

1. SCOPE

This Procedure sets out the manner in which work shall be carried out on **HV Live** Overhead lines using the *HV Rubber Glove Working* method and how such work shall be monitored and audited.

2. ISSUE RECORD

This is a [Reference](#) document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No.	Author	Amendment Details
November 2000	3	R H Bracey	Revised to match reissue of LWM 5.3 and issued in new format: 13 page document.
14 th April 2021	4	Jamie McDonald	Updated Roles & Responsibilities and removal of Appendix 2 Audit Checklist - HV Rubber Glove Working
7 th May 2021	5	Jamie McDonald	Amend Authorisation reference

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Jamie McDonald Lead Engineer, Standards	Iain Steele Live Line User Group Chair Person	Frank Monaghan Health & Safety Director

4. REVIEW

This is a [Reference](#) document which has a 5-year retention period after which a reminder will be issued to review and extend retention or archive.

5. DISTRIBUTION

This document is part of the Management Safety Procedures but does not have a maintained distribution list.

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7. DEFINITIONS

Terms printed in bold type are as defined in the ScottishPower Limited Safety Rules (Electrical and Mechanical) 4th Edition.

Terms printed in italics are defined in the Definitions Section of these Procedures.

8. INTRODUCTION

The *HV Rubber Glove Working* method for carrying out work on **Live High Voltage** overhead lines permits work activity to take place within the *Upper Portion* of poles. Work from outside the *Upper Portion* on poles carrying **Live High Voltage** conductors shall be carried out in accordance with OPSAF-11-006 (MSP 1.4).

9. POLICY

All *HV Rubber Glove Working* shall be carried out in accordance with OPSAF-12-015 (LWM 5.3) from an **Approved** Insulated Aerial Device by lines staff trained in the appropriate *HV Rubber Glove Working* Standard Job Tasks, procedures and techniques and authorised for *HV Rubber Glove Working* in accordance with OPSAF-13-001 (MSP 5.1).

No tools or equipment other than those specifically **Approved** shall be used from or in close proximity to the Insulated Aerial Device.

The principles, authorisation requirements and precautions to be taken both before and during *HV Rubber Glove Working* are detailed in OPSAF-12-015 (LWM 5.3).

OPSAF-12-015 (LWM 5.3) will be revised where necessary to include new Standard Job Tasks and re-issued. Such a re-issue may be accompanied by a change in authorisation reference.

HV Rubber Glove Working forms part of the overall **HV Live Working** strategy which is the responsibility of the **Live** Line User Group Chairperson (as head of the **Live** Line User Group). The roles and responsibilities of this group are defined in Appendix 1.

10. MONITORING AND AUDITING PROCEDURE

The Outage Free Project Leader(s) shall monitor the performance and safety of *HV Rubber Glove Working*. An on-site visit to each team, including an inspection of completed and current On Site Job Planning Sheets, SMS-13-094, shall be carried out at least once every month. These visits shall be recorded in the Health & Safety database as a Behavioural Safety Visit.

Each team shall be audited at least twice each year. The audit shall be carried out by means of a random unannounced site visit by an Outage Free Project Leader(s). A minimum of one of these audits shall be carried out by an Outage Free Project Leader from a different licence area. The purpose being to verify the ongoing competence of the team members and record any deviations from **Approved** practices. The Audit Checklist SMS-13-093 shall be completed for each audit. These audits shall be recorded in the Health & Safety database.

Where staff are authorised for *HV Rubber Glove Working* and not regularly engaged in *HV Rubber Glove Working*, the Outage Free Project Leaders will review the requirement for the continued authorisation on an annual basis.

Additional independent audits may, at the discretion of the **Live** Line User Group Chairperson, be carried out at any time.

Every three months a summary of the findings from monitoring and audits shall be forwarded by the Outage Free Project Leader to the **Live** Line User Group Chairperson and the Health & Safety Director. Each three-monthly summary shall be reviewed at the next meeting of the **Live** Line User Group following its publication, as a standing agenda item.

Should monitoring and auditing reveal non-standard tasks which are being carried out with a degree of frequency, then such tasks should be referred to the **Live** Line User Group for ratification as a standard task. Details of the new Standard Job Task will be included in the *HV Rubber Glove Working* Manual (DOC-00-263).

Persons authorised for *HV Rubber Glove Working* are also subject to operational compliance auditing in accordance with OPSAF-11-004 (MSP 1.2).

11. TRAINING

The Training, Recruitment & Work Methods are detailed in the *HV Rubber Glove Working* Safety Case (SMS-04-023).

12. APPENDIX 1 – LIVE LINE USER GROUP – ROLES AND RESPONSIBILITIES

12.1 The Structure and Role of the User Group

The **Live** Line User Group will consist of a nucleus of **HV Live Working** and **HV Rubber Glove Working** responsible persons i.e. the **Live** Line User Group Chairperson, Health & Safety Advisor, Training Advisor, Technical Advisor, workforce management representatives and Outage Free Project Leader(s). The User Group will meet a minimum of four times per year, with the following remit:

- Promote the use of **HV Live Working** Techniques across the wider SP Energy Networks business
- Monitor and review **HV Live Working** safety performance and safety issues
- Act as a quality assurance group in ensuring that **HV Live Working** is applied effectively to maximise business benefits across the **Company**
- Review the outcomes of audits carried out on **HV Rubber Glove Working** teams
- Involve user representatives in business solutions and applications
- Ensure effective administration of the **HV Rubber Glove Working** method is maintained, e.g. documentation, security, training, etc.
- Receive and act on reports from within and outside the business
- Evaluate and deal with risks of unsatisfactory performance of **HV Live Working** techniques
- Ensure effective communication on **HV Live Working** matters to the user community
- Continually review **HV Live Working** techniques, equipment and procedures

12.2 User Group Roles and Responsibilities

12.2.1 Live Line User Group Chairperson

The **Live** Line User Group Chairperson shall be a member of the SP Energy Networks Senior Management Team, with a good understanding of network engineering principles and practices. The **Live** Line User Group Chairperson shall be accountable for **HV Live Working**, including **HV Rubber Glove Working**. This shall include collation of district performance and safety audit results, ongoing development of **HV Live Working** methods and liaison with other parties. Their responsibilities are:

- Chair the **Live** Line User Group
- Have overall responsibility for policy and procedures
- Provide leadership and strategy vision to the User Group
- Organise and arrange for the administration of the User Group
- Manage membership of the **Live** Line User Group
- Liaise between the **Live** Line User group and ENET members on **HV Rubber Glove Working** and **HV Live Working** issues
- Carry out a minimum of one annual audit of an **HV Rubber Glove Working** team
- Ensure all **HV Live Working** & **HV Rubber Glove Working** incidents are investigated

12.2.2 Designated Manager

The Designated Manager shall be competent in the management, control and organisation of **HV Live Working** Practices and Procedures and have an understanding and appreciation of **HV Rubber Glove Working**. Ideally, the Designated Manager should be from the opposing Distribution Licence Area to the **Live** Line User Group Chairperson. Their responsibilities are to:

- Ensure strict compliance with all Safety requirements in **HV Live Working**
- Ensure that **HV Rubber Glove Working** jobs have been assessed as to their justification in accordance with the **HV Rubber Glove Working Safety Case** (SMS-04-023)
- Ensure effective utilisation of **HV Live Working** resources to minimise **System** disruptions
- Hold monthly review meetings with relevant **HV Live Working** personnel
- Develop and promote a strong **HV Live Working** culture
- Carry out a minimum of one annual audit of an **HV Rubber Glove Working** team
- Ensure staff have appropriate authorisation, knowledge & appreciation of **HV Live Working & HV Rubber Glove Working**
- Liaise with :
 - **Live** Line User Group Chairperson
 - Outage Free Project Leader(s)
 - **HV Rubber Glove Working** Training Advisor
 - Health & Safety Director
 - HSE
- Support **HV Live Working & HV Rubber Glove Working** incident inquiries

12.2.3 Technical Advisor

The Technical Advisor shall be familiar with all aspects of **HV Rubber Glove Working & HV Live Working** Practices and Procedures.

The Technical Advisor shall support Outage Free Project Leader(s) and develop new **HV Rubber Glove Working & HV Live Working** procedures/tools/equipment. They shall assist in Incident Investigation and provide technical advice.

The Technical Advisor shall liaise with:

- **Live** Line User Group
- **Live** Line User Group Chairperson
- Outage Free Project Leader(s)
- Training Advisor
- Safety Advisor
- Electrical Test Centre
- HSE / ENA

12.2.4 Safety Advisor

The Safety Advisor shall be a member of the Health & Safety department who has knowledge and experience of **HV Rubber Glove Working & HV Live Working** activities. They shall advise the **Live** Line User Group on specific **HV Rubber Glove Working & HV Live Working** safety issues and on general health and safety legislation/information.

Liaise with:

- HSE
- **Live** Line User Group
- Participate in any **HV Rubber Glove Working & HV Live Working** incident inquiries
- Operational Assurance Manager for operational compliance audits on **HV Rubber Glove** activities and feed back to user group.

12.2.5 Training Advisor

The Training Advisor shall be a training expert with knowledge, experience and in depth understanding of *HV Rubber Glove Working* & *HV Live Working* techniques. They shall advise the group on training and technique application.

12.2.6 Outage Free Project Leader(s)

The Outage Free Project Leader(s) shall be competent in all aspects of *HV Live Working* Practices and Procedures inclusive of *HV Rubber Glove Working* and have working knowledge of WL-1.531. Their responsibilities are:

- Ensure that safety standards are maintained.
- Provide local expertise in *HV Live Working*.
- Carry out regular *HV Rubber Glove Working* audits.
- Identify training requirements.
- Assist with training.
- Identify requirements for new procedures/tools/equipment.
- Assist Designated Manager to ensure maximum return of *HV Live Working*.
- Attend or be represented at **Live** Line User Group meetings.
- Organise and facilitate a quarterly team brief with all available *HV Rubber Glove Working* **Authorised Persons**.
- Complete safety audits of *HV Live Working* & *HV Rubber Glove Working*
- Facilitate all *HV Live Working* personnel are adequately equipped (Tools, Clothing, Equipment, etc)
- Ensure Safety Standards are maintained at all times
- Ensure vehicles, tools & equipment are maintained and serviced
- Programme all *HV Rubber Glove Working*
- Ensure *HV Live Working* personnel are given clear and comprehensive Job Instructions
- Support *HV Rubber Glove Working* & *HV Live Working* incident inquiries
- Liaise with:
 - Designated Manager.
 - Team Leader(s)
 - *HV Rubber Glove Working* Team members

12.2.7 *HV Rubber Glove Working* Team Representative(s)

HV Rubber Glove Working Teams shall be competent in *HV Rubber Glove Working* practices & procedures and have undergone training and hold Authorisation WL-1.531.

A representative from the active *HV Rubber Glove Working* teams should be invited to attend the **Live** Line User Group meetings.

Their responsibilities are to:

- Ensure safety standards are maintained at all times
- Carry out *HV Rubber Glove Working* in accordance with OPSAF-12-015 (LWM 5.3), other relevant documents and the trained procedures and techniques
- Take ownership of:
 - The care and maintenance of vehicles, tools and equipment and ensuring equipment is within the current test period.
 - Ensuring they have been given clear and concise job task instructions.
 - Site surveys to ensure *HV Rubber Glove Working* procedures can be carried out.
 - Ferroresonance assessments
 - Completion of On Site Job Planning Sheets, SMS-13-094

13. APPENDIX 2 – HV RUBBER GLOVE WORKING ORGANISATIONAL CHART

