Appendix 2: PCBU checklist for work near low voltage overhead electric lines

Use this checklist before and during work near low voltage overhead electric lines.

Who is this checklist for?

This checklist is a guide for a person conducting a business or undertaking (PCBU) carrying out work near low voltage overhead electric lines.

It outlines what WorkSafe expects you to check when a site is first set up, and what should be checked daily, regularly, and as needed.

The checklist can help you to identify where you may need to take action but it does not cover all legal requirements. The Health and Safety at Work Act 2015 (HSWA) is the key work health and safety law. It sets out the health and safety duties that must be complied with. It's your responsibility to make sure that you are familiar with your work health and safety duties.

Site name:

Site location:

Checklist completed by: (name, title, company)

Date: DD / MM / YEAR

Process for notifying WorkSafe about electric shocks and other notifiable incidents

You must notify WorkSafe if an electric shock exposes a worker or any other person to a serious risk to their health and safety, or if someone is seriously injured at work.

- ○ Do you have a process for notifying WorkSafe about a notifiable incident?
- ○ Does everyone on site know the process to follow after an electric shock or other notifiable event?
- ○ Does everyone on site know who is responsible for notifying WorkSafe?

Isolating the electricity supply

The safest option is to eliminate the risk of electric shock by asking the electricity retailer to temporarily isolate the electricity supply to the property while work is being carried out **less than 4 m** from a low voltage overhead electric line.

The electricity supply must be isolated by the electricity retailer for **all work less than 0.5 m** from a low voltage overhead electric line. (Only a competent electrical worker doing work near the line can work less than 0.5 m from a live line.)

Set-up checks

Check the points below when setting up your site. Then check them regularly while work is being carried out at the site. Minimum approach distances are specified by law, and are described in detail in the New Zealand Electrical Code of Practice for Electrical Safe Distances (NZECP 34).

- ○ If work will take place less than 0.5 m from a low voltage overhead electric line, has the electricity supply to the property been isolated?
- ○ If work will take place between 0.5 and 4 m from the line, do you have signed written consent from the property owner?
- ○ Does everyone know how close to the line:
  - ○ people can work?
  - ○ scaffolding, ladders and other height access equipment can be set up?
  - ○ mobile plant can be operated?
- ○ Have you identified and assessed the risks of working near low voltage overhead electric lines?
- ○ Have you identified all reasonably foreseeable hazards?
- ○ Have you put control measures in place?

Check these things every day

Everyone on site should know if anything on the site has changed and what they need to do to eliminate or minimise new risks.

- ○ Are there any new risks?
  - ○ If yes, has everyone been told about each risk and how it will be controlled?
- ○ Are there any new workers?
  - ○ If yes, have you given them any information, training, instruction and supervision they need to work safely near low voltage overhead electric lines?
- ○ Is there any new equipment?
  - ○ If yes, have you given workers the information, training, instruction and supervision they need to use it safely?
- ○ Have workers been told about any changes to the site layout?
- ○ Is insulation (including insulated tiger tails) in place and undamaged?
- ○ Are hoardings, enclosures or other physical barriers in place and undamaged?
- ○ Are electrical safety tags in place, filled out and up-to-date?

Regular/ongoing checks

PCBUs have a duty to maintain and review control measures so that they remain effective.

- Are you regularly reviewing control measures to check that they are still effective?
- When control measures fail or are damaged do you review what happened and then take action?
  - Find out what happened, and why.
  - What needs to change to stop this from happening again?

Assessment following changes or events

Have control measures been checked following:

- any significant modification to scaffolding?
- any significant modification to other plant on site?
- any significant modification to the position of the low voltage overhead electric line?
- any damage to the scaffolding, insulation, physical barriers, enclosures or the line?
- harsh weather, including severe rain, snow or wind conditions?

Any damage or changes that may decrease the effectiveness of the control measures must be fixed before work resumes.

Talk with workers often

Workers must be able to have a say on any health and safety matters that could affect them, and their suggestions on how to improve health and safety at work must be considered.

- Are you talking with workers often to check whether control measures are effectively eliminating/ minimising work risks?