

- **Access Authority:** any form of authorisation which allows work on or near an asset which is issued by a representative of the asset owner to an individual, allowing work to be conducted in accordance with the conditions specified on the Authority.
- **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.
- **Aerial Service Line:** the final span or section of an overhead electrical service running from a power pole to the point of supply for a customer.
- **Awareness training:** a regime endorsed by the USC which provides an individual with an appropriate awareness level of hazards posed by utility assets including the risks associated with utility services at a worksite.
- **Cable/s:** a wire, conductor or form of material designed for carrying electric current or communications signals.
- **Competent:** a suitably trained individual with sufficient experience to safely perform, with minimal supervision, work outlined in this guidance material.
- **Deemed to Comply:** a process described in this guide governing activities near utility services which is accepted as complying with relevant legislation, regulations or rules.
- **Driver:** the person responsible for direct operation of any vehicle in transit mode.
- **Earthmoving Machinery:** as defined in the OH&S (Plant) Regulations - 1995. "Means plant used to excavate, load, transport, compact or spread earth, overburden, rubble, spoil, aggregate or similar material, but does not include a tractor, industrial lift truck, or a vehicle designed to be used primarily as a means of transport on public roads".
- **Elevating Work Platform (EWP):** a vehicle mounted boom-type mechanical device that is primarily used to support a work platform in an elevated position. The control of the platform position may involve luffing, (raising) telescoping and slewing actions.
- **Envelope:** the space encapsulating a plant item, including attachments such as rotating/flashing lights or radio aerials and is categorised as:
 - Design:* the space encapsulating all possible movements of the plant and any load attached under maximum reach.
 - Operating:* the area encompassing the movement of plant and any load under controlled and managed circumstances or encompassing engineering solutions controlling the movement of plant and its load.
 - Transit:* the area encompassing the normal height and width of a vehicle or plant when travelling to or from a worksite.
- **Excavating:** the movement or placement of soil or other surface materials by removing, boring or forcing objects into the ground or earth surface.
- **Hazard:** a source of potential harm or a situation with a potential to cause loss.
- **High Voltage or HV:** a nominal voltage exceeding 1000 volts.
- **Insulated:** separated from adjoining conducting material by a non-conducting material to mitigate the danger of electric shock.
- **Inspector:** an individual authorised under the *OH&S act*.
- **Job Safety Analysis (JSA):** Formal method of identifying possible hazards associated with a particular job and determining the control measures to be implemented to minimise the hazards.
- **Low Voltage or LV:** a nominal voltage exceeding 50 volts but not exceeding 1000 volts.

DEFINITIONS

- **Near:** a distance from an asset as follows:

Overhead electrical assets: a distance of 6.4 metres from overhead cables at voltages less than 66kV and 10 metres in the case of voltages greater than 66kV.

Underground assets: a distance of 2 metres from any underground asset and 3 metres from any underground assets registered under the *Pipelines Act* or an underground electrical cable with an in-service voltage greater than 66kV.

- **Network Asset Regulations:** the Statutory Rule No 141/1999 – Electricity Safety (Network Assets) Regulations 1999 including all the provisions contained therein.
- **No Go Zone:** the area surrounding:
 - overhead electricity cables on poles anywhere above or within 3000 mm to the side and below overhead power lines in the case of power lines up to and including 66kV and 8000 mm in the case of voltages above 66kV (tower lines); or
 - underground services being 300 mm for individuals and 500 mm for plant or equipment or 3000 mm of any underground assets registered under the *Pipelines Act* or an underground electricity cable with an in-service voltage of greater than 66kV.

Note: Some asset owners may have a requirement for greater clearances than articulated here to ensure the integrity of their assets at a specific worksite. Any information pertaining to this additional requirement will be provided with the response to an asset enquiry.
- **OCEI:** Office of the Chief Electrical Inspector.
- **OGS:** Office of Gas Safety.
- **Operation of plant and equipment:** the physical use of such items at a worksite.
- **Operation of Assets:** the physical management of utility services, including installation, maintenance and commissioning functions.
- **Operator:** the individual in control of a piece of plant or equipment at a workplace.
- **Permission:** where the Asset Owner or their representative has granted approval for the undertaking of a task or series of tasks near their assets. This approval may be subject to workplace safety and network or asset requirement provisions on the individual seeking to undertake the work.
- **Permit or Permit to Work (PTW):** an authority issued by an electricity asset owner, refer to definition of Access Authority (above) which allows work in the Permit Zone.
- **Permit conditions:** permission conditions stipulated by an asset owner.
- **PPE:** refers to personal protective equipment.
- **Plant:** any machinery, equipment or appliance including any component, fitting or accessory in relation to plant and defined as plant under the OH&S Plant Regulations (1995) with the specific exclusion of hand tools or endorsed devices used to locate and or maintain clearances from underground assets.
- **Plant operator:** see 'Operator'.
- **Pressurised:** a constrained flow of a substance in pipeline which may be of varying diameters and thicknesses, the flow of which may or may not be directly controlled by an asset owner.
- **Practicable:** has the meaning defined in the *Occupational Health & Safety Act 1985*.
- **Risk:** the likelihood of injury or illness or disease arising from exposure to or contact with overhead or underground services.
- **Safe:** not posing an unacceptable risk to life, health or property.
- **Safe systems of work:** work practices in which the health and safety risks to employees have been controlled so far as practicable.

- **Spotter:** a competent person who undertakes the task of observing and warning against unsafe approach to overhead and underground assets. A spotter for overhead electrical cables shall have successfully completed an endorsed training course.
- **Spotter Zone:** means the area adjacent to overhead assets (power lines) on poles anywhere within 3 to 6.4m to each side, and 8 to 10m on Tower Lines, and at or within 500 mm of an underground asset (mechanical plant) or 3m of an asset registered under the *Pipelines Act*.
- **Step potential:** means the potential electrical difference between any two (2) points, typically on the ground, which can be touched simultaneously by a person.
- **Supervisor:** a representative of the principal for a worksite, who has the delegated responsibility for a task or range of tasks being undertaken at the worksite.
- **Work:** an undertaking at a worksite involving plant and equipment other than hand-held equipment or tools.
- **Works:**
 - Planned or Programmed:* any work which has followed the normal planning process prior to work commencing, i.e. where the worksite has been physically inspected and assessed in advance of the work crew arriving on site.
 - Unplanned:* any urgent works where there has not been a reasonable opportunity to follow normal planning processes prior to work commencing. This includes works where the supervisor has not physically inspected the work place or where a work crew has come across a scope of work requiring action during the normal course of their duties.
 - Emergency:* where a crew is despatched to the work site in response to an immediate threat/danger to an individual, the public, property or the asset.
- **WorkSafe Victoria:** the regulator for workplace safety in Victoria.
- **Worksite:** the workplace under the *Occupational Health and Safety Act 1985*.