to Step 3	No	
Contractor Employee allowed on Job Site for 2 nd segment of orientation.		The Contractor Employee must contact their Company's ISN Program Administrator to be assigned Evergy's orientation through the ISN system and for assistance in completion.	
 Note: Contractor Companies have the option to view the orientation in a group setting and provide individual credit to their employees within the ISN system.			
Step 3	The Appointed Evergy Representative conducts Part 2 of orientation on site – Site Specific Talking Points, Emergency Evacuation Procedures and Job Briefing.		
Step 4	Contractor Employee receives orientation hardhat sticker.		



EVERGY CONTRACTOR SAFETY PROGRAM CONTRACTOR JOB AID - YouTube Orientation Process

Contractors and Sub-Contractors NOT Subscribed to ISN

YouTube Orientation Process (Generation)

Step 1	<ol style="list-style-type: none"> Link to Evergy's Generation Contractor Safety Orientation - https://youtu.be/hPvsg6mBRLs After review of the video, Contractor employee must submit a roster to mark completion: 		
	 <p>The purpose of this video is to inform you of some hazards that you may encounter while working at our generating facilities. We will also highlight what steps you are expected to take if you come across these, or other unanticipated hazards. Additionally, Evergy's expectations concerning safety practices and special restrictions will be reviewed. Once complete with this orientation, please click the following link to submit a roster to mark your completion; https://forms.office.com/r/8AIwmh5Pat</p> <p>SHOW LESS</p>		
 Note: Contractor Companies have the option to view the orientation in a group setting but must complete the roster to assign credit for each employee.			
Step 2	The Appointed Evergy Representative conducts Part 2 of orientation on site – Site Specific Talking Points, Emergency Evacuation Procedures and Job Briefing.		
Step 3	Contractor Employee receives orientation hardhat sticker.		