

Procedure: Work in No Go Zones

1. Purpose

To ensure workers are aware of possible hazards when performing work near over head power lines and underground assets.

2. Actions Required

- Have competent understanding of “no go zone” hazards and control methods
- Identify hazards within work sites
- Implement safe systems of work to eliminate or control risks
- Ensure training of appropriate personnel.

3. Scope

All work sites including construction and tree maintenance.

4. Definitions

ASSET - An overhead cable network or an underground water/drainage/sewerage, electricity, gas or communications network

ASSET OWNER - The owner of an asset or the provider of a utility service

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

NEAR - The distance from an asset. (6.4 meters from an overhead 66Kv line)

NO GO ZONE - The area surrounding an overhead or underground asset

SPOTTER - A competent person who undertakes the task of observing and warning against unsafe approach to overhead & underground assets

SWMS - Safe Work Method Statement

JSA - Job Safety Analysis

WORKER - Employees, Contractors, Volunteers and any person performing duties in any capacity for GSCC.

5. Responsibility And Authority

Managers, Team Leaders, Supervisors and Contractors

- Identify areas where workers may be use plant and equipment under or near overhead power lines or underground assets
- Ensure an effective OHS management system is developed for work in and around no go zones
- Perform and document task/site specific risk assessments
- Develop and implement SWMS for high risk work activities
- Constantly review risks and working procedures
- Ensure that risk control measures that have been implemented, are effective and that additional hazards have not been created
- Inform, instruct and train all workers in the safe use of plant, machinery, equipment, substances and materials
- Adhere to all WorkSafe Notifiable incidents and Dangerous Occurrences requirements

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- Promote and encourage OHS discussions as a matter of standard work practices in Tool box meetings or in general discussions.

Workers

- Follow all procedures as required when working in No Go Zones
- Follow all SWMS provided.
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Report any safety hazards to Supervisors in regard to working conditions or methods of work
- Not interfere, remove or displace any safety guards or signs
- Ensure that they do not endanger any other person through any act or omission at work
- Participate in all provided safety training and awareness programs.

6. Procedure

Identify the Hazards

Before starting works you must determine all possible hazards and:

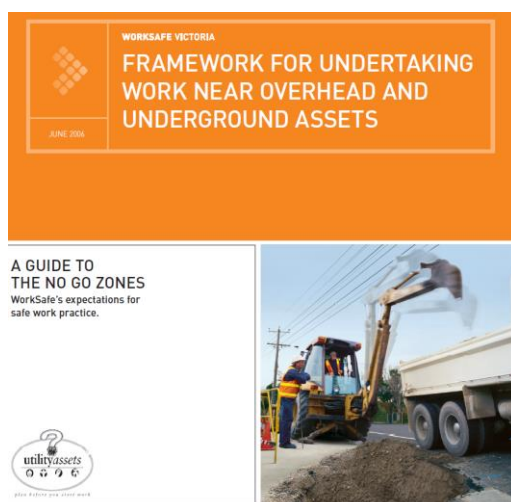
- Ensure the approaches and surroundings of the site are assessed before setting up or moving plant, scaffolding materials or tools onto the site

This must include identification of:

- Overhead or underground services
- Will works encroach into a No Go Zone?

Refer: Trim M10/115497 Work Site Assessment Form

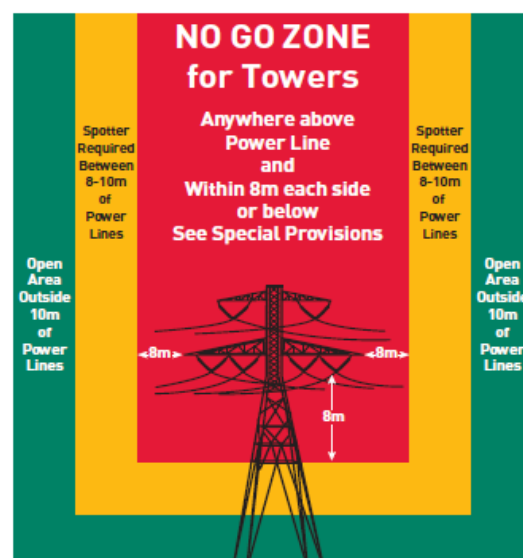
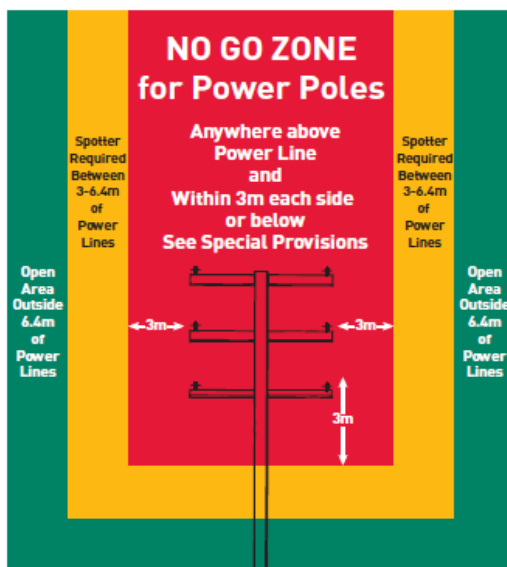
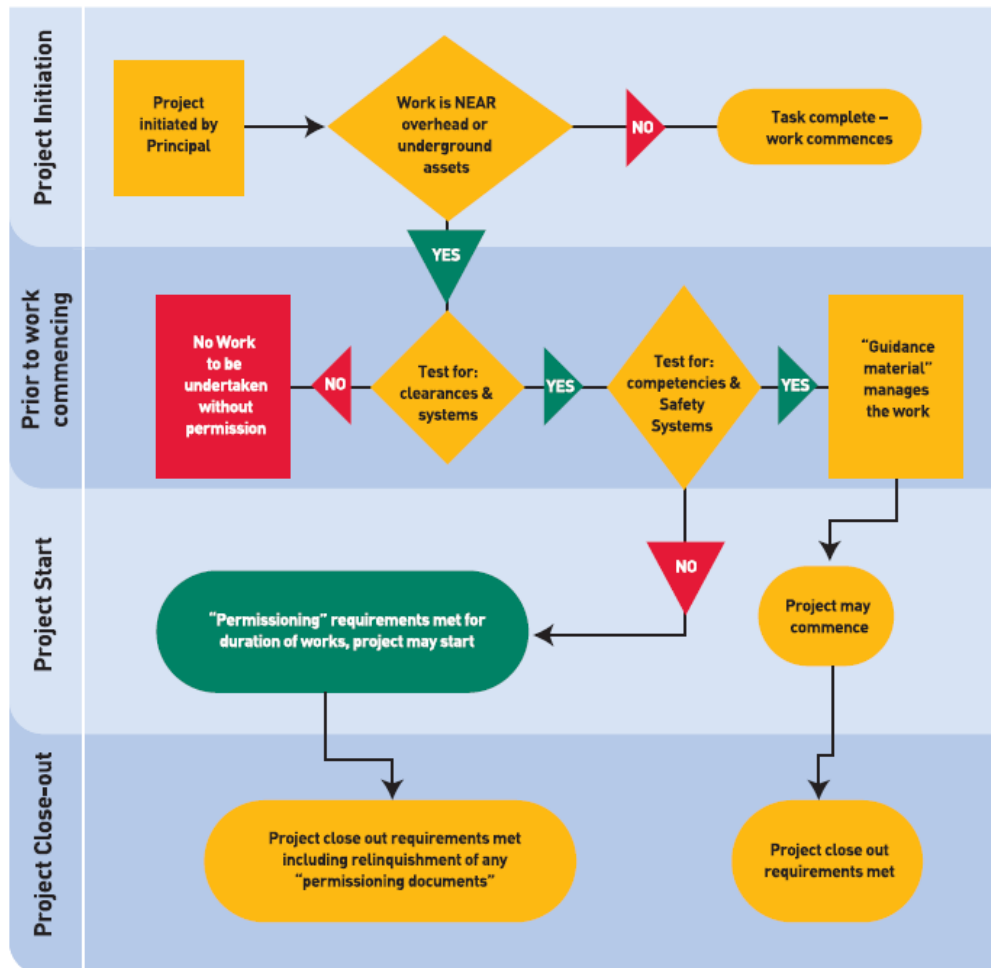
- Clearances from services are safely determined and documented by a person competent to do so.
- All works near overhead or underground assets must have and adhere to the requirements within WorkSafe’s Victoria “Framework for undertaking work near overhead and underground assets”



- The term, ‘near’ is utilised as a reference point for undertaking this work. This term is applied when the worksite is:
 - A distance of 6400 mm from overhead cable sat voltages equal to or less than 66kV and 10000 mm in the case voltages greater than 66kV; or

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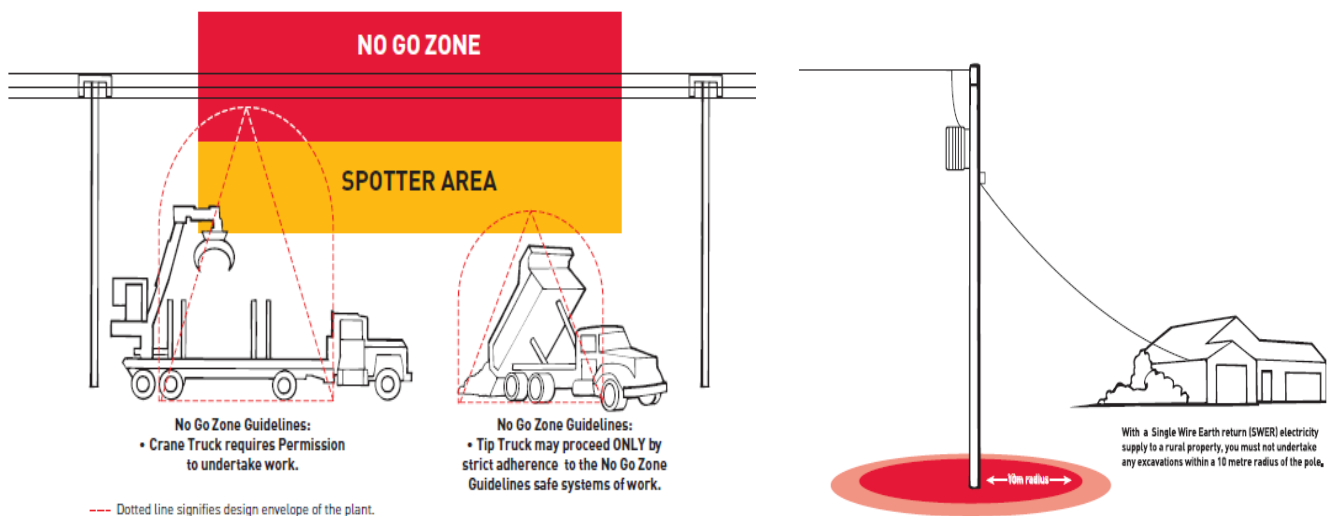
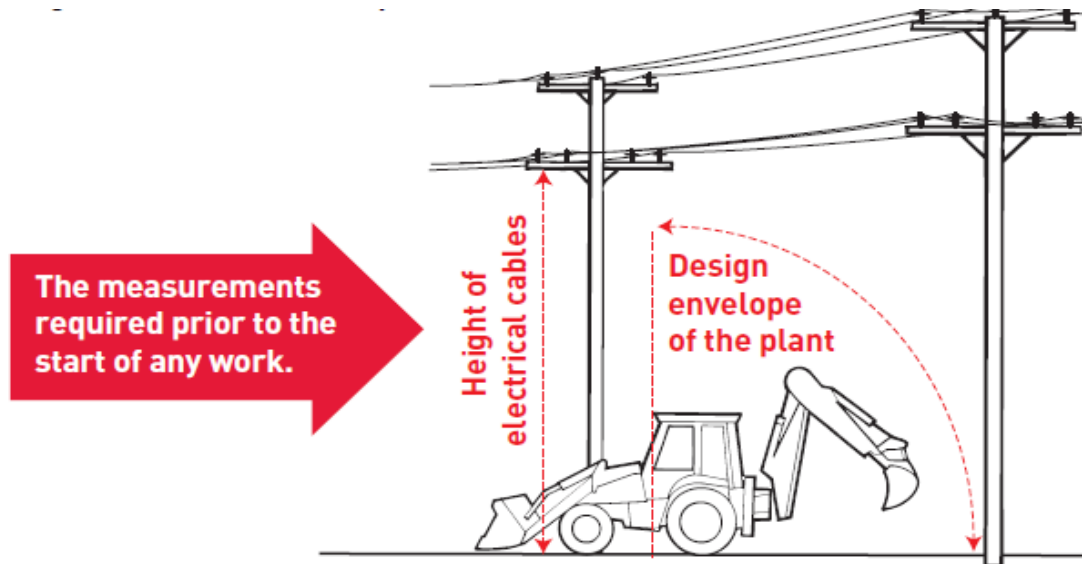
- A distance of 2000 mm from an underground service or 3000 mm from an asset registered under the pipelines act or an underground electrical cable with a voltage greater than 66kV.
- Ensure a spotter is used for working inside the clearances for overhead electricity services when required.



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Clearances from Overhead Electrical Cables

- You must determine the design envelope of any plant or equipment and any loads being slung during the works
- If you determine your work near utility services will encroach on the No Go Zone clearances you must seek 'permission' from the asset owner or comply at all times with the No Go Zone clearance and guidance framework contained in Tables A & B
- Where no safe systems of work and or training regimes are in place, no work near overhead or underground assets is to be undertaken unless the asset owner has granted permission
- If the design envelope of the plant is able to encroach on this clearance in its working position:
 - You must obtain permission from the electricity company; or
 - Alternatively, employers will be deemed to have gained permission if they have developed safe systems of work and are working in accordance with the no go zone guidelines.



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Underground Services

- No excavation work is to commence on a worksite until it has been assessed if there are any underground services
- When planning a job requiring excavation, a complete record search must be undertaken by lodging an enquiry with 'Dial before you dig' by phoning 1100
- Asset owners who are not members of this service must also be contacted
- You may carefully prove the location of underground asset by hand or other suitable non-destructive methods. This should only be undertaken after obtaining information on the approximate location of any underground services. If you are working with plant 'near' an underground service, you must follow the "No Go Zone" guidance material
- If you are operating under specific guidance material and the working location is near the overhead service, you must subtract the design envelope from the height of the electrical cable and check this figure against the clearances listed in Table A. Then, to see if any permission is required before you commence work, you must check the compliance requirements in Table B
- If you are encroaching on No Go Zone clearances or are unable to comply with the No Go Zone guidelines, you must seek permission from the asset owner. Where no safe systems of work and or training regimes are in place, then no work near overhead or underground assets should be undertaken, unless the asset owner has granted permission.



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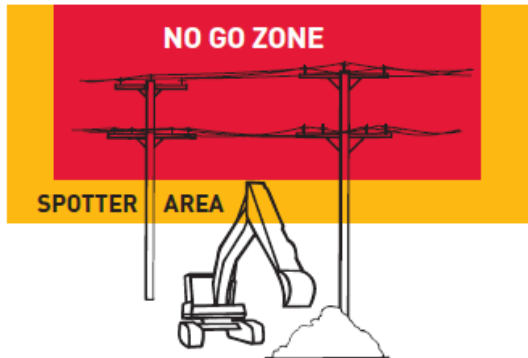
Types of overhead electrical & communications assets. Nominal voltage ('U') both alternating current and direct current	Minimum clearances for the design envelope of plant and equipment under these guidelines before permission is required. Permission will also be required where the conditions in Table B cannot be met.	Safety Controls required for the Deemed to Comply guideline provisions to take effect.
1. Insulated low voltage electricity conductors	500 mm	Training and safety systems
2. Uninsulated low voltage electricity conductors	1000 mm	Training and safety systems
3. High voltage electricity conductors up to and including 66kV	2000 mm	Training and safety systems
4. High voltage electricity conductors above 66kV	6400 mm	Training and safety systems
5. Communications cabling - Broadband and telephony	300 mm	Training and safety systems

TYPES OF UNDERGROUND ASSETS <small>(Note: The owners of assets registered with the Dial Before You Dig service and covered by this guide require an enquiry through this free service and the compliance with any directive issued with information regarding the asset).</small>	Minimum clearances for individuals (A), and the operating envelope of plant and equipment (B) under the guidelines.(Refer to Table B)	Safety Controls required for the Deemed to Comply guideline provisions to take effect or where specific permission has been granted.
6. Assets listed under the Pipelines Act.	3000 mm	Must contact the Asset Owner for specific conditions
7. All electricity conductors greater than 66kV	3000 mm	Must contact the Asset Owner for specific conditions
8. All electricity conductors up to and including 66kV	300 mm (A), 500 mm (B)	See specific requirements in the underground guidelines
9. Telecommunications Cables	300 mm (A), 500 mm (B)	Must contact the Asset Owner for specific conditions
10. All gas pipelines other than 6 above	300 mm (A), 500 mm (B)	See specific requirements in the underground guidelines
11. Water, Drainage & Sewerage pipelines.	300 mm (A), 500 mm (B)	Must contact the Asset Owner for specific conditions

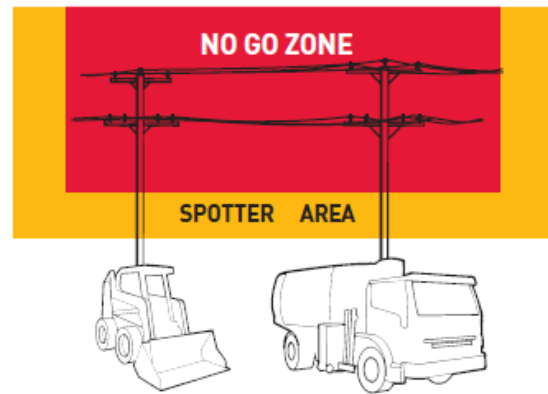
Types Of Assets And Limits Of Approach

The Plant Coordinator must ensure any plant being used near overhead assets is clearly marked with appropriate measurements of:

- the design envelope of the plant
- the travelling height of the plant.



Plant including Excavators, Cranes (including vehicle mounted cranes), EWP's and Concrete Placing Booms whose design envelope is inside the NGZ and may contact overhead assets must be controlled by safe systems of work and permit to work.



Plant operating in the spotter area where the design envelope of the plant cannot encroach on the clearances in Table A. The plant must be controlled by safe systems of work but does not require "permission".

OVERHEAD ELECTRICAL ASSETS				
OPERATING ENVELOPE	DESIGN ENVELOPE			
	OUTSIDE NEAR	SPOTTER ZONE	NO GO ZONE	
			OUTSIDE TABLE A CLEARANCES	INSIDE TABLE A CLEARANCES
OUTSIDE NEAR	NO GUIDELINE REQUIREMENTS	SAFE SYSTEMS OF WORK	SAFE SYSTEMS OF WORK	SAFE SYSTEMS OF WORK
INSIDE SPOTTER OR NO GO ZONE	N/A	SAFE SYSTEMS OF WORK	SPOTTER & SAFE SYSTEMS OF WORK	PERMISSION SPOTTER & SAFE SYSTEMS OF WORK *See Note

UNDERGROUND ELECTRICAL ASSETS	
OPERATING ENVELOPE	
OUTSIDE NEAR	NO GUIDELINE REQUIREMENTS
INSIDE 'NEAR', OUTSIDE TABLE A	SAFE SYSTEMS OF WORK
AT OR INSIDE TABLE A	Permission Spotter & Safe Systems of Work *See Note

*Note: Separate Industry Sector guidelines may have been developed for work in this area.

For information regarding access to Tower Line easements, you must contact the Asset Owner.

No work may be undertaken near a Tower Line without Permission from the Asset Owner.

- The Utility Safety Committee (USC) is responsible for endorsement of any guidelines and no work shall be undertaken without Industry Sector development and endorsement from the USC
- Consideration must be given to any load being slung by the plant or equipment.

Control Measures

The GSCC RO must ensure all possible control measures are implemented to provide a safe work area, which may include the following (but not limited to):

- Determine precautions needed to prevent any part of the plant, scaffolding, materials or tools coming into contact with overhead power lines
- The type and location of infrastructure, plant and equipment to be utilised
- Time and duration of the scope of works
- Development of JSA's or SWMS
- Designated loading and or unloading areas
- The permanent or temporary relocation of any infrastructure or assets on or near the worksite
- Construction of any building, temporary hoarding, erection of scaffolding or bracing
- The relationship to any affected utility services
- What permissions are required?
- Who is to undertake the work and the type of plant and equipment to be utilised
- Communication processes and methods
- Training of all appropriate workers
- Gathering information on weather forecasts
- Emergency plans and requirements including first aid
- Signage and traffic control requirements.

Use Of Spotters

- Spotters for overhead electrical cables shall have completed an endorsed spotter training program and considered competent to undertake the work
- The use of a spotter to undertake work near overhead or underground assets, the specific work practices shall include the following:
 - The spotter must be dedicated to this task at ALL times when an operator is at the controls of the plant item or where the engine/power source is operating
 - The spotter is to be positioned to monitor the distance between the operating plant and any asset and to provide immediate and direct notice/warning to an operator (i.e. hand signals, whistle, hand held two-way communications, etc.) should the plant or its load start to breach the prescribed clearance to the asset.

7. References

- *Occupational Health and Safety Act 2004*
- Victorian Work Cover Authority - Guide to the No Go Zones

8. Supporting Procedures And Documents

- M10/115497: Work Site Assessment Form (Attachment 1)
- M11/56094: Safe Work Method Statement (SWMS).

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Safety Form



Site Hazard Assessment Form

Work Location:						Job number:							
Task:						Date:							
Please tick required PPE this task													
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hazards		Control Measures to be used DO NOT perform task if there are no control methods acceptable or available contact your supervisor.											
TRAFFIC MANGEMENT													
Parking/Set up Site	Safe location to set up and unload <input type="checkbox"/>					Defer task (Explain) <input type="checkbox"/>							
Exposure to traffic	Traffic Plan Req. (Refer below) <input type="checkbox"/>	Safety Vehicle/ Flashing lights <input type="checkbox"/>			Warning signage <input type="checkbox"/>			Stop/ Slow bat <input type="checkbox"/>					
Side roads or concealed entrances	Traffic Plan Req. (Refer below) <input type="checkbox"/>	Warning signage <input type="checkbox"/>			Stop / Slow bat <input type="checkbox"/>								
Heavy Plant	Work isolation area required <input type="checkbox"/>	Pre start checks <input type="checkbox"/>			Workers keep 5 metre clearance <input type="checkbox"/>								
Pedestrian traffic	Site isolated <input type="checkbox"/>	Pedestrian Plan Required <input type="checkbox"/>			Defer task (Explain) <input type="checkbox"/>								
Public vehicles	Defer task <input type="checkbox"/>	Have vehicle moved <input type="checkbox"/>			Protection of vehicle req. <input type="checkbox"/>								
TICK FIELD GUIDE USED													
Short term urban works DAYTIME <input type="checkbox"/>	Short term rural works DAYTIME <input type="checkbox"/>	Unsealed Roads <input type="checkbox"/>	Long term closures and detours urban roads <input type="checkbox"/>			Long term closures and detours rural roads <input type="checkbox"/>							
TICK TRAFFIC PLAN USED													
Fig 1 <input type="checkbox"/>	Fig 2 <input type="checkbox"/>	Fig 3 <input type="checkbox"/>	Fig 4 <input type="checkbox"/>	Fig 6 <input type="checkbox"/>	Fig 7 <input type="checkbox"/>	Fig 8 <input type="checkbox"/>	Fig 9 <input type="checkbox"/>	Fig 10 <input type="checkbox"/>	Fig 11 <input type="checkbox"/>	Fig 12 <input type="checkbox"/>	Fig 13 <input type="checkbox"/>	Fig 14 <input type="checkbox"/>	Fig 15 <input type="checkbox"/>
WORK SITE													
Work Site	Area inspected <input type="checkbox"/>	Uneven ground/ over grassed areas identified <input type="checkbox"/>			Obstacles removed <input type="checkbox"/>			Defer task (Explain) <input type="checkbox"/>					
Underground assets	Identify and Communicate <input type="checkbox"/>	Dial Before U Dig <input type="checkbox"/>			Site Supervision <input type="checkbox"/>			Locator required <input type="checkbox"/>					
Overhanging trees	Identify and Communicate <input type="checkbox"/>	Overhanging limbs marked on road <input type="checkbox"/>			Spotter to be used <input type="checkbox"/>			Approval before removal <input type="checkbox"/>					
Over head power lines/telecom lines	Identify and Communicate <input type="checkbox"/>	Spotter <input type="checkbox"/>			No go zone area required <input type="checkbox"/>								
Fire plugs and service valves	Identify and Communicate <input type="checkbox"/>	Cover exposed pits <input type="checkbox"/>			Marked visible <input type="checkbox"/>								
Rollover/Slopes	Travel up or down Slope only <input type="checkbox"/>	Hand equipment only to be used in identified areas <input type="checkbox"/>			Defer task (Explain) <input type="checkbox"/>								
PERMIT TASKS AND HAZARDOUS ACTIVITIES													
Confined Spaces	Confined Space Procedure/ Permit System required <input type="checkbox"/>			On Site Supervision <input type="checkbox"/>			Do Not Enter <input type="checkbox"/>						
Hot Works (activities with flames)	Permit required (In or on a building) <input type="checkbox"/>	Clear site before works <input type="checkbox"/>			Monitor after task <input type="checkbox"/>			Fire Fighting Equipment <input type="checkbox"/>					
Hazardous Substances	MSDS on site <input type="checkbox"/>	PPE <input type="checkbox"/>			On Site Supervision <input type="checkbox"/>								
Manual Handling	Suitable equipment <input type="checkbox"/>	Backhoe Loader <input type="checkbox"/>			Extra person <input type="checkbox"/>			Job Rotation <input type="checkbox"/>					
Excavations	Fencing and Barricades <input type="checkbox"/>			Shoring/Battering <input type="checkbox"/>									
Work at height (any work over 2 metres)	Fall Arrest System <input type="checkbox"/>	Safety Rail <input type="checkbox"/>			Site Supervision <input type="checkbox"/>			SWMS <input type="checkbox"/>					

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