

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
Published Date: 24/08/2023	Next Review Date: 24/08/2024	
Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS18: Working in Close Proximity to Underground Services

Scope of Works

Working in Close Proximity to Underground Services

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses.
- Check that client and relevant persons are informed and agree commencement date.
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA, Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan where required.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Review utility stats for the presence of overhead and underground services (electric/ gas/ telecom/Water). If no stats available seek local knowledge or contact local utility services.
- Visually inspect the area for the present of any evidence of services looking for service poles, street lighting, cabins/cabinets, manholes, joint boxes, reinstatement scars, feeds into properties etc.
- **If route proving from Box to Pole, no ground should be broken unless correct permits are in place. All gangs breaking ground must have clear authorization, correct safety equipment and the relevant competency cards. If surface layer is of a loose material, operatives are permitted to scrape away up to a depth of no more than 10mm, if this does not expose the service enough to safely complete works the task must stop and Supervisor notified. Under no circumstances must the gang break ground.**
- Then the calibrated Cable Avoidance Tool (CAT) and the Genny must be used to identify the exact location of the existing service.
- The CAT and Genny must only be operated by a trained competent person.
- The CAT and Genny must be operated to the approved method, zig zag the area, the length and breadth of the site boundaries.
- Any located services must be marked by a continuous line, with a broken line 0.5m to each side.
- All markings should be made with removable chalk/paint.
- The initial excavation works must be by hand, using insulated hand tools to confirm the location of the services.

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- Once the trial holes have been dug and the location, direction and depth of the services have been confirmed then the excavator (with toothless bucket) can be used to excavate outside of 0.5m (radial distance) of the identified service.
- When the surface has been broken out, use Cable Locator again to re-confirm the position of services. Frequent and repeated use should be made of the CAT during the course of the work.
- When using Mechanical excavator in the vicinity of electrical cables keep everyone clear of the bucket and the excavator while it is digging.
- Where an electric cable is embedded in concrete, arrange for the cable to be switched out before breaking the concrete.
- No exposed services will be left unsupervised.
- During works all excavations must be adequately guarded
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required

CAT, mini digger, whacker, roller & hand tools All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required will all be 110v in line with the current regulations.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- 1st aid training
- NRSWA **ALL** relevant units.

Access and Egress Points

Only permitted access/egress points will be used

Interface with Public

All required third party notification will be addressed by the Site Supervisor.

Working hours

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.