

SAFE OPERATING PROCEDURE



UNDERGROUD SERVICES

As Master Electricians members we recognise that from time to time we need to carry out jobs whilst working with or near underground services and in doing so recognise the possibility of being exposed to significant risks. As any contact with underground services can be fatal or cause both immediate and long-term health issues we consider working with or near underground services without appropriate controls an **extreme/high risk** task/environment.

PROCEDURE

As every situation can be different, we adopt risk management processes to determine the appropriate controls, we always look to abide by applicable New Zealand legislation and adopt New Zealand Codes of Practice, WorkSafe NZ best practice or industry endorsed guidelines, or create our own in-house procedures to ensure we appropriately manage the associated risks.

We follow: - accessed digitally via hyperlink

→ [The OSH publication 'Guide for safety with underground services' which outlines the methods we recommend you follow if you are digging.](#)

You need to get all available maps of the area from all utility providers, and you should use a cable locator, before digging. In establishing this procedure, we have and continue to consult and engage with our workers.

In addition, to ensure we are all aware of this hazard, understand the harm it can cause, and of ways to appropriately manage the risks we periodically hold safety meetings and education on working with underground services. We undergo training if appropriate and implement supervision procedures if necessary.

We regularly check and maintain our equipment associated with working with underground services, and visually check and undertake to ensure that any equipment or plant we use for this type of work is in safe working order and has been verified for accuracy. Our supervisor makes periodic on-site assessments when we undertake this type of task and/or environment to confirm we are carrying out the work as per this procedure.

Supporting tools/documents- accessed digitally via hyperlink

[WorkSafe - Working near utilities and services.](#)

[WorkSafe - Excavation safety](#)

[AS/NZS 4836 - Safe working on or near low-voltage electrical installations and equipment](#)

[NZECP 34 New Zealand Electrical Code Of Practice for Electrical Safe Distances](#)

Acknowledge and sign SOP over page

HOME SAFE AND HEALTHY EVERY DAY

