

## INSTALLATION OF SUBSTATION SERVICES.

### SAFETY PRECAUTIONS AND ACCIDENT REPORTING PROCEDURE.

#### 1. GENERAL.

1.1 This Instruction summarises the procedures for investigating and reporting accidents to Departmental personnel and also accidents caused by Departmental personnel to private or public property. It also discusses the safety precautions to be observed by all technical staff engaged on substation installation and maintenance. Nothing contained in this Instruction, however, shall be taken as amending any of the official instructions or regulations which still remain the over-riding authority.

#### 2. PREVENTION.

2.1 An accident is an unexpected happening, but reasonable care will reduce their incidence considerably. Accidents result in a waste of material and manpower and they impose a retarding effect on production. They are usually caused by lack of thought, control or co-operation; accident prevention, therefore, depends on leadership by controlling officers and continual co-operation from all personnel.

Supervisory officers must plan carefully, display leadership in safety measures and at all times show a genuine interest in preventive methods. Personnel when carrying out their work shall see that they do not expose themselves to risk of injury or create circumstances which present risk of accident to others. They shall also, when handling equipment or tools, take care to prevent damage to the equipment or to surrounding fragile or highly polished surfaces.

#### 3. ACCIDENTS TO DEPARTMENTAL EMPLOYEE.

3.1 A Technician who receives personal injury whilst on duty, shall, if possible, obtain first aid treatment and then arrange for the full facts to be reported to the Senior Technician. All incidents, even though they be classed as trivial at the time, shall be reported because of the risk of later complications. For instance, a cut may take some days to become infected and early reporting will ensure that the Technician obtains full cover. Full advantage shall be taken of Departmental Casualty Rooms and First Aid Kits shall be kept fully stocked.

If the extent of the injury is such that it is necessary for the Technician to cease duty, the Senior Technician or other officer in control shall make arrangements for the injury to be examined by a Commonwealth Medical Officer or if he is not readily available, a local Doctor. This examination should be effected within 48 hours of the time of ceasing duty to enable the extent of the injuries to be ascertained. It is desirable to have any injury examined, except those of a very minor nature, by one of the medical authorities mentioned above, as complications may make it necessary for the Technician to cease duty at a later date.

#### 4. PROCEDURE FOR REPORTING ACCIDENTS TO DEPARTMENTAL EMPLOYEES.

4.1 The Senior Technician or other officer in charge of the injured employee shall arrange immediately for a full enquiry to be made into the cause of the incident, and he shall complete an Accident Report and attach to it reports from all

eye-witnesses. This report is then forwarded to the Divisional Engineer without delay. The officer suffering the injury shall not prepare the Accident Report but he shall prepare a separate statement which shall be forwarded with the Accident Report. This statement shall set out fully the circumstances of the incident including when and where it occurred. It shall also show the full name of the employee together with his address. An application for leave which mentions the incident is not acceptable as a statement covering the injury.

5. APPLICATION FOR LEAVE.

5.1 Where it is necessary for the employee to cease duty, he shall submit an application for leave. This application shall be accompanied by a certificate from a Doctor except in cases where the employee is able to resume duty before a medical examination of his injuries can be made. In these cases, the medical certificate is not necessary and the report by the Senior Technician must be accepted as authority for absence from duty. (See P.S.B. Gen. Order 5/D/1(c).)

6. INJURY TO MEMBERS OF THE PUBLIC.

6.1 When members of the public are injured as the result of Departmental activity, action similar to that described above shall be taken to report the circumstances. In this case, the Technician may prepare the report but if he does not, he must submit a separate statement. The procedure regarding medical examination does not apply.

7. DAMAGE TO PROPERTY.

7.1 Any damage to public or private property, whether caused by Departmental activities or not, but which is claimed or may be claimed to be caused by the work of an employee or by cables, wires, fixtures or other property of the Department, shall be followed up by a written report. If reported by the Technician, he shall immediately ring the Depot. The Senior Technician or other responsible officer shall advise the Engineer by telephone and shall conduct an immediate investigation into the circumstances. A full explanation shall be given in reports together with statements from witnesses, where possible, whose names and addresses shall be obtained.

Where the damage affects the protection of property from the weather, such as broken windows, skylights or roof structure, action shall be taken to provide some temporary protection which will prevent further damage. Because legal aspects may be involved, the action to be taken to effect repairs will be decided by the Engineer, (See Telephone Engineering Instruction, Substation D 0002.) The Department shall not be embarrassed by admissions of liability either verbal or implied until the matter has been finally investigated.

When Departmental equipment is dismantled, it is generally not necessary for the Technician to restore disfigured wall surfaces, provided that the extent of the damage is not greater than that which would reasonably be caused when the equipment was originally installed. If the subscriber makes a request for restoration under these circumstances, the Technician should explain courteously that the disfigurement of the surface was unavoidable in the provision of the service.

Where the damage is considered to be greater than might reasonably be expected, and the subscriber requests repairs, the Technician should suggest that he leave the backboard in position to cover the marred surface. Should this be unacceptable the Technician shall report the circumstances to the Senior Technician who will arrange to have repairs effected.

8. ACCIDENTS INVOLVING DEPARTMENTAL VEHICLES.

8.1 All officers driving Departmental motor vehicles shall be fully conversant with the instructions for the reporting of accidents given in the manual "Transport Procedure, Part 9, 1952". Particular attention shall be paid to sub-paragraph 3 of paragraph iii of that pamphlet which reads "The driver must not discuss details of the accident with bystanders, other than the Police, and should be on his guard against making any admission of personal fault or defect in the vehicle, to persons other than his supervisory officer or Departmental Investigation Officers. He should not adopt a hostile attitude on the scene of the accident as this may hinder him in obtaining essential witnesses. The driver should not visit any persons injured in an accident with which he is concerned except with the approval of his supervisory officer." Copies of Forms AP. 38, formerly TP. 8, shall be carried in each vehicle.

9. PREVENTIVE MEASURES.

9.1 There are numerous ways of preventing accidents and several of the more important precautions are covered herein -

- (i) Tools. Good tools properly maintained and used carefully will remove a common cause of accidents. Technicians shall see that the edged tools they carry are kept sharp and that the edges are protected when not in use. Ladders shall be inspected regularly and repaired before they become dangerous to use. When working, do not leave tools on top of ladders, stairways, etc. Hot electric soldering tools must be placed on guards when not in use.
- (ii) Hazardous Locations. Technicians working alone shall not attempt to work in dangerous locations such as inaccessible, cramped and confined spaces, over working machinery, in the presence of noxious or explosive gases, etc. When a trap is cut, the Technician is responsible for the reinstatement of the floor surface. Where the running of cables or fitting of apparatus necessitates the use of a ladder and the floor surface is slippery or highly polished or the ladder has to be erected in a traffic way where there is a danger of the ladder being bumped by pedestrian or vehicular traffic, Technicians shall not attempt to work alone but shall arrange with the Senior Technician for the assistance of another officer to hold the foot of the ladder securely. Ladders shall always be firmly and securely placed on floors and against walls, and packing other than a small slip of wood to obtain a level surface shall not be used. Technicians shall not attempt to crawl around narrow ledges or along girders unless there are satisfactory supports to hold on to. It must be remembered that sick leave may not be granted for time lost due to accidents caused by taking unnecessary risks.
- (iii) Loose Wiring and Equipment. Care should be taken to avoid wires, cables or other equipment being left, even temporarily, in passage-ways or other places where they could cause injury to members of the public. If it is impossible to carry out work without causing some obstruction, the Senior Technician shall make arrangements for the work to be done when the passing traffic is a minimum and should arrange for an assistant to stand by to prevent injury to passers-by. When Technicians are working under floors and access is gained by cutting a trap or using an existing opening, Technicians shall obtain the assistance of another officer to guard the opening while the work is proceeding and the trap is open.

Particular attention shall be given to the wiring runs selected under floors or over ceilings to prevent damage to wiring or to other workmen.

- (iv) Carrying Equipment on Bicycles. Toolbags, coils of wire or items of equipment shall not be carried on bicycles unless they are resting in proper carriers. Care shall be taken to prevent any item being caught in the wheels or interfering with the steering.
- (v) Goggles should be worn when cutting or "chasing" concrete or stonework to prevent accidents to the eyes. The "glass" used in these goggles shall be of the "unbreakable" type.

10. SUPERVISION.

10.1 Officers controlling Installation Depots shall pay particular attention to the safety measures adopted by Technicians. They shall educate their staff in the safety measures to be used and shall insist that employees controlled by them observe all precautions.

11. CLEANLINESS.

11.1 Technicians shall observe the normal rules of cleanliness; hands must be kept clean so that infection can not occur. When handling lead sheathed cables or braided cables the outer covering of which is impregnated with a flame-proofing compound, the hands must be washed before eating or smoking. When plumbing cable joints or soldering wires to tags, care shall be taken to prevent the resultant fumes being inhaled.

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