

For issue to Scottish and Southern Electricity Networks (Employees and Contract Partners)

## SHE COMMUNICATION

### OPERATIONAL CHECKS ON ENTRY TO A SUBSTATION

#### Overview:

This communication acts as a reminder for all operational persons regarding the checks which shall be completed when accessing substations, and those needed prior to and after operating apparatus.

#### Action Required:

##### Before entering any substation:

- Ensure that the substation location has been positively identified.
- Is the site secure/are there any signs of attempted unauthorised access?
- Check labelling at the access point for previously identified hazards such as open excavations, SF6 or hypodermic needles.
- Carry out a general check of the site to look for signs of interference, depleted earthing, etc.

##### Use your senses, check for anything out of place –

- Do all plant and structures appear correct?
- Is there unexpected noise, smells or smoke?
- Is there anything inside the site that you feel should not be there?

##### Grid / Primary Sub Stations

Where there are security systems fitted contact the Security Bureau (023 9227 8010) and ensure you understand how to disarm any security systems/ automated fire systems fitted on site. The Security Bureau shall be contacted even if the security code is known to prevent unauthorised access.

Before leaving site if required, a record outlining the purpose of the visit shall be left in the Substation Log book.

##### Secondary Substations

It is not necessary to contact Group Security or the Control Engineer on entering secondary substations unless there is a hazard found on-site that the either need to be made aware of.

It is possible for fire control systems to be installed at a secondary substation – This shall be confirmed before entering the building and the operative must understand how to disable the fire control system.

## Local Pre & Post Operating Checks

The pre-operating checks listed below provides an aid memoir for persons to use prior to operating apparatus:

Check -

- Right Place + Right Switch + Right Operation
- Access and egress routes are clear?
- For other hazards in the vicinity that need to be considered, including presence of extraneous earthed metal work which may impart a different and therefore potentially hazardous electrical potential, such as fencing.
- That you are wearing the correct PPE?
- That the apparatus in the expected state?
- That the apparatus, supporting structures or insulators are not showing any signs of distress, defects or interference?
- That the visible earthing is sound
- The levels, via gauges, floats and indicators of insulating oil and/or insulating gas are correct. If low or unclear immediately report this to the Control Engineer.
- For any unusual smells or noises
- The suitability and integrity of operating handles and other ancillary equipment needed to complete the intended operations
- Whether the operation be carried out dead?
- You are trained and confident to operate this apparatus?
- You hold the authorisation to operate this apparatus?
- You have been instructed to operate this apparatus?
- Confirm the apparatus operated as expected / are indicators in the correct state?

Where local, visual inspection establishes that any apparatus shows signs of distress or is considered unsafe to operate then the work or operation shall not be carried out and the Control Engineer immediately informed.

## IF IN DOUBT CONTACT THE CONTROL ENGINEER, SEEK ADVICE & REPORT VIA THE 30 MIN SAFETY REPORTING LINE

This communication is to be shared with all persons, employees and contract partners, who hold authorisations under the SSEN Operational Safety Rules.

### Our Licence:

At SSEN we are fortunate to be provided with the licence we need to go home safe every day. Our primary objective is to deliver safe outcomes for our people, our customers and the environment and on this we will not compromise.

**At Scottish and Southern Electricity Networks – if it's not safe, we don't do it.**

Communication by (✓)	Managers	✓	Notice board	✓	Tool-box talk		Team brief	✓
Communication complete by (✓)	1 week		2 weeks	✓	1-month		2-months	
Issued by: Andy Barker, Operational Safety Advisor.						Date of issue: 13/04/2021		