

It is the responsibility of the person and constructor to ensure that underground pits, ducts and cables are not damaged as a result of excavation and construction work. It is also your **duty** to protect your workers from harm or injury.

This Checklist is intended to be used as a guide to what persons and constructors should do to make sure they have satisfied the minimum requirements to minimise damage to underground networks.

## PLANS, LOCATION AND NOTIFICATIONS

Have you:

- Obtained all relevant utilities plans from Dial Before You Dig (DBYD)? Call **1100** – allow at least 5 working days for plans.
- Contacted Essential Energy if any electrical assets are present on your DBYD plan?
- Checked the issue date on all the above plans to ensure issue was within the last 30 days?
- Obtained Essential Energy's operational procedures 'Work near Essential Energy's underground assets' CEOP8041 and 'Construction work near electricity network' CEOP1116, which can be found at [essentialenergy.com.au/construction](http://essentialenergy.com.au/construction) ?
- Examined plans and assessed all possible impacts on Essential Energy's network and consumer's mains?
- Copies of both Underground Distribution and Transmission Plans (if applicable), on site at all times?
- Checked that all cables and conduits shown on Essential Energy's plans have been located and marked on the ground and a written risk assessment has been prepared?
- Checked that bore equipment is calibrated (if you are planning to use a bore)?
- Read and understood any relevant Essential Energy requirements?
- Notified Essential Energy and complied with requirements? Where an Essential Energy's representative is required, 2 weeks' notice is required before commencing work. Contact Essential Energy on **13 23 91**

## INSPECTION OF WORK BY ESSENTIAL ENERGY'S REPRESENTATIVE

- Prior to commencing work near or around\* any transmission (critical asset), has an Essential Energy representative visited the site?
- For proposed work near or around\* cables other than transmission and/or conduits, are the Essential Energy requirements understood and ready to be applied before work is started?

## PROTECTION

Check that all people on-site have been made aware of the presence and location of ALL Essential Energy's underground cables and/or conduits (especially boring, drilling and trenching machine operators) and **are aware of the risk assessment and controls in place for close approach to UG electrical assets.**

- Is there any asbestos or asbestos containing material in Essential Energy's underground network assets?
- Have you checked for the presence of any Organo-Chloride Pesticides (OCP) in transmission trenches?
- Is the site supervisor monitoring all machine operators working near or around Essential Energy's underground cables and/or conduits by potholing and appointing a safety observer?
- Have you marked all exposed underground cables and/or conduits with flags that are clearly visible from within all machinery used on-site?
- Have safety barriers, fencing or para-webbing been erected in areas that are at risk, to protect employees, the public and underground cables and/or conduits?
- In the event of DAMAGE to Essential Energy's cable or conduits, call **13 20 80** immediately. PROCEED with CAUTION

Responsible person on site to sign: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

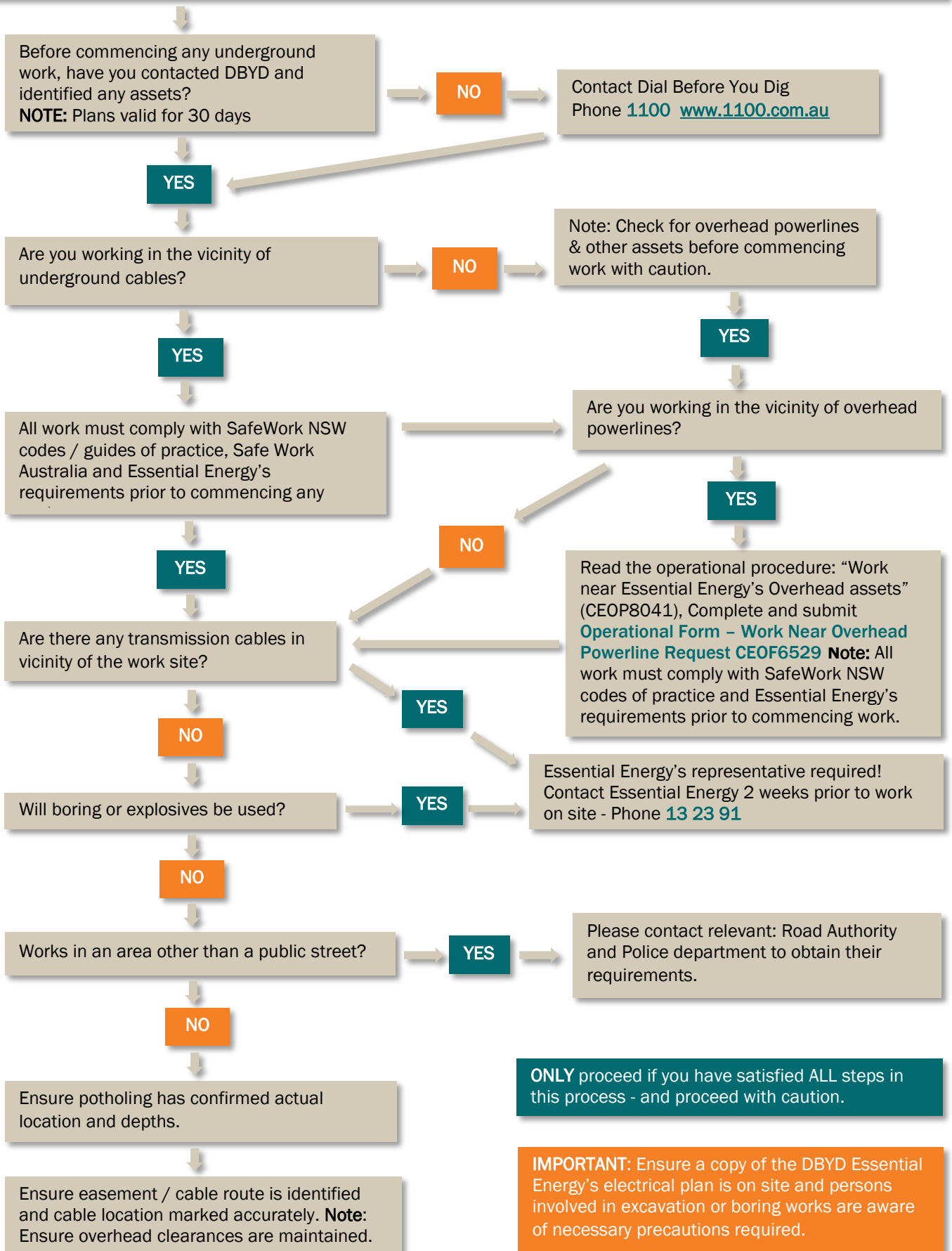
Essential Energy's Public Safety team is available to discuss any questions relating to electrical safety. For more information on electrical safety please call **13 23 91** or visit [essentialenergy.com.au/safety](http://essentialenergy.com.au/safety)

It is your responsibility to protect Essential Energy's cables and conduits from damage and your **duty of care** to protect your workers from harm or injury.

*Be safe, because they need you*



Read the operational procedure: "Work near Essential Energy's underground assets (CEOP8041), electricity while excavating fact sheet and complete the check list. **Note:** All work must comply with SafeWork NSW codes of practice and Essential Energy's requirements prior to commencing work.



**ONLY** proceed if you have satisfied ALL steps in this process - and proceed with caution.

**IMPORTANT:** Ensure a copy of the DBYD Essential Energy's electrical plan is on site and persons involved in excavation or boring works are aware of necessary precautions required.