

Live Utility Work Best Practices

Background and Responsibilities

When conducting work near live utilities, employees must be well informed of the hazards surrounding them and the procedures they are expected to follow to protect themselves and others on the jobsite. By preplanning live utility activities and preparing for the hazards which may be encountered, injury and damage that otherwise may occur during our work can be prevented.

The Live Utility Work Authorization (LUWA) and corresponding Risk Assessment Worksheet (RAW) must be completed whenever work is conducted within ten (10) feet of a live utility (ie: live electrical boxes, underground utilities, communication lines). HCC Project Managers and Superintendents are responsible for ensuring that this process is completed on their project with input from the appropriate parties.

Completing the Live Utility Work Authorization and Risk Assessment Worksheet

- 1) Locate live utilities on project.
- 2) Identify locations and depth if known on the site plan.
- 3) Identify work activity to take place within ten (10) feet of live utility / utilities.
- 4) Complete column one of the Risk Assessment Worksheet (RAW) by listing the steps of the activity with hazards relating to the utility / utilities.
- 5) Determine what utility / utilities related hazards are associated with each step of the activity and list the second column.
- 6) Evaluate the hazards to determine who or what is put at risk by the activity taking place. Employees performing work, utility providers, customers and others should all be taken into consideration.
- 7) Assign a preventative action to each hazard item in column four to ensure that no injury or damage will result from the work. Examples include: Electrical line wraps, call before you dig locates, hand digging, task specific PPE, initiation of the Live Utility Work Authorization form etc....
- 8) HCC project team will complete the Live Utility Work Authorization (LUWA)
- 9) **Review the completed Risk Assessment Worksheet and Live Utility Work Authorization with the crew to be performing the activities in the work area.** Have each crew member (including HCC PM and Superintendent) print their name and sign the work authorization prior to starting work
- 10) Keep of signed LUWA and Risk Assessment Worksheet at location of work during the full duration of the activity. Save it in the SSSP after activities are completed.

Action Verification

During the course of the activity, it is highly recommended for HHC senior representative to visit the site and verify that Preventive Actions identified on the Risk Assessment Worksheet (RAW) are in place.

LUWA Expiration

The LUWA expires daily unless otherwise permitted. The permit is automatically invalid if conditions, procedure or work process change or if crewmembers change.