

PLANT MAINTENANCE

SAFETY HAZARDS -

CLASSIFYING, REPORTING, AND CLEARING

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1. GENERAL

1.01 This section covers the procedures to be followed by all plant forces in classifying, reporting, and clearing hazardous plant conditions detected during the course of the normal day-to-day work operations or as the result of scheduled outside plant inspections. It is issued to clarify the classification of immediate action safety hazards and establishes time objectives for the clearing of plant conditions that are hazardous to the public or employees.

1.02 The proper classification, reporting, and clearing of hazardous plant conditions are essential to provide maximum safety margins for employees and the public. The examples cited in this section are not all inclusive. Undoubtedly, there will be other kinds and types of hazards that will require immediate action or special attention. Other types of hazardous conditions that fall in the various categories of classification shall be agreed upon by joint conferences and periodic field visits by the district level of plant service, toll, construction and engineering departments concerned, and specific clearing time objectives established.

1.03 All hazardous plant conditions that are not cleared at the time observed shall be reported on Form P-3028, Report of Plant Condition Requiring Correction. The form shall be

prepared and distributed in accordance with the provisions of the section entitled Plant Maintenance - Reports - Preparation, Use, and Disposition.

2. CLASSIFICATION OF HAZARDOUS PLANT CONDITIONS

2.01 All unsafe plant conditions that are not cleared at the time observed shall be classified, reported, and cleared in order of their urgency as follows:

(a) **Safety First - Immediate Action:** This wording is used to designate these repair orders covering a hazardous condition which must be cleared within 24 to 48 hours. Hazardous conditions of this type, that are created or must be cleared on a permanent basis by a foreign utility, will require additional follow up. If, at the time the report is referred to the foreign utility, it appears they will be unable to clear the condition within the time objectives established above, the Telephone Company shall initiate action to effect temporary repairs. The following lists some of the hazardous conditions which require immediate action:

- (1) Power wires in actual contact or within swinging contact distance of aerial plant.
- (2) Power wires, with impaired clearances, that are within accidental contact distance of workmen on poles or other aerial plant.
- (3) Telephone or foreign guy wires which are in contact with or within swinging contact distance of power wires and within accidental contact distance of workmen on poles or other aerial plant.
- (4) Fixtures, brackets, light standards, etc. , in actual contact or within swinging contact distance of power wires, and within accidental contact distance of workmen on poles or other aerial plant.
- (5) Slack telephone or foreign down guys, overhead guys, etc. , that will permit a pole to give, due to wet soil conditions or an unbalanced load, and which would result in a power contact with telephone plant.
- (6) Unsupported poles, such as unguyed poles supporting "B" cable terminals, slack cable spans, or aerial wire, etc. , including dead end poles guyed in one direction that are broken, rotted off, or badly deteriorated and are in danger of falling. (Refer Bell System Practices, Section G10.305.)

(7) Gas in manholes, if the amount of gas is such that normal ventilation will not clear the gas and permit the work to progress in accordance with standard safety practices.

(b) Other Hazardous Conditions and Clearance Infractions:

This wording is used to designate those repair orders where no immediate danger exists. In general, these types of hazards shall be cleared within one to twelve months, depending on the comparative urgency of their need and upon force and work-load requirements within the district concerned. The following illustrations are offered as a guide to assist the field forces in classifying this type of hazard.

- (1) Broken poles that are safely supported by suspension strand, aerial wire, power wires, etc.
- (2) Clearance infractions where no immediate danger of contact exists, such as slightly impaired clearances between power service drops and Telephone Company aerial plant.
- (3) Clearance infractions involving ground clearance where no immediate danger exists.

3. REPORTING OF HAZARDOUS PLANT CONDITIONS

3.01 All hazardous plant conditions detected that require immediate action shall be reported verbally to the local exchange test center, toll control testboard, or the construction department "contact desk," whichever is applicable, as soon as possible and confirmed on form P-3028.

3.02 All other hazardous conditions shall be reported on form P-3028 and routed through lines of organization to the appropriate department for disposition.

Note: In cases of impaired foreign wire clearances which are to be cleared by the foreign utility, the construction department "contact desk" upon receipt of the P-3028 shall prepare and send 3 copies of form 48 to the joint pole department for transmittal to the other utility. The plant engineering forces will submit form 48, in lieu of the P-3028 to the contact desk for transmittal to the joint pole department.

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4. PROCESSING AND CLEARING OF SAFETY FIRST - IMMEDIATE ACTION HAZARDS

4.01 Exchange and Toll Test Center Forces

(a) The method of handling and clearing immediate action hazards reported to the various test centers and testboards are outlined in other sections of the Bell System Practices.

(b) The general methods and responsibilities of the exchange and toll test center forces for the handling and processing of immediate action safety hazards are described below. This information is included in this section to acquaint the plant field forces with this operating procedure.

(1) All reports of immediate action safety hazards received in the test centers shall be referred to the test room supervisor for disposition.

(2) The test room supervisor shall:

(a) Dispatch a field foreman to check the report and assure that the condition warrants emergency handling.

(b) If applicable, instruct the deskman, service order clerks, etc., to warn all employees who may be working in the vicinity of the hazard.

(c) Follow up the initial report and assure that the condition is corrected or other remedial action taken.

4.02 Plant Field Forces

The field supervisor assigned to check the report shall be responsible for the following:

(1) Assure that the condition warrants immediate action.

(2) Endeavor to have the hazard cleared, either permanently or temporarily, provided it can be done safely.

(3) Make a verbal report of the condition to the construction contact desk, if required.

(4) Keep the test room supervisor informed regarding the progress of the work, together with the estimated date and time the hazard will be cleared.

(5) Prepare and forward a confirming form P-3028.

4.03 Construction "Contact Desk"

The following outlines the method of handling and clearing immediate action hazards, which are received by the construction department "contact desk. "

(1) The report shall be analyzed and immediately referred to the proper construction field forces, district plant engineer or foreign utility.

(2) Reports of impaired foreign wire clearances that require immediate action on the part of the foreign utility to clear shall be called immediately to the attention of the other company by the "contact desk" and then confirmed by sending 3 copies of form 48 to the joint pole department. The file copy of form 48 shall be associated with the confirming P-3028 (Plant Service and Construction) or form 48 (engineers) when received.

(3) Reports of gas in manholes shall be referred direct to the foreign utility involved.

(4) The "contact desk" shall follow-up all reports to assure that the condition is corrected within the time objectives established. Where it is apparent that these time objectives will not be met, other remedial action shall be initiated.

(5) Upon completion of the work, the entries on form P-3028 shall be completed and one copy returned to the originating department.