

# Close Approach Application Form



Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Feeder: \_\_\_\_\_ Voltage: \_\_\_\_\_ Email: \_\_\_\_\_  
 Location: \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Pole References: \_\_\_\_\_ Action Date: \_\_\_\_\_

Distance (tick box)  1.0 metre - 230 - 400 volts (approved contractor)  1.5 metres - 400 - 11,000 volts (uninsulated tools & equipment)  0.6 metres - 400 - 11,000 volts (insulated tools & equipment)

The above named applicant requests approval to work near live conductors at the location described. Pole numbers must be specified (along with switch and transformer numbers if known). The applicant agrees not to encroach on or operate mobile plant or equipment closer than the distance stated (see tick box). All work within the 4m close approach zone will require a Safety Observer.

### Supervisors, Operators & Safety Observers

Name:	Designation	Competencies	Card No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All personnel listed above have received the required safety training and hold a valid certificates to carry out their designated duties

All Supervisors, Operators and Safety Observers must meet the access competency requirements of Scanpower's Close Approach document ref: NOM15/20. All practical steps must be taken to maintain safe working distances as specified and all lines must be treated as live. Work will only commence on receipt of Scanpower's written approval. Only the competent personnel listed above will be carrying out their designated duties at this work site.

Applicant's Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Contact Number(s): \_\_\_\_\_

### Activities Requiring Close Approach

Excavators near cables/foundations  Tree work involving mobile plant and/or  Telecommunications  
 Street light maintenance - (pole fittings)  Felling trees within 2 tree lengths of a line  Farming Operations  
 Street light maintenance - (controls)  Mobile plant near lines \_\_\_\_\_

Known Hazards	Controls
<input type="checkbox"/> Pole condition	No-climb policy
<input type="checkbox"/> Working at height	Appropriate PPE including fall arrest equipment
<input type="checkbox"/> Isolation	All lines, cables and equipment to be treated as live. Appropriate SOPs and competencies
<input type="checkbox"/> Earth Potential Rise	Temporary earthing to be installed where required by a competent worker
<input type="checkbox"/> Un-earthed fittings	Appropriate competencies and cover-up practices to be implemented
<input type="checkbox"/> Buried cables	Before U dig + Scanpower confirmation/location, Scanpower Safety Observer
<input type="checkbox"/> Arc flash	Observe PPE and boundary specifications
<input type="checkbox"/> No Local Knowledge	All Site Supervisors and Safety Observers must hold EDICT Class 1 RAE Certification and all operators must hold an Electrical Hazard Awareness Certificate
<input type="checkbox"/> Other _____	

**NOTE:** The above list is not exhaustive and does NOT cover non-Scanpower assets. This form does NOT in any way absolve the applicant from his/her obligations regarding hazard identification and risk assessment procedures.

Application:  Approved or  Declined Approval Number: \_\_\_\_\_  
 Approval Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

On completion of work, please advise Scanpower Network Control: Phone: (06) 374 8039 After Hrs: 027 243 8805

# Close Approach Agreement



This form sets out the agreement between the network and the contractor with regard to safety management controls and practices in a situation where the operation of machinery/plant or work is being undertaken in Restricted Access Areas defined by Scanpower's Close Approach Policy ref NOM15/20.

Upon completion and acceptance of a Close Approach Form (NOM15/25) the following is agreed :

The network agrees :

- To place a reclose block on the effected recloser circuit breaker(s) upstream of the work area
- To place a "Man on Line" tag on the SCADA controls for the recloser circuit breaker(s) upstream of the work area
- To, upon a trip, not reliven the effected work area without first obtaining an assurance from the work party that they are safe and clear of the lines
- To not remove the reclose block and tag without first receiving assurance from the contractor that "all men and machinery are clear of the lines".
- To, at our discretion, supply a 'spotter' who is authorized to halt work on the site if close approach limits are breached.

## Reclose Block Agreement

Reclose Block on: \_\_\_\_\_ at: \_\_\_\_\_ Issued to: \_\_\_\_\_ As: \_\_\_\_\_  
CB Time Applicant Title

Reclose Block Returned by: \_\_\_\_\_ at: \_\_\_\_\_ Enabled by: \_\_\_\_\_  
Contractor Time Duty Officer

The contractor agrees :

- To meet the requirements of Scanpower's Close Approach Policy NOM15/20; specifically, meeting the requirement for competency of all supervisors, operatives and safety observers and observing the known hazards and control measures advised by Scanpower
- To notify Scanpower network as soon as possible of a close approach request
- To complete the Close Approach Form (NOM15/25) and return it to Scanpower Network before any work commences
- To notify Scanpower control room on commencement and completion of work each day
- To notify Scanpower (after the emergency services) of an accident or incident involving powerlines, cables or foundations
- To notify Scanpower network of any unsafe or hazardous situations identified by the contractor
- To not alter the specific details regarding personnel or the scope of work without a new agreement in place
- Maintain effective communications with the Control Room at all times when work is in progress

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On completion of work, please advise Scanpower Network Control: Phone: (06) 374 8039 After Hrs: 027 243 8805