WORKING SAFE AT OPTUS
CONTRACTOR WHS HAZARD STANDARD

WORK IN THE VICINITY OF POWER POLES AND OVERHEAD LINES
Principles in the Optus Contractor WHS management process

CONTRACTOR MANAGEMENT STAGES

- **Requisition**
  - WHS hazard areas are a key consideration in the selection of the appropriate procurement channel.

- **Procurement Channel Selection**
- **Specification**
  - Hazard areas and Optus’ expectations in relation to these are communicated to potential providers in relevant project / task requirements (e.g., tenders, statement of works, purchase orders).
  - Appropriate WHS specifications are included in the tender / statement of work conditions / purchase order (if required) and are reflective of Optus’ ‘role’ (e.g., principal contractor).

- **Evaluation**
  - The contractor submission suggests they are competent to manage the task and WHS risks of their workplace.

- **Engagement**
  - All parties have a consistent understanding of their mutual accountabilities as they relate to WHS risk management.
  - Appropriate WHS specifications and obligations are included in the relevant contracts negotiated and signed by Optus.

- **Monitoring**
  - Relevant WHS controls are implemented and monitored at the workplace to manage the specific conditions and WHS risks of that workplace.

- **Handover**
  - Customers (internal and external) are made aware of potential risk areas and legislative expectations at handover.

- **Close and Review**
  - Contractor WHS performance is assessed and considered when using the contractor in future.
  - Project feedback is captured and used to enhance the contractor WHS management process.
Purpose and scope

This Contractor WHS Standard (Standard) Work in the Vicinity of Power Poles and Overhead Lines aims to ensure minimum WHS requirements are met by Optus Contractors when undertaking work in the vicinity of power poles and overhead lines. In addition, this Standard supports the Commonwealth WHS Act 2011 (Act) where a duty is imposed (under the Act) on a person to ensure health and safety, it requires the person to eliminate so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable to workers.

The Commonwealth WHS Regulations (Regulations) 2011, Part 4.7 Division 7 establishes duties for persons conducting a business or undertaking (PCBU) in terms of overhead power lines in that “so far as is reasonably practicable, no person, plant or thing at the workplace comes within an unsafe distance of an overhead power line” and “if it is not reasonably practicable to ensure the safe distance of a person, plant or thing from an overhead or underground power line, the PCBU at the workplace must ensure that (a) a risk assessment is conducted in relation to the proposed work; and (b) control measures implemented are consistent with (i) the risk assessment; and (ii) if an electricity supply authority is responsible for the power line, any requirements of the authority”. Work ‘near’ overhead power lines means “a situation where there is a reasonable possibility of a person, either directly or through any conducting medium, coming closer than the approach distances specified by the governing legislation.


This Standard applies to entities contracted by Optus where work in the vicinity of power poles and overhead power lines are a part of their scope of works.

Roles and responsibilities

Optus Contractors are, so far as is reasonably practicable, responsible for:

- Complying with all contractual obligations for WHS including Optus and legislative requirements.
- Reviewing Optus risk management processes such as Risk Register(s) and this Standard and to factor this information into their safe systems of work.
- Establishing accountability and authorities for the safe management of work in the vicinity of power poles and overhead lines.
- Securing and verification of accreditation, certification, licencing, training and competencies for supervisors, workers and plant operators including authorised persons and the associated records.
CONTRACTOR WHS STANDARD

WORK IN VICINITY OF POWER POLES / OVERHEAD LINES

- Conducting a risk assessment and documenting the outcome as a Safe Work Method Statement or similar, and in accordance with applicable legislative requirements.
- Providing communication and consultation to workers and their representatives.
- Conducting inspections of their works to ensure compliance with safe systems of work and making such reviews / records available to Optus where and as requested.
- Keeping and maintaining a SWMS after the completion of work or where a notifiable incident occurs, a copy of the SWMS for a period of 2 years.
- Establishing emergency preparedness and response, including plans and procedures, communications and hardware.
- Investigating and reporting events such as incidents, accidents, dangerous occurrences and serious illness, within the required contractual period to Optus and where required, to the applicable Regulator.

In addition to the above, Optus Contractors, so far as is reasonably practicable, are specifically responsible for:

- Providing safe approach distances to overhead live electrical equipment including the movement of workers, vehicles, plant (e.g. cranes including its loads / control ropes / accessories, concrete booms, Elevated Work Platforms (EWP), forklifts, tipper trucks, excavation equipment and high load transport vehicles etc.) and loads.
- Ensuring all plant and equipment used in work in the vicinity of power poles and overhead lines is installed, inspected and maintained to manufacturers and legal requirements.
- Ensuring safety harnesses and lanyards, where used, are installed, inspected and maintained to manufacturers and legal requirements.
- Ensuring the management processes regarding Isolation procedures, No Go Zones, Inspection and Test, Lock Out, New to and Out of Service and Danger Tags are reviewed and records kept.
- Ensuring personal protective equipment selected is, suitable, used and maintained.

Work planning

Work planning includes, but is not limited to:

- Identifying a risk management process in order to manage the hazards and risks associated with undertaking work in the vicinity of power poles and overhead lines including the provision for approach distances.
- Ensuring the risk management process is carried out by a competent person(s).
- Identifying the required accreditations, licences, certification, training and/or competencies to supervise and perform work in the vicinity of power poles and overhead lines (e.g. Overhead Power Electrical Safety Awareness, Certified Electrical Worker, Certificate III Linesman, Work Safely Near Electrical Apparatus for Electrical or Non Electrical Worker, Operate Plant and Equipment Near Live Electrical Conductors and EWP rescue / descent / safe operations).
- Identifying all Commonwealth, State, Territory and local statutory requirements for undertaking work in the vicinity of power poles and overhead lines.
- Identifying overhead power lines and associated electrical apparatus within the works zone.
- Securing the required information and compliance conditions (e.g. Geographical Information System, Plans, No Go Zones, bushfire mapping data etc.) from, and notifications are provided to, the asset / network owner / operator / local supply authorities and any other affected party such as private owners / occupiers, crane operators / suppliers.
- Procuring the necessary plant and equipment such as cranes and EWP for accessing / working on power poles and overhead lines.


**WORK IN VICINITY OF POWER POLES / OVERHEAD LINES**

- Planning for the required registration of electrical plant and associated equipment used for work in the vicinity of power poles and overhead lines.
- Planning for emergency preparedness and response for the given situation such as pole top rescue, evacuation, bush fire, plant and equipment contact with power lines, storm, fallen trees, etc.

**Document control**

Uncontrolled when Printed.

Control Source: Optus Document System: Document CWHSS_H_St21_OM38073_V1F 23rd June 2014

Authorised / Owner: Optus WHS Team.

**Implement work planning**

In order to establish a safe workplace, the implementation of the above Work Planning, may include, but not be limited to the following:

<table>
<thead>
<tr>
<th>No</th>
<th>SAMPLE - WORK PLANNING CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conduct a pole condition and / or pre-climb test, appropriate to the type of pole (wooden, steel or concrete), such as pre-climb visual and physical safety and / or sounding check and / or ground line test and / or reviewing the inspection tag. <strong>Note</strong>: Sounding checks should not be conducted for steel and concrete poles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Prohibit the climbing of a power pole where it is unsafe to do so (i.e. where the pole is condemned, termite infested, decayed, structurally damaged, compromised pole foundations, unsupported poles, steps missing, during extreme weather conditions such as electrical storms and excessive wind, where the weight of the worker exceeds the weight limit that the pole can sustain and where a worker is deemed unfit to climb). <strong>Note 1</strong>: If the pole is unsafe a tag / marking indicating that the pole is suspect must be attached and contact should be made with the pole owner and / or an alternative work method must be sought (e.g. use of an elevated work platform. <strong>Note 2</strong>: The type of tag / mark will depend on the owner's specifications (Ausgrid, Telstra, Endeavour Energy, Energex, etc.) and or the jurisdictions (NSW, Victoria, SA, etc.) in which the work is being carried out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Approve, communicate and implement the risk assessment, such as an Aerial Worksite Risk Assessment prior to, during operation and decommissioning of work on power poles and overhead lines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Authorise and issue the required access permits for work and / or licences for undertaking work in the vicinity of power poles and overhead lines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Assess and establish approach distances to live electrical equipment (for plant and workers), including the identification of the line voltage level, distances to avoid flashover, for work in the vicinity of overhead lines. <strong>Note</strong>: Approach distances must be in consideration of each voltage on the line, the level of accreditation of workers, the sag and sway of lines, the type of plant, and equipment and its use, plant operators and the movement vehicles, cranes their loads and equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Ensure conductors are insulated or covered and these controls are evaluated prior to commencing work. <strong>Note</strong>: Metallic fittings (e.g. pole steps, lamp brackets, street lighting apparatus, steel conduits and covers) must be tested to prove they are not alive.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Before climbing a pole, check the pole for such things as, damaged HV insulators, unattached conductors or cables, loose apparatus, damaged cross arms or broken wires and the ESA apparatus, Optus network and other carriers equipment is securely attached.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>When climbing a pole do not climb to or between any ESA conductors, or touch the strand or any metallic fitting with bare body parts such as hands. <strong>Note</strong>: A check should also be carried out for concrete poles and poles with 22kv insulators as these may have special requirements for climbing and / or EWP use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Establish the security of work aloft including the security of equipment and tools in use and transport (e.g. tethered, tool bags, haul lines, etc.) when working on power poles and overhead lines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Establish ground security of areas below where people work or traverse such as isolation barriers, signage and Safety Observers (if required).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Where work is conducted “alone” on a power pole and / or overhead line (e.g. where another person is not present to assist in an emergency) the appropriate control measures are considered (e.g. Duress Alarm or Man Down Alarm).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Safety Observers, where appointed, are appropriately qualified and authorised to undertake observation tasks including provisions / competencies for managing approach distances, effective communications with workers and plant operators and emergencies and to cease works not in compliance with the established risk assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**CONTRACTOR WHS STANDARD**

**WORK IN VICINITY OF POWER POLES / OVERHEAD LINES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>All structures, plant and general equipment (e.g. poles, cranes, rigging gear, EWP, man boxes, ladders (fibreglass), scaffolding, static lines, inertia reel lines, full body safety harnesses, safety, warning and limiting devices, pole straps etc.) are installed, inspected and in accordance with their inspection and testing frequencies, legal and manufacturers requirements.</td>
</tr>
<tr>
<td>14</td>
<td>All testing equipment (e.g. ultrasonic cable height indicator, rated tools, probes and instruments) are suitable, in good condition and calibrated to manufacturer’s requirements.</td>
</tr>
<tr>
<td>15</td>
<td>Ensure a competent person inspects the works on a daily basis to ensure the established safety provisions of work in the vicinity of power poles and overhead lines are maintained.</td>
</tr>
<tr>
<td>16</td>
<td>Consult with workers regarding work in the vicinity of overhead power poles and lines when new tasks or changes are introduced, when new equipment is selected, when the existing workplace is redesigned and / or when carrying out work in new environments.</td>
</tr>
<tr>
<td>17</td>
<td>Workers are provided with safety protection / devices (e.g. ultrasonic cable height indicator, voltage tester, voltage non-conductive tail / tag ropes, signs, full body safety harnesses, approved pole straps, lanyards, non-conductive ladders, insulated gloves, tiger tails, fire extinguishers, fresh drinking water, high visibility vests, safety helmets / carbon capped boots, safety related sunglasses, insulated gloves, sunscreen, 100% cotton clothing etc.)</td>
</tr>
<tr>
<td>18</td>
<td>Ensure the risk assessment is verified / audited at specified intervals and records kept.</td>
</tr>
<tr>
<td>19</td>
<td>Ensure emergency preparedness and response provisions (i.e. evacuation, plant contact with power lines, rescue, electrocution, falls from height, plant failure, pole strand rescue kit, bush fire etc.) and hardware such as first aid and pole top / rescue kits, safety descent devices and fire extinguishers are in place prior to the commencement of the works and they are scheduled for testing at regular intervals.</td>
</tr>
</tbody>
</table>