

1. SCOPE

This document gives guidance on the interpretation for those Definitions contained in Part D – 'Definitions' of the Safety Rules, which require further clarification to ensure consistent application of the Safety Rules for **HV** work or testing.

2. ISSUE RECORD

This document is not controlled. The current version is held on the Energy Networks Intranet.

Issue Date	Issue No	Author	Amendment Details
August 2004	1	R.W. Nelson	Initial Issue: 8 Page Document
March 2011	2	Rob Edwards	Removal of guidance on 'Location' and 'Locked'. Major change to guidance on 'Immediate Supervision'.

3. ISSUE AUTHORITY

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4. REVIEW

This document shall be reviewed as dictated by business change. The proposed revision date can be viewed in the Management Safety Procedures Document Index DOC-00-238.

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6. DEFINITIONS

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

7. INTRODUCTION

The undernoted Safety Rule Definitions contained in Part D of the Safety Rules Handbook require guidance to clarify their meaning and to ensure they are applied in a consistent manner by **Authorised Persons** working or testing on the **HV System**.

This guidance does not dilute the Safety Rule Definitions but expands on their meaning, ensuring that the fundamental principle of achieving safety of **Persons** is fulfilled.

8. 'IMMEDIATE SUPERVISION'

8.1 Safety Rule Definition – Part D

Immediate Supervision – Supervision by a **Person** who is continuously available at the **Location** where work or testing is in progress and who attends the work or test area as is necessary for the safe performance of the work.

8.2 Background

Work on the **System** does not, in a great many cases, take place in straightforward, physically defined areas.

Typical examples are:

1. Testing on cables, which may require **Persons** to be at positions separated by a considerable distance, participating in testing under the remit of a **Safety Document** that requires the document holder to provide a minimum of **Immediate Supervision** to all members of his **Working Party**.
2. Working on several spans of **HV** overhead line, separated by considerable distances, under the remit of a **Safety Document** that requires the document holder to provide a minimum of **Immediate Supervision** to all members of his **Working Party**.
3. Working on several spans of **LV** overhead line, with considerable physical distances involved. Although no **Safety Document** is required, in order that the work is conducted in a co-ordinated, safe manner, it is required that one **Person** has overall charge of the **Working Party**, and for that one **Person** to provide a minimum of **Immediate Supervision** to all members of his **Working Party**.
4. Maintenance on a 132kV oil circuit breaker, which may require **Persons** to work within the oil tank under the remit of a **Safety Document** while the document holder is outside of the tank. The document holder however, is required to provide a minimum of **Immediate Supervision** to all members of his **Working Party**.

8.3 Interpretation

There is, therefore, no straightforward, simplistic guidance that can be applied that fits the wide scope of circumstances that are encountered on a daily basis by **Persons** working on the **System**.

“Sight and Sound” is a phrase that has been employed in an attempt to provide a readily understandable ‘definitive’ interpretation of the Safety Rule definition. Whilst the phrase is readily understandable, it is clear from the examples quoted above that it cannot be strictly applied in many circumstances.

Therefore, the concept of keeping all members of a **Working Party** within “Sight and Sound” of the **Person** in charge of the **Working Party** is the ideal that should be aimed for, where reasonably practicable. Examples of situations where this may be achieved are small **Working Parties** (e.g. 2-3 **Persons**) with work or testing taking place at a single position, e.g.:

- A jointing team completing a cable termination on an 11kV RMU in a ground mounted secondary substation. The work takes place in a small building under the terms of a **Permit For Work**. It is therefore reasonably practicable for the document holder (jointer) to keep his **Working Party** (one jointer’s mate) within “Sight and Sound” for the majority of the time throughout the course of the work, exceptions being, for example, when the mate leaves the substation for a short time to fetch or return tools/materials from or to the jointer’s van, etc.
- An overhead line team erecting a new pole mounted transformer on an 11kV overhead spur line. Once a **Safety Document** has been issued the extent of the activities will be to: erect a **Portable Drain Earth** on the other side of the work position; erect the transformer; recover the **Drain Earth**. It is therefore reasonably practicable for the document holder (linesman) to keep his **Working Party** (one linesman’s mate) within “Sight and Sound” for the majority of the time throughout the course of the work, exceptions being, for example, when the mate leaves the pole on which work is taking place for a short time to fetch or return tools/materials from or to the linesman’s van, etc.

For the numerous situations such as those outlined in Section 8.2 above, where maintaining “Sight and Sound” is not reasonably practicable, a less prescriptive interpretation of **Immediate Supervision** is required. Such an interpretation must take into account factors such as: the nature of the work (or testing); the work (or testing) area; the number of members of the **Working Party**; the relative knowledge and experience of members of the **Working Party**; etc.

The interpretation of **Immediate Supervision** in such circumstances will require a number of measures to be taken or put in place; these may include, but may not be limited to:

- Before the start of work (or testing), a full and comprehensive brief of the **Working Party**, by the **Person** in charge of the **Working Party**, with respect to:
 - the salient points of the work (or testing) to be undertaken;
 - the **Location** on the **System** where the work (or testing) is to take place and the limits of that **Location**;
 - the measures that have been put in place to achieve **Safety from the System** and **General Safety**;
 - further precautions to be put in place and / or maintained throughout the course of the work or testing;
 - etc.

- Methods to make communication continuously available between the **Person** in charge of the **Working Party** and the other members of the **Working Party**; this could be achieved by the provision and use of mobile telephones or, in areas of poor coverage, handheld radios.
- Recognition that the main role of the **Person** in charge of the **Working Party** may be to 'Supervise' by moving between different work positions, rather than to play a major part in the actual work or testing being undertaken.
- Placing inexperienced members of the **Working Party** (e.g. apprentices or adult trainees) 'under the care of' a suitable 'senior' member of the **Working Party**.
- Etc.

In summary – the **Person** responsible for providing **Immediate Supervision** shall be available at the work **Location** and they themselves must decide what level of **Supervision** is appropriate for the task in order to ensure the safe performance of the work (or testing).

9. 'PERSONAL SUPERVISION'

9.1 Safety Rule Definition – Part D

Personal Supervision – **Supervision** by a **Person** such that the supervising **Person** is at all times during the course of the work or testing in the presence of the **Person(s)** being supervised.

9.2 Further Clarification

This is **Supervision** by a **Person** (having adequate technical knowledge, experience and competence) such that they are, at all times during the course of the work or testing, continuously observing and in the presence of the **Person(s)** being supervised, with the ability and competence to directly intervene.

Supervision at ground level provided for **Person(s)** positioned at height is considered to be **Personal Supervision** when the supervisor at ground level maintains verbal and visual communication with the **Person(s)** being supervised.

Examples of **Persons** providing **Personal Supervision**:

- As determined by a **Senior Authorised Person**.
- **Senior Authorised Persons** erecting / removing demarcation in substations as per PSSI 6.
- **Authorised Persons** supervising movement and use of ladders and long objects within substations containing exposed **HV Live** conductors.
- **Authorised Persons** providing training to **Authorised Persons** with an appropriate 'PS' (**Personal Supervision**) authorisation category for work, operations, **Live** working, **Drain Earth** application and **Control Person** activities.