

OUTSIDE PLANT
PRECAUTIONS
GENERAL

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1. GENERAL

1.01 This group of practices on General Precautions consists of the following:

Section 620-100-010 — General

Section 620-101-010 — Aerial Work

Section 620-102-010 — Underground and Buried Work

Section 620-103-010 — Grounding Portable Electric Tools

They outline important general precautions to be observed in the construction and maintenance of outside telephone plant. Detailed precautions and safety equipment related to specific work operations are covered in other sections of the Practices.

1.02 This section has been reissued to revise Part 5 to include reference to the B voltage tester. ←

1.03 Thorough knowledge and habitual use of all general and detailed precautions are necessary to perform work operations in a safe manner.

1.04 Job planning is a vital requirement for the conduct of efficient and safe work operations by either an individual or a group.

1.05 Conduct all work operations in a manner to reduce hazardous or dangerous conditions to an absolute minimum. The thoughtful and careful worker provides protection for himself, his fellow employees and the public.

2. STANDARD MATERIALS AND TOOLS

2.01 Standard materials and tools are approved for use within limits specified in the Practices.

2.02 Nonstandard materials and tools may be used only upon proper authorization.

2.03 All materials, tools and equipment used in handling heavy loads or supporting workmen must always be maintained in safe operating condition. Examine tools, rope tackle, winch lines, construction apparatus, etc., before use to insure that they are in a safe and serviceable condition.

2.04 The sections in the 081 Division of the Practices contain detailed instructions for the care and maintenance of standard tools and equipment.

3. CONSTRUCTION APPARATUS AND EQUIPMENT

3.01 Keep parts of the body and clothing away from possible contact with moving parts of reels, winches, pole hole diggers, ropes, winch lines and other construction apparatus while such apparatus is in use or sustaining heavy loads.

4. HANDLING HEAVY OR UNBALANCED LOADS

4.01 Safe handling of heavy loads or strains requires great care and the application of methods, tools and materials adapted to the job. Failure of materials or tools under heavy loads may result in serious injury. Materials and tools must be properly handled so that the risk of accidents will be reduced to a minimum. Make certain that tackle, blocks, slings, ropes, temporary guys, braces, etc., have ample strength to support all expected loads. Adequate measures should be taken to minimize all unbalanced loads on poles or other supports. Unbalanced loads may be avoided by placing temporary guys, braces, etc., prior to the start of work operations in which unbalanced loads would occur.

5. WORKING NEAR LIGHT AND POWER WIRES

5.01 All electrical power lines and equipment including transformer cases, lamp brackets, guys, electrical conduits, etc., should be considered energized and contact with them avoided.

SECTION 620-100-010

5.02 Make observations and tests with the B voltage tester in accordance with 620-105-010 before working at joint use poles. Additional precautions concerning gas and buried electric line hazards are contained in 620-102-010.

5.03 Where a pole or attachment is found or suspected to be charged with a foreign current, report the condition immediately to your supervisor. Do not work on the pole until the condition has been corrected.

5.04 Follow instructions in 621-205-010 when placing or removing poles near electric power wires.

5.05 When necessary to work in the immediate vicinity of electric light or power equipment, advance job planning is essential for the safe conduct of work operations. If the work cannot be done safely, request assistance or corrective action by the Power Company or have the power shut off during the period when there may be a possibility of accidental contact.

6. CLEARANCES

6.01 Always provide adequate clearance above ground at highway crossings and other locations to minimize accident hazards to pedestrians or vehicular traffic. Where this is impracticable, take such steps as are necessary to warn traffic and prevent accidents.

6.02 Be extremely careful to prevent contact between telephone cable, wires or strand and the current carrying parts of electric light and power equipment. Required clearances for aerial telephone plant are contained in other sections of the Practices.

7. PERMANENT CHARACTER OF WORK

7.01 All plant should be permanently constructed unless specifically instructed to do otherwise.

7.02 Authorized temporary work should be as inexpensive as practicable, but in no case should it be hazardous. Temporary work must be sufficiently substantial to obtain the desired strength throughout its period of use.

8. OPEN FLAMES

8.01 Kerosene furnaces or other equipment employing an open flame should be kept clear from possible contact with combustible material and from interference by the public or unauthorized persons.

8.02 Do not introduce open flames in enclosed areas which may contain combustible materials, liquids or gases.

9. INDIVIDUAL PRECAUTIONS

9.01 Eye protection must be worn during work operations where there is a possibility of flying particles striking the eye or when there is the possibility of foreign objects, such as wires, tree branches, etc., coming in contact with the eye.

9.02 Rubber gloves are provided for protection against electrical shock. They shall be worn when work operations involve electrical hazards and there is a possibility of telephone plant or equipment becoming energized.

9.03 Conduct a preliminary examination of roofs, attics or other locations of doubtful support before starting work. If not in satisfactory condition to permit the conduct of work in the regular manner, obtain permission from the property owner, his agent, or tenant to place boards, scaffolding or other materials as a temporary support to permit the safe conduct of work.

9.04 Handle hot solder, paraffin, soldering coppers, etc., with care. Heat, place or suspend them in safe restricted areas to prevent accidental contact with the workmen or the public. Raise, lower and carry hot liquids with extreme caution to avoid spilling.

10. CONDUCT OF WORK UNDER HAZARDOUS CONDITIONS

10.01 Hazardous conditions should be eliminated so far as practicable before telephone work operations are undertaken. Where it is impracticable to eliminate such conditions and it becomes necessary to proceed with the work operations, such operations should be limited in scope and performed under the direct supervision of the supervisor in charge.

10.02 In general, Telephone Company employees must not perform work on electric light or power circuits. Where the presence of foreign voltage is noted or suspected on telephone plant, work operations must cease immediately and must not be resumed until the nature and the source of such voltage has been determined and the condition corrected.

10.03 Under all conditions where there is any doubt as to whether a job can be performed in a safe manner, obtain advice from your supervisor before undertaking the work.