Procedure:
Work in No Go Zones

1. Purpose
To ensure workers are aware of possible hazards when performing work near overhead 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
• 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:
  o Overhead or underground services
  o 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:
  o 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
- 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.
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.

![Diagram of clearances from overhead electrical cables]

The measurements required prior to the start of any work.

- **NO GO ZONE**
- **SPOTTER AREA**
- **Height of electrical cables**
- **Design envelope of the plant**

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**Trim Reference:** M11/21526  **Procedure number:** 46.PRO3.26  **Date Last Reviewed:** 16/3/2013  **Issue Number:** 1  **Endorsed by:** The Executive
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.
### Types of overhead electrical & communications assets
Nominal voltage (‘U’) both alternating current and direct current

| 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
(Note: The owners of assets registered with the One Stop Guide service and covered by this guide require an enquiry through the free service and the compliance with any directive issued with information regarding the assets.)

| 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 |

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 or where specific permission has been granted.
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.

<table>
<thead>
<tr>
<th>OPERATING ENVELOPE</th>
<th>DESIGN ENVELOPE</th>
<th>OVERHEAD ELECTRICAL ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSIDE NEAR</td>
<td>OUTSIDE TABLE A CLEARANCES</td>
<td>NO GO ZONE</td>
</tr>
<tr>
<td>NO GUIDELINE REQUIREMENTS</td>
<td>SAFE SYSTEMS OF WORK</td>
<td>SAFE SYSTEMS OF WORK</td>
</tr>
<tr>
<td>INSIDE SPOTTER OR NO GO ZONE</td>
<td>N/A</td>
<td>SAFE SYSTEMS OF WORK</td>
</tr>
<tr>
<td></td>
<td>SPOTTER &amp; SAFE SYSTEMS OF WORK</td>
<td>PERMISSION SPOTTER &amp; SAFE SYSTEMS OF WORK *See Note</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING ENVELOPE</th>
<th>UNDERGROUND ELECTRICAL ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSIDE NEAR</td>
<td>NO GUIDELINE REQUIREMENTS</td>
</tr>
<tr>
<td>INSIDE 'NEAR', OUTSIDE TABLE A</td>
<td>SAFE SYSTEMS OF WORK</td>
</tr>
<tr>
<td>AT OR INSIDE TABLE A</td>
<td>Permission Spotters &amp; Safe Systems of Work *See Note</td>
</tr>
</tbody>
</table>

*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)
Attachment 1 (For complete form refer Trim)

Site Hazard Assessment Form

<table>
<thead>
<tr>
<th>Work Location:</th>
<th>Job number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please tick required PPE for this task

- [ ] Head protection
- [ ] Eye protection
- [ ] Hand protection
- [ ] Foot protection
- [ ] Respirator protection
- [ ] Hearing protection

**Hazard: TRAFFIC MANAGEMENT**

<table>
<thead>
<tr>
<th>Parking/Set up Site</th>
<th>Safe location to set up and unload</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**Exposure to traffic**

<table>
<thead>
<tr>
<th>Traffic Plan Req. (Refer below)</th>
<th>Safety Vehicle/Flashing lights</th>
<th>Warning signage</th>
<th>Stop/Slow bat</th>
</tr>
</thead>
</table>

**Sidewalks or public streets**

<table>
<thead>
<tr>
<th>Traffic Plan Req. (Refer below)</th>
<th>Warning signage</th>
<th>Stop/Slow bat</th>
</tr>
</thead>
</table>

**Heavy Plant**

<table>
<thead>
<tr>
<th>Work isolation area required</th>
<th>Pre start checks</th>
<th>Workers keep 5 metre clearance</th>
</tr>
</thead>
</table>

**Pedestrian traffic**

<table>
<thead>
<tr>
<th>Site isolated</th>
<th>Pedestrian Plan Required</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**Public vehicles**

<table>
<thead>
<tr>
<th>Leave task</th>
<th>Have vehicle moved</th>
<th>Protection of vehicle req.</th>
</tr>
</thead>
</table>

TICK FIELD GUIDE USED

- Short term urban works DAYTIME
- Short term rural works DAYTIME
- Unsealed roads
- Long term closures and detours urban roads
- Long term closures and detours rural roads

**TICK TRAFFIC PLAN USED**

- Fig 1
- Fig 2
- Fig 3
- Fig 4
- Fig 5
- Fig 6
- Fig 7
- Fig 8
- Fig 9
- Fig 10
- Fig 11
- Fig 12
- Fig 13
- Fig 14
- Fig 15

**WORK SITE**

**Area inspected**

<table>
<thead>
<tr>
<th>Uneven ground/over grassed areas identified</th>
<th>Obstacles removed</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**Underground assets**

<table>
<thead>
<tr>
<th>Identify and Communicate</th>
<th>Dial Before U Dug</th>
<th>Site Supervision</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**Overhanging trees**

<table>
<thead>
<tr>
<th>Identify and Communicate</th>
<th>Overhanging limbs marked on road</th>
<th>Spotter to be used</th>
<th>Approval before removal</th>
</tr>
</thead>
</table>

**Over head power lines/telecom lines**

<table>
<thead>
<tr>
<th>Identify and Communicate</th>
<th>Spotter</th>
<th>No go zone area required</th>
</tr>
</thead>
</table>

**Fire plugs and service valves**

<table>
<thead>
<tr>
<th>Identify and Communicate</th>
<th>Cover exposed pits</th>
<th>Marked visible</th>
</tr>
</thead>
</table>

**Rollover/Slopes**

<table>
<thead>
<tr>
<th>Travel up or down slope only</th>
<th>Hand equipment only to be used in identified areas</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**PERMIT TASKS AND HAZARDOUS ACTIVITIES**

**Confined Spaces**

<table>
<thead>
<tr>
<th>Confined Space Procedures/ Permit System required</th>
<th>On Site Supervision</th>
<th>Leave task</th>
<th>Explain</th>
<th>Hazard</th>
</tr>
</thead>
</table>

**Hot Works (activities with flames)**

<table>
<thead>
<tr>
<th>Permit required (In or on a building)</th>
<th>Clear site before works</th>
<th>Monitor after task</th>
<th>Fire Fighting Equipment</th>
</tr>
</thead>
</table>

**Hazardous Substances**

<table>
<thead>
<tr>
<th>MSDS on site</th>
<th>PPE</th>
<th>On Site Supervision</th>
</tr>
</thead>
</table>

**Manual Handling**

<table>
<thead>
<tr>
<th>Suitable equipment</th>
<th>Backhoe Loader</th>
<th>Extra person</th>
<th>Job Rotation</th>
</tr>
</thead>
</table>

**Excavations**

<table>
<thead>
<tr>
<th>Fencing and Baricades</th>
<th>Shoring/Battening</th>
</tr>
</thead>
</table>

**Work at height**

<table>
<thead>
<tr>
<th>Fall Arrest System</th>
<th>Safety Rail</th>
<th>Site Supervision</th>
<th>SWMS</th>
</tr>
</thead>
</table>

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Trim Reference          Issue Number:          Endorsed by
M11/115497             1                           The Executive