Certified Locating Organisation

CLO Overview

CERTLOC® CERTIFICATIONS

AUS CERTLOC CERTIFIED LOCATING ORGANISATION

1300 340 017 | info@certloc.com.au | ABN 49 678 777 243
Suite 68, Level 1, 8 Clunies Ross Court, Eight Mile Plains, QLD 4113

Find Certainty

Why you need Certified Locating Organisation status

Communications infrastructure (Telstra in particular) is valued at the highest level as a Critical National Asset, whose protection is enshrined by The Telecommunications Act legislation.

Risk Assessment Codes of Practice issued by each State Government Authority, outline procedures and protocols expected at a worksite to minimise the risk of damage to civil infrastructure, thereby protecting the community that relies on the services provided by those networks.

Clauses in the Workplace Health and Safety Act make mandatory the joint acknowledgment of minimum relevant skill sets and safety procedures of non-employees entering or accessing a property or worksite controlled by an Organisation.

As a business owner you must meet the WHS requirements set out in the Acts and regulations in your State or Territory. You may face penalties if you don't meet them.

Refer: ***https://www.business.gov.au/risk- management/health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice.***

Your clients also have responsibilities. WHS regulations require that all reasonable steps must be taken to obtain current underground essential services information about a workplace where excavation work is being carried out before directing or allowing the excavation work to commence.

Refer: ***https://www.legislation.gov.au/Details/F2011L02664/Html/Text.***

Additionally, they also have a "Duty of Care" to minimise the risk to our fellow workers and the public against accidents, damage to property and fatalities. This Risk Assessment Officer role is now common in many organisations, especially on infrastructure projects. A plant locator is a contributor to worksite risk assessments by identifying underground hazards that may not always be marked on a plan.

FIRST STEPS FIRST!

Your locating employees must be CERTLOC Certified Locators.

CERTLOC Certification is not a training course but is an assessment in two parts (theory and practical) administered by CERTLOC Certifications.

If you already have CERTLOC Certified locator employees and meet the mandatory conditions, please complete the Certified Locating Organisation Application to get the process started.

Benefits to network, excavation & construction clients

Under Australian WHS/OHS legislation your business is legally obliged to put certain minimum protections for people and infrastructure in place. Otherwise known as your Duty of Care.

Legislated National OHS/WHS obligations

- Provide safe work premises
- Assess risks and implement appropriate measures for controlling them
- Assess workplace layout and provide safe systems of work
- Provide and maintain safe machinery and materials
- Have insurance and workers' compensation

Refer: ***https://www.business.gov.au/Risk-management/Health-and-safety***

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- Identifies where underground networks and utility risks may be in relation to your works areas – helping you provide safe work premises and assess risks
- Provides proof of plant location and gas detection equipment
- Provides proof of safety equipment carried with the Certified Locator
- Must provide proof of appropriate insurances for the protection of the underground network in relation to damage that may occur as a result of the advice provided to you and workers' compensation insurance for the employee visiting your worksite.

Specific legislation regarding WHS/OHS oversight bodies and penalties vary from State to State; the requirements listed above are some of the national basics.

Underground network is complex and requires expert knowledge to interpret information to identify and locate components, to pothole underground assets for validation and to safely work around assets without causing damage.

Much of your clients' *Duty of Care* in regard to identification of services is taken care of when using a Certified Locating Organisation (CLO) thus allowing their Risk Assessment Officers to make more confident site preparation, hazard assessment and risk minimisation decisions. This in turn **saves them money** in preparation time and avoiding future downtime as a result of many unknown infrastructure or accidental damages.

These requirements are what the CLO program helps to address for your business, your client and for the owner of the property the locator must access to do the job properly.

Currently, the CLO program covers Telstra pits and manholes. Other network owners are showing interest in the program to administer their own access permissions programs.

The pits and manholes owner are aware of each CLO (Certified Locating Organisation) and their employee locators.

Each Certified Locator working for a Certified Locating Organisation (CLO) is issued with a photo ID Card authorising them to access the asset owner's property (ie, the pits and manholes) for the purpose of cable and plant locations.

How the CLO program works

Your Organisation signs a formal agreement with **CERTLOC LTD** – who administers the program on behalf of the utility or network provider:

- Demonstrating that your certified locating team is appropriately certified to identify whatever network type may be present onsite, ie, they are **CERTLOC certified.**
- That you are using up-to-date and properly calibrated asset location and gas detection equipment.
- That you have the safety gear and equipment to detect and deal with unsafe conditions.
- That your company carries business insurance appropriate to plant location type work for the protection of your clients, the infrastructure and your business.

CLO program status for businesses is a two (2) year term.

The Certified Locating Organisation status 'belongs' to the company, not the locator employee.

The cost

The cost to your company depends on the number of **CERTLOC** certified employees requiring access to pits and manholes.

1 x employee = $220.00 plus GST for the two-year term
3 x employees = $660.00 plus GST and so on

Conditions to successfully gaining CLO status:

MANDATORY REQUIREMENTS. No exceptions may be granted.

- Have a valid ABN.
- Employ **CERTLOC Certified Locators.**
- Sign a formal Agreement with **CERTLOC LTD** and pay an administration fee based on how many team certified locators require access to utility pits and manholes
- Business insurances:
    - Public Liability $10M
    - Professional Indemnity $2M
    - Workers' Compensation - Government compulsory (Sole Traders & Partnerships exempt)
- All equipment on the **CERTLOC** Equipment List (see over).

Certified Locator Equipment List

1. EMF locating instrument must be serviced, maintained and calibrated as required by the manufacturer with the following minimum requirements:
    - Multiple frequencies (min of 1 Low, 1 Medium & 1 High Frequency)
    - At least one sonde frequency
    - Three active modes, Direct Connect, Inductive Clamp and Spill Induction
    - Two passive modes, Radio and Power
    - Separate Peak and Null Modes
    - Be able to read Current Measurement
    - Manual Gain control
2. Frequency Transponder Locator
3. Gas detector with sniffer hose.
    - Combustibles (LEL)
    - Oxygen (O)
    - Carbon Monoxide (CO)
    - Hydrogen Sulphide (H2S)
4. Traceable duct rodding equipment and a sonde suitable for rodding a communication duct and at a frequency to suit EMF Locator
5. Induction Clamp Extension Handle (recommended 2 m length and non-conductive handle)
6. Pair of Telstra Manhole guards
7. Telstra Manhole keys
8. Minimum of 4 x 450 mm witches hats
9. Telstra pit seal breaker tool
10. Applicable safety management signs
11. Site record document, Asset location report or similar
12. Safety documentation (Take 5, JSA, SWMS)
13. First aid kit
14. Hi Vis workwear or vest and work boots