

## Tool Box Talk – Authorisations - Scottish Power Substations

<b>Reason</b>	To ensure operatives awareness of SPEN Authorisations
<b>Why</b>	To ensure compliance, safety and competence at all times.
<b>Outline</b>	'Your safety is paramount at WPA and you are required to assist Weatherproofing Advisors to fulfil its Health and Safety responsibilities. The Health and Safety at Work etc Act 1974 requires that employees and sub-contractors at work take reasonable care of their own health and safety and that of persons who may be affected by their acts or omissions. It is also an offence under the Act to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. In addition to being a criminal offence non-compliance with these regulations is also a breach of your employment contract. You must familiarise yourself with the site, emergency procedures, site rules and specific customer service absolutes'.

### Authorisation Levels – Scottish Power Substations

**Any person working on a Scottish Power substation requires the appropriate level of authorisation to safely work within the proximity of a substation.**

You will have attended training courses at **Scottish Power Delaine House** and progressed or are progressing towards **EN-1** level authorisation.

The current authorisation progress through Weatherproofing Advisors is :

#### **WI-PS**

##### **Work Isolated - training**

Allows the holder to work under Personal Supervision only up to the limit if accompanying persons "WI" authorisation (generally used at training level)

#### **WI-2**

##### **Work Isolated**

Allows the holder to do Non-Electrical work adjacent to Live Apparatus outside the prescribed Safety Distance. This is the minimum authorisation required to work under a Limited Work Certificate (LWC)

#### **EN-1**

##### **Substation Entry**

Allows the holder Independent entry to Substations with exposed Live conductors.

When on site you should have with you the **Scottish Power Safety Rules Handbook** (Green Book) which fully explains all the authorisation levels and also contains in the front pocket a copy of your Certificate of Authorisations fully detailing all levels and any limitations. You should be fully aware of these at all times.

Scottish Power do not send reminders in relation to the expiry dates of these authorisations and it is the responsibility of Weatherproofing Advisors to ensure that these are kept up to date.

### Emphasis and Questions

- If in Doubt – **STOP**
- Regularly refer to the Safety Rules handbook when in any doubt
- Challenge or seek further instruction when any authorisation levels are queried

