Integrated Management System

Contractor Management Guidance Document

Working Near Overhead Power Lines (OHPL)

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
    - Effectively described; and
    - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding **Working Near Overhead Power Lines (OHPL)** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work near overhead power lines creating a potential for exposure to hazardous energy (i.e., electricity) which has been identified as involving significant risk (**Major Works**).This guidance document specifically details expectations regarding the **Working Near Overhead Power Lines (OHPL)**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit** (**WCP**) to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify if risks of exposure to work at height exist and if present, the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 Risk Assessment & Method Statement

Prior to starting work near overhead power lines (OHPL) Contractor's will perform a hazard assessment at the work site to:

- Identify potential hazards
- Determine the required risk control measures; and
- Develop a safe method of working, for example, Risk Assessment & Method Statement (RAMS)

Note 3.3.1: The safe method of working will include safe limits of approach distances to overhead power lines, and risk reduction measures (i.e., controls) to be implemented and maintained during the work.

The hazard assessment will involve:

- Determining the maximum height and maximum vertical reach of machinery being used
- Obtaining advice from the **Distribution Network Operator** (**DNO**) and/or **National Grid** on:
    - Line heights
    - Minimum vertical clearance distances
    - Operating voltage (i.e., High, or Low); and
    - Risk reduction measures (i.e., controls) recommended

  Note 3.3.2: The Distribution Network Operator will arrange for the height of the overhead power lines to be confirmed.
- Identifying the routes of all overhead power lines, which will be marked on a site plan
- Confirming the maximum working heights permitted under each span of the overhead power lines on the site, and next to any structures
- Recording relevant information on a site plan, which can then be used as a reference when:
    - Assessing risks
    - Planning work
    - Instructing Machine Operators and Contractors; and
    - Planning access routes

3.4 Risk Reduction Measures

The Contractor (i.e., Job Supervisor) will identify the risk reduction measures (i.e., controls) necessary to allow the work beneath overhead power lines to proceed safely, such measures may include but are not limited to:

- Communicating with the relevant Distribution Network Operator to confirm:
    - Operating voltage of the line; and confirm
    - Safe limits of approach distances
- Obtaining support and guidance from the Distribution Network Operator if work is to be performed at a distance that is less than those specified

  Note 3.4.1: If the work must be performed at a distance that is less than that specified, the Distribution Network Operator should be contacted and requested to disconnect or relocate the line if possible.
- Instructing the Job Crew, as appropriate, to:
    - Always monitor overhead clearances, taking time to examine the hazard
    - Prior to using equipment, develop a Safety Plan to prevent contact with lines
    - Take extra care and precautions

- Continuously check the height of equipment or loads
- Plan moves which avoid passing under power lines wherever possible
- Check for uneven ground that may cause a vehicle to contact an overhead power line
- Consider wind and temperature; they may affect the height of the overhead power line
- Never ride or climb on equipment or a load when near an overhead power line
- Only work near overhead power lines during daylight hours
- **Not**:
  - Ground equipment in close proximity to an overhead power line
  - Allow equipment or objects to approach the overhead power line closer than the specified safe limit of approach; or
  - Place materials under, or adjacent to, overhead power line if it reduces the clearance above ground required to an unacceptable level (e.g., regulated distances)

    Note 3.4.2: Contact the Distribution Network Operator for assistance to determine the required clearance between overhead power lines and the ground.
  - Do not lift an overhead power line to allow a load to pass underneath

    Note 3.4.3: Contact the Distribution Network Operator and request assistance.
- Use a trained **Spotter** (i.e., Bankman) as an observer to ensure that the required distance is maintained and communicated by radio or air horn if work is being conducted near the safe limit of approach
- Keep all personnel away from mobile equipment (e.g., crane, excavator, mobile elevated work platform, etc.) whenever they are close to power lines; and
- Prohibit persons from touching mobile equipment (e.g., crane, excavator, mobile elevated work platform, etc.) or its load until the Spotter indicates that it is safe to do so

- If mobile equipment is to pass under an overhead power line at a point where a roadway does not exist, flagging indicating (a) minimum distances and (b) suitable warning notices should be placed on both sides of the power line's right-of-way
- Do not allow excavations that may impact the support required for power poles:
  - Contact the Distribution Network Operator to determine support requirements; and
  - Request line locates in case of grounding girds buried at the base of power poles

  Note 3.4.4: A grounding grid is a network of interconnected conductors buried in the earth to provide a low-resistance path for electrical currents to safely dissipate into the ground. These grids are designed to handle fault currents, lightning strikes, and other transient over voltages by directing them away from equipment and personnel.
- Maintaining a safe working distance between the equipment and overhead power lines; and

Personnel are reminded that electricity is an invisible hazard with the potential to cause significant harm to people (including fatal injuries) and equipment. If in doubt **STOP WORK** and contact the HSE Manager or Risk & Compliance Manager for additional clarification or guidance.

4. Preventing Overhead Power Line Incidents

4.1 General

The guidance contained in this Section of the Procedure is based on Health and Safety Executive Guidance Note (GS6) Fourth Edition **Avoiding Danger from Overhead Powerlines.**

The Contractor will ensure the effective management, planning, and consultation with interested parties, prior to and during any work in close proximity to overhead power lines to reduce the risk of incidents.

Note 4.1.1: Risks must be effectively eliminated or managed for all work activities within 10 metres, measured at ground level horizontally from below the nearest overhead power line.

4.2 Removing the Risk

Where practical the most effective way to prevent contacting overhead power lines is by not conducting work where there is a risk of contact with, or close approach to, the lines. However, if such work cannot be avoided the following should be considered:

- Contact the Distribution Network Operator to determine if the overhead power line can be diverted away from the work area or replaced with underground cables

  Note 4.2.1: This is likely to be unacceptable for infrequent or short-duration work.
- If permanent diversion is not possible, determine if the overhead power line can be temporarily isolated (i.e., switched off) while the work is being done

  Note 4.2.2: The Distribution Network Operator will need time to consider and act upon these types of requests and may charge for any work done.

4.3 Risk Control

If overhead power lines cannot be diverted or isolated, and there is no alternative to conducting work in close proximity to the lines a site-specific risk assessment should be carried out to determine if risks can be sufficiently controlled to allow the work to proceed. If the risk assessment identifies that the risks cannot be sufficiently controlled the work will not be carried out.

The site-specific risk assessment should consider and address as applicable the following:

- The voltage and height above ground of the wires
  - The height should be measured by a suitably trained person, using
  - Non-contact measuring devices
- Nature of the work and whether it will be conducted close to or underneath the overhead line, including whether access is needed underneath the wires
- Size and reach of any machinery or equipment to be used near the overhead line
- Safe clearance distance needed between the wires and the machinery or equipment, and any structures being erected

  Note 4.3.1: The Distribution Network Operator will provide advice on safe clearance distances on request.
- Site conditions (e.g., uneven ground or prevailing weather conditions may affect the stability of mobile equipment)
- Competence, supervision and training of the Job Crew and others present at the site
- Schedule work activities accordingly if overhead power lines can only be isolated for a short time period; and
- Do not store or stack items so close to overhead power lines that the safety clearances can be infringed by people standing on them

4.4 Working Near but Not Beneath Overhead Power Lines

When work is required near but not underneath overhead power lines those performing the work will:

- Erect barriers at ground level to establish a safety zone and prevent unauthorised access, for example:
  - Heras's fencing
  - Danger tape
  - Warning tape; and
  - Suitable signage and flagging
- Ensure barriers can be seen at night, for example:
  - Lighting

  - Fluorescent paint; or
  - Reflective strips
- Not store materials or mobile equipment in the designated hazard zone
- Extend the safety zone 6 metres horizontally from the nearest line on either side of the overhead power line

  Note 4.4.1: It may be necessary to extend the width of the safety zoner based on the advice of the Distribution Network Operator, and/or to allow for the possibility of a crane jib or other moving part encroaching into the zone.
- Erect additional high-level indication where mobile equipment (e.g., crane or excavator) is being used in the area, for example a line of coloured plastic flags or bunting mounted 3–6 metres above ground level over the barriers

  Note 4.4.2: Take care when erecting bunting and flags to avoid contact or approaching near the overhead power lines.

4.5 Passing Underneath Overhead Power Lines

If mobile equipment (e.g., crane or excavator) capable of exceeding the safety clearance is required to pass under overhead power lines those performing the work will:

- Create a safe passageway through the safety zone barriers to allow mobile equipment to move beneath the lines
- Keep the number of passageways to a minimum
- Define the route of the passageway, for example using:
  - Fencing
  - Warning Tape; and/or
  - Goalposts

  Note 4.5.1: These should function as gateways and be constructed of rigid, non-conducting materials.
- Ensure the surface of the passageway is level and well maintained to prevent undue tilting or bouncing of the mobile equipment
- Erect warning notices at either side of the passageway, on or near the goalposts, and on the approaches to the crossing that provide instructions regarding:
  - The crossbar clearance height; and
  - Instruction to lower jibs, booms, and tipper bodies, and the need to keep below this height while passing beneath the lines
- Install illumination as necessary to ensure passages and goalposts remain visible; and
- Ensure that barriers and goalposts are properly maintained

4.6 Working Underneath Overhead Power Lines

If work must be conducted close to or underneath overhead power lines, those performing the work will:

- Perform a risk assessment including consideration of any situations that could lead to danger from the overhead power lines, for example consider:
  - If a worker needs to stand on top of mobile equipment or scaffold platform and lift a long item above their head; or
  - If the combined height of a load on a low lorry breaches the safe clearance distance

    Note 4.6.1: If this type of situation could exist, additional risk control measures should be identified and effectively implemented.

- Carefully evaluate the risks and associated risk reduction measures if transitory or short-duration, ground-level work cannot be avoided, and there is a risk of contact from, for example, the upward movement of cranes or tipper trailers or people carrying tools and equipment:
    - Determine if the overhead power line can be isolated for the duration of the work
    - If this cannot be done:
        - Refer to the Energy Networks Association (ENA) Publication **Look Out Look Up! A Guide to the Safe Use of Mechanical Plant in the Vicinity of Electricity Overhead Lines**
        - The guidance advises establishing exclusion zones around the overhead power line and any other equipment that may be fitted to the pole or pylon

          Note 4.6.2: The minimum extent of these zones varies according to the voltage of the line, as follows:
            - Low-voltage line: 1 metre
            - 11 kV and 33 kV lines: 3 metres
            - 132 kV line: 6 metres; and
            - 275 kV and 400 kV lines: 7 metres
        - Under no circumstances should part of mobile equipment or equipment such as ladders, poles and hand tools be able to encroach within these zones
        - Carry long objects horizontally and close to the ground and position mobile equipment so that no part can reach into the exclusion zone, even when fully extended.
        - Ensure that workers and other affected personnel understand the risks and are provided with instructions about risk reduction measures (i.e., control)
        - Work will be Supervised by an individual or team who are familiar with the risks and can make sure that the required safety precautions are observed

4.7 Emergency Response Procedures

To avoid contact with an overhead power line (e.g., by an individual or item of equipment) those involved in the work should be aware of the actions to be taken to reduce the risk of sustaining an electric shock or burn injuries. The information they should be aware of includes:

- Never touch overhead power lines
- Assume that the lives are live, even if they are not arcing or sparking, or if they otherwise are dead
- Remember that, even if lines are dead, they may be switched back on either automatically after a few seconds or remotely after a few minutes or even hours if the Distribution Network Operator is not aware that their line has been damaged:
- If a contact with overhead power lines occurs, call the emergency services, and provide relevant information, for example:
    - The location
    - Details of what has happened; and
    - That overhead power lines were involved

      Note 4.7.1: Ask the Emergency Services to contact the Distribution Network Operator.
- If in contact with, or close to, a damaged overhead power line:
    - Move away as quickly as possible; and
    - Stay away until the Distribution Network Operator confirms that the situation has been made safe
- If a vehicle contacts overhead power lines, the operator should take the following actions:

- Do not get out of the vehicle, unless personal safety will be compromised by remaining in the vehicle (e.g., fire)
- If it is unsafe to stay in the vehicle (e.g., fire):
  - To jump out, as far away as possible from the vehicle
  - Land on the ground with both feet close together; and
  - Proceed away from the vehicle to a safe distance
- Do not:
  - Touch the vehicle while standing on the ground; or
  - Return to the vehicle until it has been confirmed that it is safe to do so

Note 4.7.2: Remain aware that if a live wire is touching the ground the area around it may be live. Keep a safe distance away from the wire or anything it may be touching and keep others away.

5. Monitoring Work Performance & Work Completion

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to working in close proximity to overhead power
- Confirm that:
  - Activities are carried out in accordance with the work control documentation
  - Any required field checks are performed and recorded
- On completion of the work activities:
  - Confirm and verify:
    - All waste and/or excess materials are removed from the work site
    - All handheld tools are removed and stored securely
    - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
    - The work site is left in a safe condition
  - Sign-off the relevant work control documents, for example:
    - Clearance Certificate; and
    - Work Control Permit (WCP) if required