

High Voltage Live Work Auditing and Inspection Guide



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Scope and Purpose

- Best practice LW auditing as per the guide
- Objectives/principals
- Who
- How to
 - Audit Templates
 - Reporting
- Trainer engagement and competency
- Discussion –Audit outcomes



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Objectives/Principals

- Nationally consistent auditing to ensure basic safety practices are reliably carried out
- Monitoring and documenting performance of LL workers against documented Live Line Work procedures and techniques
- Team and individuals to be covered
- External auditors to be used

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Objectives/Principals

- Audit frequency teams and individuals -12 monthly minimum
 - Responsive to:
 - Results of previous audits (non-compliances)
 - Live work restart
- Reporting of non-compliances
- Standing down teams or individuals

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Who?

- Mix of internal/external
- Trained in auditing – 2 day unit standards based course
- Trained & currently competent in the work method
- Assisted by someone who is trained and currently competent

Discussion:

Assisted by someone who is currently competent. How can we make this work?



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How?

- Full and partial, announced and unannounced
- Copy of audit sheet disclosed in advance
- Findings discussed, documented and reported



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Audit Outcomes



Discussion:

What are the overall objectives?

The good stuff:

- Recognise good behaviour and lift it up as the standard all should aspire to
- Opportunities for improvement

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Audit Outcomes



Non-Conformances:

- Appropriate actions for non-compliance

Discussion:

Any ideas on the best ways to do this?



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Reporting Categories



National Reporting Categories for Non-Conformances on Live Line Work Audits			
Live Line Work Type			
Cat	A: Glove and Barrier	B: Hot Stick	C: Barehand
1	Procedural, technical	Procedural, technical	Procedural, technical
2	Pre-task checks and tailgate sheet sign-off	Pre-task checks and tailgate sheet sign-off	Pre-task checks and tailgate sheet sign-off
3	Contact area	Approach Distances (MAD)	Approach Distances (MAD)
4	Appropriateness and currency of work party Certificates of Competence	Appropriateness and currency of work party Certificates of Competence	Appropriateness and currency of work party Certificates of Competence
5	Safety Observer	Safety Observer	Safety Observer
6	Site Supervision	Site Supervision	Site Supervision
7	Equipment maintenance, test dates, storage and care, configuration, loading and fit for purpose.	Equipment maintenance, test dates, storage and care, configuration, loading and fit for purpose.	Equipment maintenance, test dates, storage and care, configuration, loading and fit for purpose.
8	Pre-job inspection of gloves and sleeves	Pre-job inspection of sticks and tooling	Pre-job inspection of sticks, rope and tooling
9	Application of insulating barriers	Application of insulating barriers (where relevant)	
10	Second point of contact: Difference of potentials	Second point of contact: Difference of potentials	
12	Rigging	Rigging	Rigging
13	Work site hazard / risk identification and mitigation	Work site hazard / risk identification and mitigation	Work site hazard / risk identification and mitigation
14	HV isolation/ reclose block communication procedures	HV isolation/ reclose block communication procedures	HV isolation/ reclose block communication procedures
15	Other (e.g. basic safety, traffic control, etc)	Other (e.g. basic safety, traffic control, etc)	Other (e.g. basic safety, traffic control, etc)

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Example Template



Assessor:	Date:	Job/Project No.:	No.: AUD
Start Time:	Finish Time:	Customer (Network):	
Location:	Weather:	Person in charge (PIC)/ Subcontractor:	
Work Method & Type: (e.g. G&B pole replacement)		Team Members:	
Procedure/Technique No:		Project Manager:	

Subject		Complies				Comments <i>If No, explain what, why, who, etc</i>
		N/A	Yes	No	CN*	
Site Safety	- Traffic Management meets Transit NZ or Council requirements				15	
	- Public safety management is in place (barriers, covers, access)				15	
	- Visitors to the site are challenged				15	
	- The worksite area is clearly identified				13	
	- Spans/structure to be worked on and adjacent structures checked.				13	
	- All hazards identified and managed (including weather considerations)				13	
Personnel	- Personnel understand the procedure and the role they are performing				2	
	- Support staff (e.g. crane operator) are competent and supervised				6	
	- Personnel are aware of emergency procedures and incident reporting				6	
	- Staff levels are sufficient for task				6	
Documents Authorisation	- Tailgate is complete, and signed by everyone on site				2	
	- L/L manual including Procedures/Techniques & COP are on site				1	
	- LW Justification & L/L permit on site and appropriate for task/location				1	
	- Certificates for L/L Competency/Network authorisation/EWRB registration requirements are current and available on site				4	
	- Work plan/obstruction plan/TMP is on site				1	
	- Communication link established & checked				14	
	- Reclose block in place/permit received and returned				14	

Email collated results of non-conformances to admin@eea.co.nz

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Audit Outcomes



CLASS OF SIGNIFICANCE	ACTION	DEDUCT
1. Critical	Work stopped immediately until resolved.	10 Points
2. Serious	Pointed out and able to be corrected at the time it occurred. If not able to be immediately and safely corrected, work is stopped.	5 Points
3. Important	Discussed in the de-brief session following that job.	2 Points

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Trainers

Due diligence when engaging a LW trainer:

- Competence in the method being taught
- Documented work experience/ exposure in the method being taught
- Competent in the instructing and training
- Knowledge and application of industry's standards
- LV works guide, knowledge and application
- Evidence of continuing professional development and NZQA qualifications
- Industry involvement and engagement
- Equipment knowledge
- Trainers personal equipment certification and testing
- *NZECF 46 & EEA Practice Note* knowledge & application

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Trainer Competencies

12.1 Trainer Competency

Trainers are required to be certificated as competent by the *Training Provider* prior to providing training. Trainers are to achieve the following requirements.

- Competent in method being taught
- A minimum of 12 months documented experience in method being taught
- Gained competency in instructing
- Have conducted, to a certified trainer's satisfaction, a full live line work training course in the method being taught under the guidance of that certified trainer and passed that trainer's assessment of the delivery of the instruction in live line work theory and practical techniques
- Meet training providers Quality Management Systems
- Hold relevant NZQA qualification or equivalent for the training being delivered and where issuing competency certificates to students i.e. Certificate in Electricity Supply (Line Mechanic Transmission Live Work), Certificate in Electricity Supply (Line Mechanic Distribution Live Work)

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