

Electrical Safety Toolbox Talk

Information that must be briefed before issuing a Form C (Overhead Line Equipment Permit)

NOTE: It would be useful if a copy of a Form C is also used to guide you through this.

As a minimum the Nominated Person (NP) must brief the COSS (OLP) on the following:

- The issue of the Form C does NOT mean that train movements have stopped
- Safe working limits
- Lines isolated
- Lines remaining live
- Any Residual Electrical Hazards (where possible use photos/diagrams to aid the brief)
- Any RoLE equipment and their locations (where possible use photos/diagrams to aid the brief)



It is the responsibility of the COSS (OLP) to brief all persons that they are responsible for and confirm they fully understand the extent of the isolation, the safe working limits, any live equipment, and any residual electrical hazards.

Why?

A Form C is required by anyone who is required to work within 2.75 metres of overhead line equipment.

Form C Example

Equipment	Safe Working Limits		Line(s) / ATF(s)	Remarks
	At / from structure	To structure		
Overhead Line Equipment (Excluding ATF, BT, RC)	Check this covers the worksite	Check this covers the worksite	Are these the correct lines	

Residual Electrical Hazard Present:	Location of Residual Electrical Hazard: <i>(Structure number, line(s) from/to etc)</i>	Type of Reminder of Live Exposed Equipment Implemented:	Reminder of Live Exposed Equipment Location: <i>(Structure number, line(s) from/to etc)</i>	Additional Remarks: <i>(Flashing or static light etc)</i>
	Did you explain this?	Did you explain these?		

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Do

- ✓ give a full and proper brief before asking the COSS (OLP) to sign and accept the Form C
- ✓ remind the COSS (OLP) to brief all other staff on the details of the Form C before putting anyone to work.
- ✓ give all staff a chance to ask questions or challenge the safe system of work.
- ✓ remind your relief that it is their responsibility to check that all staff working under any Form C are fully briefed before putting them to work.
- ✓ if the work required is on or very near to OLE, confirm that Test Before Touch procedure is carried out.

Don't

- ✗ allow work to start until you have given a full brief and issued a Form C.
- ✗ allow work to start until you check the details recorded on the Form C relate to the site of work (Nature of Work, Lines required, Limits of work) are correct.
- ✗ start work on, or very near to OLE until a Test Before Touch procedure has been carried out.
- ✗ issue the Form C until you have given the COSS a chance to check the details on the Form C and given them an opportunity to ask questions.

Sample Questions

You can use these to check understanding, feel free to ask your own questions

- Who is responsible for confirming that the details on the Form C are correct before issue?
- Who in the group is competent to accept the Form C?
- What level of competency do you need to challenge the safe system of work?
- Will the issue of the Form C protect the group from the movement of trains?
- What is meant by the term 'Residual Electrical Hazards' (REH), how would the COSS understand these?
- What is RoLE? How would the COSS (OLP) understand these?
- Who is responsible for briefing your relief?

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Feedback

Note down any feedback or questions from the team here.

